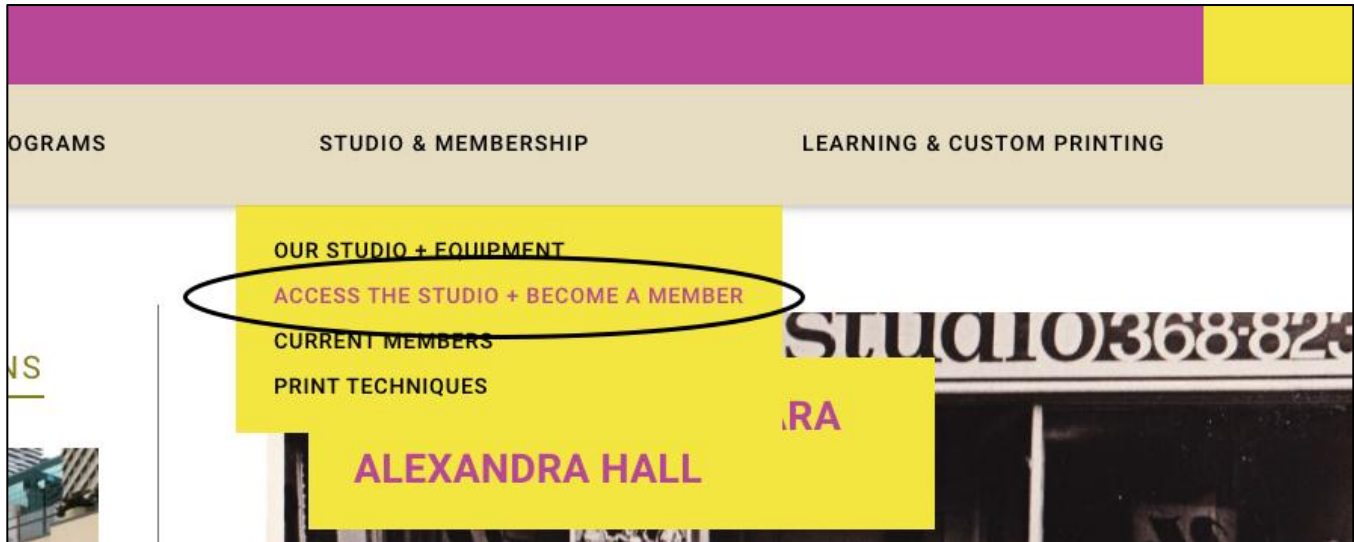


Using SuperSaas – Equipment Booking Tutorial

Visit Open Studio’s website page [Access the Studio + Become a Member](#) to access links to calendars for booking equipment in each area. Click on the area you would like to work in (i.e. screen, intaglio, ltho or prep/computer/Vandercook areas).



Scroll down to find the studio calendars.

HOW TO ACCESS THE STUDIO

Step 4: Book Equipment

- For more information about our studio and equipment, please click [here](#).
- Studio members must book equipment using the secure website SuperSaas.
- Each area can be booked for one person at a time.
- Need help booking? [Please review this document](#).

[Access Intaglio & Relief Equipment Calendar](#)

[Access Screenprinting Equipment Calendar](#)

[Access Lithography Equipment Calendar](#)

[Access Vandercook & Light Table Equipment Calendar](#)

[Access Computer Calendar](#)

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.

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.

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).

Schedule for Screen Equipment Booking

Studio Hours: 24/7

Booking Notes

- 1 artist per area
- All bookings will be reserved for 6 hr time slots. You can come in at any time during your scheduled booking, but you must be finished cleaning by the end of your booking to allow the next artist to use the space.
- You can book more time if you need it. If there is an artist member who needs space and has not had a chance to access the studio, we may ask you to give one of your blocks away.
- Please only use your booked equipment and associated tools in the area you have booked. All tools must be cleaned and sanitized after use.

Thank you for your patience and cooperation. Any questions about booking can be directed to studio@openstudio.ca

← Week 26 →
Today
Month
Week
Day
Agenda
Available

24x30" Screen Table A WEST	6:00
25x38" Screen Table B	6:00
25x38" Screen Table C with Squeegee Arm	6:00
52x96" Screen Table D with Squeegee Arm	6:00

← Please select one

You can change the view of the calendar here to view by week, month or day.

Click on a date to create a booking. A pop-up window will appear and you should double-check all information is correct, then press "Create Reservation". You will then receive a confirmation

email with the details of your booking.

The screenshot displays a booking interface with a calendar and a 'New Reservation' pop-up window. The calendar shows dates from Tuesday, July 21st to Saturday, July 25th. A yellow highlighted area on the calendar indicates a booking slot. The 'New Reservation' window is open, showing the following details:

- 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

At the bottom of the window are two buttons: 'Create Reservation' and 'Cancel'. A note in the bottom left corner of the screenshot reads: '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.'

Additional text at the top of the screenshot states: '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.'

Another note at the top left says: '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.'

You can change or delete a booking at any time. Simply log in, access the calendar you booked on, click on your reservation and make necessary changes and click "Update Reservation" to save, or delete the reservation entirely by clicking on the trash can icon. You should receive an email notification if the reservation has been successfully deleted.

Email studio@openstudio.ca with any questions related to equipment booking.