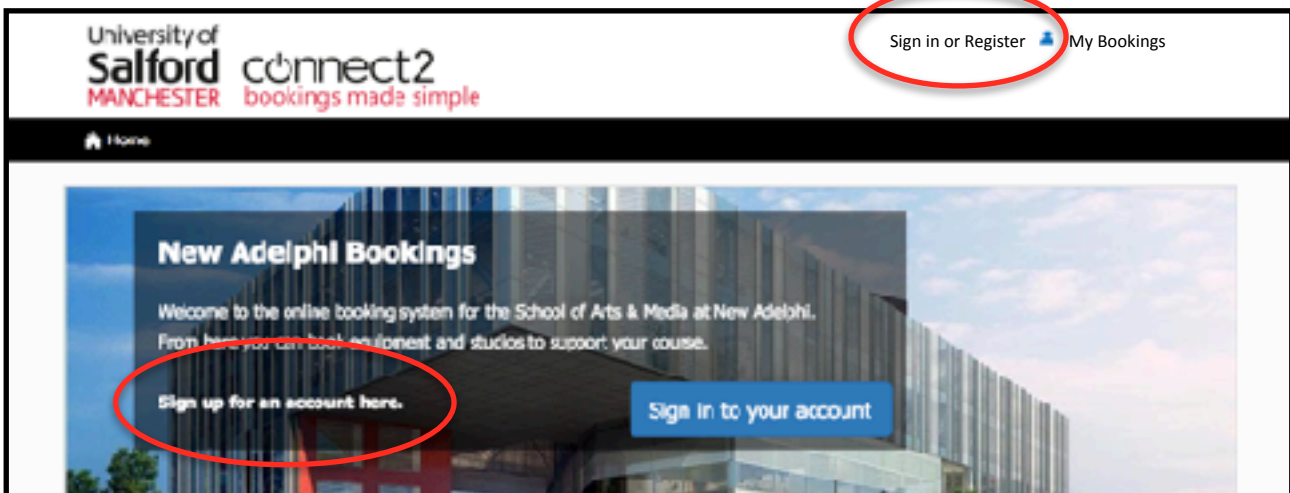


## How to Register for the Booking System

Welcome to the New Adelphi Booking System! Through this website, you will be able to book equipment and studio time to produce your coursework. Before you can begin making bookings, you will need to sign up for an account. The whole process can be completed online by visiting:

[bookings.newadelphi.uk](http://bookings.newadelphi.uk)



- Click on the **'Register'** option at the top of the screen, or on the **'Sign up for an account here'** link at the bottom of the welcome message box.
- You will be asked for your first name, last name and your **university email address**. You **must** use an address that ends with [@salford.ac.uk](mailto:@salford.ac.uk) or [@edu.salford.ac.uk](mailto:@edu.salford.ac.uk), otherwise the system will not allow you to complete the registration process.
- If you do not have a University email address, please complete the main University Online Registration at: <https://olr.salford.ac.uk/>. You will need a Student ID and PIN.
- Just like an online shop, once you have registered with the booking system you will receive a confirmation email, sent to your university email address. Click on the confirmation link to set a password and enable your account.
- Now that your account is ready, the technical staff supporting your programme can give you access to equipment once you have completed their induction.

If you have any problems with the system, please speak to the technical staff supporting your programme, or email [am-technical@salford.ac.uk](mailto:am-technical@salford.ac.uk). If you can, send a screenshot of the problem; it's a big help when troubleshooting.