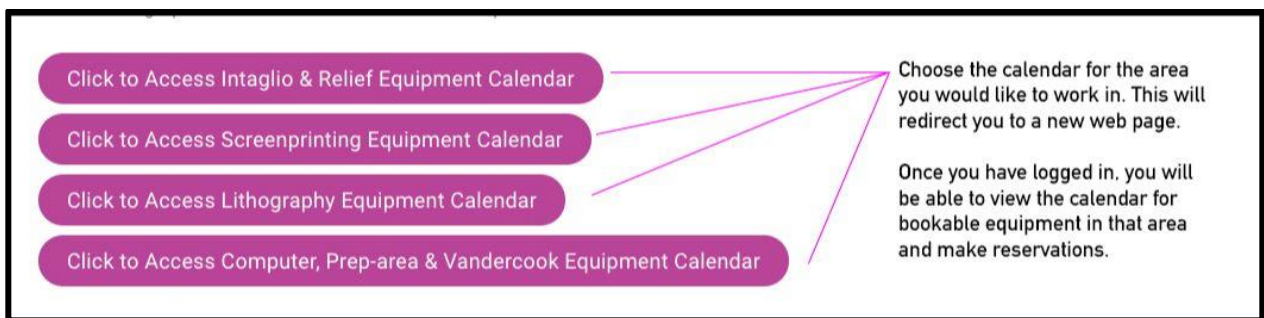
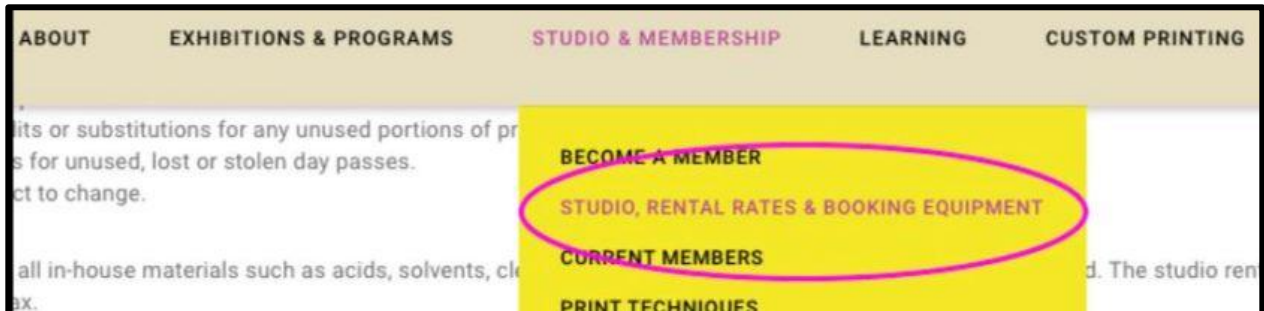


## ONLINE BOOKING SYSTEM TUTORIAL

### How to Create an Account & Book Equipment

Visit Open Studio's website [here](#) to access links to calendars for booking equipment in each area. The links will live permanently on the "Studio & Membership" tab of the website under "Studio, Rental Rates & Booking Equipment".

Click on the area you would like to work in (ie. Screen, Intaglio, Litho or Prep/Computer/Vandercook areas).



Clicking on a calendar link will direct you to the SuperSaas website. Create a free account and you will be able to log in and view your selected calendar and reserve equipment. **Make sure to use an email address you check regularly to create your account** – this is where important notices like booking confirmations and changes to your reservations will be sent.

Once you have logged in, you should be able to view the OS logo, and when you scroll down, all the listed equipment that is available to book for your selected area. Click on a piece of equipment to view spots on the calendar that are available spots to book (play around with different views – ie. Month, Week, and Available).

Please log in

## Log in for Screen Equipment Booking schedule

**User Log In**

Email:

Password:

Keep me logged in  
 Remember my email  
 Ask me every time

[Log In](#)

[Create a new user account](#)

Make a new account using an email address you have regular access to. Important notices such as booking confirmations, reminders and other communication will be sent to this address.

SuperSaaS.com » Dashboard » Use Screen Equipment Booking

## Schedule for Screen Equipment Booking

Studio Hours: Wed-Sat, 12-5pm

**Screen Equipment Booking Schedule**

[USE](#) [SUPERVISE](#) [CONFIGURE](#)

**Booking Notes Phase 1**

- All bookings will be reserved for 5hr time slots. You can come in at any time during your scheduled booking, but you must be finished cleaning by 5pm to allow staff to sanitize the space.
- Only one person daily will be able to book per area in Phase 1.
- Please only use your booked equipment and associated tools in the area you have booked. Let staff know if you have used any other studio surfaces so they can be sanitized.

Thank you for your patience and cooperation during this transition. Any questions about booking can be directed to [studio@openstudio.ca](mailto:studio@openstudio.ca)

You will see notes about studio hours and the process for booking equipment here.

Click on a piece of equipment listed below to see its availability.

Try out the different viewing options for the calendar by clicking these tabs.

[Week 30](#) [Today](#) [Month](#) [Week](#) [Day](#) [Agenda](#) [Available](#)

24x30" Screen Table A	5:00	← Please select one
25x38" Screen Table B	5:00	
25x38" Screen Table C with Squeegee Arm	5:00	

Click on a date to create a booking. A pop up window will appear and you should confirm all info and dates are correct, then press "Create Reservation". You will then receive a confirmation email with the details of your booking.

Available slots on the calendar will have a white dot pattern (see below). Click on the piece of equipment you would like to book on the list to the left, then click on the available day you wish to book it for to start making a reservation.

Please clean and disinfect space and all tools used when finished.

Size of printing bed

Length of booking (hours)

A pop up window will appear listing the details of your equipment booking. Please make sure your full name is listed so we can get in touch with you if needed.

All reservations will have the same time frame for now (12-5pm), and when the studio eventually returns to normal opening hours (24/7) we will ask that studio users specify the hours they plan to work for.

Click "Create Reservation" to make your booking. You will then receive a confirmation email, please review the info provided and make sure it's correct.

**New Reservation**

When: 2020-07-22 12:00pm to 2020-07-22 5:00pm

Screen Area SPACES: Space 1

Screen EquipmentRESOURCE: 25"x38"Screen Table WEST

Full name \*: John Doe

\* Indicates required field

Create Reservation Cancel

You can change or delete a booking at any time. Simply log in, access the calendar you booked on (links can always be found on the OS website under "Studio"), click on your reservation and make necessary changes and click "Update Reservation" to save. To delete the reservation entirely, click on the trash can icon. You should receive an email notification if the reservation has been successfully deleted.

Email [studio@openstudio.ca](mailto:studio@openstudio.ca) with any questions related to equipment booking.