



Booking tables & resources for your event

Go to the booking page and sign in using your group email address & password (provided by your group Committee)

bath10.artifaxagora.com/student-society-bookings



rag@bath.ac.uk
su-marrow@bath.ac.uk
vteam@bath.ac.uk
su-bubt@bath.ac.uk
su-effectivealtruism@bath.ac.uk
su-bathstar@bath.ac.uk

- Click on **New Society / Student Leader Booking**
- Select **SU Volunteering**
- Under 'What would you like to book?' select **Event Resource**
- A list of tables, table spaces (pitches) on campus, hot drink urns, speaker systems and cameras will come up
- Select all items/spaces of a similar type (e.g. Speaker Kit) – this will ensure you are able to select any of the available matching equipment.
- Check availability & select your date
- Set Description as the event name and your username e.g. **Santa Dash abc12**
- Ensure 'Customer' is set to **SU Volunteering**
- Accept terms and conditions & Submit!





Please note

- You must bring your library card to collect your items
- Resources can only be collected or returned 10am to 4pm, Monday to Friday. If your event is outside these times, please ensure your booking is extended to include collection / return times.
- Collection / return is at the SU Activities Office, Edge 2.01
- Remember to cancel a booking if you no longer need it

If you experience any issues using the booking system
please email **su-arts@bath.ac.uk**

