

2024 Registration Day & Resources Allocation Period For Orientation Activities Arrangement

Prepared by CCSO

(last updated: July 26, 2024)



1. 2024 Registration Day Arrangement

(Aug 10 - 11)

(Backup for adverse weather: Aug 12)



Registration Day (Aug 10 - 11) Arrangement

A) Use of Activity Rooms

UG103
UG104
UG201
UG202
UG203
UG207



From Aug 9, 13:00 - Aug 13, 10:00



Registration Day (Aug 10 - 11) Arrangement

Zone Coordinators will submit the resources requests to CEDARS.



Individual societies do not need to submit additional requests.

2. 2024 Resources Allocation Period Arrangement (Aug 14 - Sept 30)

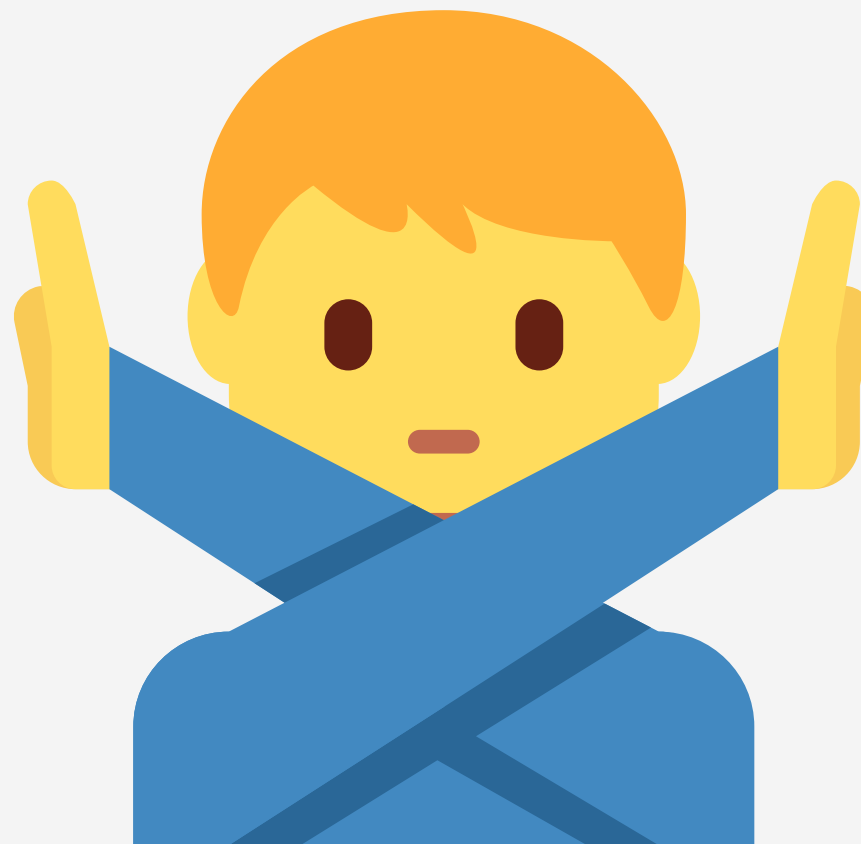


Resources Allocation Period (Aug 14 - Sept 30) Arrangement

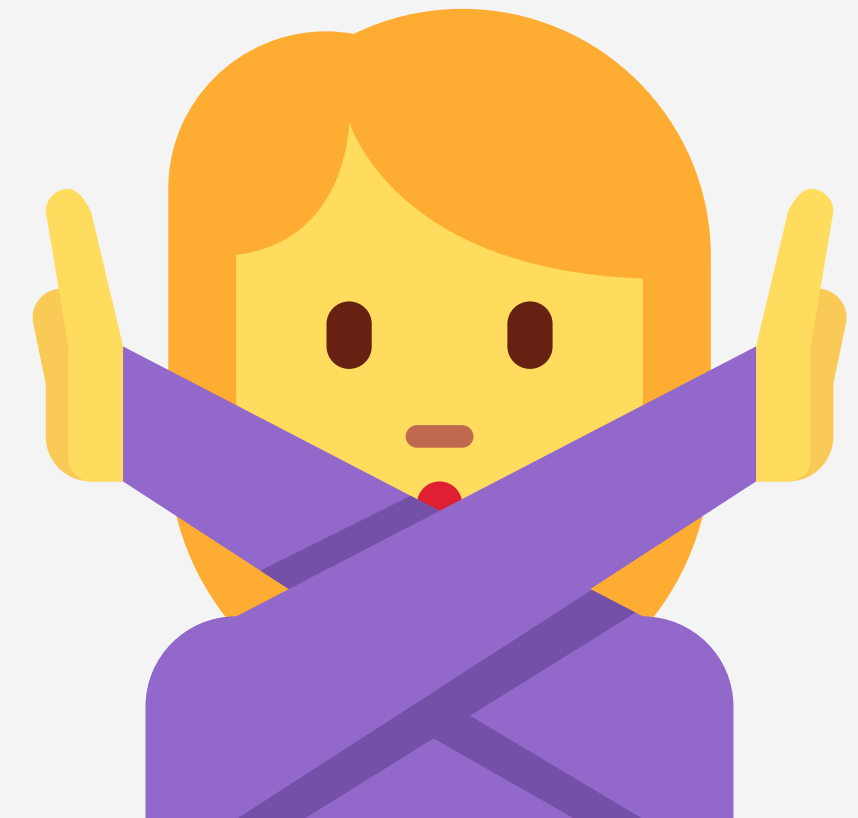
Special Booking Rules for Equipment



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**

Resources Allocation Period (Aug 14 - Sept 30) Arrangement

Rules For Other Bookings

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



Resources Allocation Period (Aug 14 - Sept 30) Arrangement

Application Timeline



Application Period
July 15, 10:00 -
July 26, 23:59



Result
Announcement
Aug 2



Deadline for
withdrawal of
allocated resources
Aug 5



Release of
resources for
direct booking
Aug 7

Resources Allocation Period (Aug 14 - Sept 30) Arrangement

Equipment Booking

Dashboard My bookings Bookings Management Reports

CCSO Equipment

Orientation - CCSO Furniture Set (Aug 14 to Sep 30, 2024)

Orientation - CCSO Equipment (Aug 14 to Sep 30, 2024)

May 2024

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

Today

Resources Allocation Period (Aug 14 - Sept 30) Arrangement

Equipment Booking


Begin End

0 days 1 hours 0 minutes

Manage Facilities [Change](#)

Orientation - CCSO - Ballot Box

Orientation - 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

Resources Allocation Period (Aug 14 - Sept 30) 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
(Can be >3 item type)

Attach supplementary
information when appropriate

The screenshot shows a web form for equipment booking. At the top, there are two date and time pickers: 'Begin' set to 15/08/2024 at 9:30 AM and 'End' set to 15/08/2024 at 10:30 AM. Below these, it displays '0 days 1 hours 0 minutes'. A 'Manage Facilities Change' link with a plus icon is present. A selected facility is shown as 'Orientation - CCSO - Ballot Box' with a lock icon. There are two required text input fields: 'Title of booking*' and 'Description of booking*', both marked with a red asterisk. At the bottom, there is an 'Attach File (2 MB max)' section with a button labeled '選擇檔案' (Choose File) and the text '未選擇任何檔案' (No files selected).

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](#).

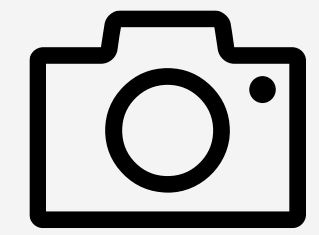
Please refer to [CCSO website](#) for the [list of notice boards and the locations](#)

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.



Overall Timeline



Take a screenshot!

SUN	MON	TUE	WED	THU	FRI	SAT
	15/7	16/7	17/7	18/7	19/7	20/7
Resources Allocation Period Application						
21/7	22/7	23/7	24/7	25/7	26/7	27/7
Resources Allocation Period Application						
28/7	29/7	30/7	31/7	1/8	2/8 Resources Allocation Period Result Announcement	3/8
4/8	5/8 Deadline for Withdrawal of Allocated Resources	6/8	7/8 Release of Resources for Direct Booking	8/8	9/8	10/8 Registration Day
11/8 Registration Day	12/8 Registration Day Backup	13/8	14/8	15/8	16/8	17/8
Resources Allocation Period						
20/8	21/8	20/8	21/8	22/8	23/8	24/8
Resources Allocation Period						
25/8	26/8	27/8	28/8	29/8	30/8	31/8
Resources Allocation Period						

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