HOW TO USE
The SJMC Equipment Reservation System
Log in to: https://sjmcequipmentcheckout.getconnect2.com/

Use your school username and password.

If your password does not work here, you will need to reset your password. If that does not work, please Contact UTS to remedy your login problem.
1. Select Category with link on navigation bar or
2. Select category with blue “Book AV Equipment” button
3. Select Item that you would like and add to cart. *You can add multiple items to the cart.*

*Only one camera or tripod per reservation.*
4. After you have all of your items in the cart, Click “Create Booking” to go to next page.
5. Select your date and time for reservation on the chart, or
6. Select your date and time with the side box
7. If you are having problems with the program allowing you to set the time and date, you might be making the reservation for longer than you are allowed.
Click on the “How long can I book for?” link to know how long you can have the equipment.
Make sure you set the reservation at a time that you will show up for. If you are half an hour late, the reservation gets deleted and cannot be salvaged. You will have to make a new reservation.

If you are running late and there is a line, chances are the reservation will possibly time out while you are still in line.

Reservations **WILL NOT** be made at the AV window.
7. Click on “Next” after you have selected your date and time duration for the reservation
8. Type in your reason for booking.
9. Type in your phone number.
10. Click on “Next” to go to next page.
10. Click on the check box to indicate you understand that you are responsible for the equipment.

11. Click on “Next” to go to next page
12. Review your items to be booked and the time and duration. Click “Submit” to finish your booking.
This page is your confirmation for your reservation. You will also be emailed your reference number. If you do not see this page, or do not get an email, your reservation did not go through.

If there is a problem finding your reservation at the AV Checkout window, please keep the reference number available so we can look for the reservation in the system.