

Patron Portal Tutorial

Welcome to the CDA Calendars

Log In

MyConcordia.ca Username:

MyConcordia.ca Password:



1- FOR ROOM RESERVATIONS: Open the CDA-Calendars page and log in with your “MyConcordia” netname and password. <https://cda-admin.concordia.ca/calendars/>

★- **FOR EQUIPMENT RESERVATIONS:** Open the Patron Portal website, STEP 6 or <http://wco.finearts.concordia.ca/webcheckout/patron/patronPortal.html> and skip to STEP 7

Patron Portal Tutorial

The screenshot shows the top navigation bar with buttons for 'Tutorial', 'Open Patron Portal', and 'Log-Out'. Below this is the title 'Concordia University Performing Arts Dance Studios Schedule December 15, 2017'. On the left is a calendar for December 2017 with the 15th highlighted. Below the calendar are navigation buttons: 'Dec 14, 2017 <<', 'Today', and '>> Dec 16, 2017'. To the right is a dropdown menu currently set to 'Dance Studios'. Orange callout boxes with numbers 2, 3, and 6 point to the dropdown menu, the calendar, and the 'Log-Out' button respectively.

The screenshot shows a grid of room availability for December 15, 2017. The columns represent rooms: EV S3.211, EV S3.215, MB 7.250, MB 7.255, and MB 7.265. The rows represent time slots from 08:00 to 16:00 in 30-minute increments. An orange callout box with the number 4 points to the 11:00-11:30 slot in the MB 7.255 room. At the bottom of the grid, there are entries for 'Bradley Eng' and 'Olivia Jaen Flores'.

Time	EV S3.211	EV S3.215	MB 7.250	MB 7.255	MB 7.265	Time
08:00						08:00
08:30						08:30
09:00						09:00
09:30						09:30
10:00						10:00
10:30						10:30
11:00						11:00
11:30						11:30
12:00						12:00
12:30						12:30
13:00						13:00
13:30						13:30
14:00						14:00
14:30						14:30
15:00					Bradley Eng	15:00
15:30					...	15:30
16:00				Olivia Jaen Flores	...	16:00

2- Select the calendar for the area you want to book time for.

3- Select the date you desire.

4- View the availability of the room in the day you selected.

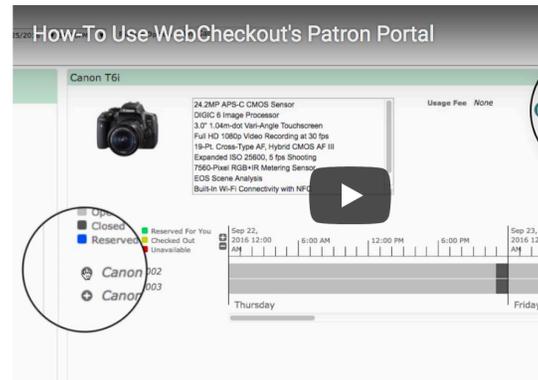
5- Take note of the time available in the selected room.

6- Open the Patron Portal website: <http://wco.finearts.concordia.ca/webcheckout/patron/patronPortal.html>



Patron Portal Tutorial

Login



First time user? Click the video above for a tutorial.

Please login with your [MyConcordia](#) credentials.
Make sure to enter your NetName in lower case.



7- Input your “MyConcordia” net-name and password in the fields and press the “Login” button.

★- If you are having difficulties logging in you can ask for help at:

- MB CDA Depot: MB 8325 ext 4917
- EV CDA Depot: EV 5770 ext 3438

Patron Portal Tutorial

Choose Checkout Center

* Fine Arts Equipment Depot
Fine Arts Audio Video Studios (EV5 & EV10)
 < MB Equipment Depot
 < Music Room Bookings
 > Contemporary Dance Room Bookings

8

Cancel

8- Select the appropriate Checkout Centre of your reservation. The locations available may differ depending on your level of access.

★- If you only have access to one Checkout Centre you will automatically be logged into it.

Patron Portal Tutorial



Patron Dashboard

The Depot is open Monday thru Thursday 8:15h-22:45h and Friday 8:15h to 18:45h unless otherwise indicated by the CDA website. Reservations for more than 4 items can only be picked up and returned between 9:30h-16h. We will not be able to accommodate larger bookings made outside of those hours.

Do not make back to back bookings (within 3 days of each other) for the same equipment through the Patron Portal or they may be cancelled without notice. This includes a different resource of the same type. Extended reservation requests can be made, at least two weeks in advance, by e-mail to evdepot.finearts@concordia.ca. There is no guarantee that we can accommodate these requests.

9

Create New Reservation

10

My Reservations

Scheduled Start	Scheduled End	Allocation	Items
Thu, 14 Dec, 2017 12:00 PM	Thu, 14 Dec, 2017 5:00 PM	CK-517791	General Pool, Small Tripod

My Current Checkouts

History

9- Select link to create a new reservation. (go to step 13)

or

10- To edit or cancel a future reservation select the appropriate reservation.

Patron Portal Tutorial

View Reservation CK-517791

Scheduled Start	Thu, 14 Dec, 2017 12:00 PM	Items Reserved
Scheduled End	Thu, 14 Dec, 2017 5:00 PM	General Pool
Pickup Option	WILL-CALL	• CDA-DSTL-063
		Small Tripod
		• CDA-SUPP-077

12 Edit Reservation

11 Cancel Reservation

Scheduled Start	Scheduled End	Allocation	Items
Thu, 14 Dec, 2017 12:00 PM	Thu, 14 Dec, 2017 5:00 PM	CK-517791	General Pool, Small Tripod
Thu, 14 Dec, 2017 12:00 PM	Thu, 14 Dec, 2017 5:00 PM	CK-517792	Laptop

> My Current Checkouts

> History

11- To cancel the reservation select the “Cancel Reservation” link and then confirm.

or

12- To edit the reservation select the “Edit Reservation” link and carry on with the following steps.

Patron Portal Tutorial

13

Create New Reservation

Start Time

2017-12-12

▼ 12:00PM



14

End Time

2017-12-13

▼ 12:00PM



Add Resources

Add Media

[Add note to Checkout Center staff](#)

15

Will Call



Cancel

Review and Submit

- 13- Set the start time and date of your reservation. Leave 15 minutes from the end of the previous reservation.
- 14- Set the ending time and date of your reservation. End 15 minutes prior to the start of the next reservation.
- 15- Select the “Add Resources” link.

Patron Portal Tutorial



4 Sep, 2018 12:00 PM -
4 Sep, 2018 5:00 PM

Add Resources

Search by keyword

- > Audio Accessory
- > Audio Playback
- > Audio Processing
- > Audio Recording
- > Computer Accessory
- ▼ Computer Hardware
 - Laptop
 - Mac Mini
 - MadMapper Laptop for 3D only
 - iPad
- > Gameplay
- > General Accessories
- > Keys
- > Print Media
- > Video Accessories
- > Video Display
- > Video Recorder



Laptop -

These computers have Guest accounts only. If you need to install software please ask the depot operator to set up an account for you. Y...
[Read full description](#)

	Tue 2018-9-4	12:00 PM	Wed 2018-9-5	12:00 PM	Thu 2018-9-6	12:00 PM	Fri 2018-9-7
CDA-LAPT-002		Reserved For You			Reserved For You		
CDA-LAPT-043			Reserved For You				
CDA-LAPT-056							
CDA-LAPT-060							
CDA-LAPT-061							
CDA-LAPT-062							
CDA-LAPT-063							
CDA-LAPT-064							



16- Select a resource type from the list available.

17- Select "Info" button to see the model number and components or the "Add" button to add to your cart.

18- Add any additional resources required and click on your "Cart".

Patron Portal Tutorial



4 Sep, 2018 12:00 PM -
4 Sep, 2018 5:00 PM

19

Add Resources

Search by keyword

- > Audio Accessory
- > Audio Playback
- > Audio Processing
- > Audio Recording
- > Computer Accessory
- ▼ Computer Hardware
 - Laptop
 - Mac Mini
 - MadMapper Laptop for 3D only
 - iPad
- > Gameplay
- > General Accessories
- > Keys
- > Print Media
- > Video Accessories
- > Video Display
- > Video Recorder

Laptop -

These computers have Guest accounts only. If you need to install software please ask the depot operator to set up an account for you. Y...

[Read full description](#)

		Tue 2018-9-4	12:00 PM	Wed 2018-9-5	12:00 PM	Thu 2018-9-6	12:00 PM	Fri 2018-9-
CDA-LAPT-002	<input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Reserved <input type="checkbox"/> Reserved For You <input type="checkbox"/> Checked Out <input type="checkbox"/> Unavailable							
Info Add								
CDA-LAPT-043								
Info Add								
CDA-LAPT-056								
Info Add								
CDA-LAPT-060								
Info Add								
CDA-LAPT-061								
Info Add								
CDA-LAPT-062								
Info Add								
CDA-LAPT-063								
Info Add								
CDA-LAPT-064								
Info Add								
CDA-LAPT-065								
Info Add								

19- If there are any errors they will be displayed at the top left of the screen. Click the "!" icon and expand the error(s) to see the issue(s). You will not be able to finish your reservation until all the errors are corrected. If you can't resolve the errors ask for help at MB or EV depot.

Patron Portal Tutorial

The screenshot displays the Patron Portal interface. At the top, the header includes the 'WEBCHECKOUT Patron Portal' logo, a user profile for 'Mark Smith @ * Fine Arts Equipment Depot' with a '3:05 PM EST' timestamp, and a shopping cart icon showing '1' item. A date range '4 Sep, 2018 12:00 PM - 4 Sep, 2018 5:00 PM' is also visible. The main content area is divided into a left sidebar with a category tree under 'Add Resources' (including Audio, Computer Hardware, Gameplay, etc.), a central list of laptop resources (CDA-LAPT-002 to CDA-LAPT-063) with status indicators (Open, Closed, Reserved), and a right-side calendar grid. A white modal window titled 'Review Your Reservation' is overlaid on the calendar. The modal contains the following information: 'Start: Tuesday, 4 September, 2018 12:00 PM', 'End: Tuesday, 4 September, 2018 5:00 PM', and 'Resources: 1 CDA-LAPT-056'. At the bottom of the modal are two buttons: 'Submit reservation' and 'Continue editing'. Two yellow callout boxes with numbers '20' and '21' point to the 'Continue editing' and 'Submit reservation' buttons, respectively.

20- If you need Repeat Scheduling and go to step 22. If not continue to step 21.

***Note:** Most Checkout Centres will not allow Repeat Scheduling.

21- Click “Submit reservation” to finalize your reservation.

Add Resources

Search by keyword

▼ Dance Studios

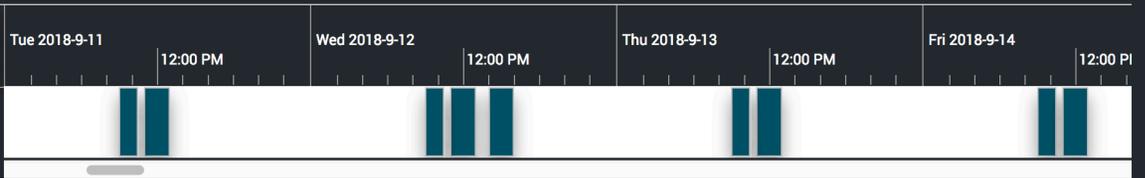
- EV S3.211 Studio D - Le Gym
- EV S3.215 Studio C -Le Gym
- MB-7-250 Studio 1
- MB-7.255 Studio 2
- MB-7.265 Studio 3

MB-7.265 Studio 3 - 1 in cart

Open Reserved For You Closed Checked Out
 Reserved Unavailable

MB-7.265 Studio 3

[Info](#) [Remove](#)



Back

22- Click the "Back" button.

Patron Portal Tutorial

WEBCHECKOUT
Patron Portal

Mark Baehr
@ > Contemporary Dance Room Bookings
1:40 PM EDT

11 Sep, 2018 2:00 PM -
11 Sep, 2018 4:00 PM

Create New Reservation

Start Time
2018-09-11 ▼ 02:00PM ▼

End Time
2018-09-11 ▼ 04:00PM ▼

[Add Resources](#)

[Add repeats](#)

[Cancel](#) [Review and Submit](#)

23

23- If available in that Checkout Centre select the “Add repeats” link.

Patron Portal Tutorial

WEBCHECKOUT
Patron Portal

Mark Baehr
@ > Contemporary Dance Room Bookings
1:43 PM EDT

11 Sep, 2018 2:00 PM -
11 Sep, 2018 4:00 PM

Repeats ✕

No repeats scheduled.

Add Single Repeat Add Multiple Repeats

End Time
2018-09-11 04:00P

Add Resources

Add repeats

Cancel Review and Submit

24

24- If you need the reservation to repeat once select the “Add Single Repeat” link.

If you need the reservation to repeat throughout the semester select the “Add Multiple Repeats” link.

Patron Portal Tutorial

The screenshot shows the 'Add Multiple Repeats' dialog box in the Patron Portal. The dialog has a title bar with a close button (X). It contains two main sections: 'Repeat Every' and 'From'/'To' date selection. The 'Repeat Every' section has radio buttons for each day of the week, with 'Tuesday' selected. The 'From' and 'To' sections have date pickers showing '2018-09-18' and '2018-12-11' respectively. At the bottom, there are 'Cancel' and 'Add Repeats' buttons. Three yellow callout boxes with numbers 25, 26, and 27 point to the 'Tuesday' radio button, the 'To' date picker, and the 'Add Repeats' button respectively.

25- Select the day(s) of the week that the reservation will repeat

26- Select the date range for the repetitions.

****eg: Every Tuesday from September 18th to December 11th.

27- Select the “Add Repeats” link.

****It takes time for this list to populate. Don’t navigate away from the page.

Patron Portal Tutorial

Repeats

-  Repeat on 2018-12-11
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-12-04
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-11-27
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-11-20
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-11-13
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-11-06
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-10-30
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-10-23
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-10-16
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-10-09
Resource type 'MB-7.265 Studio 3': Cannot be reserved more than 4 weeks 2 days in advance
- Repeat on 2018-10-02
- Repeat on 2018-09-25
- Repeat on 2018-09-18

Add Single Repeat

Add Multiple Repeats

28

29

28- Conflicts will appear in red. These conflicts will not prevent you from finalizing your booking but only the dates without conflicts will be entered into the system

29- Close this window.

Patron Portal Tutorial

WEBCHECKOUT
Patron Portal

Mark Baehr
@ > Contemporary Dance Room Bookings
2:05 PM EDT

11 Sep, 2018 2:00 PM -
11 Sep, 2018 4:00 PM

Create New Reservation

Start Time
2018-09-11 ▼ 02:00PM ▼

End Time
2018-09-11 ▼ 04:00PM ▼

Add Resources

[Add repeats](#) ✓

Select a delivery location
Use Text Field (below) ▼

Cancel **Review and Submit**

30

30- Click "Review and Submit".

Patron Portal Tutorial

Review Your Reservation ✕

Start
Tuesday, 11 September, 2018 2:00 PM

End
Tuesday, 11 September, 2018 4:00 PM

Resources
✕ 1 MB-7.265 Studio 3

Repeats
Repeat on 2018-12-11
Repeat on 2018-12-04
Repeat on 2018-11-27
Repeat on 2018-11-20
Repeat on 2018-11-13
Repeat on 2018-11-06
Repeat on 2018-10-30
Repeat on 2018-10-23
Repeat on 2018-10-16
Repeat on 2018-10-09
Repeat on 2018-10-02
Repeat on 2018-09-25
Repeat on 2018-09-18

[Submit reservation](#) [Continue editing](#)

31- Review the details of your reservation.

32- If you require changes select the “Continue editing...” link.

33- To finalize the reservation select the “Submit reservation” link.

****Don't navigate away from the page until you see the box below.

Patron Portal Tutorial

