

RESERVE A CLASSROOM FOR INFORMAL STUDY ACTIVITIES

ACADEMIC YEAR 2023-2024

QUICK START GUIDE

GO TO THE LINK BELOW AND CLICK ON STUDENTS CLASS SCHEDULES AND EXAM SCHEDULES





LOG IN WITH YOUR VUB ACCOUNT (VUB E-MAIL ADDRESS)

FIRST NAME.LAST NAME@VUB.BE





GO TO TE RESERVE

TE Vrije Universiteit Brussel

Vrije Universiteit Brussel / Students

PRODUCTIE

My schedule (under construction)

generate your personal timetable automatically after registration of your courses

Timetable for Students

Create your own timetable

TE Reserve

Book a classroom for informal study activities (only during 2x13 teaching weeks



READ THE BOOKING CONDITIONS

CONDITIONS :

 After confirming my booking, I agree to compensate for any damage or theft
 I agree to the obligation to cancel the reservation myself, if the planned activity does not take place, so someone else can reserve the room
 I agree with a ban on subletting
 I agree to the cancellation of my reservation by

Central Timetabling dpt. due to circumstances beyond our control. I will be notified by e-mail



SELECT THE DESIRED DAY

RESERVATION RESTRICTION : UP TO 7 DAYS AND THE EARLIEST TOMORROW

				т	ER	Reserv	'e	
			<	(11 - 1	7 Sep	Ë	>	
QUICKST agree to room 3. I a	ART : S compe igree v	Select the day, navigate ensate for any damage o vith a ban on subletting	to the preferred time blo or theft 2. I agree to the o 4. I agree to the cancella	ock, set the durat bligation to cand tion of my reser	ion (ma el the re vation b	aximum 3 hou eservation m by Central Tim	rs). Fill in yself, if th netabling	th e di
wk52		Monday 11/9	Tuesday 12/9	Wednesday	13/9	Thursday	y 14/9	

wk52	Monday 11/9	<u>Tuesday 12/9</u>	Wednesday 13/9	Thursday 14/9
D.2.06	8 9 10 11 12 13 14 15 16 17 18 19 20 21	8 9 4 1 12 13 14 15 16 17 18 19 20 21	8 9 10 11 12 13 14 15 16 17 18 19 20 21	8 9 10 11 12 13 14 15 16 17 18 19 20 21 8
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NAVIGATE TO A TIME SLOT WHICH IS AVAILABLE

AVAILABLE TIME SLOTS ARE WHITE, UNAVAILABLE TIME SLOTS ARE GRAY

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	wk52	8	9	10	11	12	1
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	D.2.06		09:00 - 10:00				
	D.2.09		\odot				
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SELECT THE TIME SLOT AND ADJUST IT IF NECESSARY

TIME RESTRICTION : MAX. TIME SLOT 3 HR, 3 HR PER DAY, 9 HR PER WEEK





FILL OUT THE FORM AND CLICK "CONFIRM MY RESERVATION"

TIME RESTRICTION : MAX. TIME SLOT 3 HR, 3 HR PER DAY, 9 HR PER WEEK

		×
	Tue 12 September 2023	
Tue 12 September 2023	Begin End	Clea
Begin End	09:00~ 12:00~	
09:00 ~ 10:00 ~	Room	
10:00	<u>D.2.06</u>	-
Room 11:00	Number of persons*	
D.2.06 12:00	2	
.0	TE reserve student :*	
	Subject of your activity	
	Agree terms and conditions*	
	Ja, ik ga akkoord∕Yi ∨	
	E-mail*	
	firstname.lastname@vub.be	
	-	
	confirm my reservation	



SEND YOURSELF A CONFIRMATION EMAIL IF DESIRED, OR EXIT THE APPLICATION, OR MAKE ANOTHER RESERVATION

YOU CAN THEN ADD THIS RESERVATION TO YOUR ELECTRONIC CALENDAR





FOLLOW THE SAME STEPS FOR YOUR CANCELLATION





ENTER YOUR EMAIL ADDRESS AND CLICK "SEND EMAIL"

firstname lastna	me@vub.be	
in Striame.iaStria		
		,
Subject		
subiect of your a	activity	
vessage		
The following re	servation was made in TimeEdit. Please do not	
reply to this mea	ssage.	
		h
	Send email	



YOU WILL SEE THE CONFIRMATION OF SENDING YOUR EMAIL





GO TO YOUR OUTLOOK EMAIL





IMPORT YOUR RESERVATION INTO YOUR OUTLOOK CALENDAR BY DOUBLE-CLICKING ON THE ICON

808 bytes	en naar het: Nederlands	Nooit ve	Microsoft Outlook X
e following res	ervation was made in 1	FimeEdit. F	Deze internetagenda aan Outlook toevoegen? U dient alleen agenda's te openen van bronnen die u kent en vertrouwt
12 Sep 2023	Room Number of persons	D.2.06	Bijlage TimeEdit_2023-09-08_17_42.ics van subject of your activity Ja Nee
wk52	TE reserve student : Agree terms and conditio E-mail	Subject ns Ja, ik ga <u>erwin.va</u>	of your activity akkoord/Yes I agree an.de.velde@vub.be
	ID Modified	60481 08-09-2	023 19:42



CLICK ON SAVE AND CLOSE

	Titel	Subject of you	ur activity					
pslaan en	Begintijd	di 12/09/2023	9:00	-	🗌 Hele dag 🔄 🎯 Tijdzones		dinsdag	woensdag
luiten	Findtiid	di 12/09/2023	12:00	•			12	13
43							on campus	Thuiswerk
	Locatie	<u>D.2.06</u>				0:00		
						1:00		
ik as skki	oord/Yes Lagr	ee				2:00		
in van de	velde@vub.be	x						
in.van.de 60481	.velde@vub.be	5				3:00		
in.van.de 50481	.velde@vub.be	2				3:00 4:00		
<u>in.van.de</u> 50481	.velde@vub.be	2				3:00 4:00 5:00		
in.van.de	.velde@vub.b	2				3:00 4:00 5:00 6:00		
in.van.de 50481	velde@vub.b	2				3:00 4:00 5:00 6:00 7:00		
in.van.de	velde@vub.b	2				3:00 4:00 5:00 6:00 7:00 8:00	Subject of your activity	
in <u>van.de</u> io481	velde@vub.b	2				3:00 4:00 5:00 6:00 7:00 8:00 9:00	Subject of your activity D.2.06	





