

USING AGORA & BOOKING ROOMS IN THE EDGE

Rooms bookable on Agora (our booking portal)

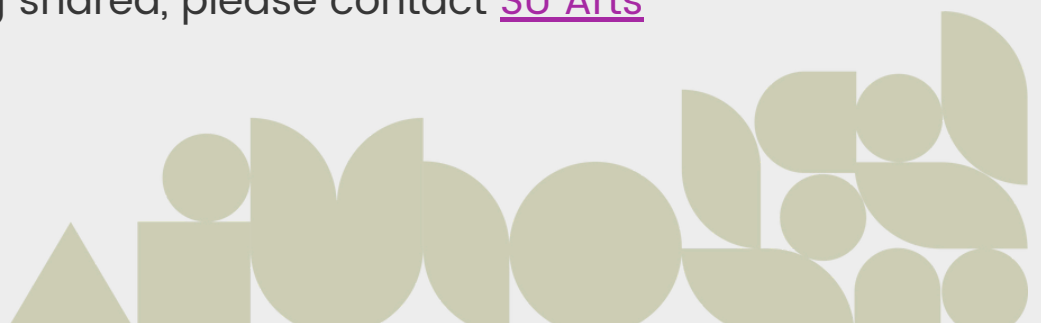
- All Individual Practice Rooms
- Digital Studio
- Dance Studio

Rooms bookable by emailing [SU Arts](#)

- Music Studio
- Art Studio

Things to know

- You must have an Edge Membership in order to access your bookings, and this membership must have been valid for 24 hours+
- You must register an Agora account with your Bath email, not a personal
- You must bring your library card with you to access your booked room
- You can only book from 2 hours, up to a week in advance
- Your access to your booked room begins from the time you booked, not a second earlier
- You can book up to 2 hours a day, and up to 4 hours a week – it is up to you how you split these 4 hours
 - Individuals found to be exceeding this limit during term time may have their access to Agora revoked and all future bookings cancelled
- Your username will be available to view on Agora once you have made a booking, if you have any concerns about any of this information being shared, please contact [SU Arts](#)



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Edge Membership

- You need to have purchased the current year Edge Membership, it's free! You can also find this on the [Individual Practice](#) page, on the SU website
- The membership will take 24 hours to process, so do not attempt to make a booking during this phase

Creating an Agora Account

- If you already have an existing account, you do not need to do this step
- If you do not have an existing account, you need to register one on [Agora](#)
- Remember to use your Bath email address

Once you have had the current Edge Membership for 24 hours & have made an Agora account, you are ready to start booking


Let's help you with this!



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Checking Availability

We always advise people to check the availability of rooms, prior to attempting a booking, on the Agora 'What's On' page, and advise looking on a day-by-day basis for ease of use.

The site won't let you book a slot during an already booked and confirmed slot, so you just get a big red cross... 

How to find a free slot

- Log into [Agora](#)
- Set the 'Date Range' e.g:
 - From: 26/07/2026 – To: 26/07/2026
- You can then filter by room you want to check, e.g if you want to see the Choral Practice Room availability, you would select:
 - Location – The Edge – Choral Practice Room
- All confirmed slots for that room will show in chronological order
 - If the first confirmed booking you see is 10:00–11:00, and the next is 12:00–13:00, this means an 11:00–12:00 slot is free



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Checking Availability

Once you have found a free slot that you would like:

- Go to 'New Booking'
- Select the form of art that best suits your activity e.g:
 - Arts & Crafts, Dance, Music, Digital Art
- Select the amount of people the booking is for

The system will now bring up rooms that suit your activity and capacity requirements.

PLEASE DO NOT CHOOSE ANOTHER ACTIVITY TO TRICK THE SYSTEM INTO LETTING YOU BOOK ANOTHER ROOM.

Some rooms are not suitable for certain activities, or have specialist equipment reserved for particular activities. Individuals found to be using rooms for unsuitable activities may have their access to this site revoked and all future bookings cancelled.

- If you are not presented with the choice to pick, this means there is only one room suitable for your activity, skip to the next step
 - If you are presented with options, please pick one
- Select your date
- Select your pre-checked available booking time
- Set the 'Description' as your Bath username
- Leave 'Customer' as 'Me'
- Double check your booking summary
- Accept 'Terms & Conditions' e.g respect the space and leave the room tidy!
- Submit



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Cancelling a booking

If you know you are no longer able to attend a booking, please cancel it to allow others to use the slot and space.

- Log into [Agora](#)
- Go to 'My Bookings'
- Click the red 'Cancel' button to the right of your chosen booking
- Confirm cancellation by clicking 'Yes'

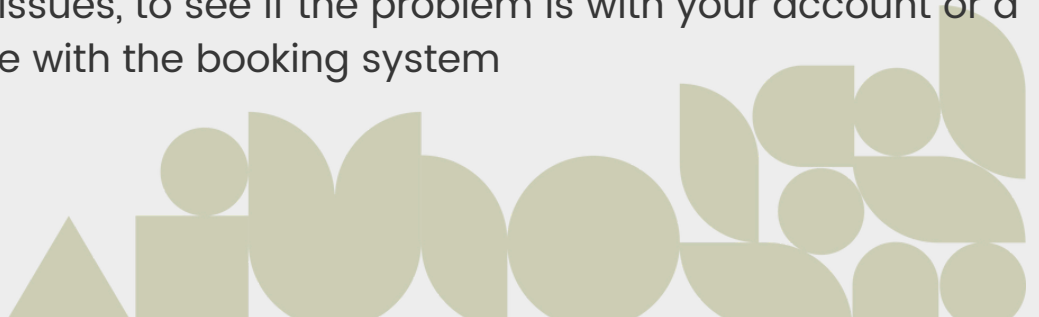
Experiencing access issues?

If you are struggling to access a booked space, check the following:

- Check you have bought an Edge Membership from thesubath.com and used your Bath email address on your account (e.g. abc123@bath.ac.uk).
- Check you have registered on Agora using your University email address (e.g. abc123@bath.ac.uk).
- Check you're not early. If you've booked 10:00 – 11:00 you will only gain access from 10:00.
- Try tapping your library card twice as this can sometimes refresh the system (waiting for it to return to red between taps).
- Check you have the right day, time and room (it happens...)

If none of the above resolve an access issue

- If during work hours (Mon–Fri, 09:00–17:00), pop into the Activities Office, on Level 2 of The Edge, and ring the Arts bell for help
- If outside of work hours (Mon–Fri, 17:00–22 & Sat–Sun, 10:00–22:00), send details of your booking to [SU Arts](#) including your name, Bath email address, date, time, room
 - On the next working day, we will look into your booking, alongside any other reported issues, to see if the problem is with your account or a temporary issue with the booking system



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SU Arts Team Work Hours

Monday – Friday: 08:00–17:00

Activities Office Opening Hours

Monday – Friday: 10:00–17:00

The Edge Opening Hours

Monday – Friday: 09:00–22:00

Saturday – Sunday: 10:00–22:00

Bank Holidays: CLOSED

All Edge Membership holders will be informed
of holiday & bank holiday building opening
hours closer to the occurrence of these

SU Arts Team x

