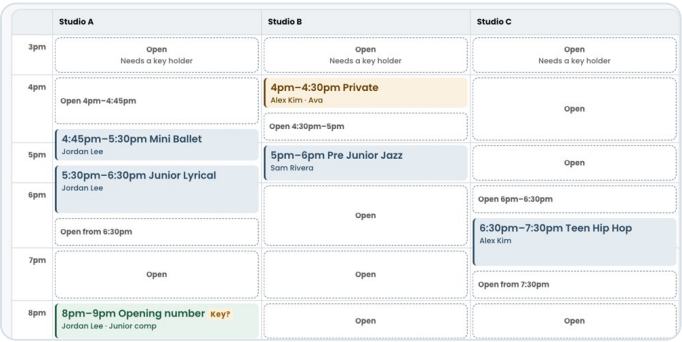
Booking a studio

For teachers · one page, keep it on your phone

Studios: **tdm.dsge.ca/reserve-a-studio** · Sign in with the same name and PIN you use for attendance.
Questions: Isabel at the front desk, (204) 560-2936.



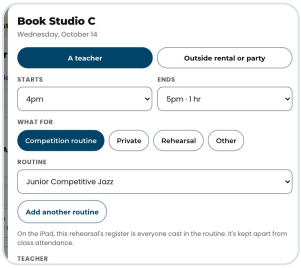
1 Find an open time

Pick the day with the arrows or the date box. Each room is a column and each hour a row. A dashed block that says **Open** is free: tap it. When only part of an hour is free, it shows the free time.



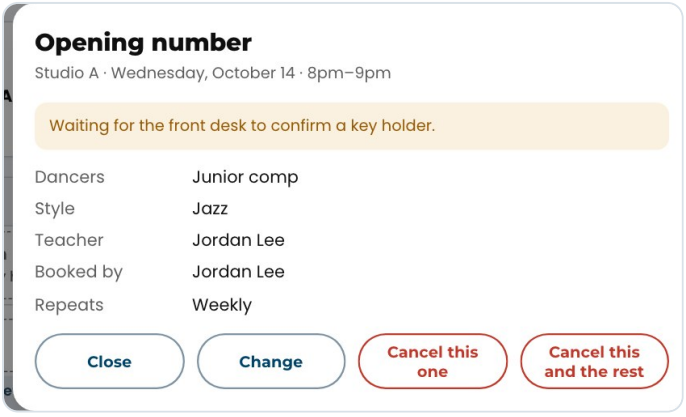
3 The same time every week

Tick **Repeat every week until** and pick the last date before you tap Book it. A week where the room is already taken is skipped, and the confirmation says how many.



2 Book it

Pick when it starts and **Ends**: from 30 minutes up to three hours. Tap what it is for, type the dancer or dancers and the style, and check the teacher is you. Tap **Book it**. The block turns green with your name on it, and the front desk sees it too.



4 Cancel or change

Tap your booking: **Change** to move or edit it, **Cancel this one**, or **Cancel this and the rest** of a weekly series. A booking from an earlier day stays with the front desk.

Needs a key holder?

Outside staffed hours the desk confirms who will open the studio, and your booking shows **Key** once they have. Hold a key yourself? You never see this.

Closed?

Holidays and photo days show as closed blocks, and they can't be booked.

Screen locked?

Studios locks after 15 minutes with nobody touching it. Enter your PIN again to carry on.

Need more?

Every answer is in the help center: help.dsge.ca/tdm/

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