Online Resource Booking system

Registration and Booking Guide for Students - UWA School of Music

Registration:
Before you can book Practice Rooms and Auditoriums, you will need to register your details with the SISO Resource Management eBooking System.

1. Using your web browser, go to uwaarts.siso.co to register. Click on Account Registration.

2. Fill in all required fields. Use your student email for the account email address.

3. An IT/CLT staff member will activate your account in the SISO store within hours of registration. You will receive an email notifying you when your account has been activated.
Logging In:

1. Log in using the username and password entered during registration.

Booking a Room:

Use this feature to make one off bookings under your own name.

1. Log into your SiSo account if you haven't already done so and select *Find Rooms* from the *Bookings* menu.

2. Add the Room of your choice to the basket.

3. Click on *Show Basket Items*. 
4. On the required day, use the cursor to drag out the required time. Blocks appearing in white represent available times, blocks in red represent times unavailable due to other bookings and blue represents your current booking selection.

5.

![Availability for Practice Room](image)

6. If you are making the booking on behalf of somebody else, add their details in the Booking Notes for future reference.

![Booking Notes](image)

7. Read the Terms & Conditions and tick the box. Click Finish to continue.

![Terms & Conditions](image)

You should then receive a message notifying you that your booking is now confirmed. You will also receive an email confirming your booking.
To Cancel or Edit a booking:

1. Select My Bookings from the Bookings menu.

2. Select Cancel to remove your booking or Edit if you need to change time or date.

Logging Out:

1. To log out, click on the Logout icon in the top right hand corner.

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