



Reserving Rooms and Studios Online

Open an internet browser to either <http://ucsdmedialab.tumblr.com> to access the online reservation system.

Enter your username and password you provided to the Media Lab. Press enter to log in.

***Visit Mitchell in MCC 251 if you have not signed up for a username or password.*

Once you log in, first, on the left, set the time that you would like to reserve a room for. Once you have set a time, click anywhere on the page to save your times.



Now to make your reservation! Click on the “find resources” button to get taken to a list of the editing rooms and studios available to you.

Here you will see a list of all the different rooms in different categories that you can reserve.

(Click on “Toggle Availability” to see what rooms are available when in a calendar view.)

Click “Add” next to an available room to add it to your reservation.

***A reserved room will display when its reservation is in the calendar and it will give you an error in the right column when you try to “Add” the room to your reservation.*

Resource ID	Status	Actions
Room 213	Available	Add
Room 214	Available	Add
Room 215	Available	Add
Room 216	Available	Add
Room 217	Available	Add
Room 218	Available	Add
Room 238	Available	Add

Resource Types	4/4 Wed	4/5 Thu	4/6 Fri	4/7 Sat	4/8 Sun	4/9 Mon
Room 213			TC			
Room 214						
Room 215						
Room 216						
Room 217						
Room 218						

Final Cut Pro Editing rooms. You must have a firewire drive to work in these rooms!

Resource ID	Status	Actions
Room 213	Available	Add
Room 214	Available	Add
Room 215	Available	Add

Once you've added a room to your reservation, it will appear in your “Reservation Summary” in the rightmost column. **You can only reserve 1 room per reservation.**

webcheckout user's guide

current reservation | find resources | logout

Editing New Reservation | Choose Another Toggle Availability

Resource Type	Selected Resource	Available Actions
Final Cut Pro Editing	Room 215	Remove

Start Time Date : AM PM
2012-04-04 yyyy-mm-dd

End Time Date : AM PM
2012-04-04 yyyy-mm-dd

Allocation Note

To finish your reservation, click back to “Current Reservation” on the top bar. Double check that you’ve reserved the room and time that you want and click “Confirm Reservation.”

Editing CK-8 | Choose Another

Start Time Date : AM PM
2012-04-04 yyyy-mm-dd

End Time Date : AM PM
2012-04-04 yyyy-mm-dd

Allocation Note

Reservation confirmed.

ONLY PRESS THE CONFIRM BUTTON ONCE. After pressing the confirm button, it will automatically change into a “Delete Reservation” button. The delete reservation button does not ask for a confirmation and will instantly delete your reservation.

Once your reservation is confirmed, the top bar will now say “Editing CK-##” and “Reservation Confirmed” will appear below the window.

Some Rules to keep in mind:

- You may only reserve a Final Cut Editing room for 4 hours at a time in a 24 hour period.
- You may only reserve for a maximum of 16 hours a week.
- Pro Tools rooms 221 and 222A may only be reserved for a maximum of 8 hours a week.
- If you do not show up for your reservation, after 15 minutes the room becomes available on a first come-first serve basis.

If you have any questions, feel free to call (858 822 7656) or email (medialab@ucsd.edu)!