

Room and Desk booking – Quick start guide

Hubstar is the new system for booking spaces at Temple Quarter and can be accessed online or using the mobile app.

Full user guides can be found at www.bristol.ac.uk/workspace-reservations

Sign In Go to uob.smartway2book.com/se and sign in with your University account. If asked for a token, use “UOB” Tip: Bookmark the page for quick access. 	Book a Desk - Click  and Book a Desk. - Update date and time in top menu. Click  to filter location. - Select any green desk on the map or select from the list and click Select location. - Click Confirm Reservation. 
Book a Room - Click  and Book a Meeting Room. - Update date and time in top menu. Click  to filter location. - Select any green room on the map or select from the list and click Select location. - Click Confirm Reservation. Note: Depending on permissions, some users will require approval for bookings. 	Check In <i>You must ‘Check In’ at the start of your booking to confirm you’re using the space or the booking will be cancelled.</i> - Within Hubstar, go to Agenda or Week view and click Check-In. - From your emails, click on the link within the check-in reminder email. Desks = 1 hour check in window Rooms = 15-minute check-in window 
Manage Your Bookings - Use the Agenda or Week view to find your booking. - Click Edit to amend a booking or click on 3 dots to delete it. 	Help and Support - Website: www.bristol.ac.uk/workspace-reservations - Email: its-tq-digital-campus@bristol.ac.uk 