

# CHECKFRONT INSTRUCTIONS

Reserve our outdoor adventure equipment online!

As part of the Urban Ecology Center membership benefit package, we loan out our canoes, kayaks, bikes, camping equipment, lawn sports, snowshoes, cross-country skis, skates, sleds and gardening tools for free. With Checkfront you can view and reserve available inventory at all three branches. See below for detailed instructions for how to make a reservation.

**The Equipment Lending** benefit is exclusively available to members of the Urban Ecology Center. You're not a member of the Urban Ecology Center? Then join today!

Join today or renew your UEC membership

## STEP 1 Find and Reserve Equipment

When you go to the Checkfront website, you'll see the "dashboard" below. Here you can choose the date of your reservation and find out if the equipment you wish to borrow is available.

Click here for Checkfront

**A** Use the drop down to find the type of equipment you need and branch where you want to pick it up (i.e. Riverside Park watercraft)

**B** Choose the first date of your reservation to see if your equipment is available.

**C** Always make sure that this is the first date of your reservation.

**D** When you find your equipment, click "available" OR "book now" to be taken to the next step in your reservation.

**E** Choose the specific items you want, if necessary. In this example, we picked a tent from Riverside Park. In this step you pick the type of tent – 2-, 4-, or 6-person.

**F** Set the dates for your reservation. *For this time period we are only allowing Saturday only scheduled timed loans or Saturday - Tuesday 4 days loans.*

**G** Add the number of items here.

**H** When you are finished adding the details of your reservation, click here to continue.

Almost there! Keep going to page 2

## STEP 2

# Equipment Reservation Confirmation

Now that you've chosen your equipment, it's time to complete your reservation (booking). Please note that your reservation is not complete until you finish this step.

[Click here for Checkfront](#)

**I** Review this listing to confirm that these items are what you booked. *Please note that some items are added automatically based on UEC policy, like the tarp in this example.*

### Create Booking

When you are ready to proceed please fill out your details below to confirm your booking.

<a href="#">+ Add to Booking</a> <a href="#">- Clear All</a>		
Item	Rate	Amount
<a href="#">RP 2-Person Tent</a> Thu Mar 12, 2020	Qty: 1 Day	\$0.00
<a href="#">RP Tarp for 1 &amp; 2-person Tents (Silver)</a>	Qty: 1 Day	\$0.00
	<b>Sub-Total:</b>	\$0.00
	<b>Total (USD):</b>	\$0.00