

2023 Registration Day & O-Period CCSO Booking Arrangements

Prepared by CCSO

(last update: July 21, 2023)

Registration Day Arrangement (Aug 12 -13)

(Backup for adverse weather: Aug 14)



Registration Day (Aug 12 – 13) Arrangement

No Booking of Activity Rooms in the Composite Building

UG103
UG104
UG201
UG202
UG203
UG207



From Aug 11, 13:01 - Aug 15, 09:59

Registration Day (Aug 12 – 13) Arrangement

Zone Coordinators will submit the resources requests to CEDARS.



Individual societies do not need to submit additional requests.

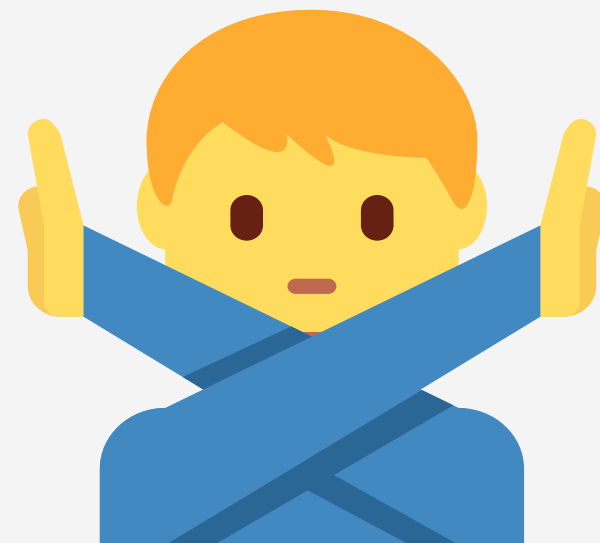
O-Period Booking Arrangement (Aug 16 - Sept 30)

O-Period (Aug 16 - Sept 30) Booking Arrangement

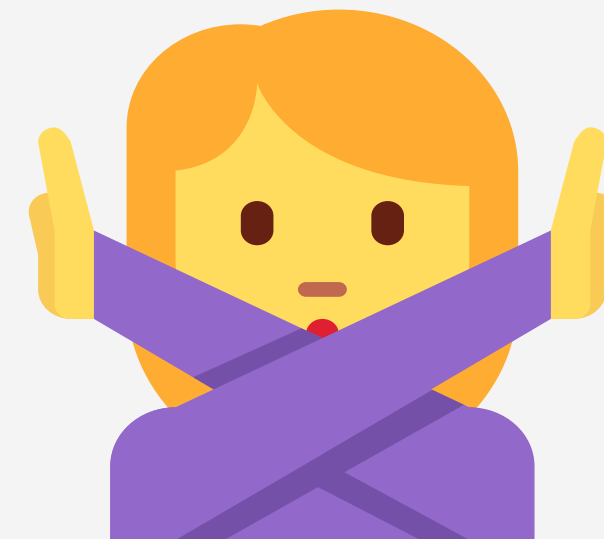
Special Booking Rules for CCSO Equipment



For All Equipment
Max. Days of Equipment
Rental
14 Days -> 7 Days



**Booking after deadline
is NOT guaranteed**



**Not accepting on day
ad-hoc booking**

O-Period (Aug 16 - Sept 30) Booking Arrangement

Rules For Other Bookings

Please follow the 'Guidelines on the Use of Campus Facilities Managed by CCSO' as usual

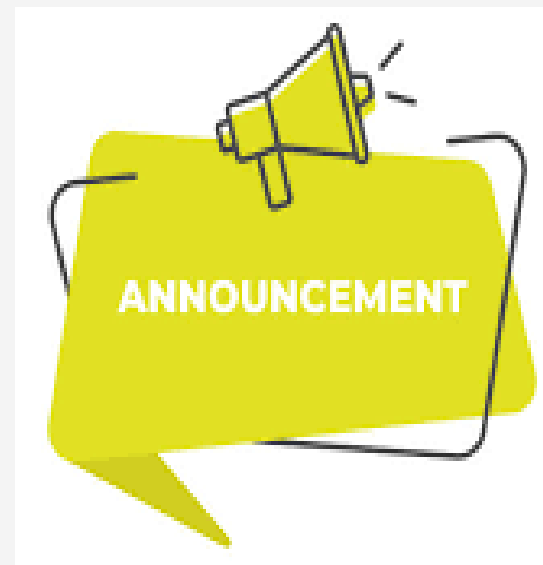
O-Period (Aug 16 - Sept 30) Booking Arrangement

Application Timeline



Application
Period

**July 24, 10:00 -
July 28, 23:59**



Results
Announcement

Aug 4



Deadline for
Withdrawal of
Allocated
Resources

Aug 7



Release of
Resources for
Direct Booking

Aug 9

O-Period (Aug 16 - Sept 30) Booking Arrangement

Equipment Booking

Bookings Management Reports

CCSO Equipment

O-Period CCSO Equipment (Aug 16 to Sep 30, 2023)

O-Period CCSO Furniture Set (Aug 16 to Sep 30, 2023)

July 2023 September 2023

Su	Mo	Tu	We	Th	Fr	Sa	Su	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		4	5						1	2
2	3	4	5	6	7	8	6	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	18		10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27			24	25	26	27	28	29	30
30	31															

Today

This facility type can only be viewed from the calendar view

O-Period (Aug 16 - Sept 30) Booking Arrangement

Equipment Booking

Co-curricular Support Office (flymarco@hku.hk) Change

Begin End

0 days 1 hours 0 minutes

Manage Facilities Change


CCSO - Ballot Box CCSO - Ballot Box

Title of booking*

Description of booking

Attach File (2 MB max) 未選擇任何

CCSO - Ballot Box



Description 10" x 10" x 12"
Notes (no notes)
Contact ccsobook@hku.hk
Location (no location set)
Resource Type (no facility type set)

Single session booking time (minimum) (Disabled)
Single session booking time (maximum) (Enabled - 7 days)
Bookings must be approved
Advanced booking (minimum) (Enabled - 2 days)
Advanced booking (maximum) (Enabled - pre-booking up to 90 days)
Bookings can be made across days (Enabled)
This facility has unlimited capacity

FBS v2.0

O-Period (Aug 16 - Sept 30) Booking Arrangement

Equipment Booking

Fill in Booking Period
(Return of Equipment
Included)

Select Equipment to be
Booked
(Can Choose Max 3 Items)

Fill in Activity Name

Indicate student society, nature of
activity and equipment quantity

Attach supplementary
information when appropriate

The screenshot shows a web form for equipment booking. It includes fields for 'Begin' and 'End' dates and times, a 'Manage Facilities' section with a dropdown menu showing 'CCSO - Ballot Box', a 'Title of booking' field, a 'Description of booking' field, and an 'Attach File' section with a '選擇檔案' button and the text '未選擇任何檔案'. Lines connect the form fields to the explanatory text on the left.

Notice Board Arrangement



Use of Notice Boards

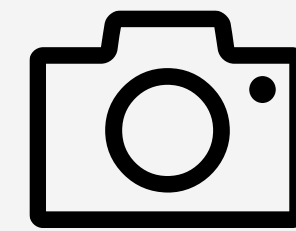
Registered student societies may post posters on any free space on notice boards managed by CCSO. The list of notice boards and their locations can be accessed [here](#). For further details, please refer to the [Guidelines on the Use of Notice Boards](#).

Please refer to [CCSO website](#) for the [list of notice boards and the locations](#)

Please read the [Guidelines on the Use of Notice Boards](#)

If any student society violates the Guidelines, CCSO reserves the right to suspend the society's use of notice boards. The period of suspension will be determined solely by CCSO.

Timeline Overview



Take a screenshot!

August 2023

SUN	MON	TUE	WED	THU	FRI	SAT
	24/7	25/7	26/7	27/7	28/7	29/7
	O-Period Booking Application					
30/7	31/7	1/8	2/8	3/8	4/8 O-Period Equipment Application Result Announcement	5/8
6/8	7/8 Deadline for Withdrawal of Allocated Resources	8/8	9/8 Release of Resources for Direct Booking	10/8	11/8	12/8 Registration Day
13/8 Registration Day	14/8 Registration Day Backup	15/8	O-Period			
20/8	21/8	22/8	23/8	24/8	25/8	26/8
O-Period						
27/8	28/8	29/8	30/8	31/8		
O-Period						

September 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					1/9	2/9
					O-Period	
3/9	4/9	5/9	6/9	7/9	8/9	9/9
O-Period						
10/9	11/9	12/9	13/9	14/9	15/9	16/9
O-Period						
17/9	18/9	19/9	20/9	21/9	22/9	23/9
O-Period						
24/9	25/9	26/9	27/9	28/9	29/9	30/9
O-Period						