HOW-TO RESERVE EQUIPMENT ONLINE

All reservations must be made 1 business day before needed.
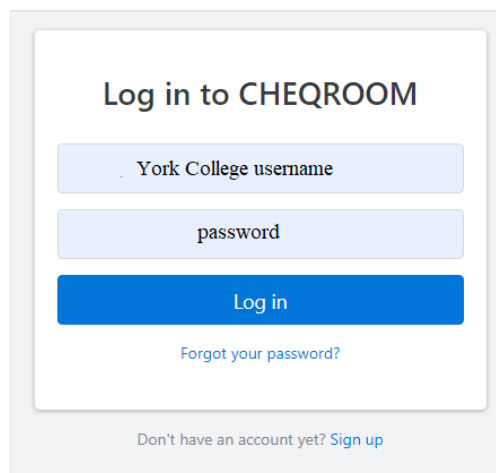
Use your York College username and password to login to our new equipment checkout website https://app.cheqroom.com/

THE PROCESS IS STRAIGHTFORWARD, BUT NOTE:

- To reserve **equipment for use after 6pm** when the Equipment Room is closed, change the "end date" to the following day and chose 8:30am. Please contact ed-tech staff for information about overnight storage.
- To create a **recurring reservation**: First click on Reserve to confirm your new reservation, then, on the Reservation Page, click on "Action" and *Select repeat reservation* from the drop-down menu. Then select your reservation frequency and end date i.e. end of the semester. Make sure to click *Repeat*.
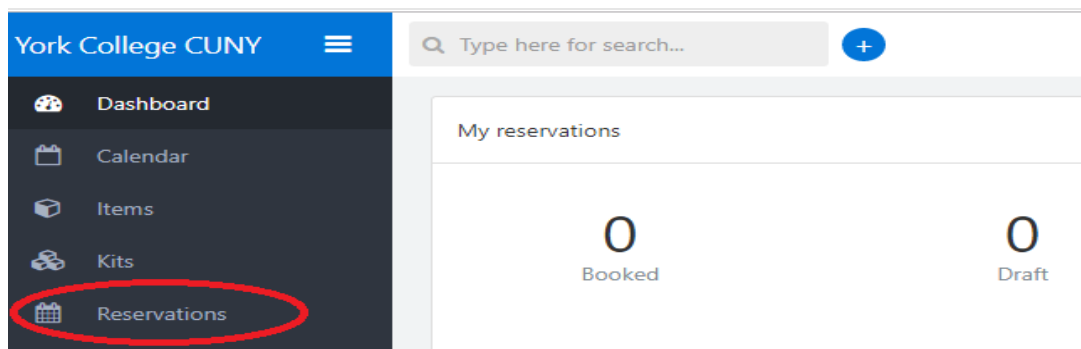
OUR HOMEMADE TUTORIAL:
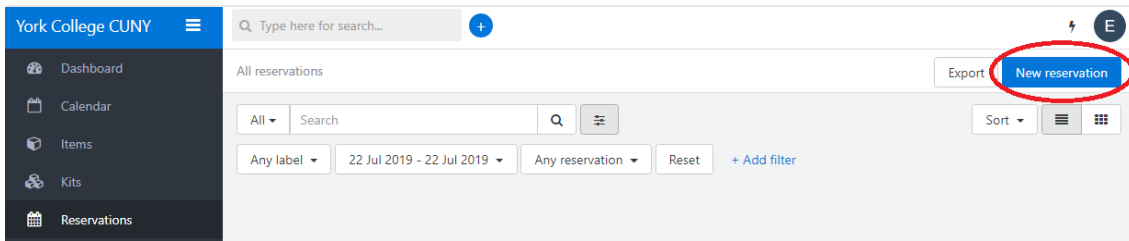
1. Log in using your York College username and password
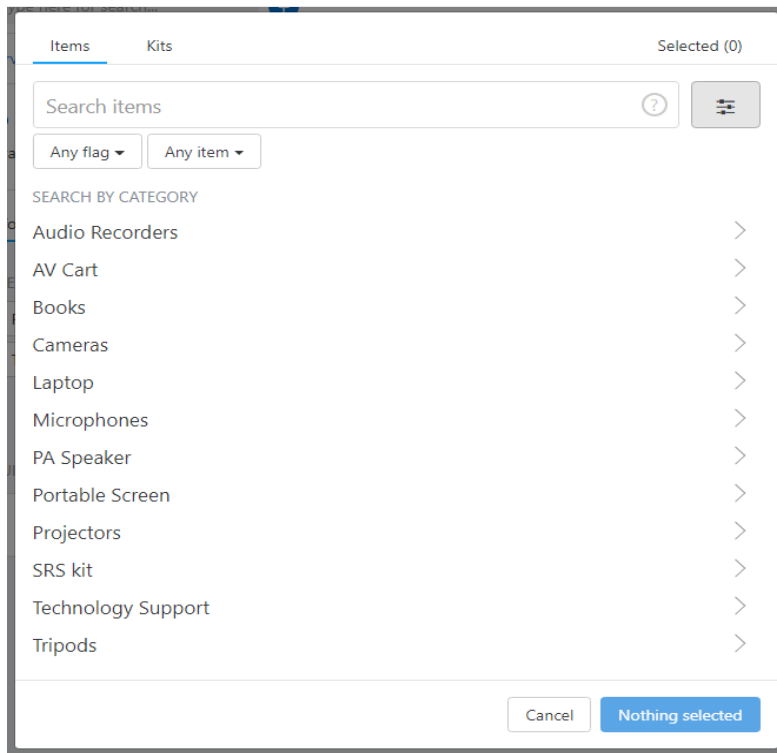

2. Click on *Reservations*

3. Then on *New reservation*

4. Select a date, a delivery option and click on *Add item(s)*

   Note: To reserve **equipment for use after 6pm** when the Equipment room is closed, change the "end date" to the following day and chose 8:30am. Please contact ed-tech staff for information about overnight storage.

5. Search for or select item(s)

6. Click on the item(s) needed to add it to the reservation. *Add x item* if needed or remove a selected item by clicking on the checkmark next to it.
7. Verify all of the information on the page is correct, and then click on *Reserve* at the top right-hand corner of the page.
8. To create a **recurring reservation**: First click on Reserve to confirm your new reservation, then, on the Reservation Page, click *Action* and *Select repeat reservation* from the drop-down menu. Then select your reservation frequency and end date i.e. end of the semester. Make sure to click *Repeat*.