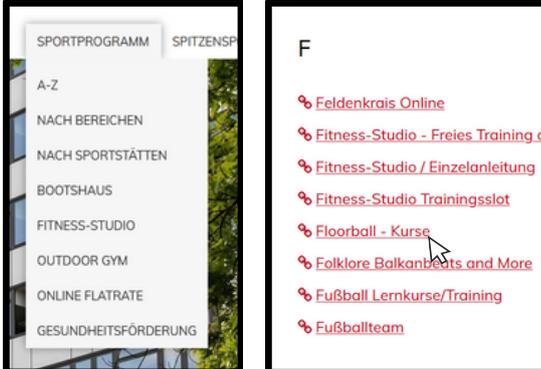


HOW TU BUCHUNG STEP BY STEP



1

Check out the sports programme and pick a course.

The different filter options can help you to narrow down the programme. You can find the complete programme under A-Z, by area in “nach Bereichen” and by sports facility in “nach Sportstätten”.

Carefully read the course description and see if the programme suits you.

Pay particular attention to the level descriptions and information on the materials you need to bring with you (e. g. clean, non-marking shoes).

If you are not sure about any details of the programme, please write to the listed contact person (“Ansprechpartner”).

2



3

Further down on the course page you will find the booking table.

This lists the different courses on offer for the selected type of sport. Details of the booking table can be found on the last page of this document.



Details	Datum	Tag	Uhrzeit	Sportstätte	Übungsleiter	Entgelt	Buchung
Level 3-4, Fortgeschrittene	22.02.-18.04.	Do	18:30-20:00	TU-Sportzentrum Waldschußallee - C	Norman Mossuch Mikail Dalgali	12€/18€/18€/23€	buchen
Level 1-2, Anfänger*innen	21.02.-17.04.	Mi	20:15-21:45	Boyenstraße (TH)	Norman Mossuch Julian Röckendorf	7€/10€/15€/18€	Warteliste
Level 1-2, Anfänger*innen, Einzeltermin	15.11.-17.04.	Mi	20:00-21:45	Boyenstraße (TH)	Norman Mossuch Julian Röckendorf	3€/4€/6€/9€	ausgebucht

In the booking table, click on the booking ("buchen") button in the column on the far right of the respective row of your offer.

You will be redirected to a form page ("HSP Anmeldung").

We only accept SEPA direct debit payments, so please check in advance whether your bank participates in the SEPA system.*

We also ask you to ensure that your account has sufficient funds at the time of payment (usually 7 days before the start of the course).

However, the automatic debit transfer will also be announced in advance by e-mail.

In the event of a chargeback, additional fees will be charged.

**Made it.
Have fun attending your course!**

If you have any questions, please have a look at our website at How TU Booking or in the [FAQ](#) or send us an email to info@zeh.tu-berlin.de.

4

Details	Datum	Tag	Uhrzeit	Sportstätte	Übungsleiter	Entgelt	Buchung
Level 3-4 Fortgeschrittene	22.02.-18.04.	Do	18:30-20:00	TU-Sportzentrum Waldschulallee - C	Norman Mosuch Mikael Dolgall	12€/18€/23€	buchen
Level 1-2 Anfänger*innen	21.02.-17.04.	Mi	20:15-21:45	Beyenstraße (TH)	Norman Mosuch	7€/10€/15€/18€	buchen

Here you will find a summary of the most important information about the course.

You now need to enter your details under Registration.* Your "Status" determines the fee as shown in the booking table.

Important information about the booked offer will only be sent to the email address you have entered there. Therefore, please check the inbox (and possibly your spam folder) regularly.

We also recommend that you make a backup of the completed form, e.g. as a screenshot. This way you have all the important information about your booking saved.

5

6

7



*Special conditions when registering in pairs in the areas of couple dance and tennis:

The person registering enters the data for both themselves and their sports partner (contact details of the second person must also be entered!) and the individual fees for both are debited from just one account.

BOOKING TABLE

Semesterangebote
 Ferienangebote
 Abgelaufene Kurse anzeigen

Aktuelle Angebote - Wintersemester 2023/2024

Details 3.	Datum	Tag	Uhrzeit	Sportstätte 5.	Übungsleiter	Entgelt 7.	Buchung 8.
Level 3-4. Fortgeschrittene	22.02.-18.04.	Do	18:30-20:00	TU-Sportzentrum Waldschulallee - C	Norman Masuch Mikail Dalgali	12€/18€/18€/23€	buchen
Level 1-2. Anfänger*innen	21.02.-17.04.	Mi	20:15-21:45	Boyenstraße (TH)	Norman Masuch Julian Röckendorf	7€/10€/15€/18€	Warteliste
Level 1-2. Anfänger*innen, Einzeltermin	15.11.-17.04.	Mi	20:00-21:45	Boyenstraße (TH)	Norman Masuch Julian Röckendorf	3€/4€/6€/8€	ausgebucht

Notes:

1. In the bar above the table, you can choose between the current **semester or holiday period** and display courses accordingly. The default setting is usually the period that is already running.
2. The colors on the side indicate the status of the course. **Green** stands for available, all other colors indicate that the course is already fully booked. If the color is **yellow**, however, you can still be placed on a waiting list for the course.
3. You can find out which skill **level** the respective course is aimed at by looking at the Details column. If you are not sure which level you are on, please check the course description or get in touch with the contact person for the course.
4. Information on the **duration** of the course, weekdays and **length** of the individual units can be found in the "Datum", "Tag" and "Uhrzeit" columns.
5. In the column "Sportstätte" you will find a link to a **detailed description of the location**.
6. Here you can find the instructors.
7. The fees listed in the column "Entgelte" refer to the different participant statuses **students of TUB or cooperating universities/employees/alumni/externals**.
8. In the Booking column there is usually a red button that provides information about booking options. If you click on "Buchen", you can register for a course as described previously. If the button says "Warteliste", you can only add your e-mail address to the notification list for booking this offer for now. If the cell says "ausgebucht" or "kein Angebot verfügbar", the course is unfortunately no longer open for booking (however, if you scroll down a little further from the offer table, you will see links to similar offers as possible alternatives).