

Booking Practice Rooms (Übzimmer) via new web portal raeume.musik.uni-mainz.de

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Good to know:

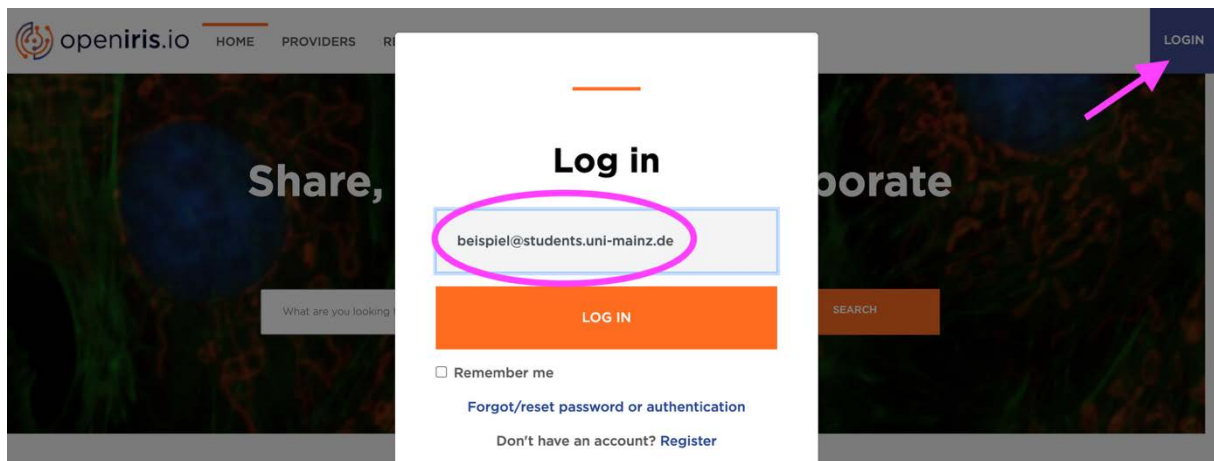
On your first visits, **each page will take a few moments to load**. Do not worry - this will get faster the more often you visit the website! Thank you for having a little patience.

Log in

Visit the website raeume.musik.uni-mainz.de. You will be automatically redirected to the "openiris" portal. Select "Login."



Log in with your **students.uni-mainz.de**-address.



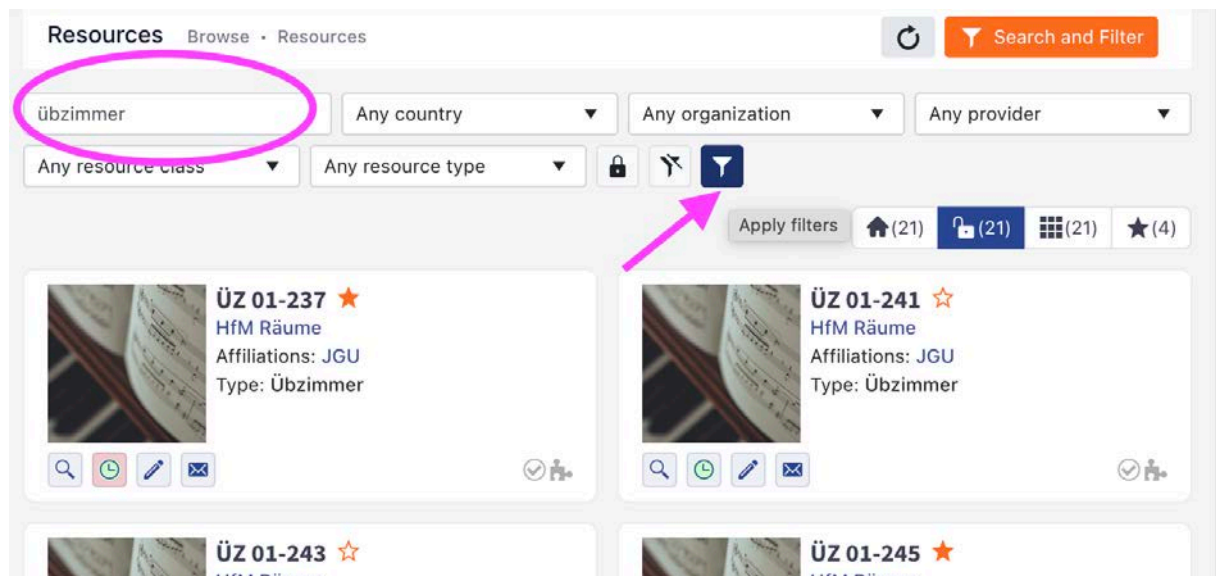
When redirected to the JGU login page, log in here with your usual JGU account details (username and password).



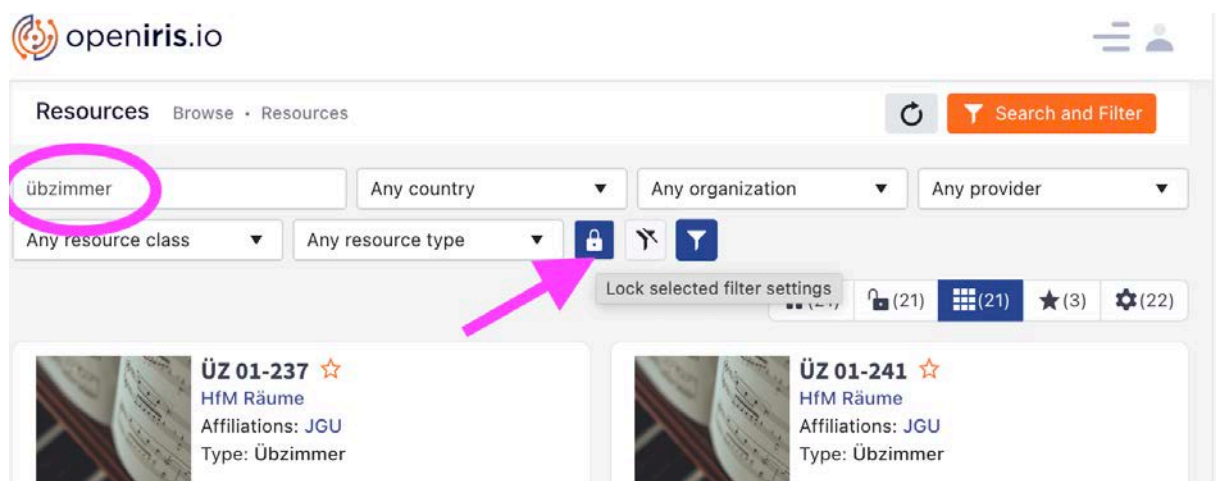
Booking practice rooms (Übzimmer)

Finding HfM-Rooms

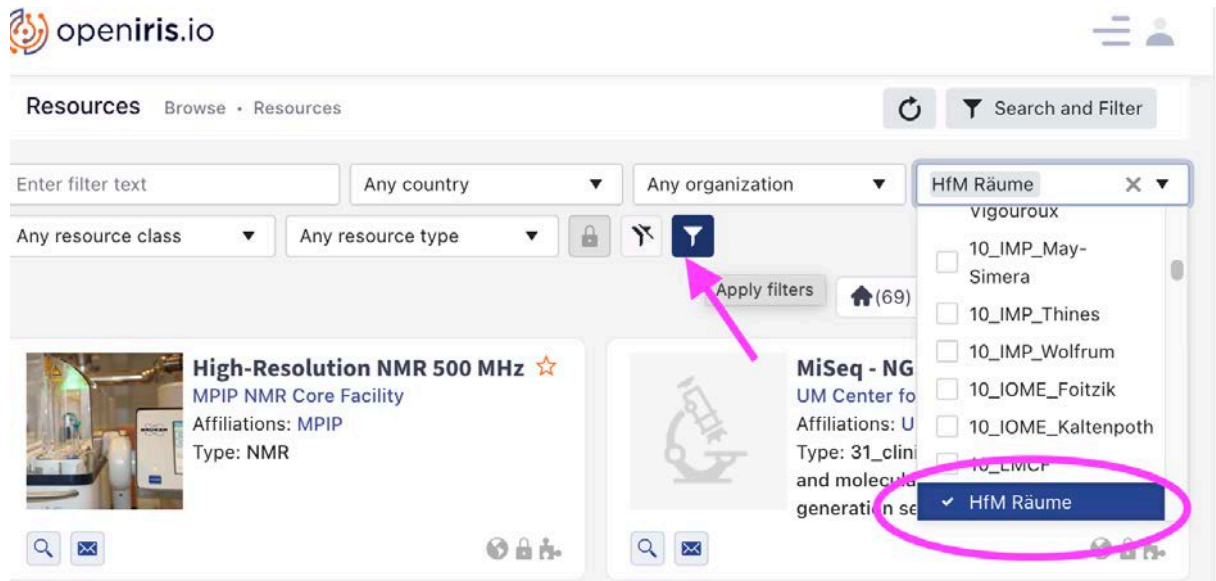
On the landing page, you will at first also see listings that do not belong to the HfM Mainz. To find a room, enter "übzimmer" in the free text field and confirm your selection by clicking the filter icon.



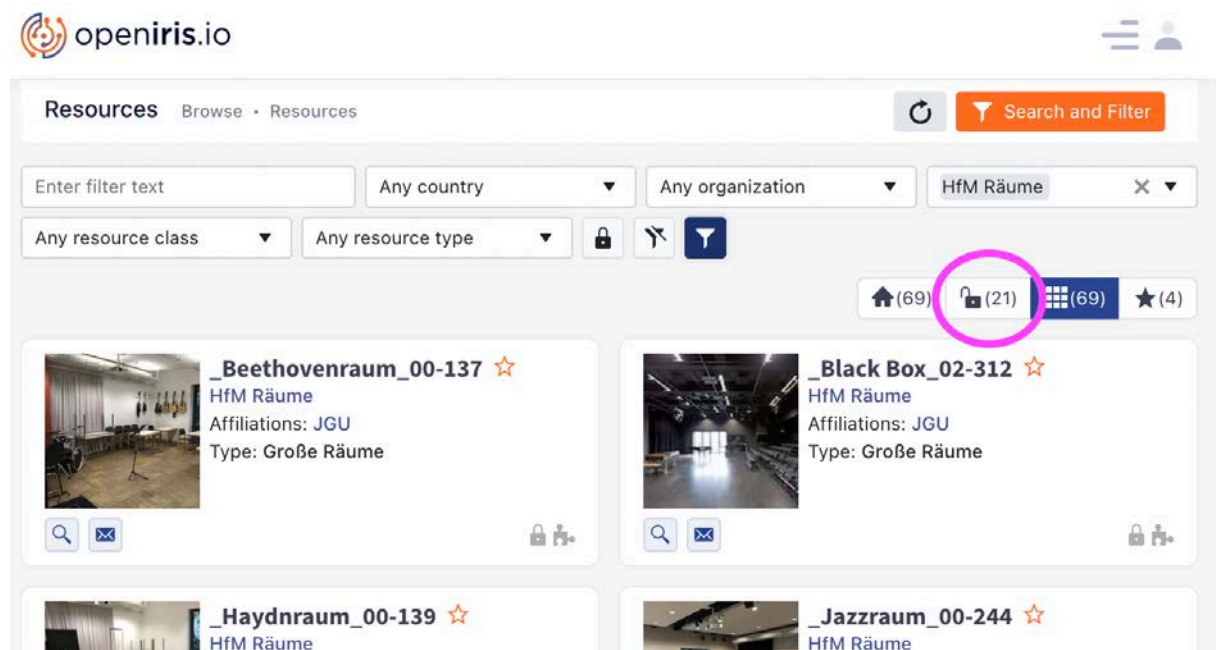
You will now see the practice rooms. Click the "lock" icon to lock in this filter selection for future logins.



An alternative way to get to the practice rooms is to navigate to "Any Provider" and here select "HfM Rooms". Confirm your selection by clicking the filter icon. You will then see all HfM rooms, but you can only book the practice rooms.

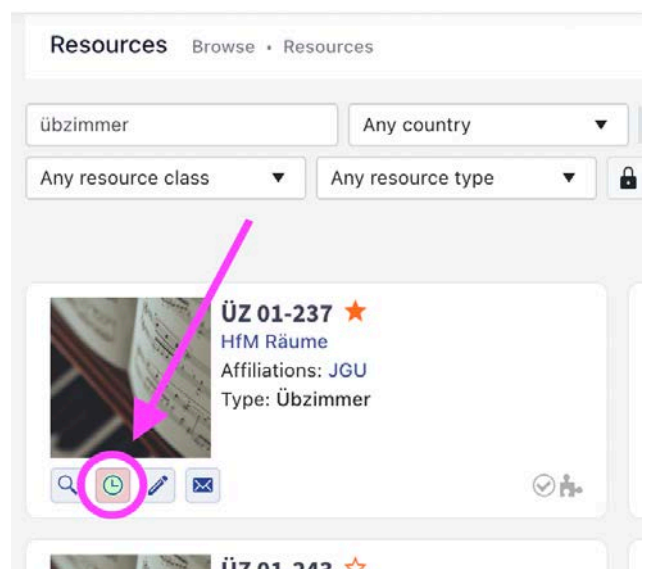


The "open lock" icon indicates which rooms you have access to. Click on it to see all practice rooms.

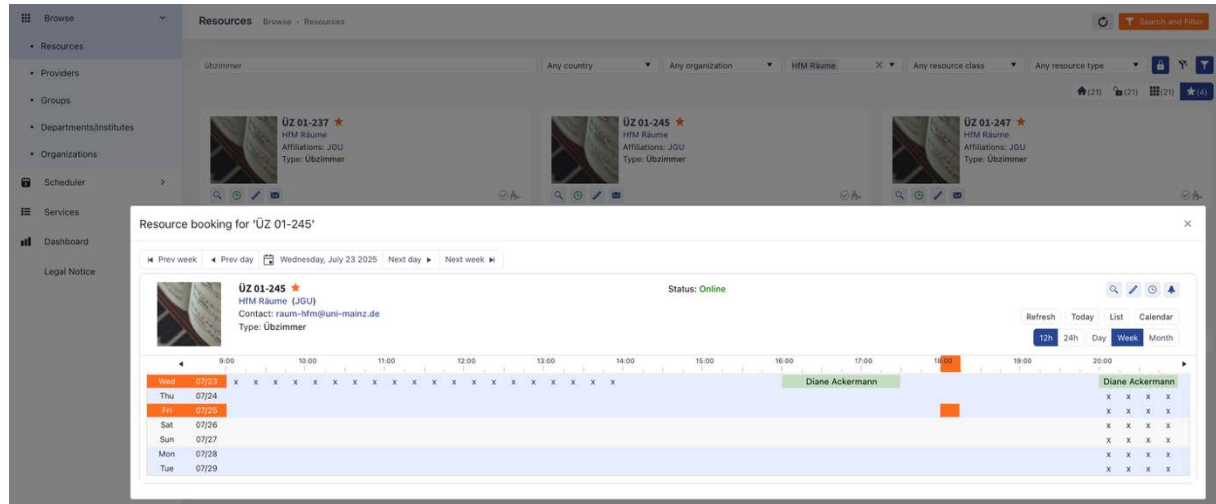


Book your preferred room

The shortest way to book a room is to click on the "clock" icon of the desired Übzimmer.

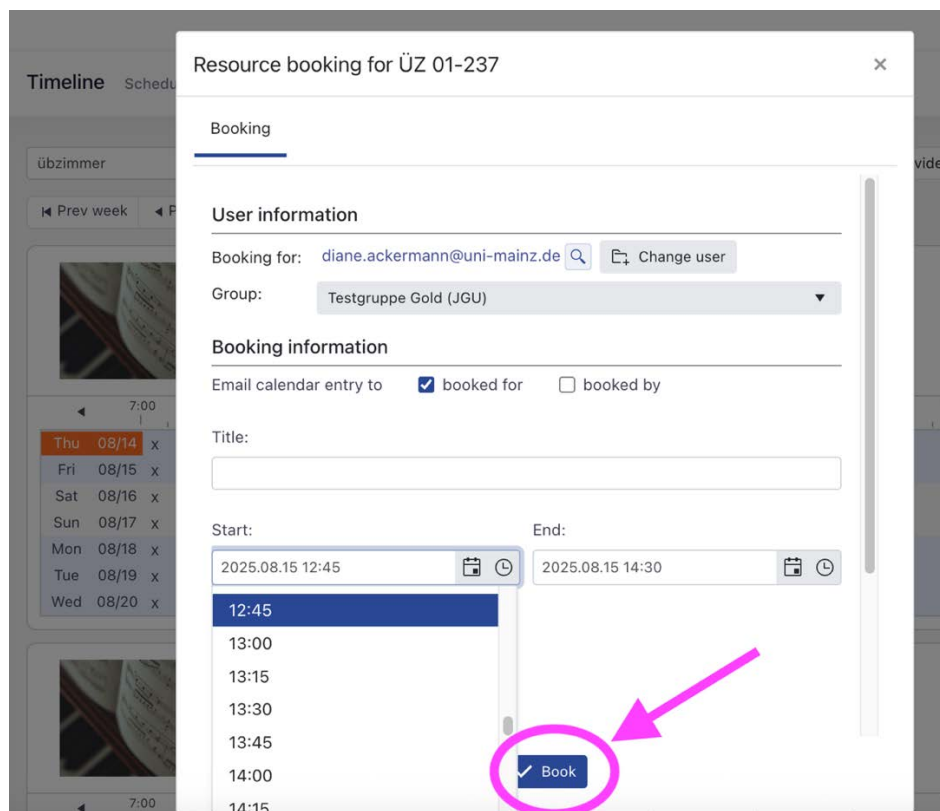


A timeline will open where you can make a reservation. You can choose to have only the current day displayed or to see the entire week or month. Please remember the HfM booking rules, they apply here too.

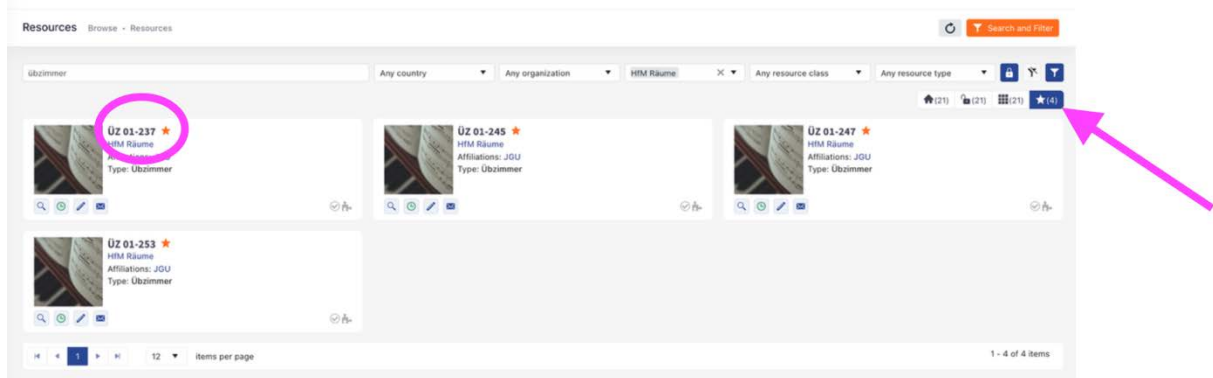


To make a booking, select a starting point and drag the cursor to the desired end point. Or simply click on the timeline.

In both cases, a booking window will open where you can adjust the time and date of your booking. You must confirm your booking by clicking "Book."



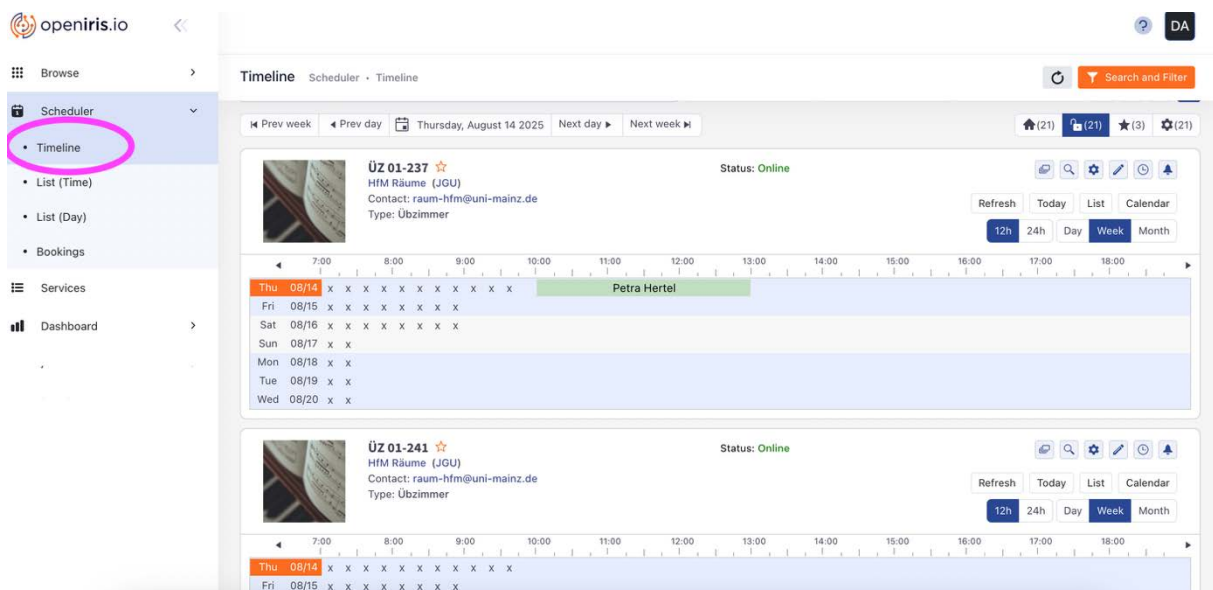
Do you have favorite rooms that you prefer booking?
You can mark them as your favorites by clicking the "star" symbol next to the room number. You can then select to display only those marked rooms by clicking the "star" symbol in the menu.



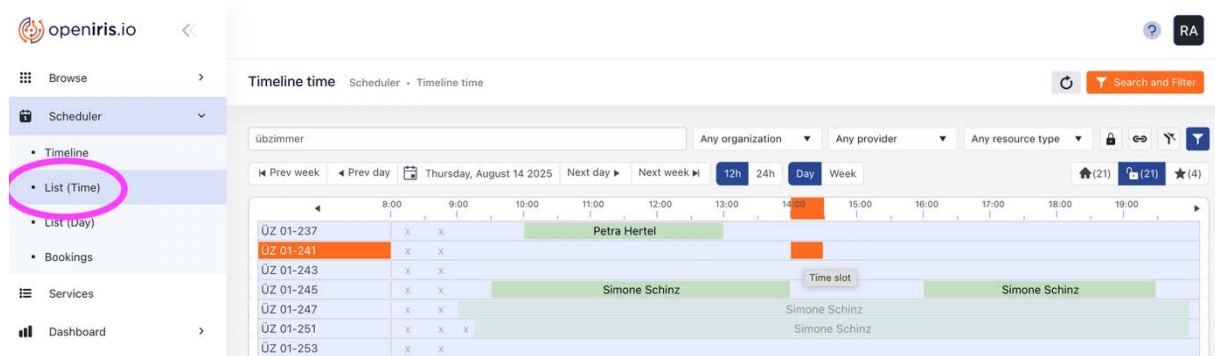
Checking available rooms

To get an overview of existing bookings, go to the menu and select SCHEDULER, then TIMELINE. Then filter which rooms want to see (e.g. by entering a search term or selecting your marked favorites) and apply the filter.

An overview will appear, allowing you to view each room's availability in a daily or weekly timeline, whichever you choose.



A more condensed overview can be found under SCHEDULER > LIST (TIME). Here, too, you can select your desired filters and start the booking process by clicking on the timeline.



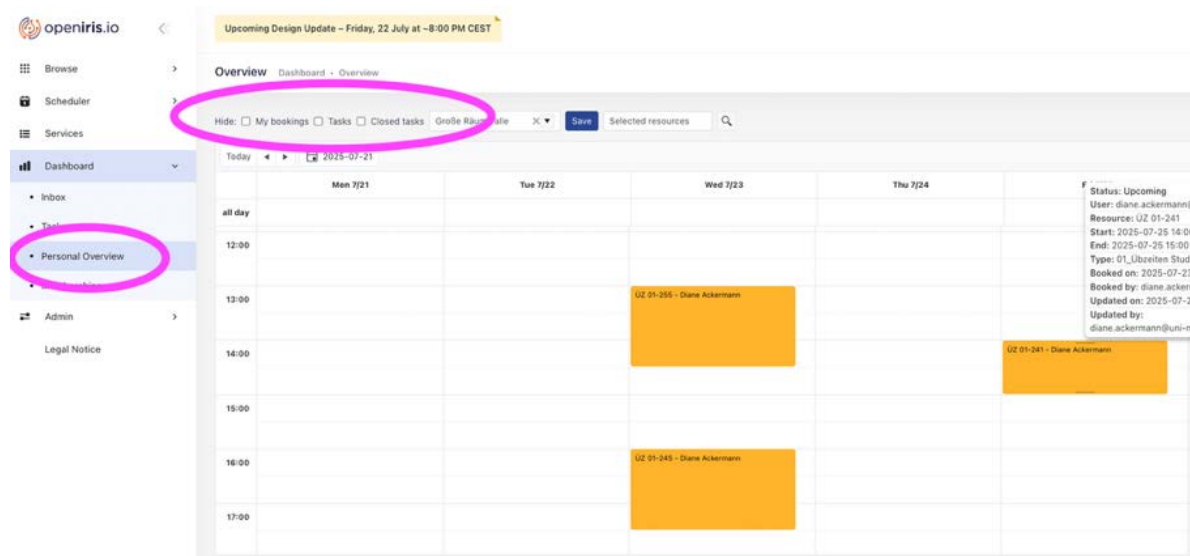
Inside the HfM building

If you are on site at the HfM, you will find a QR code on each individual practice room. Scan this code to go directly to the booking page for that room.



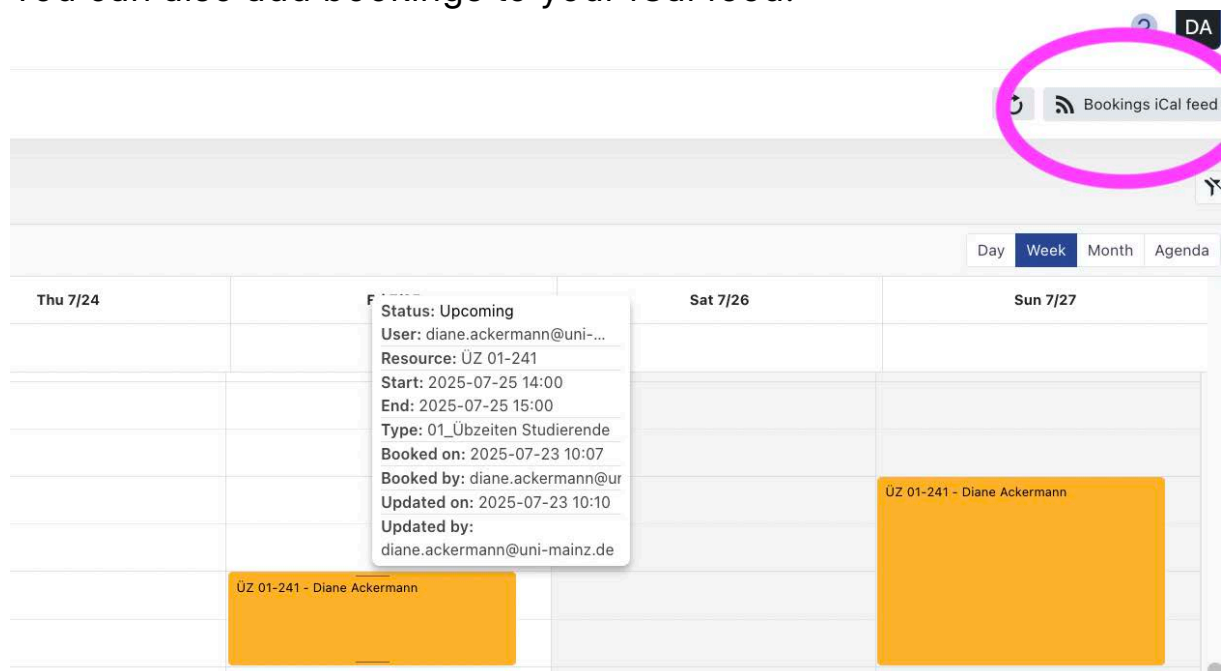
Personal Calender

You can access an overview of your personal bookings via DASHBOARD > PERSONAL OVERVIEW. Make sure there are no checkmarks preselected that might hide your content.



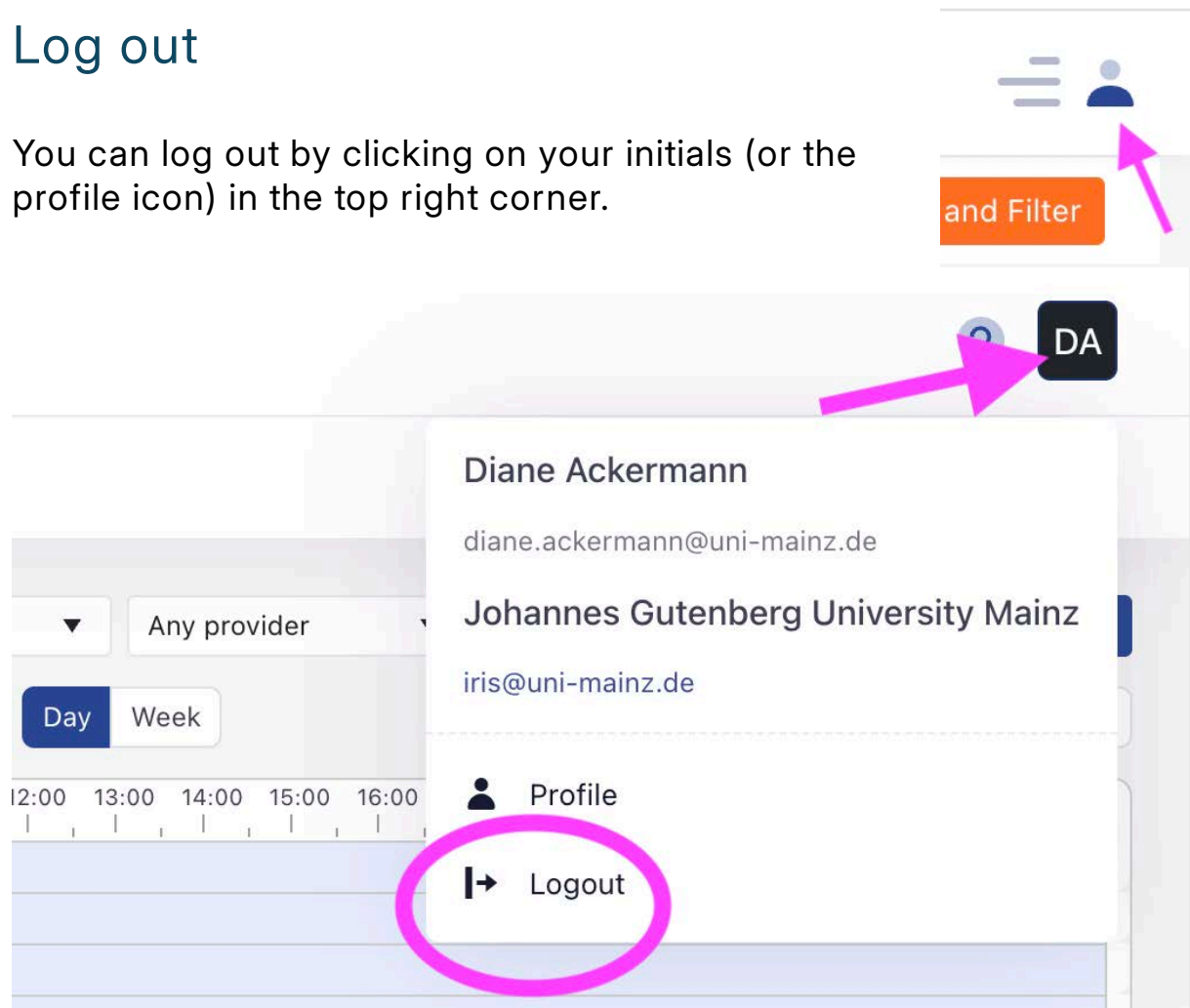
You can choose whether you want to view a specific day, a week, a month, or a list of your bookings.

You can also add bookings to your iCal feed.



Log out

You can log out by clicking on your initials (or the profile icon) in the top right corner.



Please take a little time to familiarize yourself with the new booking portal. It may take a few moments for the page to load, especially on your first visits.

If you have any questions or recurring problems, please contact raum-hfm@uni-mainz.de.