

Getin for booking rooms

HfK Speicher XI, Faculty of Art & Design / Central Administration

● Introduction

For the time being, we have to continue access control, self-documentation and prior booking to use rooms. This flyer provides a concise overview of the main points relevant to booking a room via *Getin* at HfK Speicher XI.

Corona updates will always be provided to you via email to your HfK mail box. Current rules and information such as the HfK hygiene concept in force here at the University can be found at → faq.hfk-bremen.de/en

● When do I need to book a room at Speicher XI?

If you want to work in a room, studio or at a workshop at the HfK Speicher XI, you have to book these rooms in advance (see overleaf). *Getin* will also assist you in setting a date to visit the central circulation desk or the circulation desk for online teaching. As you arrive at the site, you have to document yourself with *Checkin* (see our flyer on *Checkin*).

You may participate at classes that require presence and visit the library and the printers without booking into a room. Current rules are available at → faq.hfk-bremen.de/en (No. 5 HfK Rooms and Grounds)

● Why do I have to use *Getin*?

In an effort to keep exposure to infections as low as possible, our University is bound by government rules to control access to our facilities. This procedure also serves to document every person using the facilities. This information is a crucial tool to establish and trace chains of infections.

Getin is our proprietary system at the HfK to navigate you smoothly through booking processes. The system shows you all the available rooms and keeps you updated on the status of your request. From here on out *Getin* is THE launching place for every booking request by students for Speicher XI. Inquiries to the to the room-booking-team via email can not be processed any longer.

Getin is a website, not an app and works on smartphones, tablets, or a pc. → getin.hfk-bremen.de

● Tip

Save *Getin* to the home screen of your smartphone!

For Apple iOS with Safari:

- Open Safari
- Go to → getin.hfk-bremen.de
- Open the function “Share (↑)” at the center of the menu bar at the bottom of the screen
- Choose “Add to Home Screen”

For Android with Chrome or Firefox:

- Open Chrome or Firefox
- Go to → getin.hfk-bremen.de
- Enter (:) on the menu bar at the bottom of the screen
- Choose “Add to homescreen”

● Questions or problems?

Many questions are answered at the help section in *Getin*. Information about the hygiene concept etc. can be found at → faq.hfk-bremen.de/en

For questions, problems and suggestions please send an email to → checkin@hfk-bremen.de

● How do I book a room by using *Getin*?

1 Make sure that you have an access permit.

Information on the groups of people permitted to access our facilities can change as our rules and procedures have to be adjusted to the conditions under the pandemic. Please find current information on our website → faq.hfk-bremen.de/en (No. 5 HfK Rooms and Grounds)

2 Open → getin.hfk-bremen.de in the browser of your smartphone, tablet or pc and register with your HfK email address, your HfK password and your phone number. You will not have to enter that information again once you have registered with *Getin*.

New request

Booking overview

3 Choose a room and a date.

“Optional Information” is only required if you want to register an external person or if you want to request a room for an exam.

Important!

By using *Getin* you will be sending booking requests directly to the workshops. If you are looking for a date at a workshop, please choose the workshop under “room” and enter your plans under “message” to give management the ability to administer your request appropriately.

Tip!

As of now you can not book rooms over continuous dates. If you want to book several rooms or several days in a row, click „More from copy” after submitting your request to copy information from the previous booking.

Room selection

Date selection

4 *Getin* will notify you of the dispatch of your booking request via an email to your HfK mail box. Your request will then be processed by a person in charge of the room.

5 Wait for the response!

Getin will always show you the current status of any request, either by “requested”, “confirmed”, “denied” or “cancelled”. You will also be notified on any changes regarding your request or your booking via an email to your HfK mail box. Please give us 48h processing time.

If you have any questions or want changes on your booking request you may answer the most recent email regarding the booking in question.

You will receive answers to your questions or requests either by a call to your phone (if you have permitted calls) or via an email to your HfK mail box.

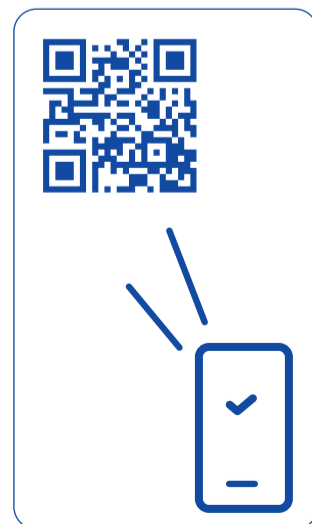
Booking “requested”

Booking “confirmed”

6 Come to Speicher XI.

After your request has been approved, you may come to Speicher XI at the appointed time. Your name will have been automatically forwarded to the reception. You do not need to take any further action. Please register at the reception and document your presence at Speicher XI via *Checkin!* → checkin.hfk-bremen.de

Check in with room code



... or with QR code