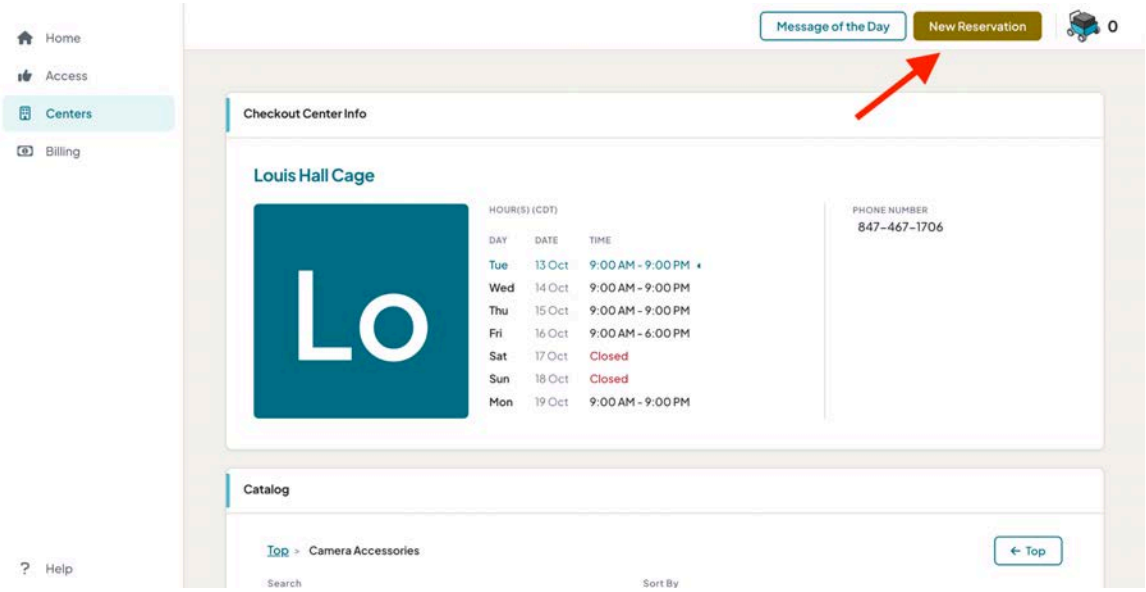
How to Make an Equipment Reservation in WebCheckout:

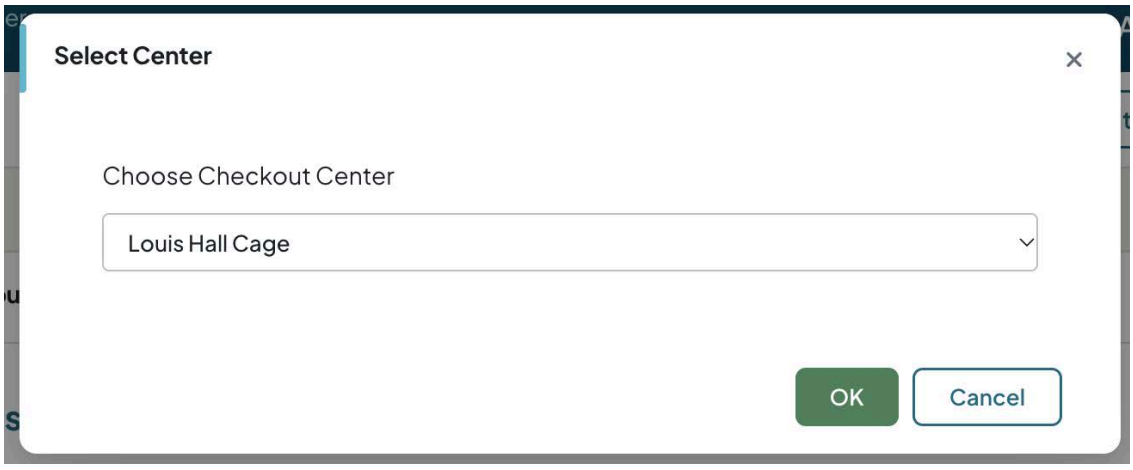
1. **Navigate to the Patron Portal and log in using your NetID and password.**

2. **A "Message of the Day" will pop up with a reminder that you must pass The Production Handbook Quiz to gain access to The Cage. You can close or dismiss this message to continue.**

3. **To make a reservation, click the yellow "New Reservation" button in the upper right corner:**

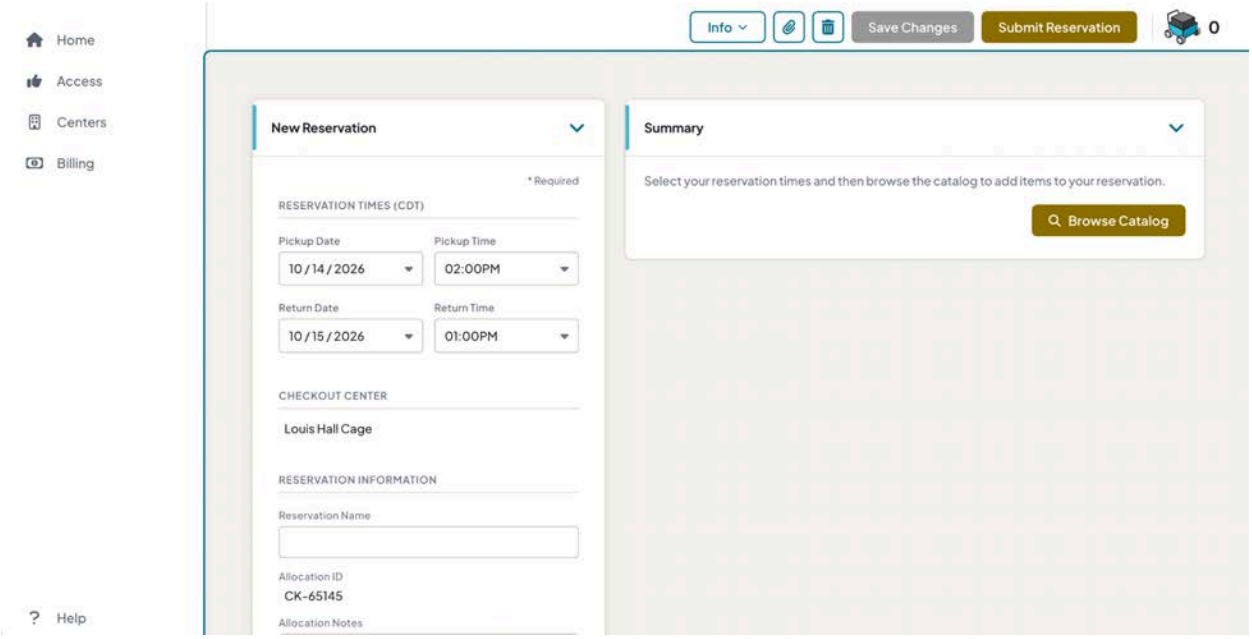


4. **Choose checkout center "Louis Hall Cage" and press OK:**

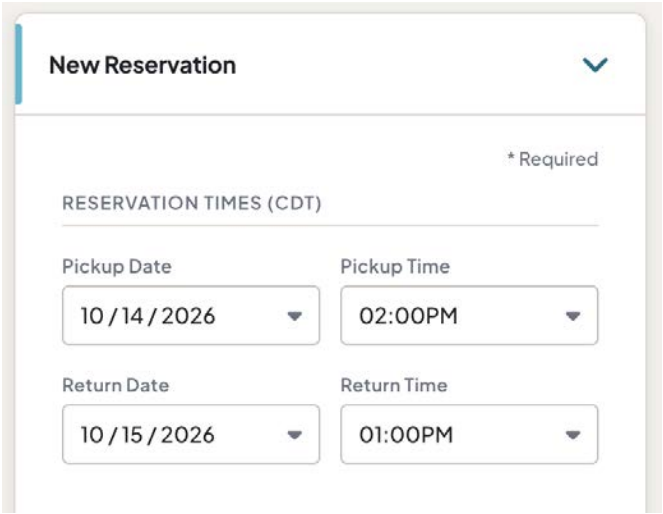


5. **The same "Message of the Day" will pop up, you can close or dismiss it to continue.**

6. **You'll see a screen that looks like this:**



7. **Under "New Reservation", select the dates and times you want to pick up and return your equipment:**



Please note: equipment reservations must be made AT LEAST 24 HOURS IN ADVANCE of your pick up time.

   a. **If you are FACULTY: you can select any dates and times within The Cage's open hours (Mon-Thu 9a-9p, Fri 9a-6p)**

   b. **If you are a STUDENT: you must adhere to the rules of the production handbook, i.e.**

- **If you pick up Monday through Wednesday, you can keep your equipment for either 1 or 2 days**
    - **E.g. if you pick up Monday, you can either return on Tuesday or Wednesday**

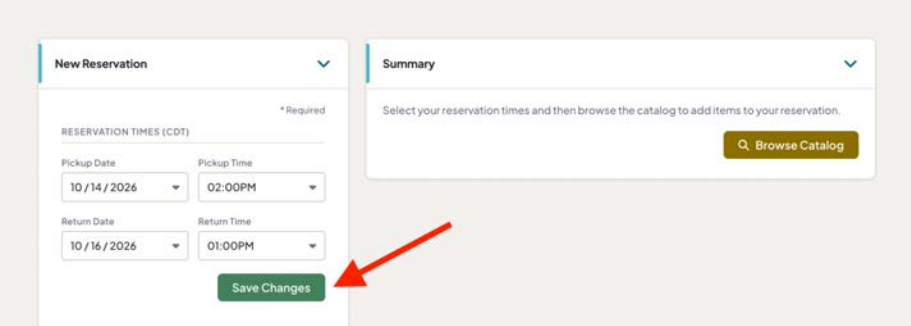
- **If you pick up on Thursday, you must return on Friday**
    - **OR if you are a graduate student, senior directing, MAG grant winner, or co-curricular organization: you can return on MONDAY**

- **If you pick up on Friday, you must return on Monday**
    - **OR if you are a graduate student: you can return on TUESDAY**

- **You can pick up anytime between 2 and 6pm**
    - **But on your reservation, SET YOUR PICK UP TIME TO 2PM (this way you can come anytime after 2!)**

- **You can return anytime between 9am and 1pm**
    - **But on your reservation, SET YOUR RETURN TIME TO 1PM (this way you can return anytime before 1 and you won't be marked late!)**

8. **After you choose your dates and times, click the green "Save Changes" button:**



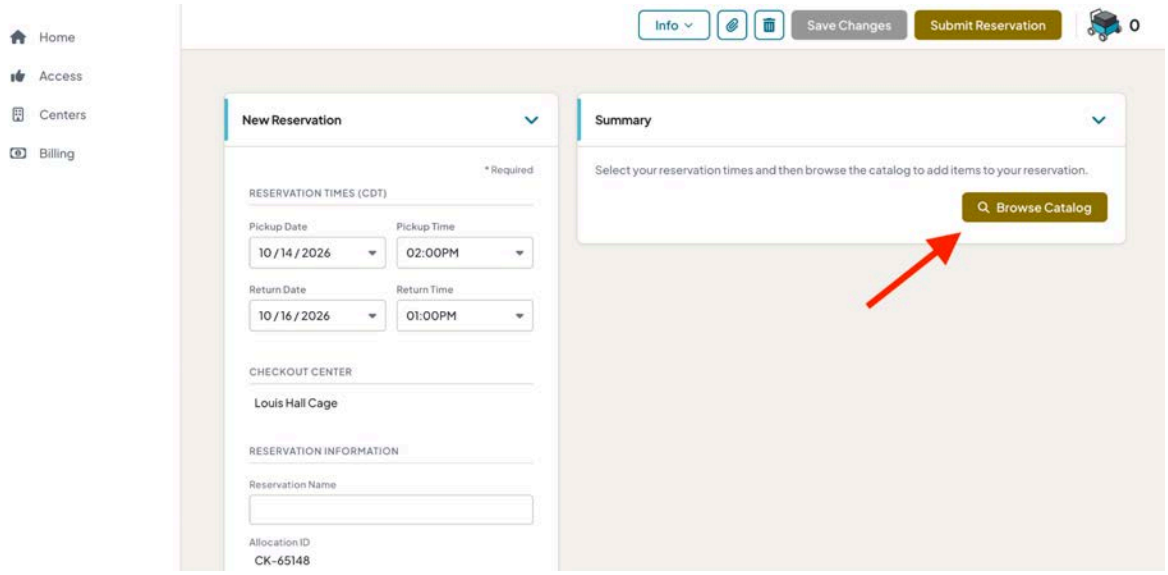
9. **Under "New Reservation" you will also see this section:**



If you are FACULTY and need to pick up film for classes, you can list this in Allocation Notes. Then click the green "Save Changes" button again.

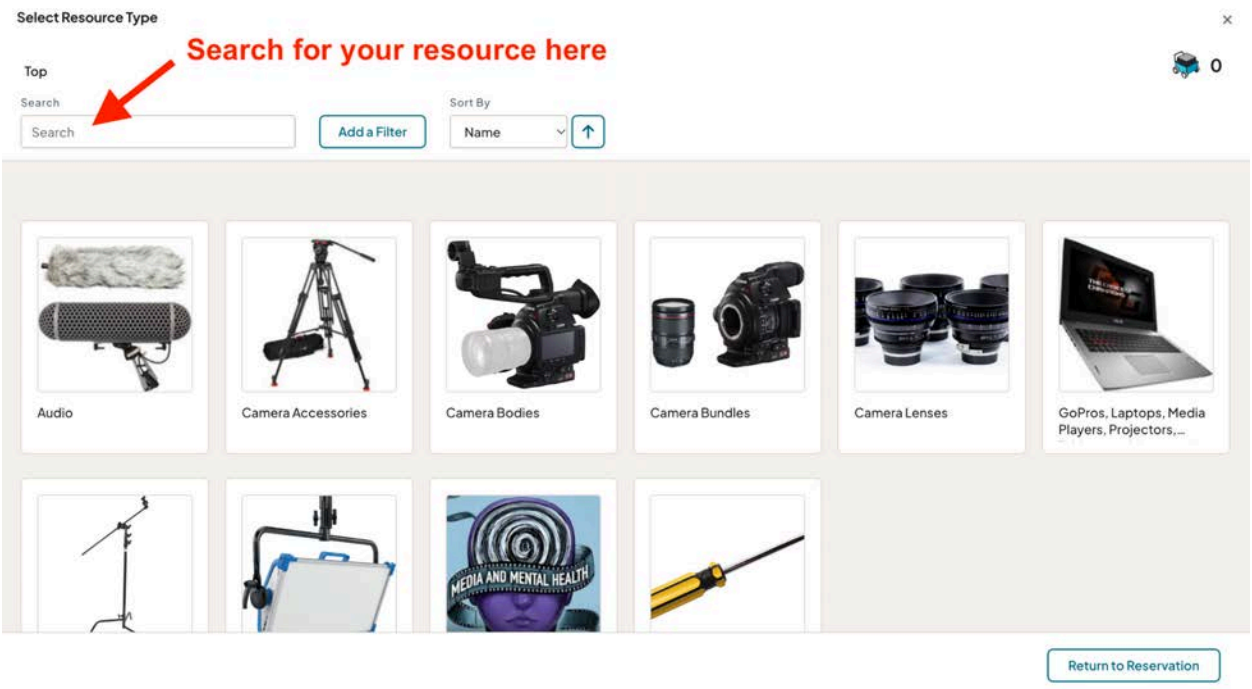
Otherwise, you can leave both Reservation Name and Allocation Notes blank.

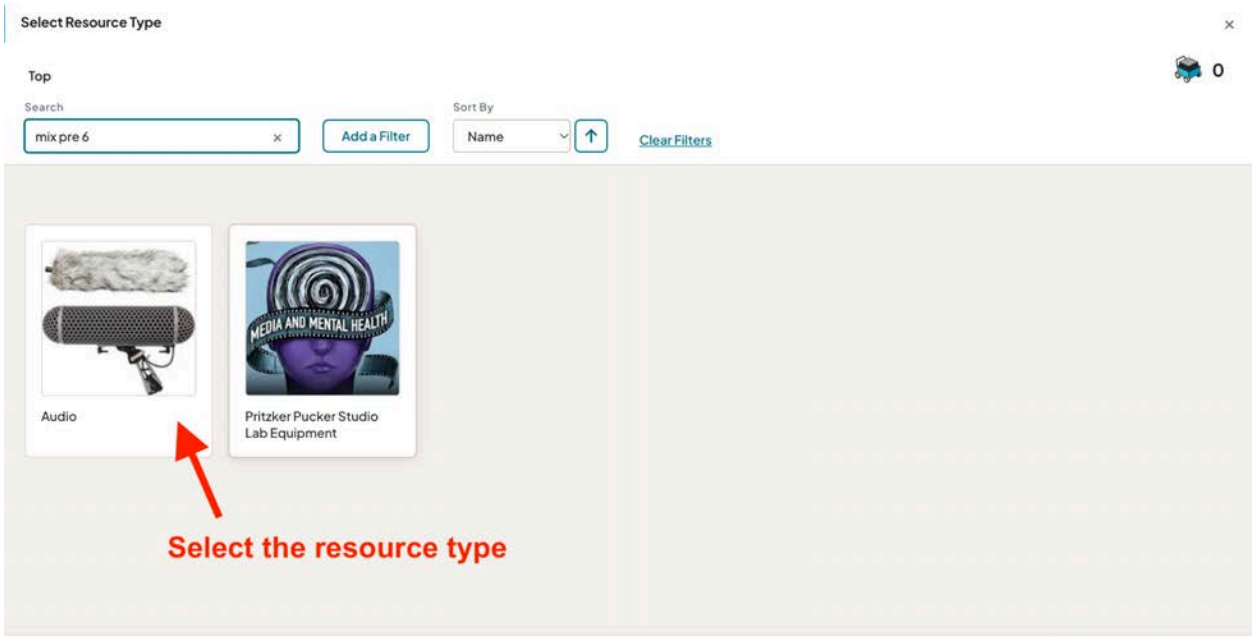
10. To add equipment to your reservation, click the yellow "Browse Catalog" button:

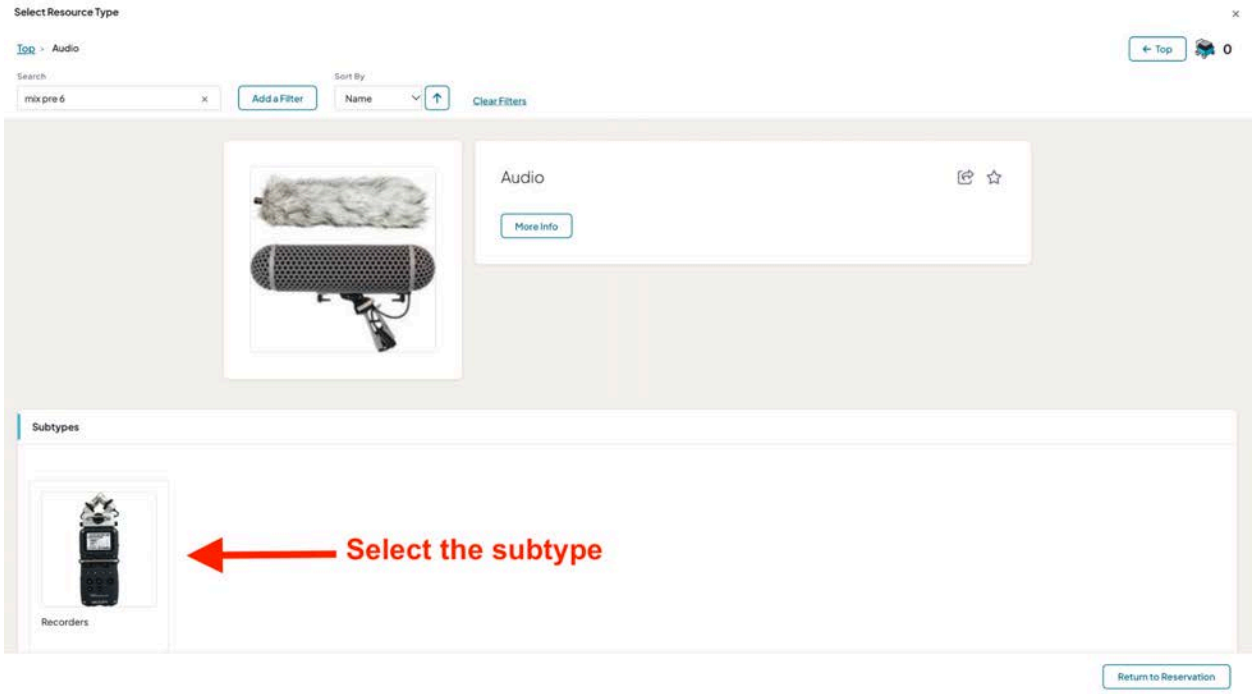


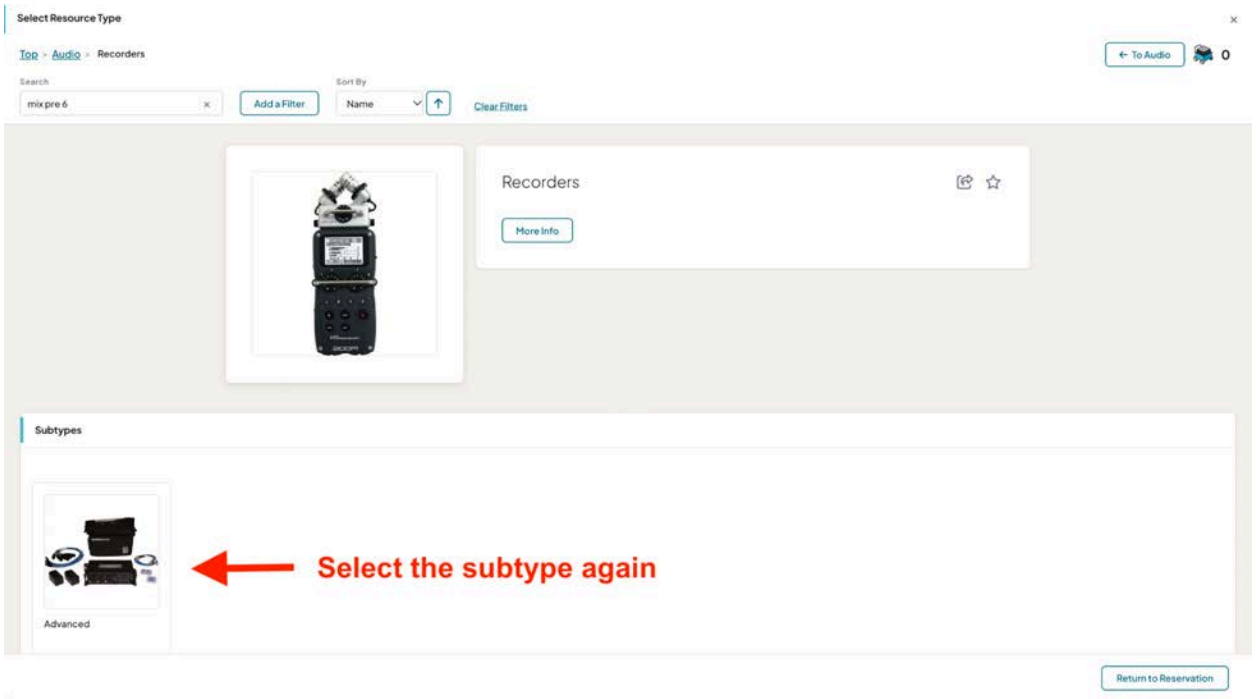
11. To find the resource type you would like to reserve, you can:

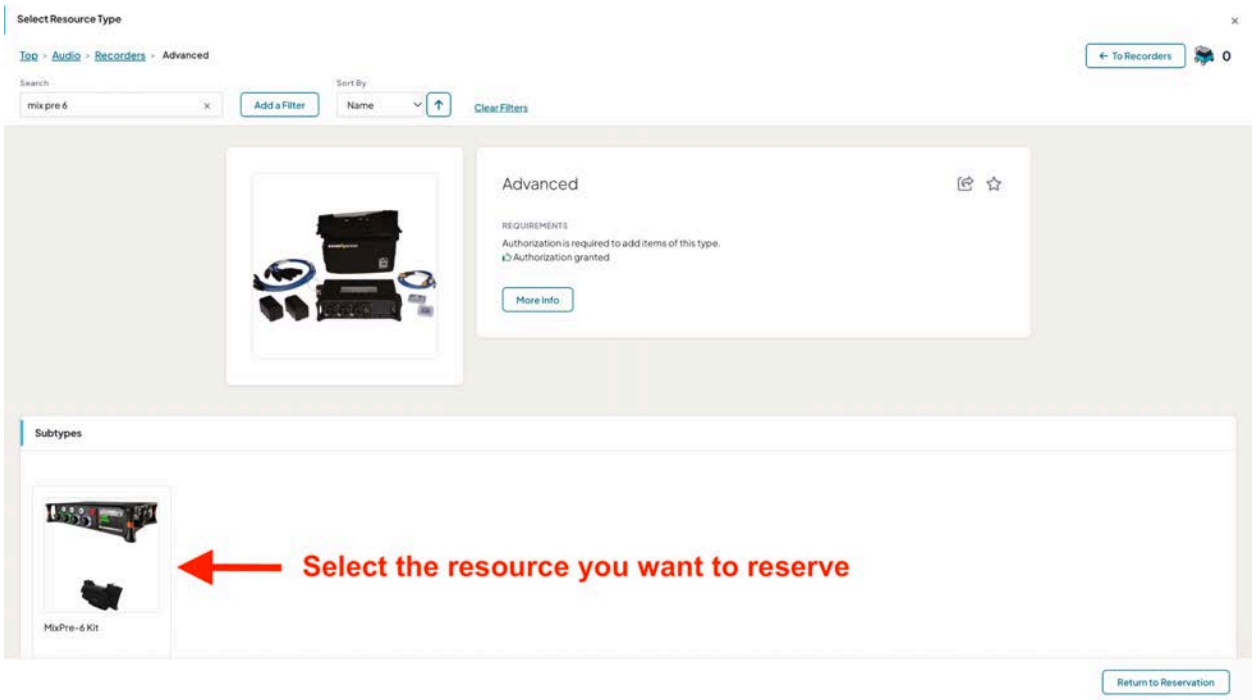
A) Use the search bar to search for a specific resource, then click through the resource types and subtypes until you've found the resource:



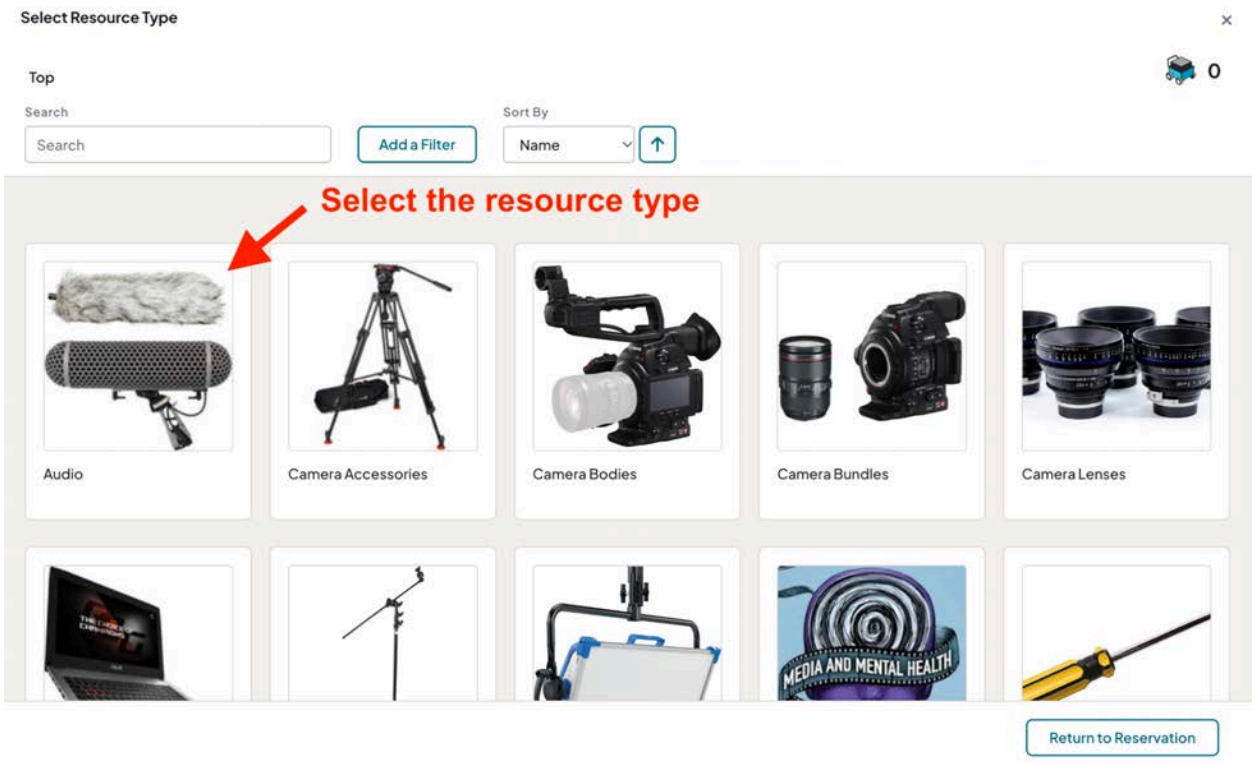

Select Resource Type
Top
0
Search
mix pre 6
Add a Filter
Sort By
Name
Clear Filters
Audio
Pritzker Pucker Studio
Lab Equipment
Select the resource type
Return to Reservation

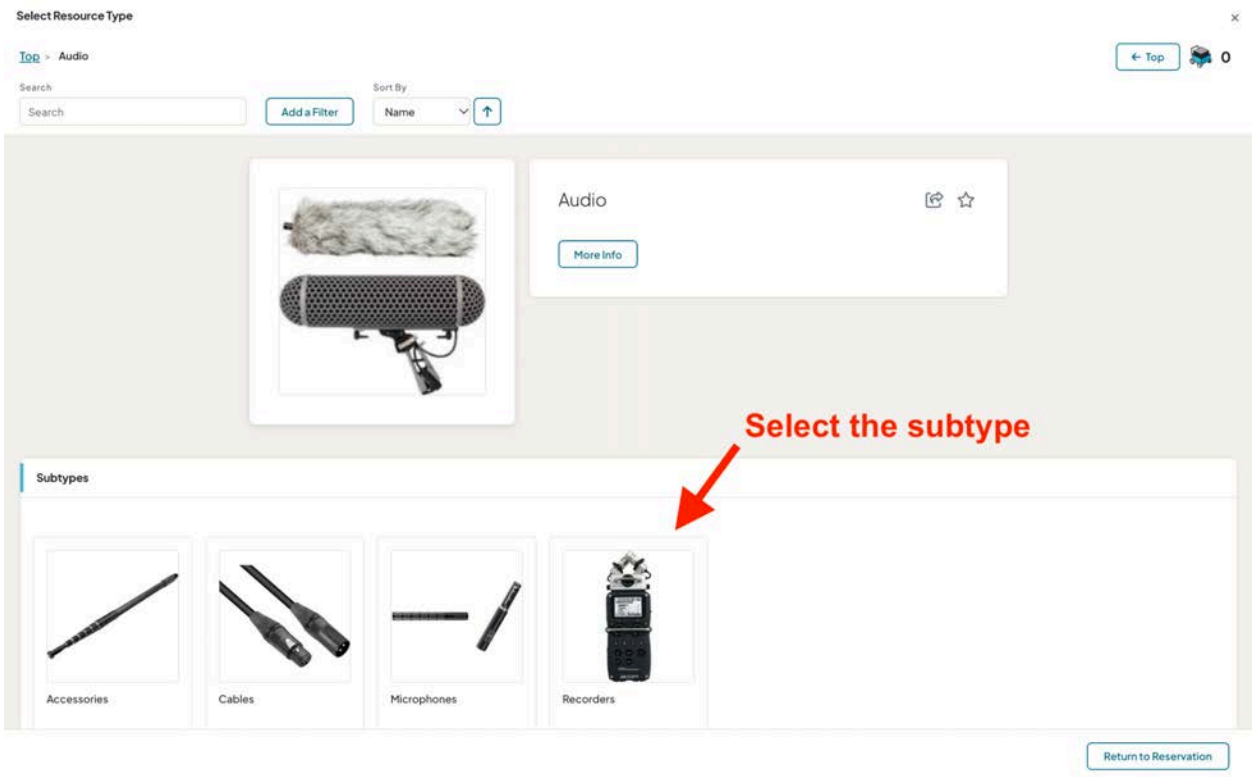

Select Resource Type
Top › Audio
Top
0
Search
mix pre 6
Add a Filter
Sort By
Name
Clear Filters
Audio
More Info
Subtypes
Recorders
Select the subtype
Return to Reservation

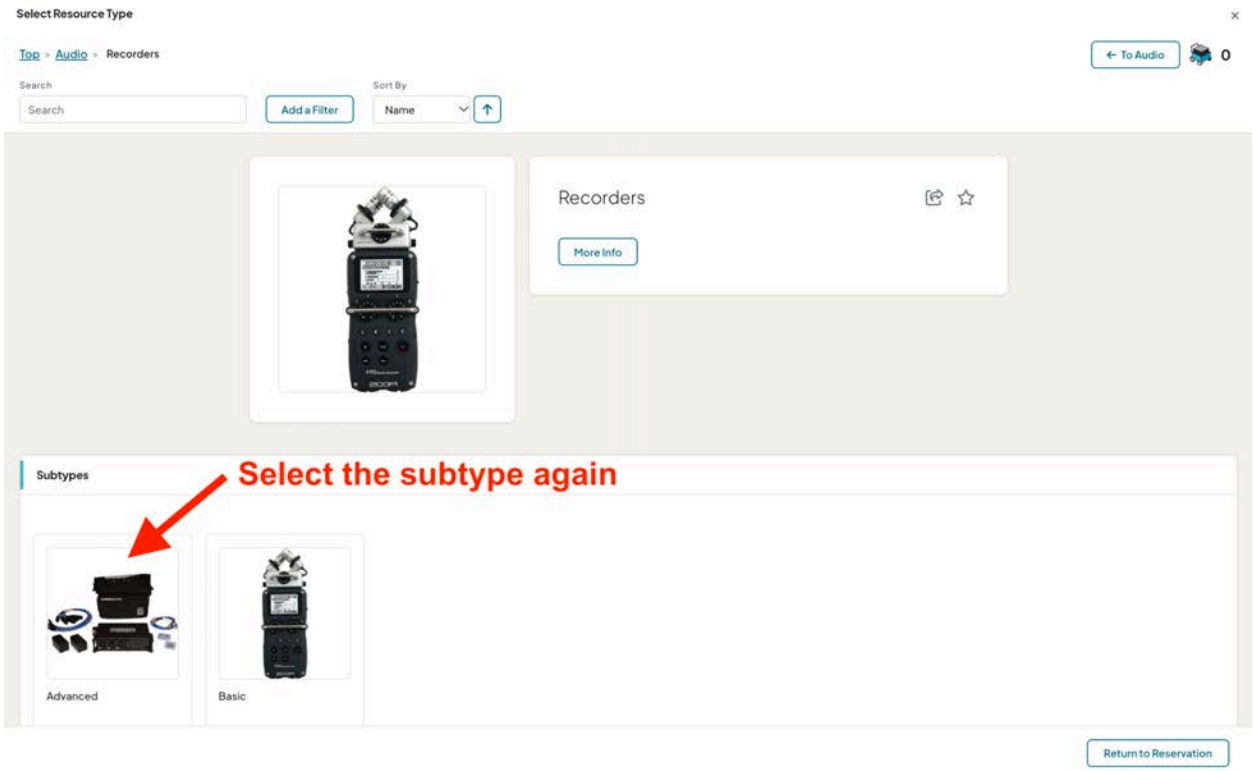


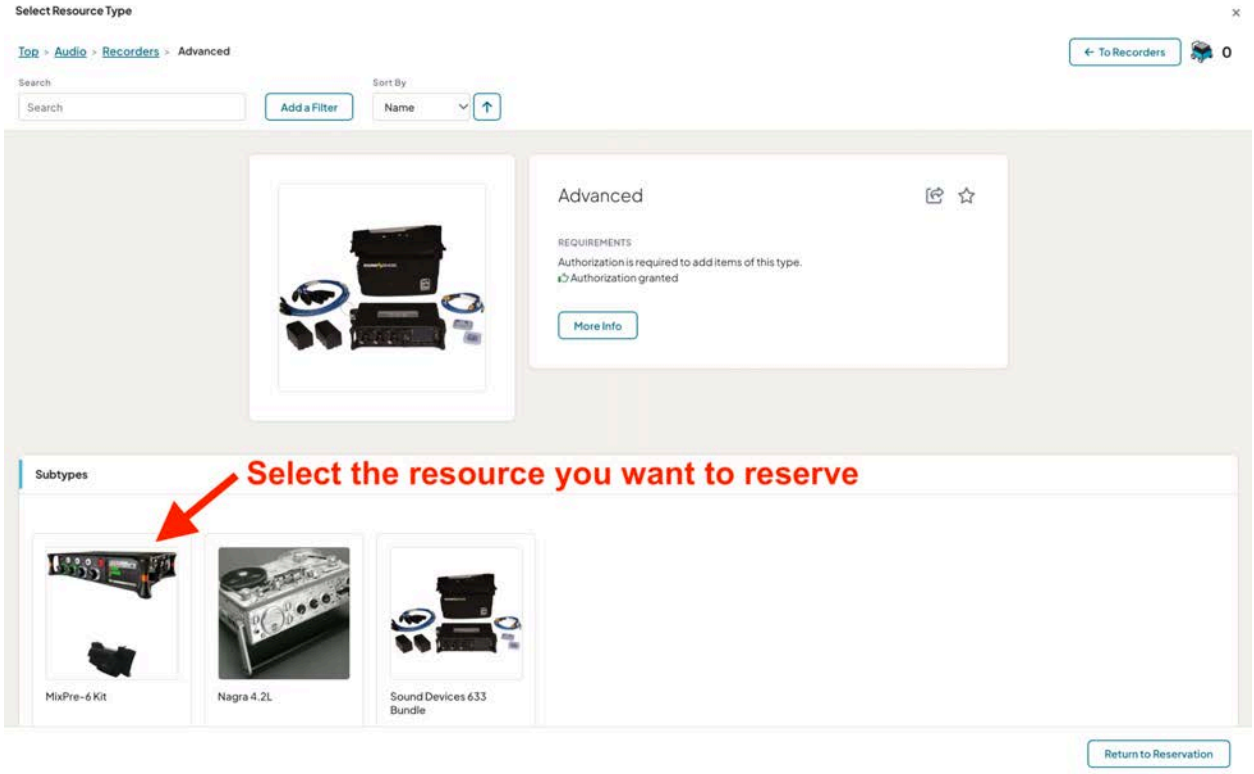


B) Manually look through the list of equipment you have access to, and click through the resource types and subtypes until you've found found the resource:

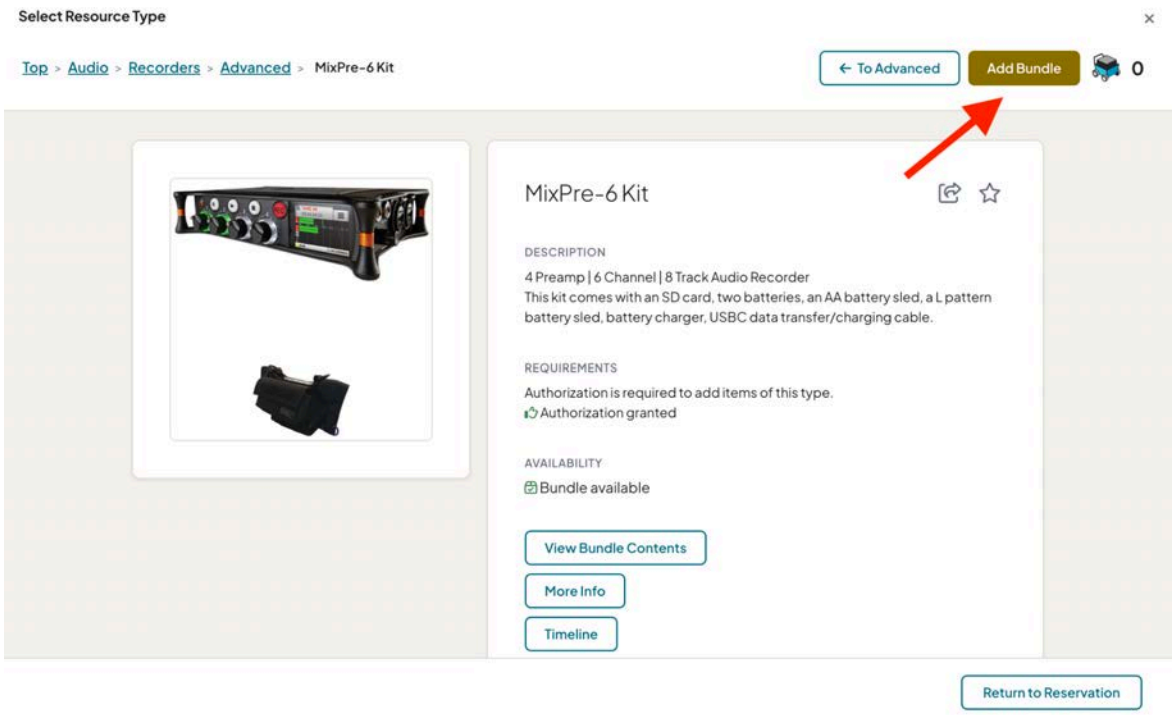

Select Resource Type
Top
0
Search
Search
Add a Filter
Sort By
Name
Select the resource type
Audio
Camera Accessories
Camera Bodies
Camera Bundles
Camera Lenses
MEDIA AND MENTAL HEALTH
Return to Reservation


Select Resource Type
Top > Audio
Top
0
Search
Search
Add a Filter
Sort By
Name
Audio
More Info
Select the subtype
Subtypes
Accessories
Cables
Microphones
Recorders
Return to Reservation

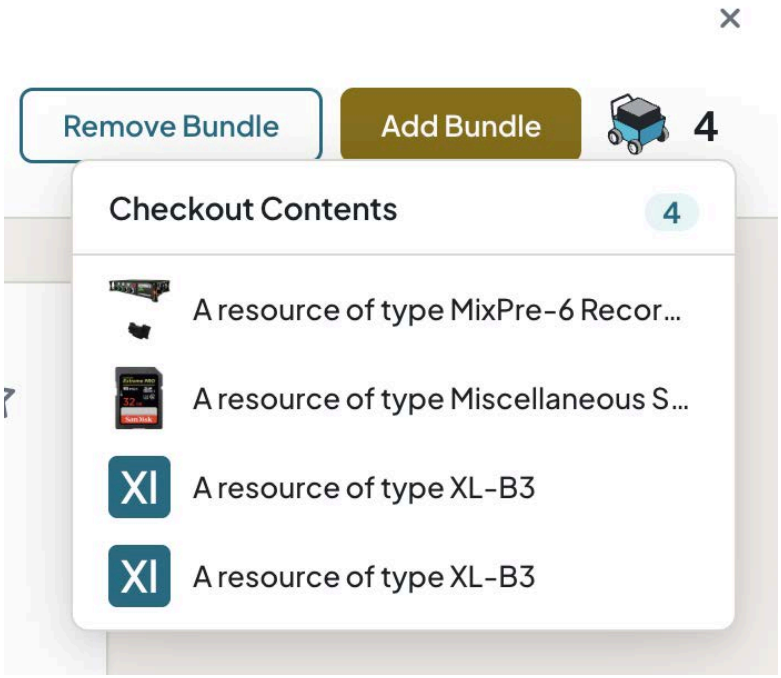




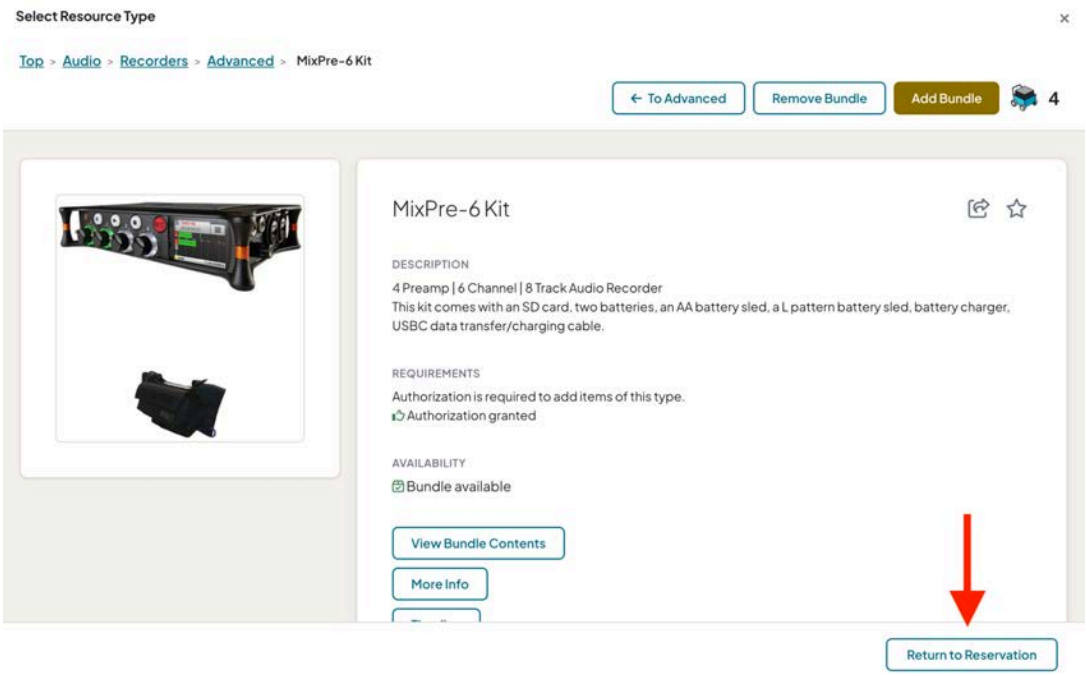
12. To add the resource to your reservation, click the yellow “Add Item” or “Add Bundle” button in the upper right corner:



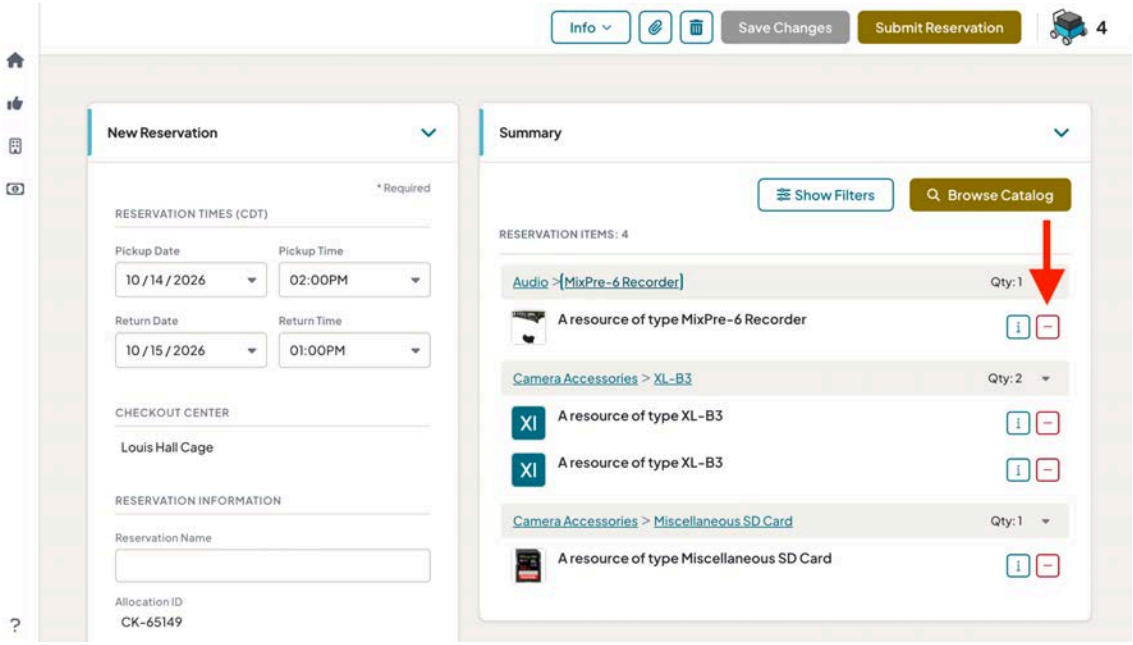
13. **The number of items in your cart will change and if you hover over the cart icon, you will see the items in your cart:**



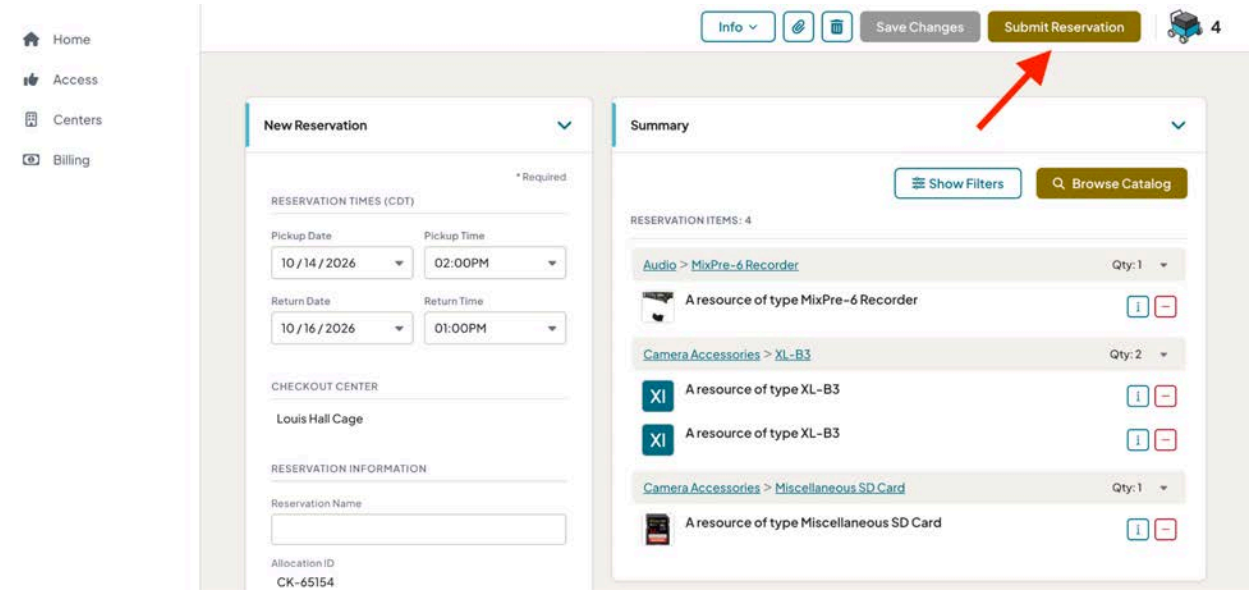
14. **To remove an item from your cart, click the "Return to Reservation" button in the bottom right corner:**



Then click the small red "–" button to the right of the item you want to remove:

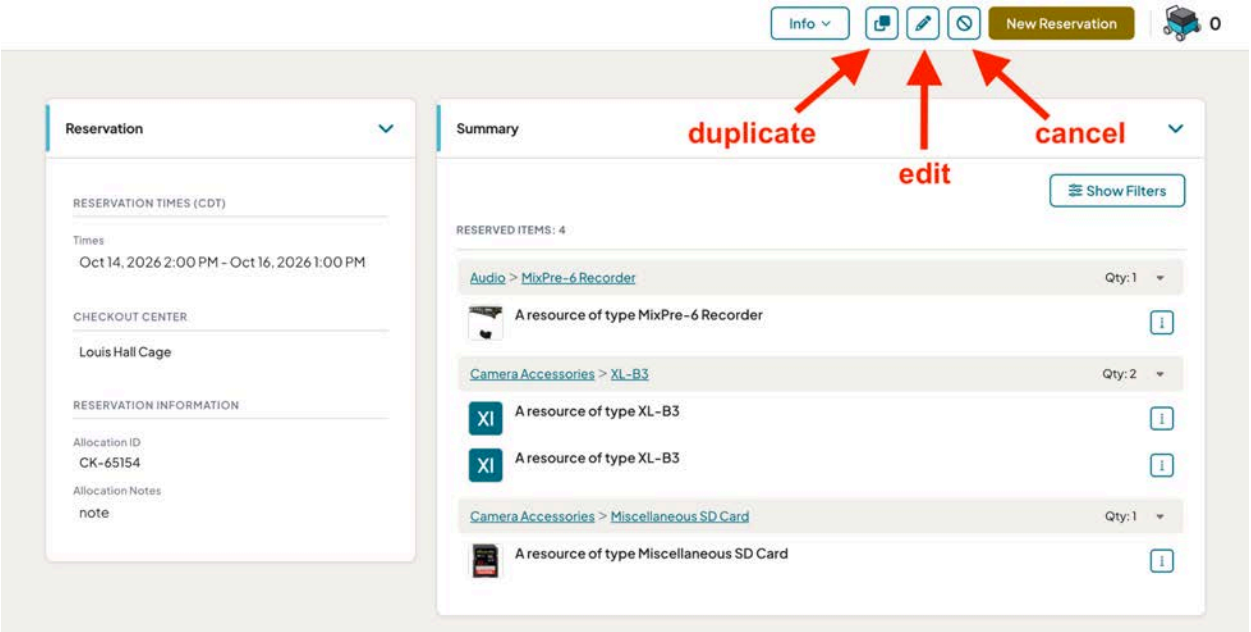


15. **Once you have added all of the items you want to reserve to your cart, click the yellow "Submit Reservation" button in the upper right corner:**

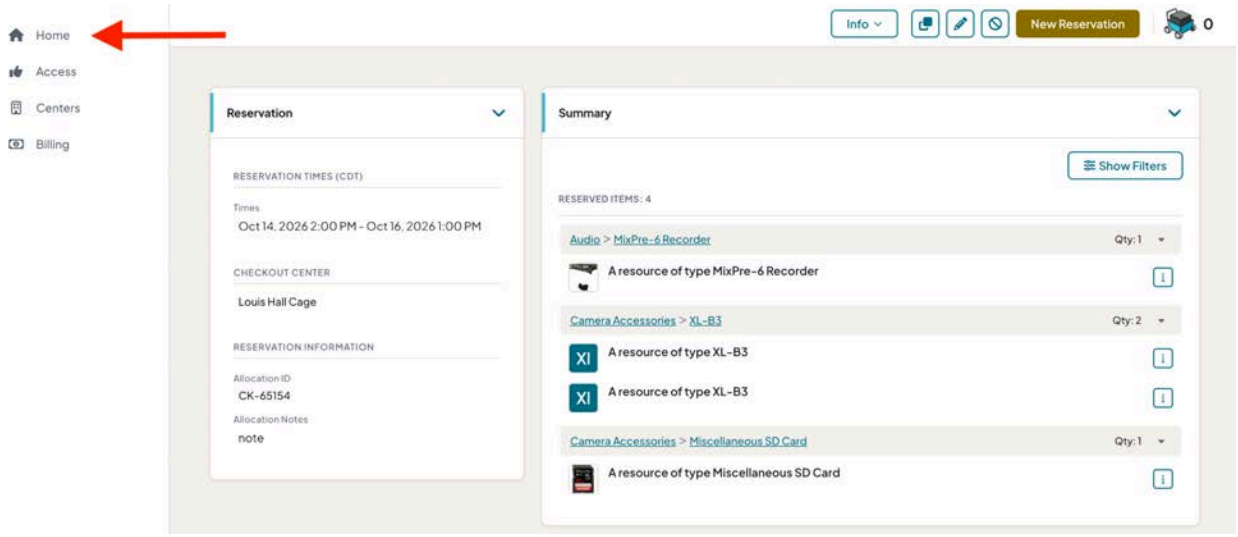


16. **Your reservation has been created! The number of items in your cart will return to zero and you will see the details of your reservation.**

    If you would like to duplicate, edit, or cancel your reservation, you can do so by clicking the buttons in the upper right corner:



To view all of your upcoming reservations, click on the “Home” button in the upper left corner:



17. **Remember to pick up your equipment between 2 and 6pm on your pick up date! While anyone can return your equipment for you, only YOU can be the one to pick it up, as you'll have to sign for it.**

And if you are no longer planning to pick up your equipment, PLEASE CANCEL YOUR RESERVATION! As of Fall 2026, failure to pick up reserved equipment may result in a temporary suspension of equipment reservation privileges.