

User Guide to Booking Sports Facilities and Music Room

1. Scan the QR code below or enter <https://mbs.cpce-polyu.edu.hk/ibooking/> in your browser.



2. Click **Login** **A** to CPCE Single Sign On, and enter your username and password to login the iBooking System.

CPCE Facilities iBooking System


Welcome to CPCE Facilities iBooking System for reserving the following facilities:

CPCE Libraries	Sports Facilities	Music Room	Cross-Campus Workstation
Library Group Study Rooms	Multi-Purpose Halls Rehearsal Rooms Fitness Centres	Music Room	For Eligible Cross-Campus Teaching Staff Only
Click to view Booking FAQ / User Guide	Click to view Booking FAQ / User Guide	Click to view Booking FAQ / User Guide	Click to view User Guide

Please click to view the booking status or directly login to place reservations.

[View Status](#) [Login](#) ← **A**

Sign In



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND
CONTINUING EDUCATION
專業及持續教育學院

CPCE Single Sign On

User name:

Password:

User Type: Staff Student

[Forget Password](#)

3. To make a new booking, go to “New Booking” page, choose the **Facility Group** and **Date** (up to one week in advance)

4. Select the available **timeslot**, and click **Book**.

[Note]


- (1) You can book a maximum of one session (60 minutes) for Multi-purpose Hall facilities and Rehearsal Room or 2 consecutive sessions (2 X 30 minutes) for Fitness Centre per day. For the Music Room, you can book a maximum of one session (60 minutes) per day and no more than 3 sessions per week.
- (2) Please visit CSAO website (www.sao.cpce-polyu.edu.hk) (Our Services> Facilities and Support Services> Campus Facilities and Sports Equipment Booking) for regulations regarding the use of sports facilities and music room.

5. Enter **No. of Users** **B** (Optional), and click **Confirm** **C** to confirm the booking. You will then receive a unique booking code on the “Booking Success” page.

6. A confirmation email will be sent to your college email account.

Dear CHAN Tai Man,

This is to confirm your reservation as follows:

Facility Type:	Rehearsal Room (WK) / Rehearsal Room (WK)
Facility Name:	Rehearsal Room (WK) (1-4 users)
No. of Users:	1
Date:	2021-Aug-16 (Mon)
Time:	13:30 - 14:30 (1 hour)
Booking Barcode:	 RtVP2J
Paid:	\$0.00
Guest:	<input type="checkbox"/> Yes (No. of guests:) <input type="checkbox"/> No

[Note]

For booking of **Rehearsal Room, Fitness Centre and Music Room**, you will need to **borrow a smart card** at the following venues of the relevant campus, and you need present your student/ staff ID card together with the booking confirmation email for verification:

(1) For Rehearsal Room and Fitness Centre:



- CSAO Service Counter (for booking sessions before 10:00 am, Mondays to Fridays; and for particular sessions during special periods)
- Further Studies and Career Centre (for booking sessions between 10:00 am and 4:00 pm, Mondays to Fridays)
- Campus Facilities Management Office (for booking sessions after 4:00 pm, Mondays to Fridays, and for booking sessions on Saturdays)

(2) For Music Room:

- CSAO Service Counter (for booking sessions before 4:00 pm, Mondays to Fridays)
- Campus Facilities Management Office (for booking sessions after 4:00 pm, Mondays to Fridays, and for booking sessions on Saturdays)

7. To cancel or change a booking, go to “My Booking Record” page, you will see the booking you have made.

The screenshot shows the 'My Booking Record' page with a navigation bar at the top containing 'Home', 'Booking Status', 'New Booking', 'My Booking Record', and 'My Batch Booking'. Below the navigation bar are links for 'Batch Booking Calendar', 'Guidelines', and 'Regulations'. The main content area is titled 'My Booking Record' and includes a date range filter (From: 2021-Aug-16, To: 2021-Aug-22) and a search box labeled 'Search by booking code'. A table displays booking details for a 'Rehearsal Room (WK)' booking. The details include: Facility Group: Rehearsal Room (WK) / Rehearsal Room (WK), Facility: Rehearsal Room (WK), Capacity: 1-4 users, No. of Users: 1, Reservation Period: 2021-Aug-16 13:30 - 14:30 (1 hour), Booking Time: 2021-Aug-16 12:18:09, and Booking Code: RtVP2J. The 'Action / Status' column shows a pencil icon for editing and a trash icon for cancellation, with the status 'Confirmed'. A red box highlights the pencil and trash icons, with arrows pointing to them from the text below. At the bottom right, it says 'Displaying 1 - 1 (total 1)'.

You can click  to change your booking time, or  to cancel your booking. Once you cancel your booking, your daily booking quota will be released.

To change a booking, de-select your previous booking first.

The screenshot shows a booking availability calendar grid. The top row lists time slots: 11:30 - 12:30, 12:30 - 13:30, 13:30 - 14:30, 14:30 - 15:30, 15:30 - 16:30, and 16:30 - 17:30. The bottom row shows the availability for 'Rehearsal Room (WK) (1-4 users)'. The 13:30 - 14:30 slot is highlighted in green and labeled 'Selected'. A red arrow points from the yellow text box above to this selected slot.

Facility	11:30 - 12:30	12:30 - 13:30	13:30 - 14:30	14:30 - 15:30	15:30 - 16:30	16:30 - 17:30
Rehearsal Room (WK) (1-4 users)	Not Available	Available	Selected	Available	Booked	Not Available

In order to change your booking, you must de-select your previous booking first, then select your desired timeslot. Follow the steps at Point 4 and Point 5 when you complete this step.