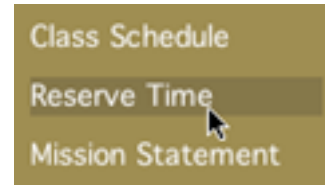


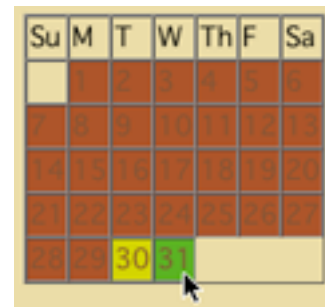
Studio B Reservation Instructions

To reserve time in Studio B, or to check out Studio B equipment, follow the steps below.

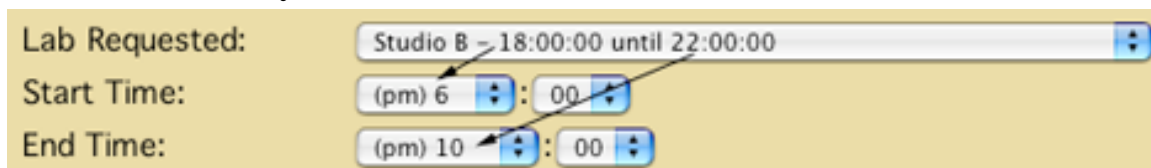
1. Go to the Studio B webpage at <http://studiob.cla.umn.edu> and click on “Reserve Time”



2. Use the small calendar to select the day you want to schedule. You can click “next month” to move forward through the year. Clicking on a day will take you to the reservation screen.



3. At the reservation screen, you’ll see a list of existing reservations for the day you’ve selected. Make sure that the time / equipment you want isn’t already taken, and then move to the next part of the page.
4. Fill in your name, email and phone number. Next, select the Space/Equipment that you want and choose your Start and End times. Make sure they’re within the allowed times, as shown below.

A screenshot of a reservation form. It has three rows: "Lab Requested:" with a dropdown menu showing "Studio B - 18:00:00 until 22:00:00"; "Start Time:" with a dropdown menu showing "(pm) 6" and a time selection field showing ": 00"; and "End Time:" with a dropdown menu showing "(pm) 10" and a time selection field showing ": 00".

5. Finally, select which class you’re enrolled in and give a brief description of what you want to do with the Space/Equipment. Click the Submit button.
6. Once someone at the studio has reviewed your request, you’ll receive an email either confirming or denying your request. If you need to cancel or make changes to your request, send an email to studiob@umn.edu or contact the studio manager at **612-625-2582**.