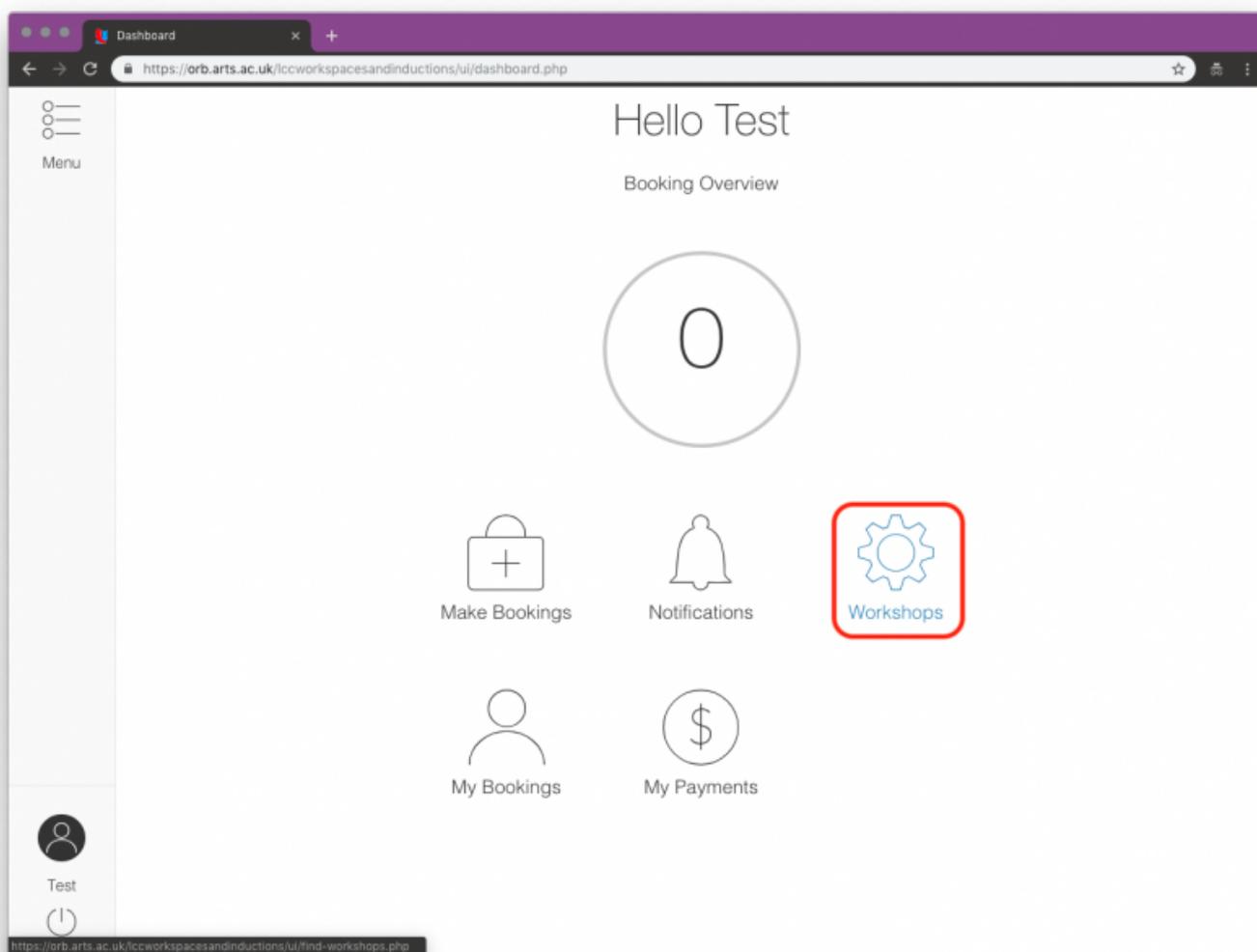


# How do I book a workshop on ORB

Using the ORB can be a little perplexing, so here's some quick instructions to book onto a workshop...

1. First you need to [login to ORB](#). If you can't login please contact UAL IT by dialing 0207 514 9898 during office hours or 9898 from any of the phones in UAL.
2. Select "Workshops" from the middle of the screen.



3. Scroll through the list of workshops to find the one you are looking for and click the "i" for information icon.

The screenshot shows a web browser window with the URL <https://orb.arts.ac.uk/iccworkspacesandinductions/ui/find-workshops.php>. The page title is "Workshops and Tech Talks". On the left sidebar, there are navigation options: "Dashboard", "Menu", "Subscriptions", and "Test". The main content area displays a list of workshops:

- Introduction to Physical Computing**: Starts 13th Feb 02:00, Ends 13th Feb 04:30. Availability: 12/12. An information icon (i) is circled in red, and a checkmark icon is visible.
- Introduction to Unity**: Starts 20th Feb 02:00, Ends 20th Feb 06:00. Availability: 12/12. Includes the Unity logo. Information and checkmark icons are present.
- Screen Printing- Intro Part B**: Starts 6th Dec 10:30, Ends 6th Dec 12:00. Information icon is present.
- VR Booth Induction**: Starts 27th Feb 02:30, Ends 27th Feb 05:00. Availability: 12/12. Information and checkmark icons are present.

4. Check the panel that opens displays the workshop date and time you want, read the notes and then click the tick mark to "subscribe" (book) onto the workshop.

5. You are done, make sure to turn up to the workshop on time, we will start no later than 5 minutes after the scheduled time, also note cancellations are typically not allowed less than 1 week before, so please ensure you make these workshops so that the places are not wasted.

Please email if you have any troubles with signing up, you can find our contact details on the home page.

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