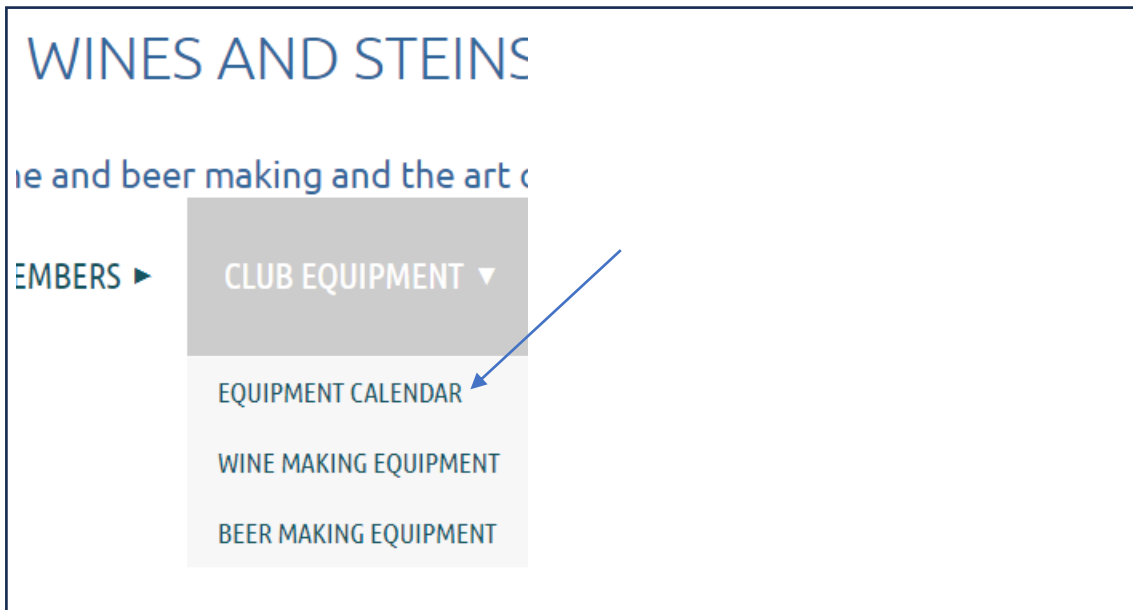


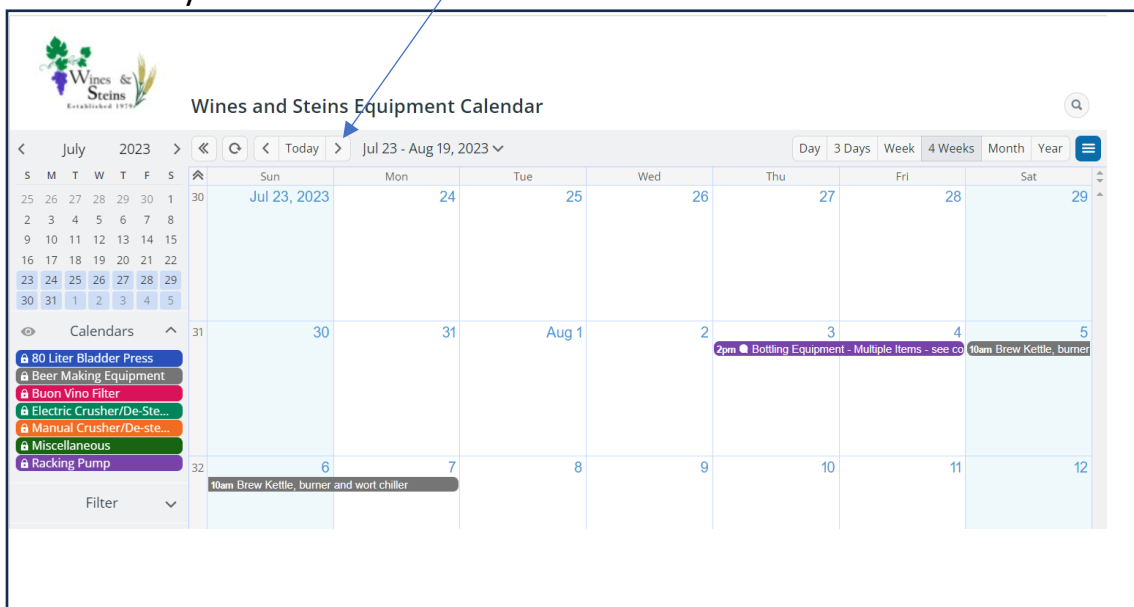


## Equipment Reservation Request Instructions

After logging in to the system, hover over the Equipment tab, then click Equipment Calendar



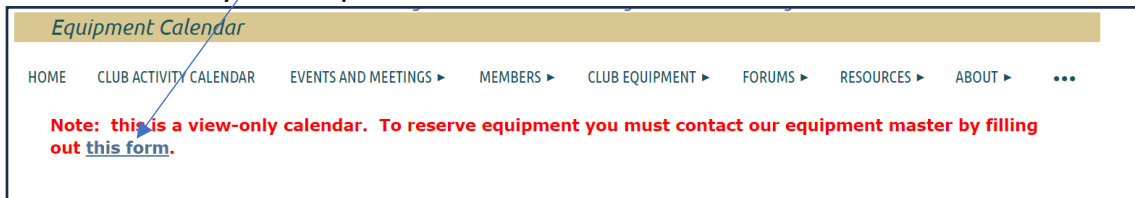
You will be taken to a view-only screen of the club equipment calendar. Check to see if the equipment you want to borrow is available by browsing to the date you are interested in





## Equipment Reservation Request Instructions

Once you have chosen a date, click the link at the top of the page called **this form** to enter your request.



You will be taken to the Wines and Steins Equipment Request page

Please fill out the form and click Submit. Your request will be sent to our Equipment Master.

### Wines and Steins Equipment Request

If you need to borrow club equipment please fill in this form. You will receive a response from the club equipment master.

wsequipmentmaster@gmail.com [Switch account](#)

\* Indicates required question

Email \*

Your email

Your name \*

Your answer

Fill the form in as follows:

**Your email:** member's email address

**Your name:** member name

**Date needed:** the date you want to pick up the equipment

**What time will you pick the equipment up from the storage facility?:**

approximate time you will go to the storage facility to pick up the equipment



## Equipment Reservation Request Instructions

**Date equipment will be returned:** date you will be returning the equipment. *Be sure this is accurate so that others know when the equipment will be available*

**What time will you return the equipment to the storage facility?** *Be sure this is accurate so that others know when the equipment will be available*

**Phone number where you can be reached:** enter the phone number you can be reached at if we need to contact you

**Location equipment will be:** enter the place you are taking the equipment. It doesn't need to be a specific address if you don't want to provide it – something like "my home" will be fine.

**Equipment to be borrowed:** click the box for each piece of equipment you are requesting. Most, but not all, items are listed. If what you want to borrow is not, click the box in front of "Other" and enter the info in the Comments box below

If you would like to receive a copy of the request that is going to the equipment manager(s) click the "send me a copy of my responses" button. Then click the Submit button

The screenshot shows the bottom portion of a Google Form. At the top, there is a toggle switch for "Send me a copy of my responses." which is currently turned on. Below this is a purple "Submit" button and a "Clear form" link. A warning message states "Never submit passwords through Google Forms." Below that is a reCAPTCHA widget with "reCAPTCHA" and "Privacy Terms" text. At the bottom, the "GoogleForms" logo is visible, along with a disclaimer: "This content is neither created nor endorsed by Google."



## Equipment Reservation Request Instructions

At successful completion of the request you will receive a notification letting you know your request submission was successful (note, you may need to scroll down to see the message).

The screenshot shows a notification box with a purple header bar. The text inside reads: "Wines and Steins Equipment Request". Below this, it says: "Your request has been received. You will hear from the club equipment master to confirm your request. Note that this may take up to 48 hours." At the bottom of the notification, it says "GoogleForms" and "This content is neither created nor endorsed by Google." There are three vertical dots on the right side of the notification box.

NOTE: If the screen appears to be grayed out after clicking “submit” the system may be requiring an answer to a security question. Scroll to the top of the screen to see it.

After you’ve submitted your request, an email will be sent to our equipment manager. The equipment manager will ensure the equipment is available and that you have received training on the equipment. If so, the equipment calendar will be updated with your reservation and you will receive an email confirming your reservation and specifying the location of the storage facility, the gate code, the storage locker number and the combination to the lock. In the meantime, if you have questions you may email the equipment manager at [equipment@winesandsteins.org](mailto:equipment@winesandsteins.org)