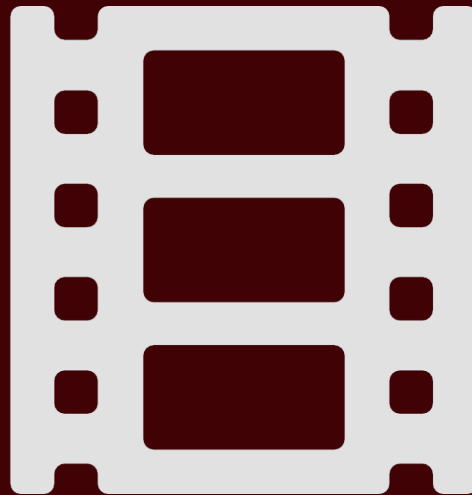


MADT Equipment Reservation System Procedures and Policies



Introductions

Zak Jann

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Rob Warner

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if you can't get a hold of us please email:

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Checkout Room Basics

Write This Down!!!

Checkout room location: Tehama 322 (New location)

Checkout Room Phone: 530-898-5989

Email: Cdescheckout@gmail.com

Hours of Operation:

Monday-Wednesday-Friday

Check-in: 10-Noon Check-out: Noon-2pm



Registration (New Process)

Step 1. Faculty provides rosters for all classes

Step 2. We will enter student information into the checkout system or change permissions to an existing user (please allow 24 hours).

Step 3. Student who have already in the system are good to go. If you can remember your password, please reach out to the checkout person and have them reset it. cdeschcckout@gmail.com



The Reservation Process

(New Users)

The Process (new user):

1. To make a reservation go to back to <https://mediaarts.csuchico.edu/>. You can access this website from any computer on campus.
2. Click the reservation tab then click on the BookingPOINT Main file.
3. Enter your username (school email)
4. The default password is 1234 and once you login you will be prompted to change your password (**Make sure to use a password you will remember**).

Existing Registered Users

1. Use your prior login credentials to access your account. If you need your password reset email cdescheckout@gmail.com

The Appointment Process:

(This is New)

The Process:

****Note: You will need to setup an appointment every time you want to pickup/dropoff equipment (15 min for individual students and 30 min for groups)***

Setting up an appointment top pickup/drop-off equipment:

Step 1. You must go to: <https://madtcheckout.setmore.com/> or Scan the QR code

Step 2. Select which service you need Pickup/drop off. Group or student (make sure to select the right one)

Step 3. Choose Provider: Madt Checkout.

Step 4. Choose Date and Time. (15 or 30 min) (individual/Group)

Step 5. Create and Account (Add relevant phone number) and click book

Step 6. Show up to your appointment on time. You will need to show up for your appointment to receive the gear.

***Do not show up after your appointment time and expect the gear. This defeats the purpose of making an appointment.**

***Please show up to your appointment on time.**



Book now



Understanding the System

Details:

Step 1: Make sure you return all the equipment!!! All the parts and pieces must be returned.

Step 2. Return equipment during check-in times which are Checkin: 10-Noon Check-out: Noon-2pm

Understanding the Process

If you Checkout equipment on **Monday** it will need to be returned on **Wednesday**

If you Checkout equipment on **Wednesday** it will need to be returned on **Friday**

If you Checkout equipment on **Friday** it will need to be returned on **Monday**

*If you cannot return the equipment during your appointment, please let us know and we can make accommodations for you to turn in the equipment to us directly. Please make an effort to get the equipment back during the appointment time you setup.

***If something gets broken let either Rob, Zak or The checkout technician know right away!!!!**



Quick Recap on the Process

The Process in short:

Step 1. Faculty members submit rosters with student information. We enter it into the system (allow 24 hours)

Step 2. To make a reservation go to <https://mediaarts.csuchico.edu/> and Click the reservation tab then click on the BookingPOINT Main file. Use your school email as your username and the default password is 1234

Step 3. Make an appointment to pickup the gear you reserved using <https://madtcheckout.setmore.com/>

Step 4. Checkout Room Hours and location
Tehama 322
Monday-Wednesday-Friday
Check-in: 10-Noon Check-out: Noon-2pm

You Break it, You Buy It!!!!

-If you break a piece of equipment, let us know ASAP!!!

-You will be responsible for replacing the equipment that is broken or lost.

-If you cannot afford to replace the equipment that was lost or broken we will work out a payment plan you can afford. Your grades will be held till you pay off the equipment.



3 Strikes and You are out!!!

-Every time you fail to bring back equipment on time you will earn 1 demerit

-If you do this **3** times your account will be locked and you will not be able to checkout equipment without your faculties permission.

-So keep this in mind when you decide to not show up on time.



Are there any Questions?

