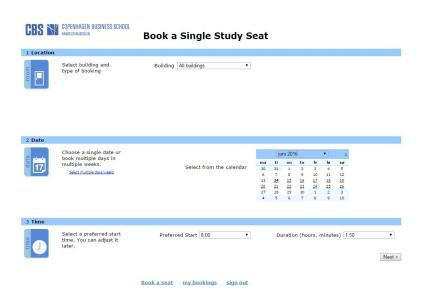
How to Book an Alumni Single Study Seat

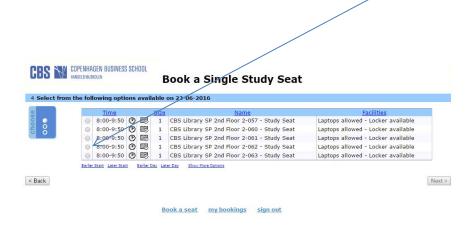
After you have logged in using your CBS Alumni log in¹, this is the page you should see

1. Select the preferred building and date. Choose the start time and the length of time you wish to book the room for. Please remember that there is a limit of 40 lessons per week for a single study seat.

Press 'Next'.

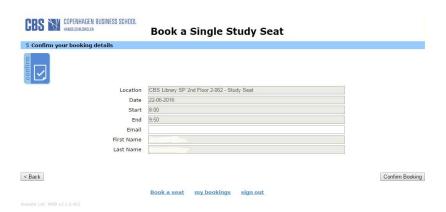


2. Here you see the seats available to you, matching the criteria you have entered. Select the preferred room, or choose "Show more options" to view more available seats, and press 'Next'



If you do not have a CBS Alumni login, or if your have forgotten your username or password, please send us an email at alumni@cbs.dk with your full name and birthday. Then we will send you new login details.

3. Review your booking and press 'Confirm booking'

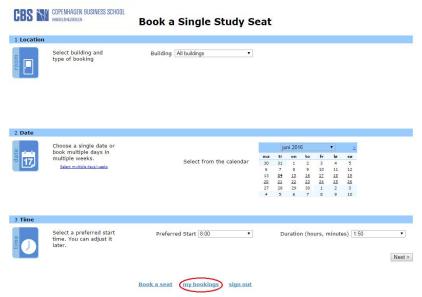


4. Your booking request is now complete. Please remember that the single study seat is only booked for you when you receive a confirmation email stating that your booking has been completed.

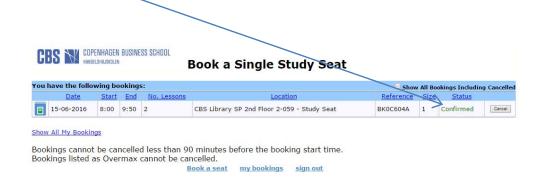


How to get an overview of your bookings

Select 'My bookings' at the bottom of the page to get an overview of both your non-confirmed, confirmed and cancelled bookings.

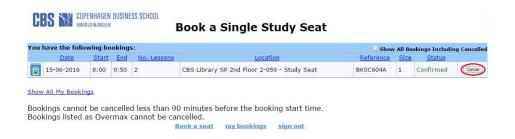


Here you can see the status of all of your pending bookings, and see whether a given booking has been confirmed, or whether you have exceeded the maximum amount of lessons. For single study seats the allowance is 40 lessons (36hrs 40min) over the course of one week.



If the status of a booking says 'overmax' it means your request has exceeded the allowed 40 lessons for a study seat over the course of a 1 week period. Please go back and make a new booking request equal to the amount of lessons you have left in the given two week period.

If you wish to **cancel** a booking you simply press 'cancel' on the right hand side of the screen.



Please note that a booking must be cancelled no less than 90 minutes before the start time of the booking. If you book more than one day at a time, please note that the cancellation must be made no less than 90 minutes prior to the first day of the booking.