

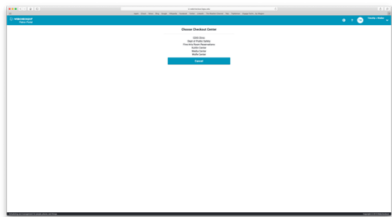
How to make a reservation at the Media Center using the Patron Portal

1. Follow this Link: <https://webcheckout.bgsu.edu/patron>

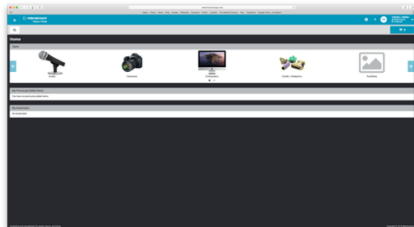
***If you are using Chrome and a blank screen appears, simply refresh screen and prepare your BGSU login credentials! ***



2. Enter your BGSU student login credentials.
3. A menu will be presented to **Choose Checkout Center**. Select **Media Center**.



4. This will take you to the **Patron Portal Home Screen**.



5. Select the type of equipment through the menu system. You have the option of selecting specific equipment or having the Patron Portal select "any of that type".
6. Once you have added your equipment to your cart, select the cart icon to create and review your reservation.

7. When the **Review Your Reservation** pop up appears, you can edit your reservation **Start Time, Duration**, and view the **Resources** you are checking out.

Reservation selections:

1. Select start time. Keep Media Center hours (5) in mind when selecting time.
2. Select duration. Keep Media Center hours (5) in mind when selecting duration. Usual check out is for 3 days.
3. Review items for reservation.
4. No need to select delivery location. All Equipment will be picked up at MC.
5. Review open hours for MC.
6. Submit reservation. If there are any errors, Portal will not allow the reservation to proceed.
7. Equipment will be ready at the MC at time of pickup.

The screenshot shows a 'Review Your Reservation' pop-up window with the following fields and callouts:

- Start Time** (1): 09/11/2020 at 01:50 PM.
- Duration** (2): A scrollable list with '2 days 15 minutes' and '3 days 15 minutes' (selected).
- Resources** (3): 1 Canon T5i 008 M.
- Note to Checkout Center**: A text area for additional notes.
- Select a Delivery Location** (4): A dropdown menu with 'Select from locations'.
- Checkout Center Hours** (5): A table showing hours for Friday, Monday, and Wednesday.
- Submit reservation** (6): A blue button at the bottom.

Friday	1:30 PM - 3:30 PM
Monday	8:30 AM - 5:30 PM
Wednesday	8:30 AM - 5:30 PM

If you have any questions concerning reservations, you can email either mcapbgsu@gmail.com or tjwalke@bgsu.edu.