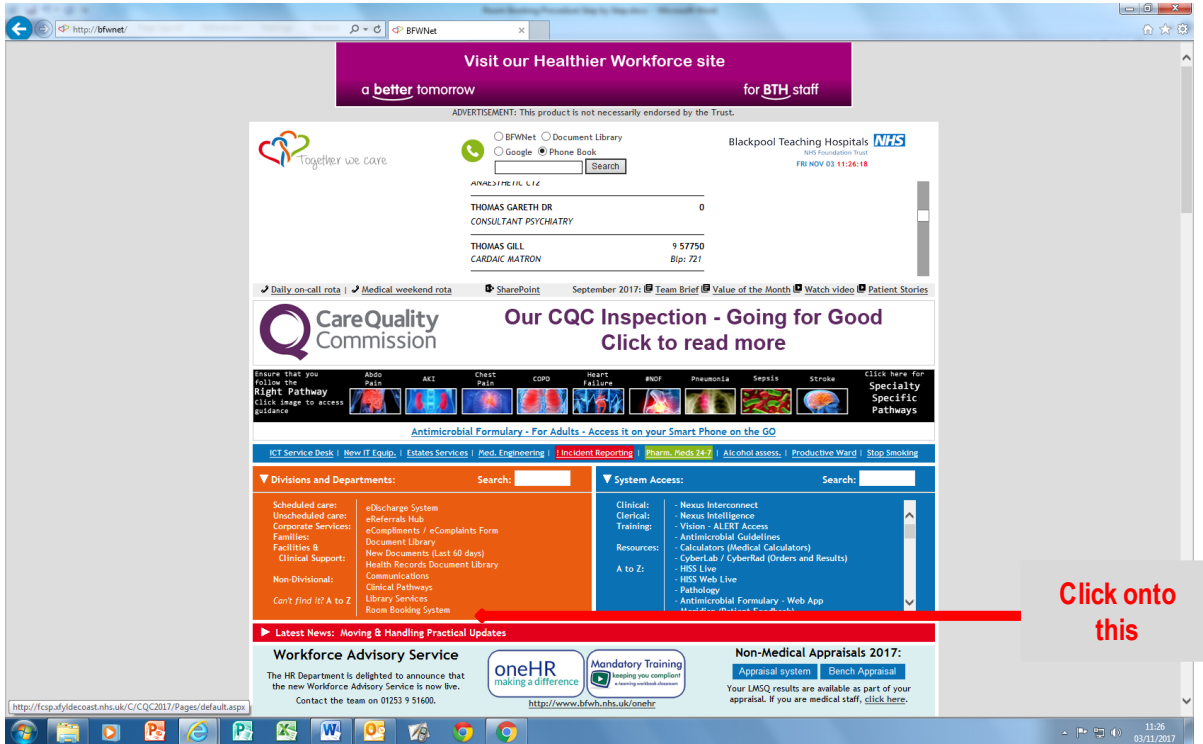
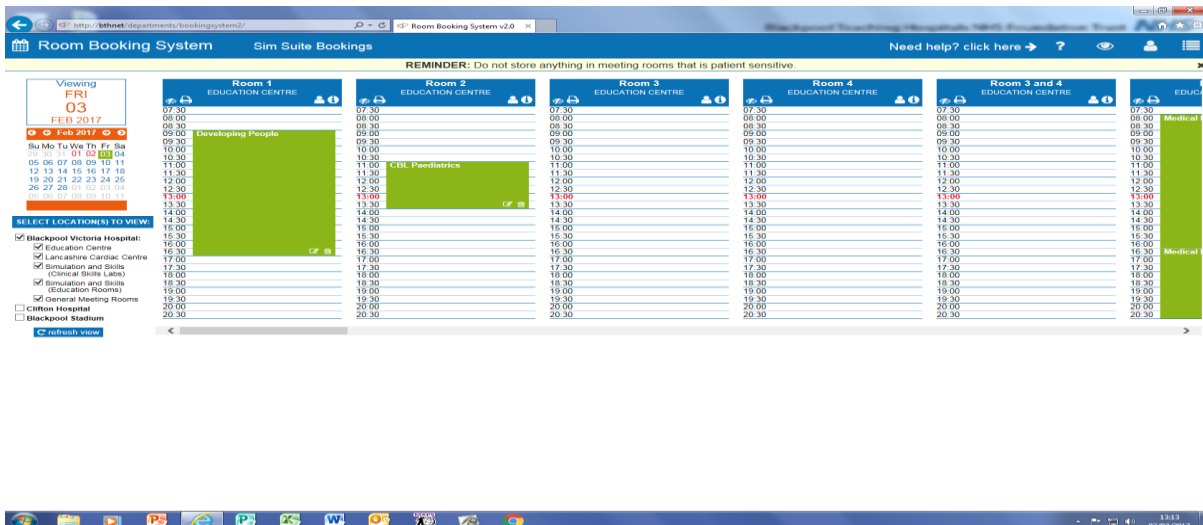


Blackpool Teaching Hospitals NHS Foundation Trust Room Booking - Guide



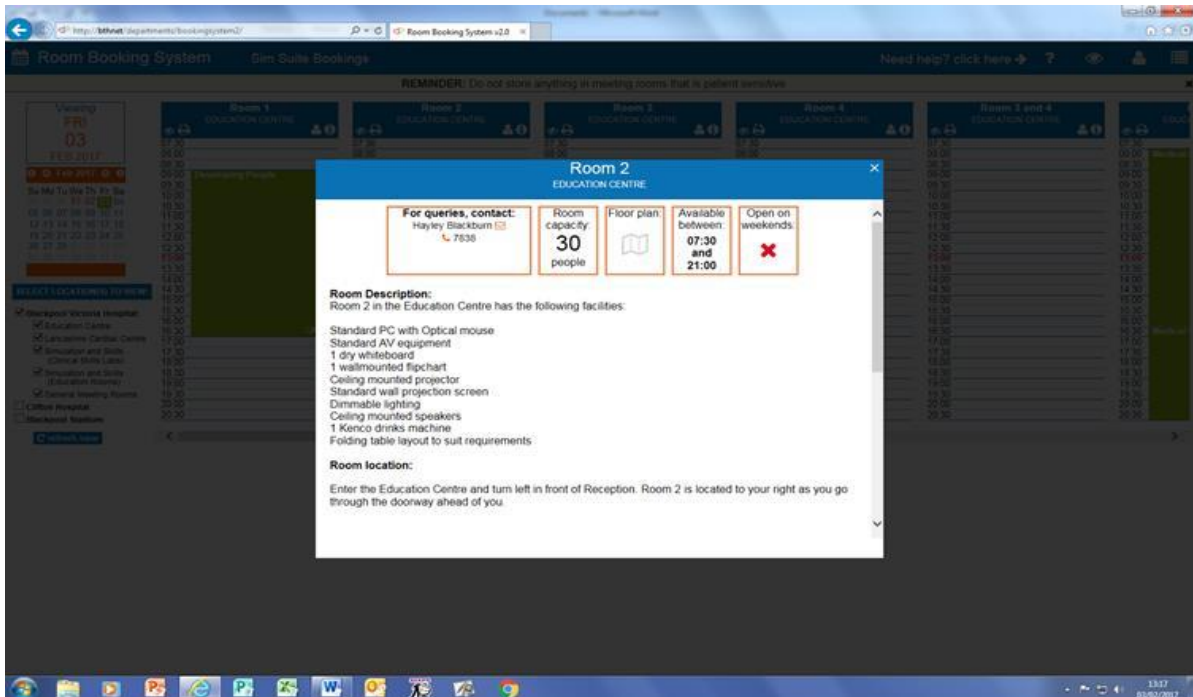
On the Hospital main intranet page click onto the Room Booking System which is highlighted by the Red Arrow (see above image) click onto this.



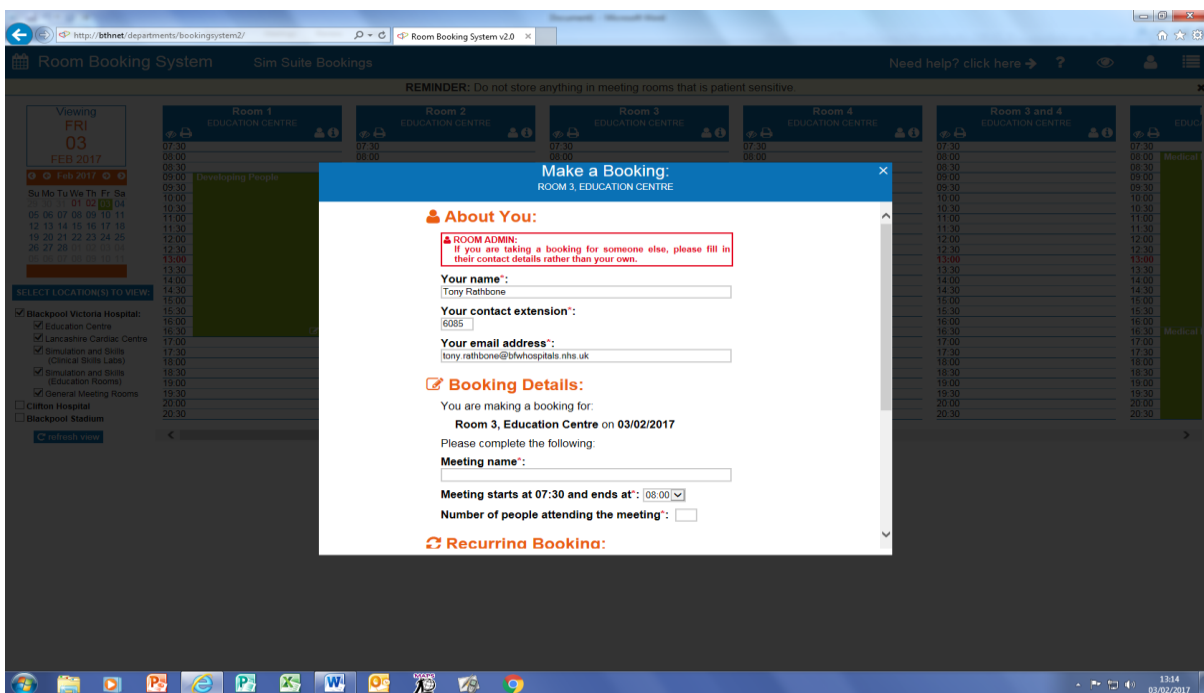
This will take you to the Room Booking system which will show all the teaching/meeting rooms within the Hospital. From this page you can scroll through all

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the rooms available. Click on the room that you require and the time, this will then take you to the next page.



Once you have this page up it will show you the information for each individual Room and how many people it holds and the available facilities. When you have found your preferred location you can book the room as below and the following screen will appear



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Complete all the required fields on the page and submit. Once this has been submitted it will go to the Room Booking Administrator for approval and you will receive an email confirming that your Room Booking has been successful.