ROOM RESERVATION MANUAL

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1. Introduction

Welcome to the FAST Learning and Development Center Room Reservation Website! This platform allows users to book rooms efficiently for various purposes, manage reservations, and access room availability in real-time.

2. User Roles and Access

- **Guest Users**: who are not FAST employees. They can book rooms, manage reservations, and view booking history.

- **Non-FAST Employee Users**: Users who are employees of FAST Group Companies. They can book rooms, manage reservations, and view booking history.
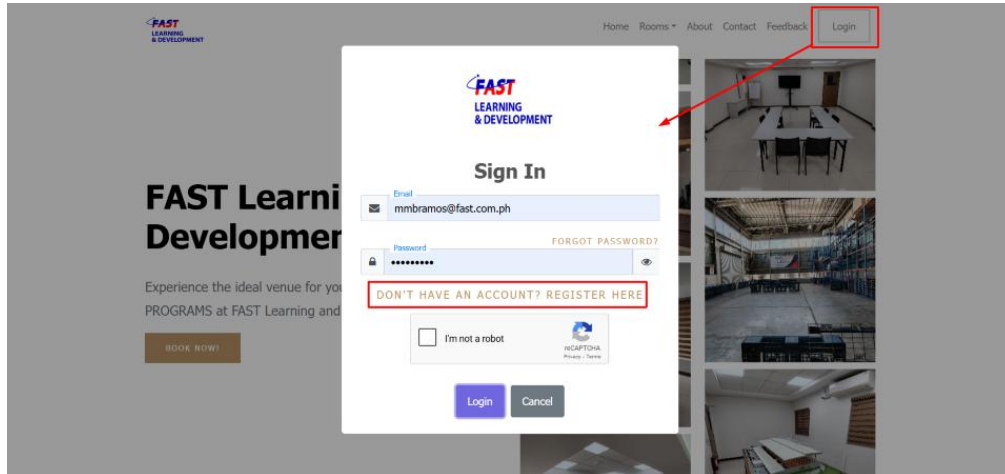
3. Getting Started

3.1 Accessing the website

1. Go to browser (Google Chrome, Mozilla Firefox, Microsoft Edge, Apple Safari, and Opera).

2. Enter "flldc-booking-app.vercel.app" in the address bar.
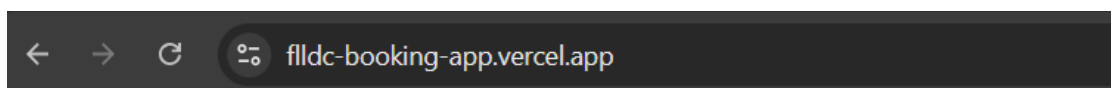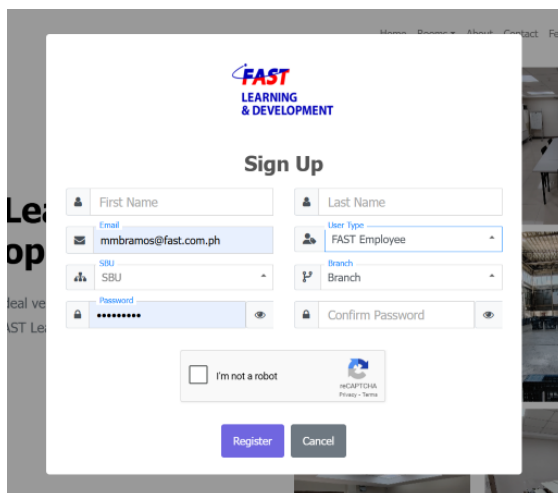
3.2 Creating an Account

3. Click on the **Login** button then click the "DON'T HAVE ACCOUNT? REGISTER HERE".

4. Fill in the required details (First Name, Last Name, Email, Password).
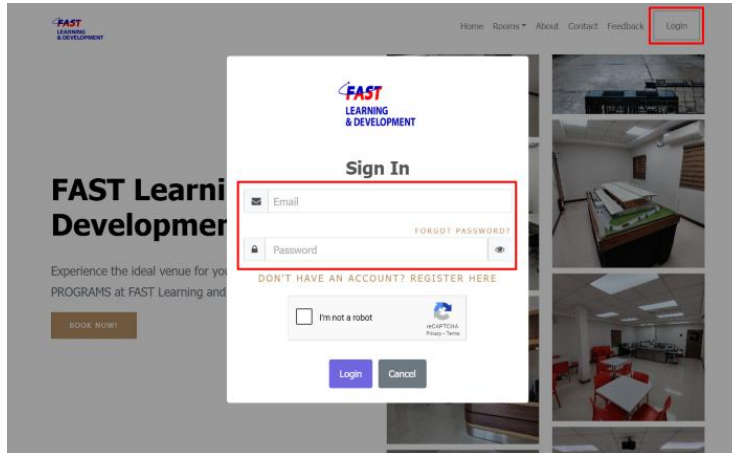
   Note: (User Type)

   - FAST Employee – Users employed by FAST Group Companies.
   - Guest – Users who are not employed by FAST Group Companies.

5. You can now log in using your credentials.

3.3 Logging In
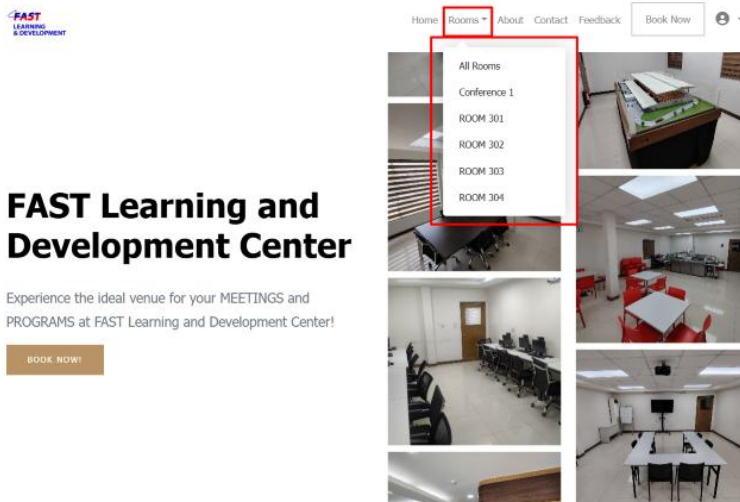
1. Click on the **Login** button.

2. Enter your email and password.

4. Booking a Room

4.1 Making a Reservation

1. Navigate to the **Room** section.

2. Select the desired room.

3. Fill up the required details and click **RESERVE NOW** button.
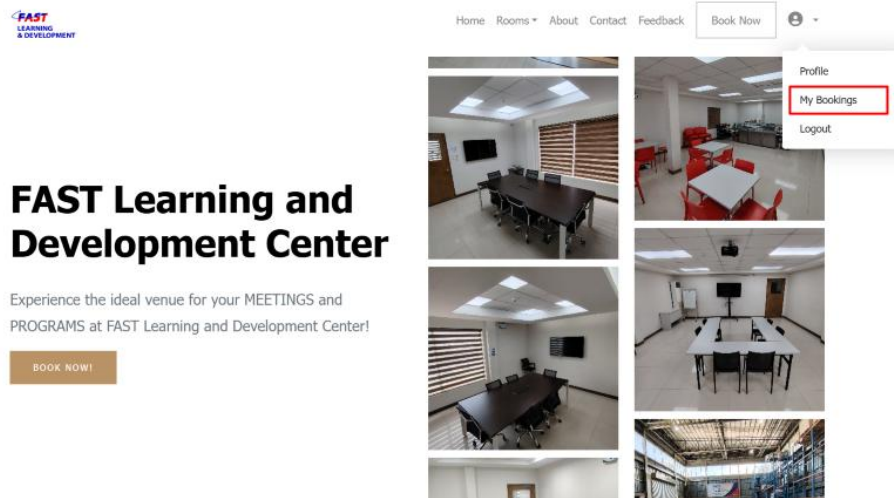

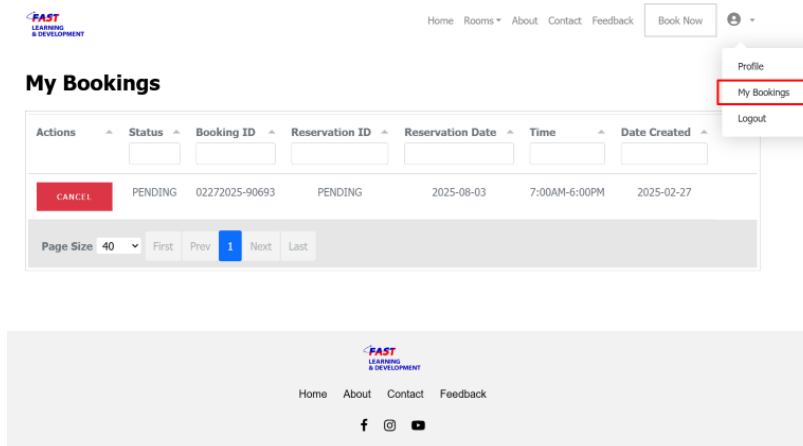4. You will receive a confirmation email.
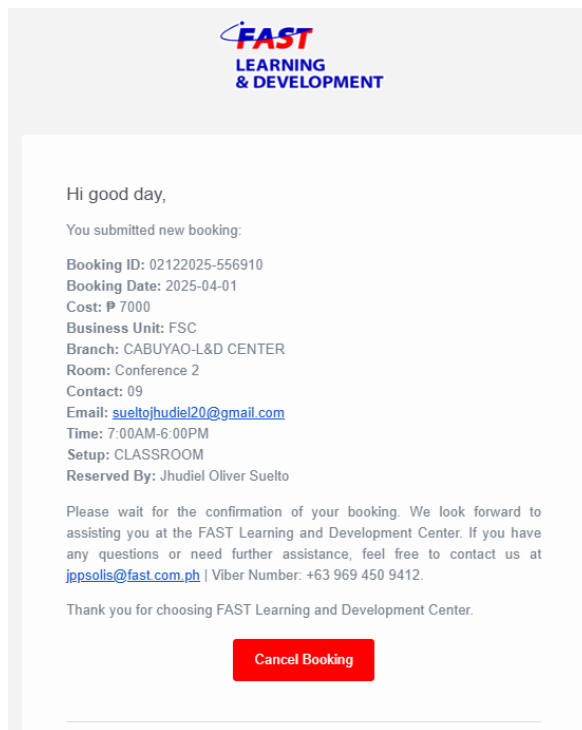
5. Managing Reservations

5.1 Viewing Your Reservations

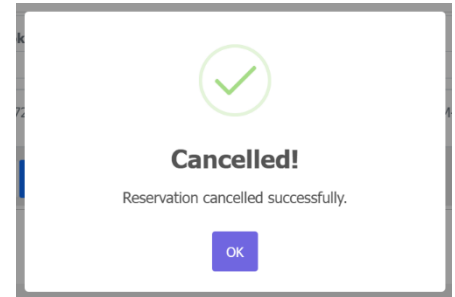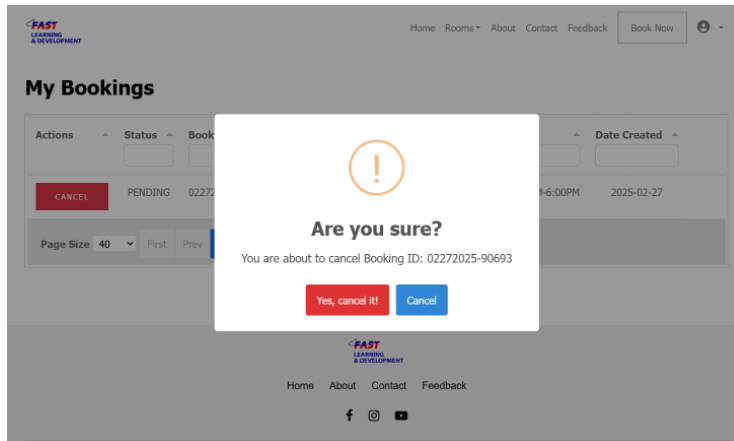- Go to the **My Bookings** to see all your active and past reservations.
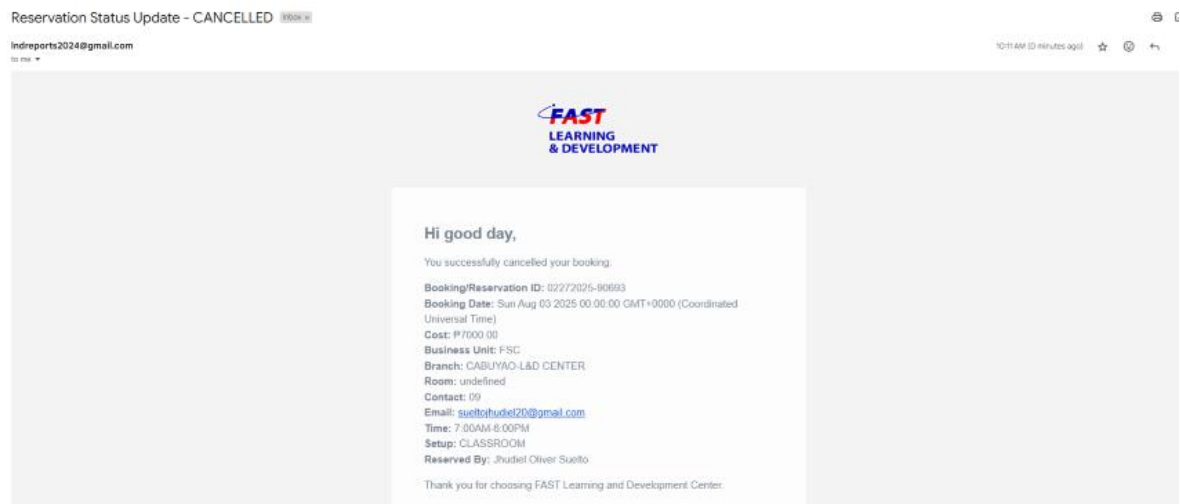

5.2 Cancelling a Reservation

1. Locate **My Bookings** under the user icon.

2. Click **Cancel** and confirm the action.

3. You will receive a cancellation confirmation.

6. FAQs

Q1: How can I reset my password?

- Click on **Forgot Password**, enter your email, and follow the instructions sent to your inbox.

Q2: Can I book multiple rooms at once?

- Yes, but each room must be booked separately.

Q3: How far in advance can cancel my reservation?

- Approved reservations can be canceled up to 5 days before the reservation date.
- Pending Reservation can be cancelled at any time.

7. Contact Support

For any issues or inquiries, contact us at **jovsuelto@fast.com.ph** or **jppsolis@fast.com.ph**.