

User Guide for Booking Sports Facilities

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:

For Students and Staff:

CPCE Library	Sports Facilities	Solo Pods at the Common Area
Library Group Study Rooms	Multi-Purpose Halls Rehearsal Rooms Fitness Centres	
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](#)

New Student / Staff

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

New Booking

Facility Group

Date

2021-Aug-16

Book

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

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.
- (2) Please visit the CSAO website (www.sao.cpce-polyu.edu.hk) (Our Services> Facilities and Support Services> Sports Facilities Booking) for regulations regarding the use of sports facilities.
- (3) The facility opening hours may be adjusted during special periods. Users will be informed via email notices. Relevant information will also be posted on CSAO website (What's New > Notice from CSAO).

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.

Confirm Booking

Facility Group: Rehearsal Room (WK) / Rehearsal Room (WK)

Facility: Rehearsal Room (WK)

Capacity: 1-4 users

No. of Users: 1

Selected Date: 2021-Aug-16

Time: 13:30 - 14:30

Duration: 1 hour

Registration Under: CHAN Tai Man

Student / Staff no.: 21111111A

Back Confirm

Booking Success

Booking completed successfully.

Confirmation email with check-in barcode has been sent to your email address.

Your booking code is: RtVP2J

Back

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:	☐ Yes (No. of guests:) ☐ No

[Note]

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

Location	Service Hours
CSAO Service Counter (WK-N3/F)	Monday to Friday: 9:00 am to 5:00 pm <i>(for booking sessions before 4:00 pm only)</i> Saturday, Sunday and Public Holidays: Closed
Campus Facilities Management Office (WK-SLG08)	Monday to Friday: 3:30 pm to 10:30 pm <i>(for booking sessions after 4:00 pm only)</i> Saturday: 9:00 am to 7:00 pm Sunday and Public Holidays: Closed

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

Home Booking Status New Booking **My Booking Record** My Batch Booking Logout

Batch Booking Calendar Guidelines Regulations

My Booking Record

From 2021-Aug-16 To 2021-Aug-22 Search by booking code

Booking Details	Action / Status
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 Booking Code: RtVP2J	  Status: Confirmed

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.

Last update: 2021-Aug-16 12:26:33

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.