1. Access the booking system via [https://venus2.wis.ntu.edu.sg/efbs/landingmodule](https://venus2.wis.ntu.edu.sg/efbs/landingmodule)

2. You will see the following page

![Booking System Page]

3. To make a new booking, follow these steps
   a. Click “New” under the “Booking” category

   ![Booking System Page]

   b. Select the relevant category “Main Building” or “New Annex” to select the relevant facility

   ![Booking System Page]
c. Change the “From Date” and “Till Date” to the period you wish to book, then click “Apply”

d. Select the date and time you wish to book, and click “Submit”.
e. Enter the following information in the respective fields and click “Confirm”
- Preferred Contact Number: <<Applicant’s contact number>>
- Remarks: Name of Clubs/Societies – Event Title, NTU Email Address (E.g. CAC Guitar Ensemble - Weekly practice, abc@e.ntu.edu.sg)
- Supporting Document: Upload the event approval email
f. You will see the successful page as shown below. To make another booking, click “Next Booking”

4. To query your booking, follow these steps
   a. Click “History” under the “Booking” category.
      • Pending to be processed by SAO: Status = Pending Approval
      • Booking request approved by SAO: Status = Approved
      • Booking request rejected by SAO: Status = Rejected
   b. To cancel the booking request, click “Cancel”
c. Upon successful cancellation, the status will be changed to “Cancelled”

5. For any enquiries, you can contact the following personnel
   • Nanyang House Administrator: 6790 5185
   • Officer-in-charge, Dawn: 6790 5160

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END
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