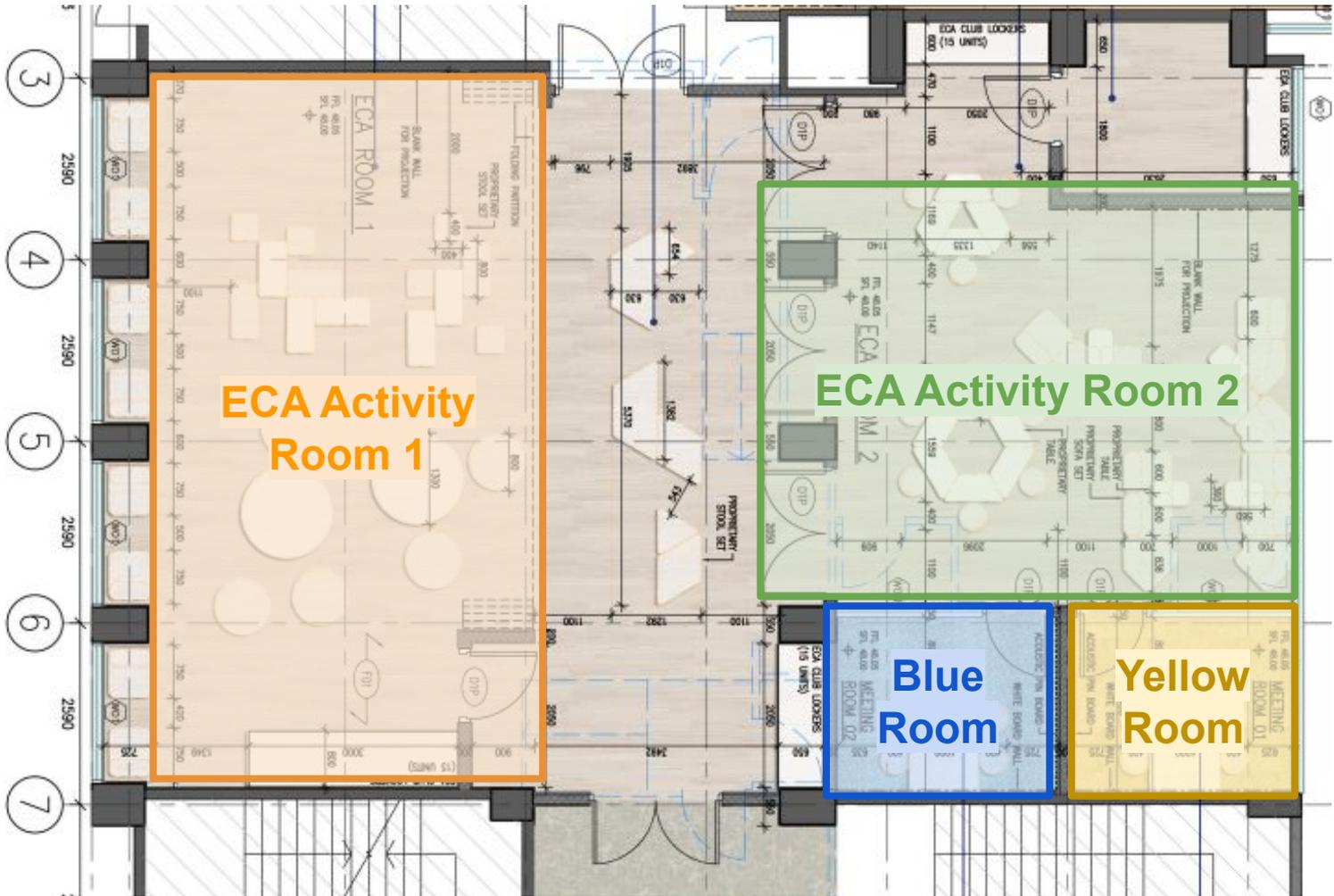




Exclusive Student Reservations: ECA Centre Booking

ECA Department

ECA Room Layout



Publicly open if there is no booking

Book according to your needs !

How to book the room via eClass?

Choose
eService in
eClass
email

The screenshot shows the St. Joseph's College eClass website. At the top, there is a blue header with the college name and navigation links for Home, eService, and eLearning. A red circle highlights the eService dropdown menu, which includes options like Campus TV, eBooking, eDiscipline, eEnrolment, eHomework, eNotice, eSurvey, and Poll. The eBooking option is currently selected and highlighted in blue. On the left side, there is a sidebar with 'eBooking Management' and 'My Booking Record' sections. Below the sidebar, there are sections for 'Room Booking Record' and 'Item Booking Record'. At the bottom, there is a form for booking with fields for 'Booking Type' (Single/Periodic), 'Booking Method' (Specific Time), 'Facility Type' (Room), and 'Room' (Please select a room). The form also includes 'Continue' and 'Cancel' buttons.

St. Joseph's College

Home eService eLearning

eBooking

Management

My Booking Record

Room Booking Record

Item Booking Record

My Booking

My Booking Record

Room Booking Record

Item Booking Record

Campus TV

eBooking

eDiscipline

eEnrolment

eHomework

eNotice

eSurvey

Poll

Booking Type Single Periodic

Booking Method Specific Time

Facility Type Room

Room Please select a room

Continue Cancel

Choose “Please select a room”

Management ▾

- ▾ My Booking Record
 - > Room Booking Record
 - > Item Booking Record

My Booking Record

▶ New Booking

Steps:

- 1 Select Period
- 2 Select Item

Booking Type Single Periodic

Booking Method Specific Time

Facility Type Room ▾

Room Please select a room ▾ 

[Continue](#) [Cancel](#)

Select the room

eBooking

Management

My Booking Record

Room Booking Record

Item Booking Record

My Booking Record

New Booking

Steps:

1 Select Period

2 Select Item

Please select a room

South Block/New Building

LG/1F

Green Room

LG/2F

Yellow Room

Blue Room

ECA Activity Room 1

ECA Activity Room 2

Please select a room

Booking Type

Booking Method

Facility Type

Room

Continue

Cancel

Choose the date

Booking Type

Single Periodic

Booking Method

Specific Time

Facility Type

Room 

Room

ECA Activity Room 1  

Date(s)

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Available Not Available

Continue

Cancel

Booking Type

Single Periodic

Booking Method

Specific Time

Facility Type

Room

Room

ECA Activity Room 1

Date(s)

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Available Not Available

08
09
10
11
12
13
14
15
16
17
18
19

Selected Date	End		
2024-09-12			
00	00	00	00

Check

Continue Cancel

1



2



3



4



Room

ECA Activity Room 1

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Available Not Available

Selected Date	Start	End		
	00 <input type="text"/> : 00 <input type="text"/>	00 <input type="text"/> : 00 <input type="text"/>	<input type="button" value="↓"/>	<input type="button" value="✕"/>
2024-09-12	15 <input type="text"/> : 00 <input type="text"/>	17 <input type="text"/> : 00 <input type="text"/>		<input type="button" value="✕"/>

Check

5. Check whether the room is available.

Selected Date	Selected Time	Confirm date(s) of booking
		<input checked="" type="checkbox"/>
12 Sep, 2024	15:00-17:00	<input checked="" type="checkbox"/>

6

Continue

Cancel

Fill in the remarks

Booking Usage

Category

Room

ECA Activity Room 1

Date(s)

#	Selected Date	Cycle Day	Selected Time
1	2024-09-12 (Thu)	--	15:00 - 17:00

Applications lacking remarks will not be considered.

Remarks

1) Interact Club
2) AGM

- 1) Club name/ class name**
- 2) Purpose**
- 3) Teacher on duty
(Only for Weekends)**

Attachment

My Booking Record

[New Booking](#)

All Select Status Coming Booking



[View Details](#) [Cancel](#)

#	Room / Item	Date(s)	Time	Used By	Booked By	Status
1	ECA Activity Room 1	2024-09-12 (Thu)	15:00 - 17:00			

Record 1 - 1, Total 1

← Page 1 → Display 20

* - Reserved By eBooking Admin

Notification

Approval notification will be sent to your eClass email

Back | [← Older mail](#) Display related mails

[☆](#) [↩ Reply](#) [↩ Reply All](#) [➦ Forward](#) [🗑 Remove](#) Move To ▾

Date : 2024-09-04 15:01:06 (Wednesday)
Sender : "kkip" <kkip@sjc.edu.hk>
Subject : Result of your booking request

Dear Sir / Madam

Booking Date : 2024-09-12
Start Time : 15:00:00
End Time : 17:00:00
Result : **ECAActivity Room 1 - Approved**

**This is an automated email. Please DO NOT reply.*

Rules for students

Rules for using ECA room

1. The activity room is a space dedicated to fostering students' personal growth, team collaboration, and students' exploration of new interests and talents through extracurricular activities. Please use the ECA room appropriately. Any misuse, vandalism, or unauthorized activities that undermine the intended purpose will not be tolerated.
2. On school days during the summer timetable, the ECA room will be open from **13:30 to 16:00**, and during the winter timetable from **12:50 to 13:30 and 15:45 to 17:15**. Students seeking to use the ECA room on **holidays or weekends** must submit **Proposal Form A with the signature of the teacher-in-charge** and be present on the requested date.
3. All school rules, codes of conduct, and school policies, including those related to behavior and respect for others, apply within this activity room. Students are expected to comply with these rules at all times.
4. Only students in SJC who have successfully booked ECA room are authorized to use the room during their designated time slot.
5. Access to the activity room is only permitted during authorized times and scheduled activities. Individuals found inside the room during unauthorized time intervals may be subject to disciplinary action or loss of future access privileges.
6. After the approval of using ECA room, **all students must tap their student card upon entering the room**. Failure to tap the card may result in denial of access to the room or other necessary actions in accordance with school policies.
7. Students must adhere to safety rules and instructions provided by the activity supervisor or teacher. Students should report any hazards, injuries or accidents immediately. Call the school number at **3652 4888** for emergency purpose.

Rules for using ECA room

8. Keep walkways and exits clear of obstructions at all times. Keep emergency exits accessible and familiarize yourself with emergency procedures.
9. Respect fellow students, their personal space and privacy. Keep noise levels at a reasonable volume to maintain a conducive environment for others.
10. Students should report any damages or malfunctioning equipment to teachers immediately.
11. Clean up any spills or messes immediately and inform teachers or janitors if assistance is needed.
12. If any equipment or property in the ECA room are damaged or missing due to negligence, the responsible individual(s) will be held accountable and required to cover the cost of repair or replacement, in addition to potential disciplinary consequences.
13. The school will not be held responsible for any lost, misplaced or damaged personal items. It is advised to keep belongings secure and take necessary precautions to avoid any unfortunate incidents.
14. Use of lockers should be in accordance with school policies and regulations. **Lockers are to be used only for storing belongings related to the ECA in SJC.** The school reserves the right to inspect lockers if there are reasonable grounds to believe that they contain prohibited or unsafe items.
15. Practice effective time management within the activity room. Be punctual for scheduled activities, adhere to designated start and end times.
16. **No foods and drinks** are allowed inside the room. Please keep the place clean and tidy.