

How to reserve a meeting room, desk or parking space

- 1 Navigate to <https://essexcf.bookedscheduler.io/> Click "Log In"

Before using the system, please read our [Terms and Conditions](#)

Remember to **Check In** and **Check Out** for all bookings.

If no check-in is recorded, the space will be automatically released for other users.



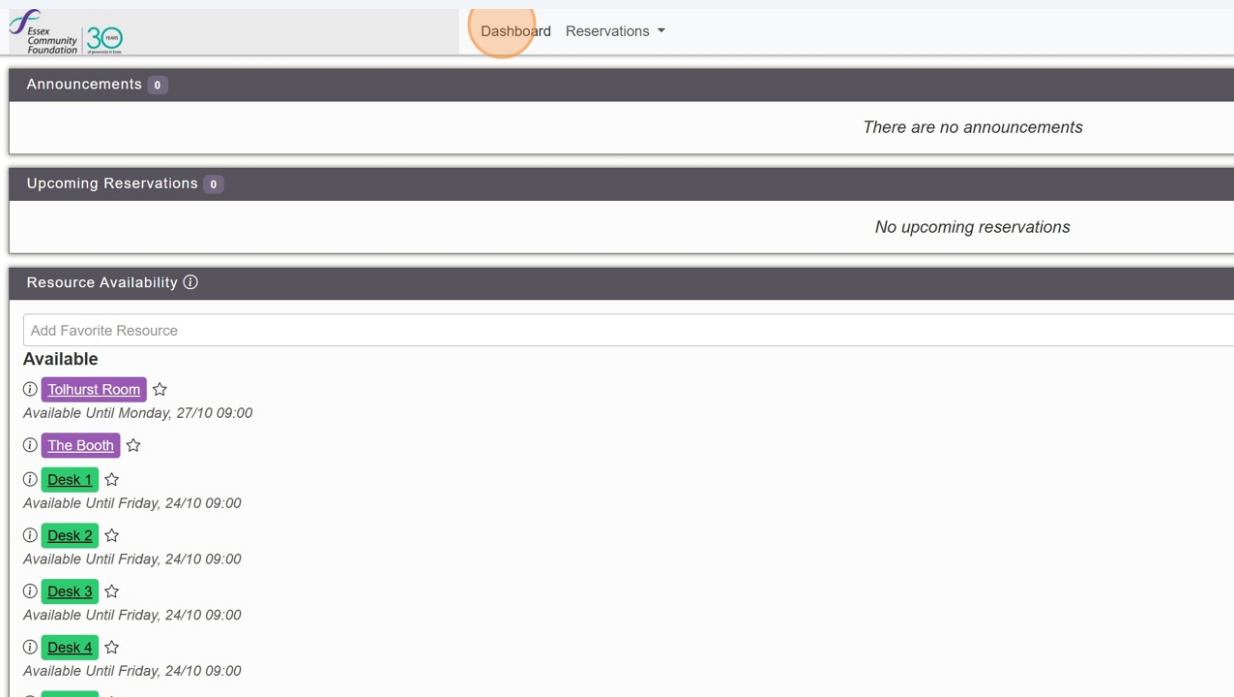
mackenzie.steven@googlemail.com

☐ Remember Me [Forgot Password?](#)

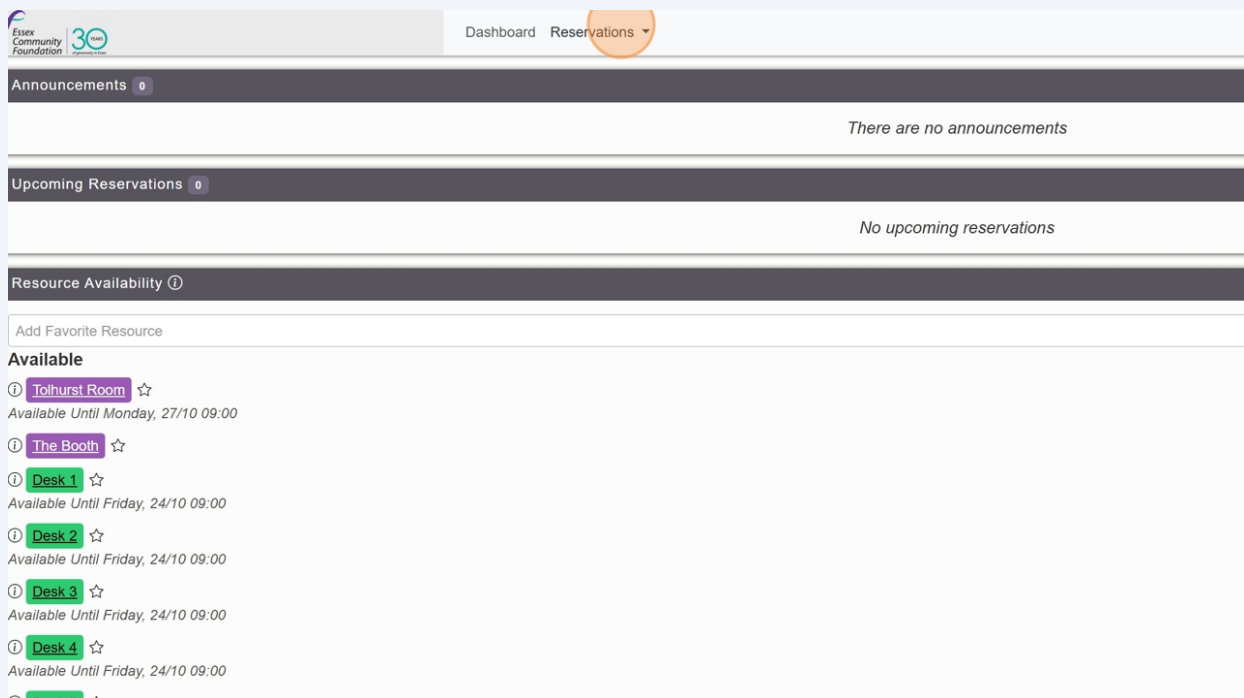
Log In

English GB [Change Language](#)

2 Click "Dashboard"



3 Your Dashboard will be displayed. This shows any messages from ECF, Any upcoming bookings and availability for the current date.



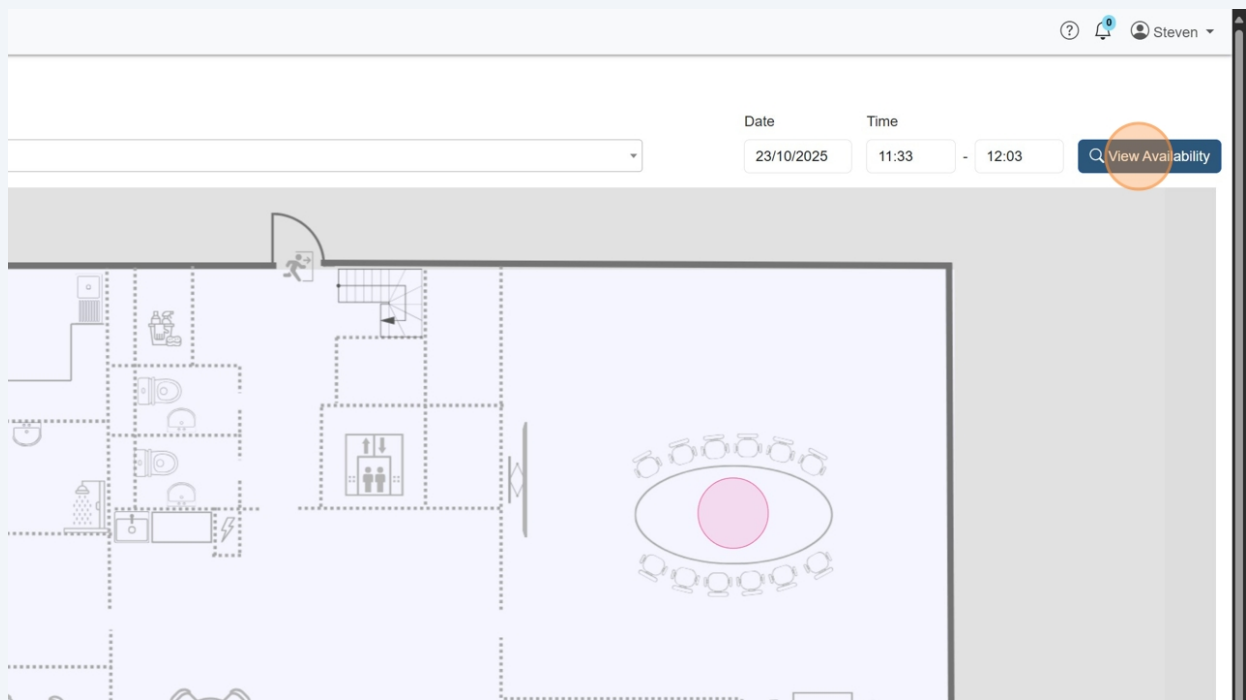
4 Click "Reservations" > "Resource Maps"

The screenshot shows the Essex Community Foundation 30th Anniversary website. The top navigation bar includes the logo, '30th Anniversary', and links to 'Dashboard' and 'Reservations'. A dropdown menu is open under 'Reservations', with 'Resource Maps' highlighted. The main content area is divided into three sections: 'Announcements' (0), 'Upcoming Reservations' (0), and 'Resource Availability'. The 'Resource Availability' section lists several resources: 'Tolhurst Room' (available until Monday, 27/10 09:00), 'The Booth' (available until Friday, 24/10 09:00), 'Desk 1' (available until Friday, 24/10 09:00), 'Desk 2' (available until Friday, 24/10 09:00), 'Desk 3' (available until Friday, 24/10 09:00), and 'Desk 4' (available until Friday, 24/10 09:00). The 'Resource Maps' option in the dropdown menu is circled in orange.

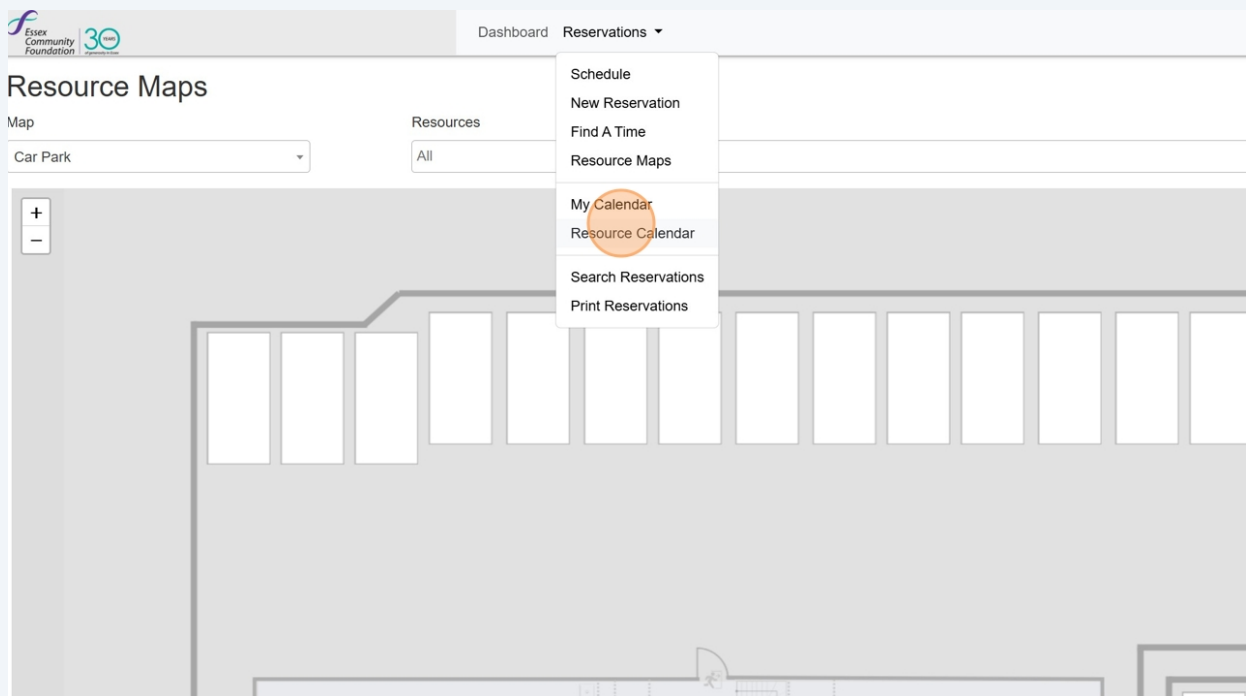
5 A floor plan will be displayed. Use the "Map" dropdown to select our "Ground Floor" or "Car Park"

The screenshot shows the 'Resource Maps' section of the Essex Community Foundation 30th Anniversary website. The top navigation bar includes the logo, '30th Anniversary', and links to 'Dashboard' and 'Reservations'. The 'Resource Maps' section has a 'Map' dropdown menu with 'Car Park' selected, and a 'Resources' dropdown menu with 'All' selected. Below the dropdowns is a large floor plan diagram of the building. The floor plan shows various rooms, including a large meeting room with tables and chairs, a kitchen area, a bathroom, and a reception area. The 'Car Park' option in the 'Map' dropdown menu is circled in orange.

6 Select the Date and Time you require and click "View Availability"

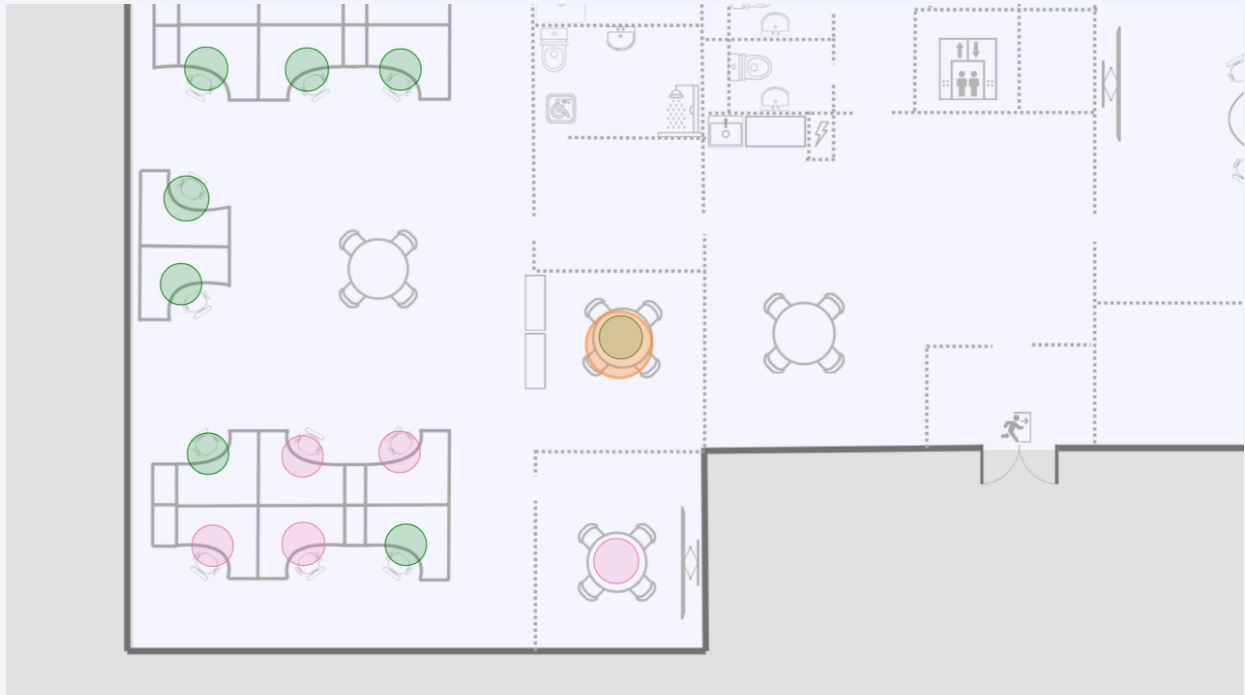


7 Click "Resource Calendar"



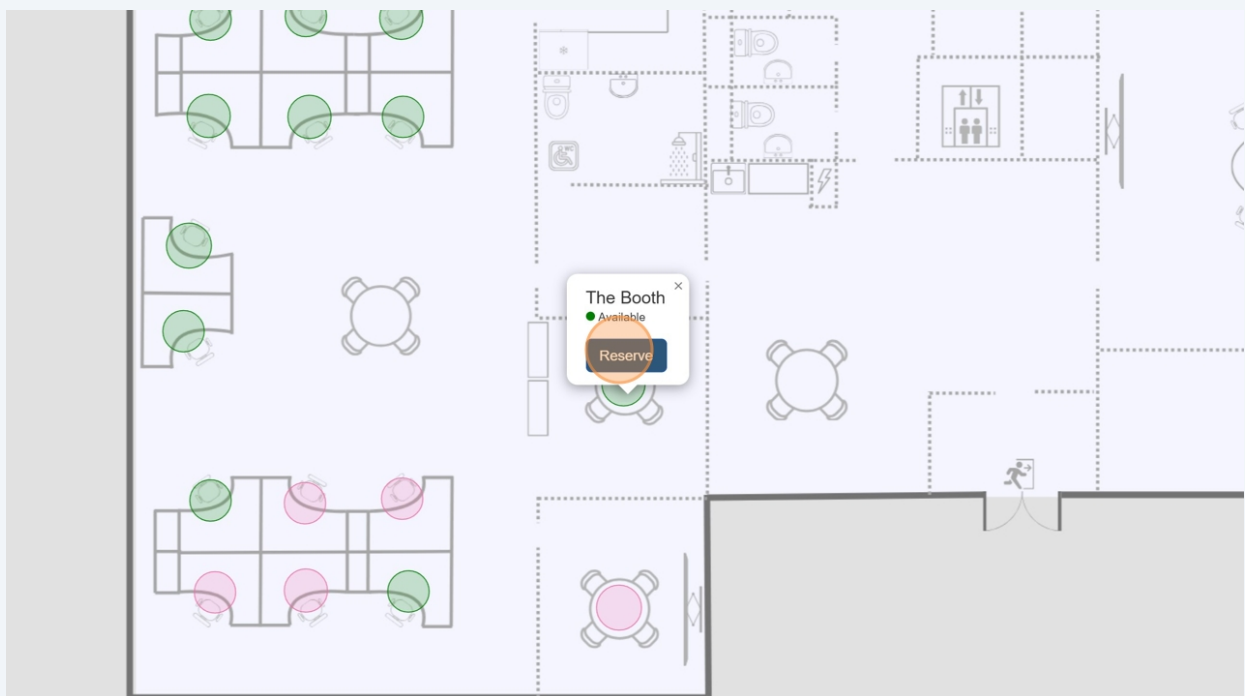
8

Available facilities will be shown in Green. Red indicates that the facility/room is booked.



9

Click "Reserve"



10

State the purpose of the booking (e.g. Team Meeting, Training etc.). If you are booking a meeting space please tell us how many people will be attending and make sure that you agree to the Terms and Conditions of Use.

02/12/2025 09:00 02/12/2025 09:30 30 minutes [View Availability](#)

• This reservation must last at least 1 hour.

Repeat Does Not Repeat

Resources 1 [Change](#) Accessories 0 [Add](#)

The Booth

Additional Information

Booking Purpose * [?](#)

Please state the approximate number of attendees *

The value provided for Booking Purpose is invalid.

The value provided for Please state the approximate number of attendees is invalid.

11

Click 'Change' to add additional desks or parking spaces (if available)

Essex Community Foundation 30th Anniversary Dashboard Reservations

New Reservation

Owner Steven Mackenzie

Begin 02/12/2025 09:00 End 02/12/2025 11:00 2 hours [View Availability](#)

Repeat Does Not Repeat

Resources 1 [Change](#) Accessories 0 [Add](#)

The Booth

Additional Information

Booking Purpose * [?](#)

Please state the approximate number of attendees *

A meeting x 5

12 Click the "Desk 8" field.

The screenshot shows a booking interface. On the left, there's a sidebar with 'Resources' (1) and 'Change' (🔄). Below it, 'Additional Information' shows 'Booking Purpose *' with a dropdown menu set to 'A meeting'. On the right, a list of desks is displayed, each with a checkbox and a green button labeled 'Desk 1' through 'Desk 13'. 'The Booth' is checked at the top. 'Desk 7' and 'Desk 8' are also checked. 'Desk 8' is highlighted with an orange circle.

13 Click "Create" to confirm your booking

The screenshot shows a booking confirmation page. At the top right, there's a user profile 'Steven' with a dropdown arrow. Below it, there are 'Close' and 'Create' buttons. The 'Create' button is highlighted with an orange circle. The main content area is mostly empty, with some text like 'liability' and 'Accessories 0 Add +' visible. At the bottom, there's a checkbox for 'I agree to the Hubs Terms and Conditions *' which is checked, and a text input field for 'Please state the approximate number of attendees *'.

14

Click "Close". You will shortly receive an e-mail to confirm your booking.

