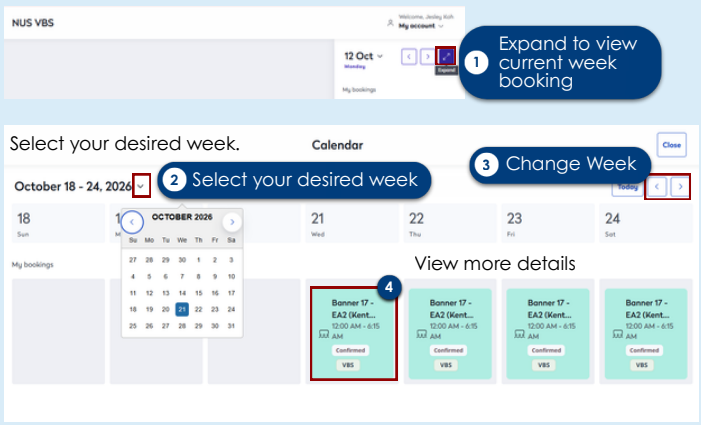
VENUE BOOKING SYSTEM (VBS)

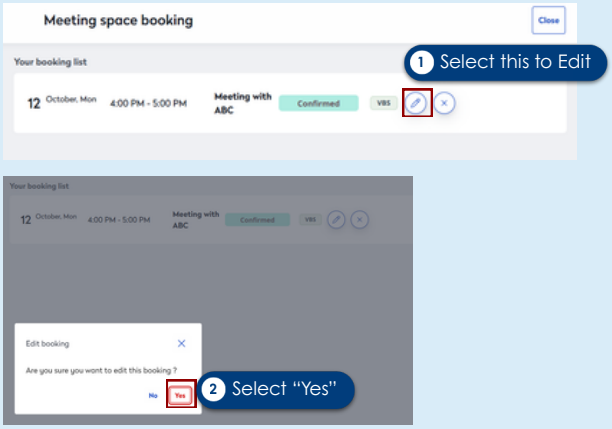
Tip 2: Check and Manage your Bookings

QUICK TIPS

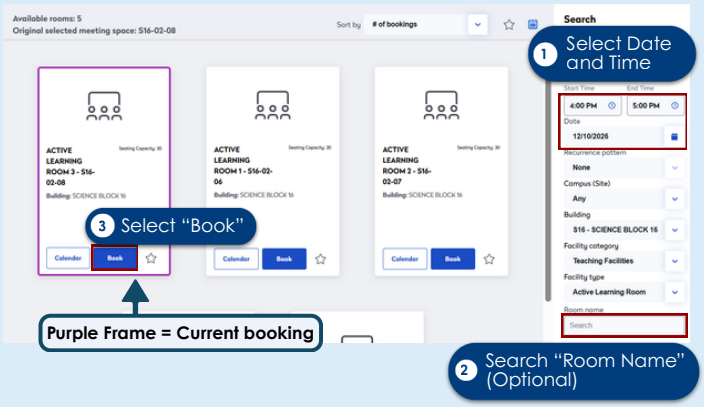
1 How to check your bookings



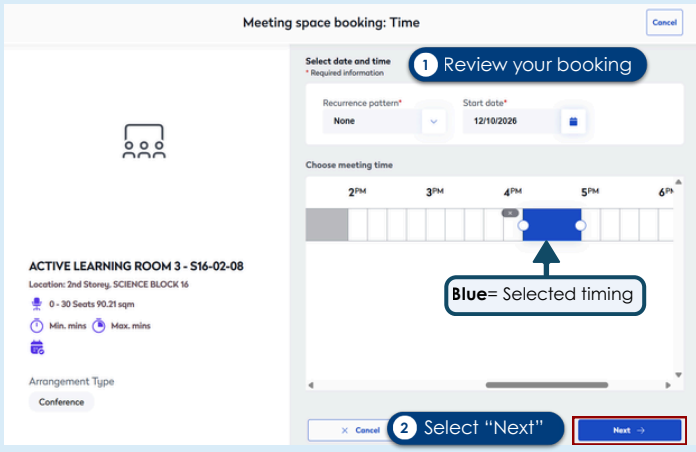
2 How to select your bookings



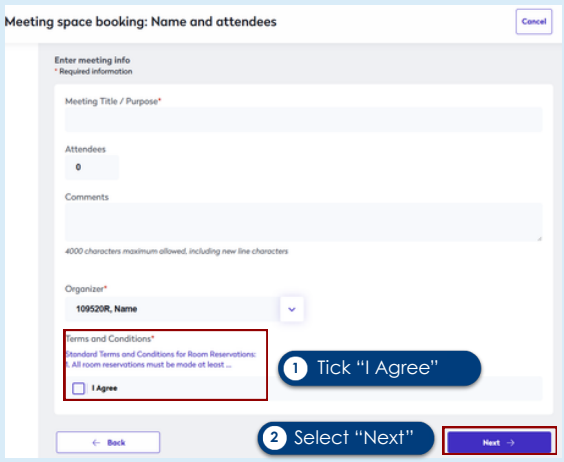
3 How to edit timing and reselect room



4 Check your booking

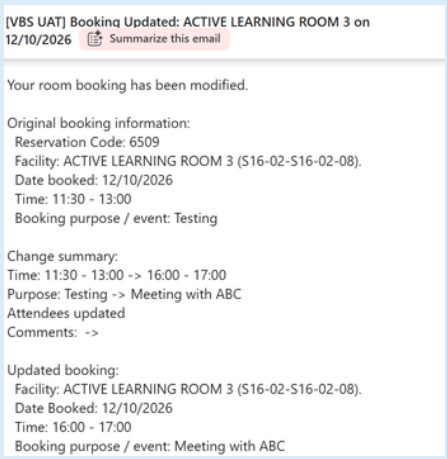


5 Complete booking details



6 Booking confirmed

An email notification will be sent to the requestor.



[VBS UAT] Booking Updated: ACTIVE LEARNING ROOM 3 on 12/10/2026 Summarize this email

Your room booking has been modified.

Original booking information:
Reservation Code: 6509
Facility: ACTIVE LEARNING ROOM 3 (S16-02-S16-02-08).
Date booked: 12/10/2026
Time: 11:30 - 13:00
Booking purpose / event: Testing

Change summary:
Time: 11:30 - 13:00 -> 16:00 - 17:00
Purpose: Testing -> Meeting with ABC
Attendees updated
Comments: ->

Updated booking:
Facility: ACTIVE LEARNING ROOM 3 (S16-02-S16-02-08).
Date Booked: 12/10/2026
Time: 16:00 - 17:00
Booking purpose / event: Meeting with ABC

Need Help? (Text us)

Scan the QR code to start a chat with us.