

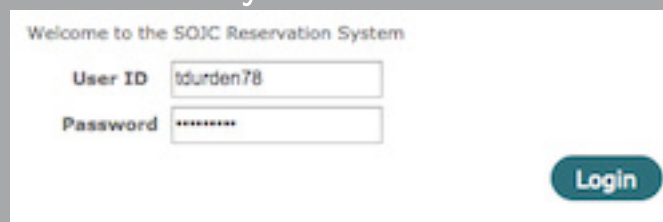
HOW TO MAKE A ROOM RESERVATION

ONE

Go to the following webpage: webcheckout.uoregon.edu

TWO

Login. Your User ID is the first part of your @uoregon.edu email address. The password matches the one used to access your University email.



Welcome to the SOJC Reservation System


User ID

Password

Login

THREE

Select SOJC Room Reservations.



Choose Checkout Center

- SOJC Equipment Reservations
- SOJC Room Reservations
- SOJC TechDesk

FOUR

At the top left corner of the following screen, click the New Reservation button.

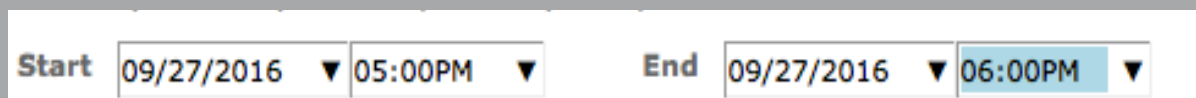


webcheckout

New Reservation

FIVE

Select your start and end times you wish to reserve the room.



Start

End

HOW TO MAKE A ROOM RESERVATION

SIX

Choose the capacity of meeting room or the type of production needed.

If your reservation for a Production space is past 6pm you need to email support@jcomm.uoregon.edu BEFORE 4pm M-F to get a door code.

▼ Browse Resources

Meeting Spaces

- ▼ ALLEN
 - ALLEN Capacity 1-6
 - ALLEN Capacity 8-14
 - ALLEN LOCKED ROOMS
- ▼ FRANKLIN
 - Franklin Capacity 1-6
 - Franklin Capacity 7-12

Workspaces

- ▼ Production Workspaces
 - Audio Booth
 - Studio

SEVEN

Scroll right on the calendar availability pane to see what rooms are available for your desired date and time. Click the + button next to the room that you wish to reserve.

Legend:

- Open (Grey)
- Closed (Black)
- Reserved (Blue)
- Reserved For You (Green)
- Checked Out (Yellow)
- Unavailable (Red)

Room List:

- ⊕ Allen rm. 213 (cap 8)
- ⊕ Allen rm. 308 (cap 8)
- ⊕ Allen rm. 313 (cap 10)
- ⊖ Allen rm. 332 (cap 10)

Calendar View:

Timeline: 2:00, 6:00 AM, 12:00 PM, 6:00 PM

Date: Sep 28, 2016 12:00 AM

Day: Wednesday

Room 332 reservation: 2:00 PM to 4:00 PM

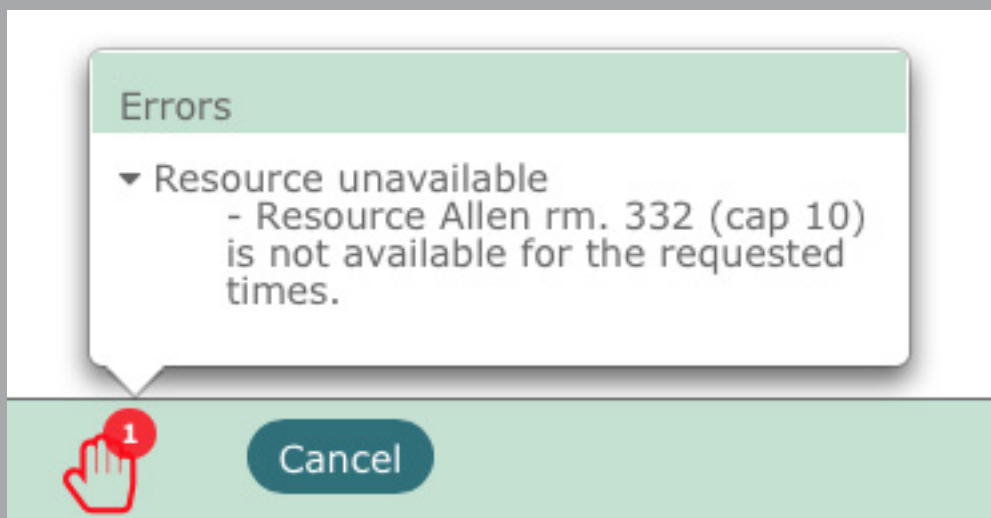
Faculty Only: You can setup repeated checkout times for multiple dates by clicking the Calendar Icon.



HOW TO MAKE A ROOM RESERVATION

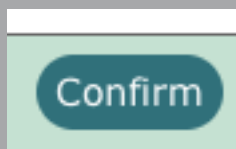
EIGHT

To see any errors that need correcting click the red hand at the lower left corner.



NINE

Once all errors have been corrected, click Confirm.



You will receive an email confirming your reservation. You may review or edit any of your reservations from the Dashboard window when you first login.

If you have any questions please email:
support@jcomm.uoregon.edu