



Kinetic

KxConferencing

**Uploading Rooming List for
More than Single Occupancy**

Table of Contents

KxConferencing.....	4
Create Rooming List.....	4
Rooming List Tab – Choose Columns Needed.....	5
Export Rooming List, Choosing Criteria.....	6
Import Rooming List.....	7



KxConferencing

Uploading a Rooming List, in Twin/Double Occupancy Rooms, without Allocating into the Rooms

Create Rooming List

In bedroom tab> reserve bedrooms, reserve the twin rooms and click on create rooming list

Choose Reservations

Select the required dates, site and bedroom types.

Use Conference Dates
 Specific Nights
 First Night: 03/11/2026
 Last Night: 03/13/2026
 Site: Conferences and Accom.
 Bedroom Type: [All]
 Night People: 20

2 Select the block to reserve bedrooms from.

Conferences and Accommodation at
 Totem Park
 Orchard Commons
 Gage Towers
 Hotel Suites
 Place Vanier

3 Enter the number of required room reservations and click 'Add Reservation'.

Bedroom Type	Capacity		Bedroom Count	Reserve
	Typical	Actual		
Connected Singles	2	2	270	0
Dorm 1-Bed Suite	1	2	5	0
Premium Dorm Dbl	1	2	12	0
Premium Dorm Sgl	1	1	340	0
Private bath Single	1	1	0	0
Standard Dorm Sgl	1	1	594	0
Standard Dorm Twin	1	2	264	0

Reserved Bedroom reservations already made.

Type	Reserved
Totem Park	
11/03/2026 to 13/03/2026	
Standard Dorm Twin	10
Total:	10

Show by date
 Add notes to the selected reservation

Choose the rooms needed and add to the rooming list

Choose Reservations

Reserved Select Bedroom type.

Type	Reserved
Totem Park	
11/03/2026 to 13/03/2026	
Standard Dorm Twin	10
Total:	10

Show by date
 Add notes to the selected reservation

1 Select the required rooms and click 'Add Selection'.

Name	Floor	Actual	Typical	Event	Type	Sub-Block
KW164	0	2	2	Rooming list	Standard Dc	Kwak 1F
KW168	0	2	2	Rooming list	Standard Dc	Kwak 1F
KW172	0	2	2	Rooming list	Standard Dc	Kwak 1F
KW173	0	2	2	Rooming list	Standard Dc	Kwak 1F
KW180	0	2	2	Rooming list	Standard Dc	Kwak 1F
KW181	0	2	2	Rooming list	Standard Dc	Kwak 1F
KW186	0	2	2	Rooming list	Standard Dc	Kwak 1F
KW187	0	2	2	Rooming list	Standard Dc	Kwak 1F
KW261	0	2	2	Rooming list	Standard Dc	Kwak 2F
KW263	0	2	2	Rooming list	Standard Dc	Kwak 2F
KW264	0	2	2		Standard Dc	Kwak 2F
KW271	0	2	2		Standard Dc	Kwak 2F
KW272	0	2	2		Standard Dc	Kwak 2F
KW280	0	2	2		Standard Dc	Kwak 2F
KW281	0	2	2		Standard Dc	Kwak 2F
KW286	0	2	2		Standard Dc	Kwak 2F
KW287	0	2	2		Standard Dc	Kwak 2F
KW361	0	2	2		Standard Dc	Kwak 3F
KW363	0	2	2		Standard Dc	Kwak 3F

Show Attributes Show Unoccupied Show Unavailable

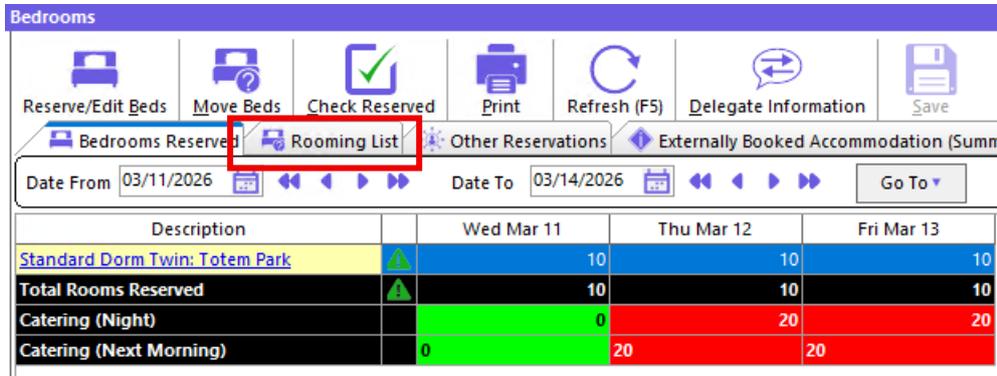
Rooming List

Name	From	To
Totem Park / Kwak 1F		
<input checked="" type="checkbox"/> KW164	03/11/26	03/13/26
<input type="checkbox"/> KW168	03/11/26	03/13/26
<input type="checkbox"/> KW172	03/11/26	03/13/26
<input type="checkbox"/> KW173	03/11/26	03/13/26
<input type="checkbox"/> KW180	03/11/26	03/13/26
<input type="checkbox"/> KW181	03/11/26	03/13/26
<input type="checkbox"/> KW186	03/11/26	03/13/26
<input type="checkbox"/> KW187	03/11/26	03/13/26
Totem Park / Kwak 2F		
<input type="checkbox"/> KW261	03/11/26	03/13/26
<input type="checkbox"/> KW263	03/11/26	03/13/26

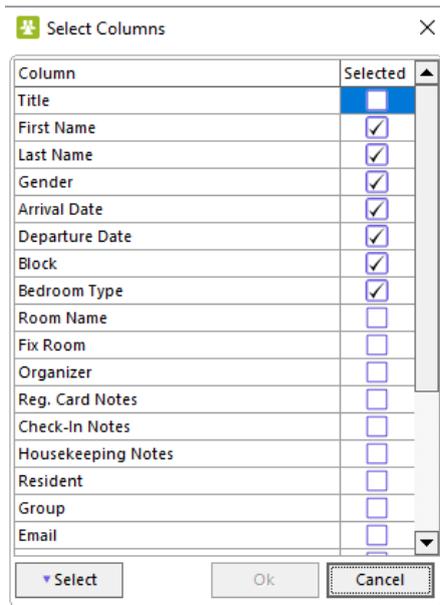


Rooming List Tab – Choose Columns Needed

Close the rooming list window. A new rooming list tab appears



In rooming list tab, click on select rooming list columns and choose the information you want on the rooming list minus the room name



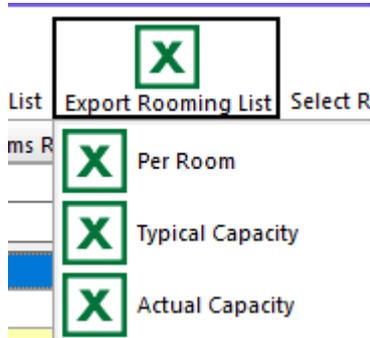
In order to get the rooming list to export with the ability to have room for two names per room (as twin rooms with a capacity of 2). In configuration the twin rooms should have an actual capacity of 2 with possibly, a typical capacity of 1,

	Room Name	Bedroom Type	Act. Cap.	Typ. Cap.	Floor	Clea
Summary	KW161	Standard Dorm Sgl	1	1	0	
Summary	KW162	Standard Dorm Sgl	1	1	0	
Summary	KW163	Standard Dorm Sgl	1	1	0	
Summary	KW164	Standard Dorm Twin	2	1	0	
Summary	KW168	Standard Dorm Twin	2	1	0	



Export Rooming List, Choosing Criteria

You need to tell Kx to export the room with **actual capacity**



You then get the rooming list with the twin rooms with 2 spaces for the names and alternate colouring

First Name	Last Name	Gender	Arrival Date	Departure Date	Block	Bedroom Type
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
			03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin

First Name	Last Name	Gender	Arrival Date	Departure Date	Block	Bedroom Type
Jenny	Brown		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Sarah	Blue		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Peter	Pink		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Miles	Grey		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Francy	Orange		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Juanita	Purple		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin

Once the names are filled in, the rooming list can be copied



First Name	Last Name	Gender	Arrival Date	Departure Date	Block	Bedroom Type
Jenny	Brown		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Sarah	Blue		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Peter	Pink		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Miles	Grey		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Francy	Orange		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 AM	Totem	Standard Dorm Twin
Juanita	Purple		03/11/2026 4:00:00 PM	03/14/2026 11:00:00 PM	Totem	Standard Dorm Twin

Import Rooming List

In Attendee tab, click ADD and Paste names from Excel

The screenshot shows the 'Attendees' management interface. At the top, it displays '1093' and 'Department of History' with 'Shofu Yin' as the user. Below this, it shows arrival and departure times for 'Wed Mar 11 2026 9:00 AM'. The main area has a sidebar with options like Summary, Details, Clients, Bedrooms, Quotes, Notes, and Dialogue. The main toolbar includes Email, Show, Add, Edit, Delete, and Rooming. The 'Add' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Add Many', 'Add Previous Delegates', and 'Paste Names from Excel', which is selected with a red box.

The rooming list imports with names and bed types but does NOT allocate the beds

The screenshot shows the 'Rooming List' interface. At the top, it says 'Rooming List' and 'Total New Names: 6'. Below this is a table of imported attendees with columns: First Name, Last Name, Gender, Arrival Date, Departure Date, Block, and Bedroom Type. The data rows are: sarah/blue (Female, Mar 11 4:00 PM, Mar 14 11:00 AM, Totem Park, Standard Dorm Twin), jenny/brown (Female, Mar 11 4:00 PM, Mar 14 11:00 AM, Totem Park, Standard Dorm Twin), miles/grey (Female, Mar 11 4:00 PM, Mar 14 11:00 AM, Totem Park, Standard Dorm Twin), francy/orange (Female, Mar 11 4:00 PM, Mar 14 11:00 AM, Totem Park, Standard Dorm Twin), peter/pink (Female, Mar 11 4:00 PM, Mar 14 11:00 AM, Totem Park, Standard Dorm Twin), and juanita/purple (Female, Mar 11 4:00 PM, Mar 14 11:00 AM, Totem Park, Standard Dorm Twin). Below this is the 'Attendees' table with columns: Grp, Last Name, First Name, Company, Arrival, Departure, Block, Bed Type, Allocated Room, and Res. The 'Allocated Room' and 'Res' columns are highlighted with a red box, showing that no rooms are allocated yet.

