MEETING ROOM BOOKING
USER GUIDE

RONSPOT®

Welcome to **Ronspot**

We are thrilled to have you onboard! In this guide, you will find everything you need to know about how to use **Ronspot Meeting Room Booking** and schedule your first meeting.

CONTENTS

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1 - DOWNLOAD THE APP

STEP 1

On your phone, open **Google Play** (Android) or the **App Store** (iPhone)
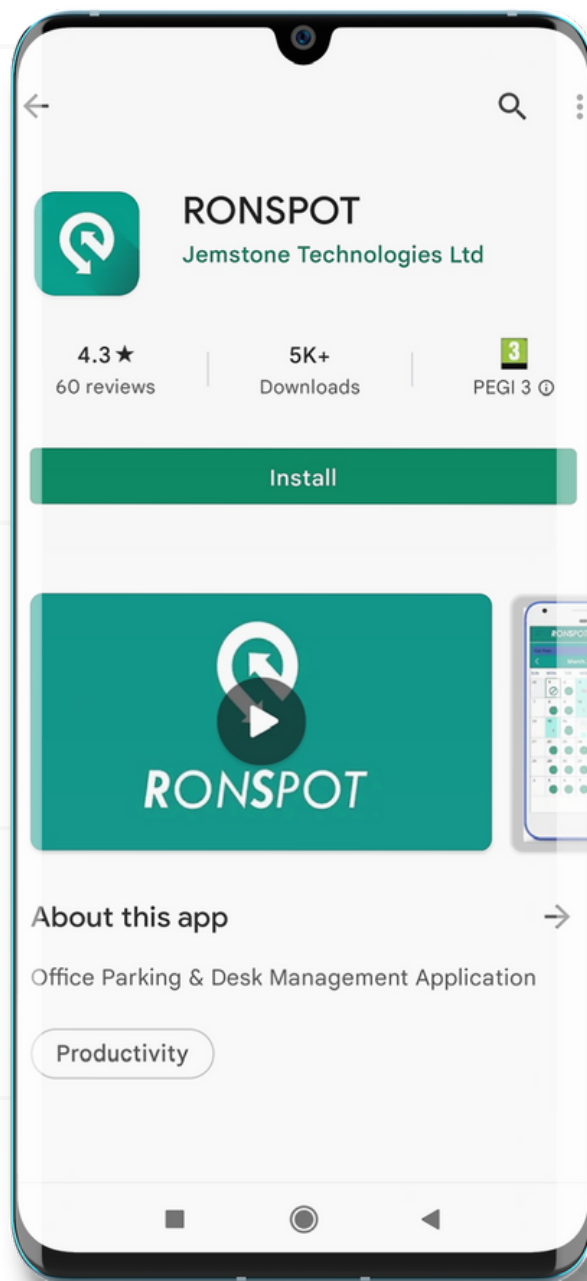

STEP 2

Search for **Ronspot** and select the app with this icon

STEP 3

Click on   Install

Don't have a phone? You can access all the features online via your web browser at **my.ronspot.ie**

2 - REGISTER

Using Single Sign-on (SSO)?

If you use SSO, you don't need to register. Simply **skip this step** and **go directly to the login tab** (page 5)

STEP 1

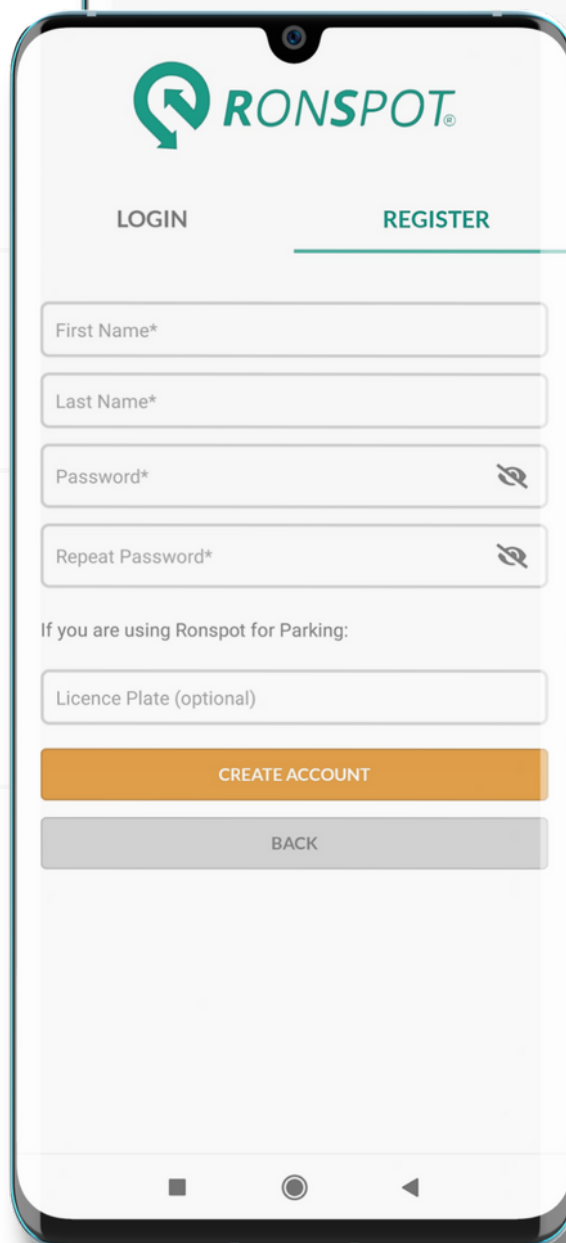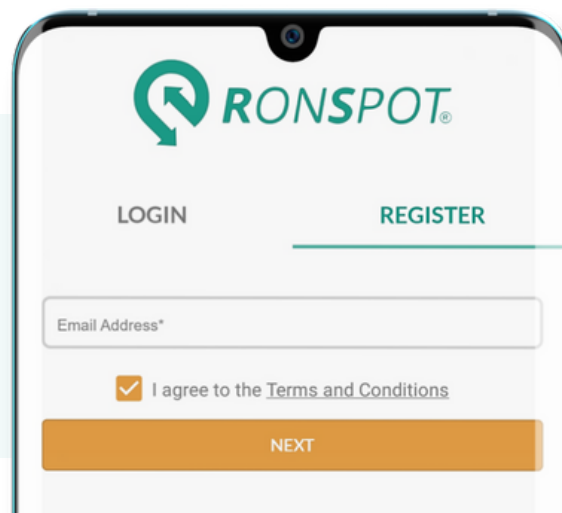Open the **Ronspot** app, or go to **my.ronspot.ie**

STEP 2

Go to the **REGISTER** tab

STEP 3 (image 1)

- Enter your work **email address**
- Accept the **Terms & Conditions**
- Click on [NEXT]

STEP 4 (image 2)

- Type your **first name**
- Type your **last name**
- Create a **password**
- Confirm your password
- Click on [CREATE ACCOUNT]
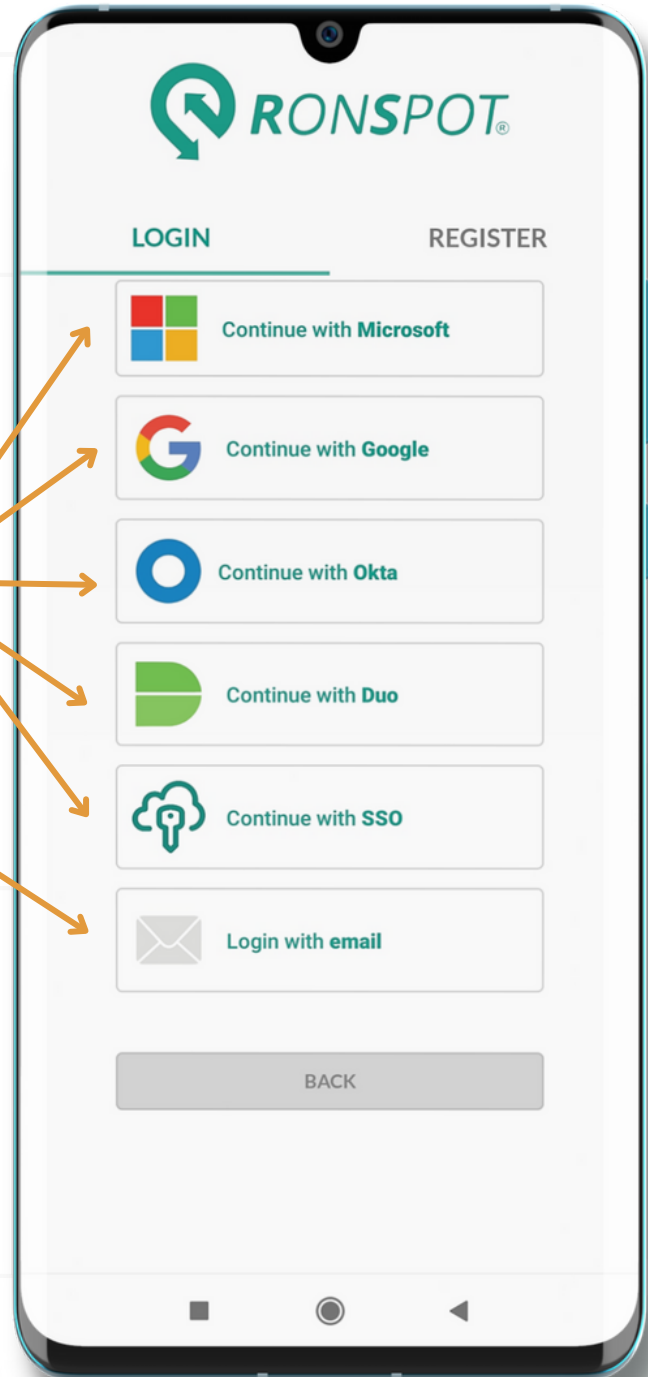
3 - LOGIN TO RONSPOT

STEP 1
Go to the **LOGIN** tab

STEP 2

- If using Single Sign-On (SSO), select one of the available **Single Sign-On** options

  or

- Use **the Ronspot account you created** (page 4)

STEP 3
- Type your work **email address**
- Type your **password**
- Click on LOGIN

4 - HOMEPAGE OVERVIEW

App walkthrough

Your meeting(s) today

View the meeting room on the map

Your upcoming meetings

YOUR COMPANY LOGO

Good afternoon **John,**

You are in the office today

19 January 2023 (14:00 - 15:30)
3rd Floor | Room A
Marketing Meeting (J. Smith)

Cancel meeting   Reschedule

Upcoming bookings

20 January 2023 (15:00 - 16:00)
2nd Floor | Conference Room
Demo New Project (D. O'Brien)

Decline Meeting

23 January 2023 (11:00 - 12:00)
3rd Floor | Room B
Company Meeting (M. Furey)

Decline Meeting

24 January 2023 (14:00 - 15:30)
3rd Floor | Room A
Marketing Meeting (J. Smith)

Cancel meeting   Reschedule

25 January 2023 (10:00 - 11:00)
2nd Floor | Small Meeting Room
Weeklu Call with Developers (J. Warde)

Decline Meeting

MAKE A NEW BOOKING

Cancel your meeting

Reschedule your meeting

Booking calendar

Home screen

QR code scanning

Search bookings

Settings, notifications, support & logout

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5 - CALENDAR OVERVIEW

Select a zone →

Filter rooms
by attribute

Change months

Current day

Room B   Your
meeting

⊘   Day with no
availability

●   Day with
availability

YOUR COMPANY LOGO

📍 3rd Floor

January 2023   >

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Room A	20 ●	21
22	23 Room B	24 Room A	25 ●	26 ●	27 ●	28
29	30 ⊘	31 ●	1 ●	2 ●	3 ●	4
5	6 ●	7 ●	8 ●	9 ●	10 ●	11

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6 - SCHEDULE A MEETING

STEP 1

Go to the calendar tab 📅

STEP 2

Select your floor above the calendar

STEP 3

Select an available day 🟢 from the calendar

STEP 4

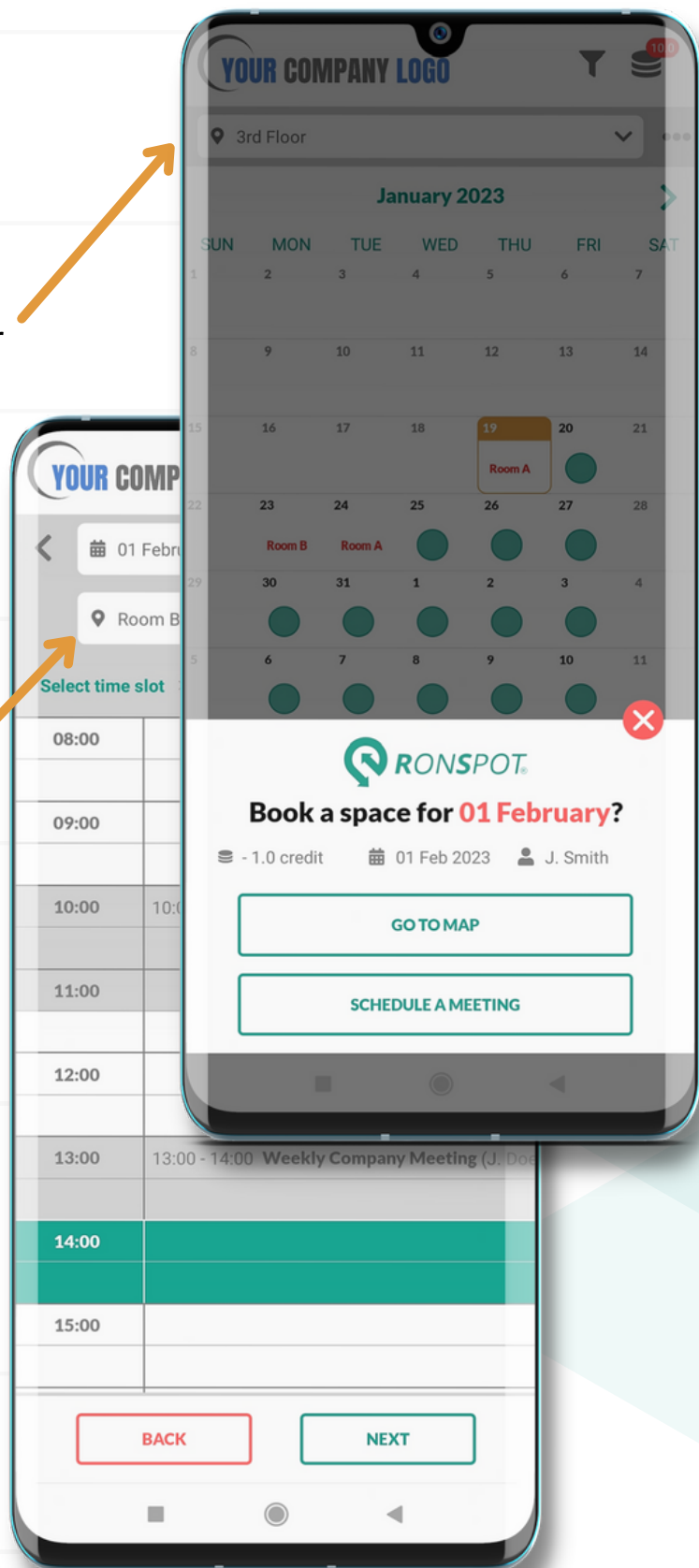Click on SCHEDULE MEETING

STEP 5

Select a meeting room above the time grid

STEP 6

Tap and drag down to select your timeslot
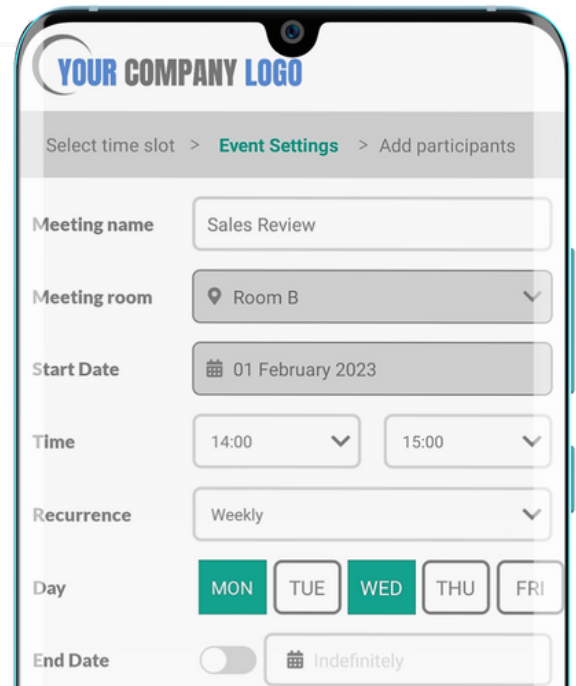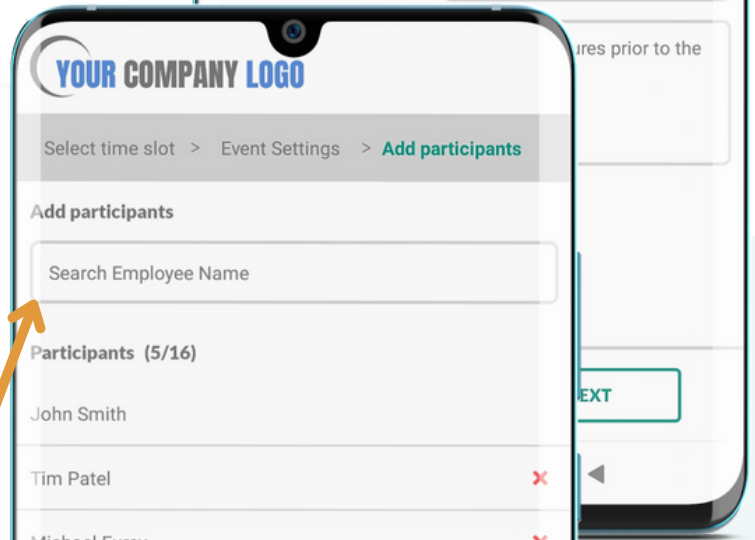
STEP 7

Click on NEXT

STEP 8

Configure the meeting settings:

- Meeting name

- Start and end time

- Recurrence

- Day (if "Recurrence: Weekly or Monthly"

  is selected)

- End date (if recurring)

- Meeting notes (optional)

STEP 9

Click on [NEXT]

STEP 10

In the search box, type and select the name of participants.

They will automatically be added in the **Participants** list below

STEP 11

Click on [SCHEDULE]

7 - CANCEL A MEETING

STEP 1

From the homepage, click on

Cancel meeting under the booking

STEP 2

Click on ┌ CANCEL MEETING ┐
in the pop-up

If the meeting is recurring, you will have the choice between ┌ CANCEL THIS OCCURRENCE ┐ and ┌ CANCEL SERIES ┐
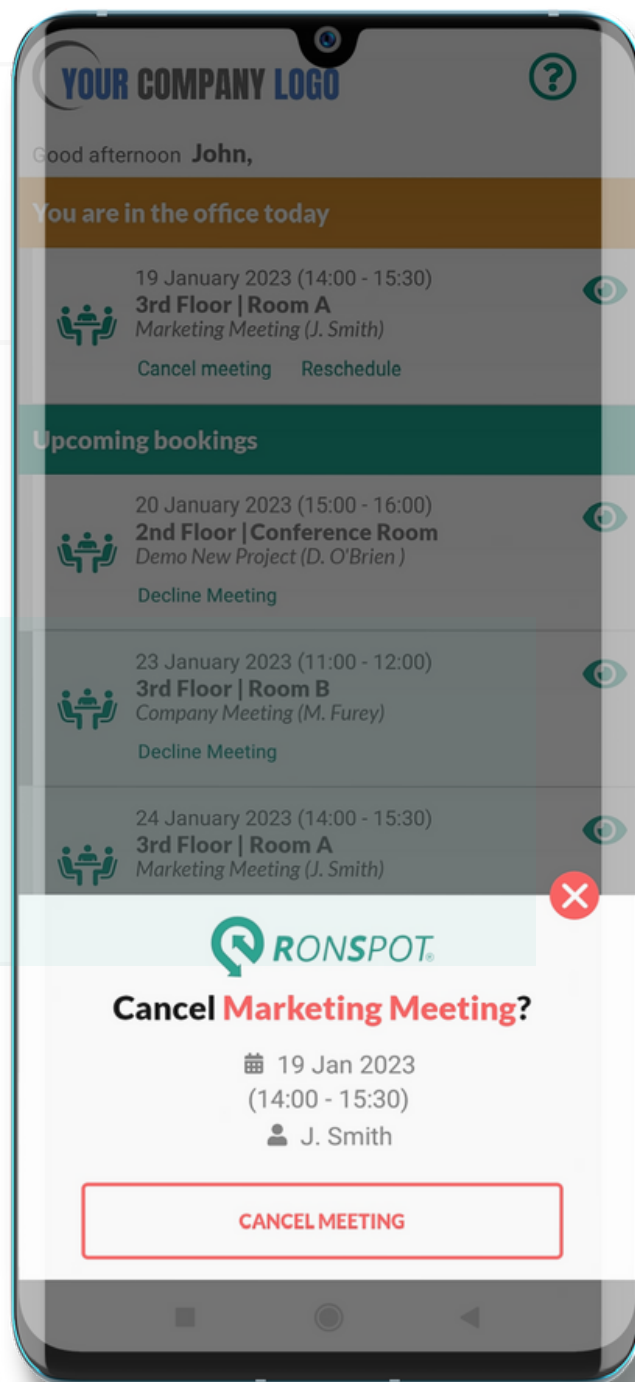
After cancelling a meeting, the participants will receive a cancellation notification and the meeting will be removed from their calendar
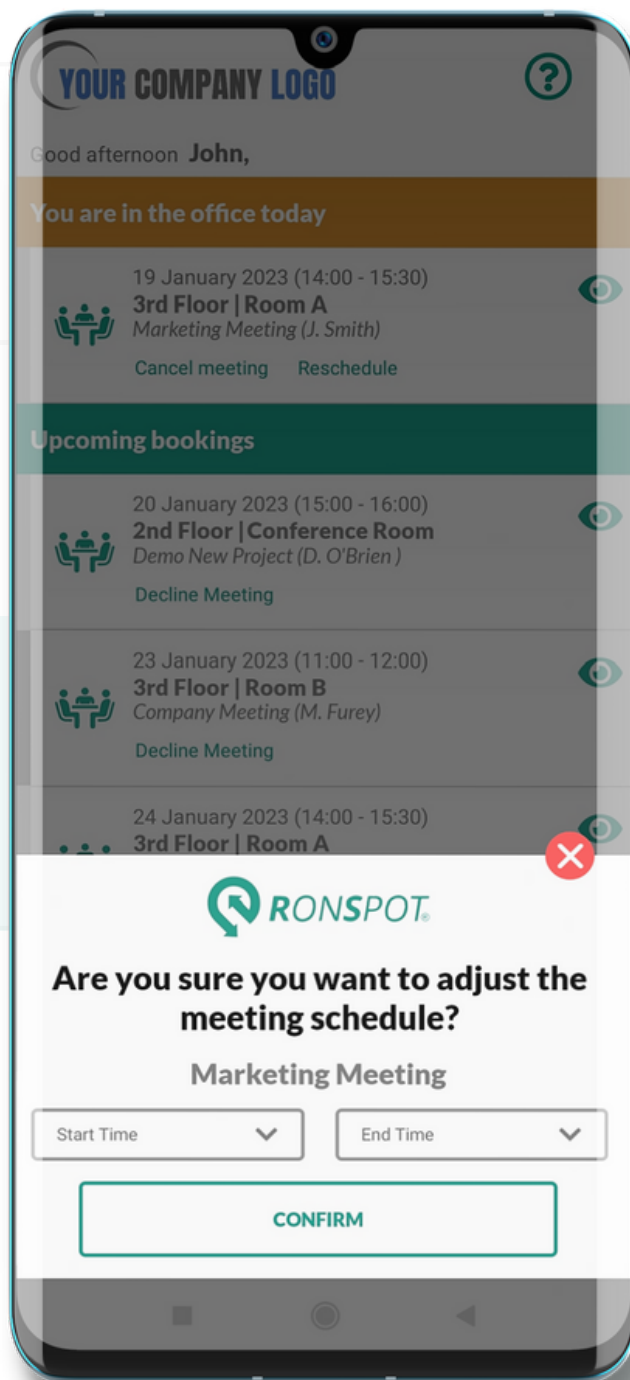
8 - RESCHEDULE A MEETING

STEP 1

From the homepage, click on

Reschedule under the booking

STEP 2

Choose a new start and end time, and click | CONFIRM |

If the meeting is recurring, you will have the choice between rescheduling **All occurences** or a **Selected date**

After rescheduling a meeting, the participants will receive a update notification and the meeting time will be adjusted in their calendar

9 - GENERAL SETTINGS

Your name →

Your email address →

Sync Ronspot bookings with your calendar →

← Select the app language

← Select your department

← Select your favourite zone

10 - SUPPORT

FAQ

Visit our help centre at ronspotflexwork.com/help-centre/ and find all the answers to frequently asked questions, as well as helpful tutorials.

CONTACT US

Experiencing issues with Ronspot?
- In the app, click on the tab (•••) and select **CONTACT SUPPORT**
- Or send us an email directly at support@ronspotflexwork.com

STAY INFORMED

Want to be the first one to hear about new releases?
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