

Photography West Reservation System Monitor Signup Tutorial

An online Reservation system is used by club members to enroll in workshops, reserve the studio and equipment as well as sign up for monitoring.

Members using the reservation system must create an account and have a password. See the “Create Account Tutorial” if you need to create a Reservation system user/password.

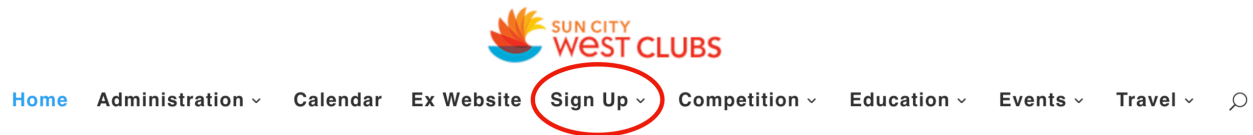
This tutorial describes how club members sign up to monitor using the Photography West Reservation system.

Summary

1. Go to the club website at photography.scwclubs.com
2. Click the “Sign Up/Monitor” tabs in the menu bar.
3. Click either the “Monitor Signup Winter” or “Monitor Signup Summer” button depending on the time of year.
4. Login using your email address and password.
5. Now click on “Create a new user account”
6. Select the day and time slot that you want to sign up for.
7. Click “Create Reservation” to confirm or click to “Cancel”.
8. Verify your reservation.

Detailed step by step guide for club members to signup to monitor.

1. Go to the club website at photography.scwclubs.com
2. Click on the “Sign Up/Monitor” tab



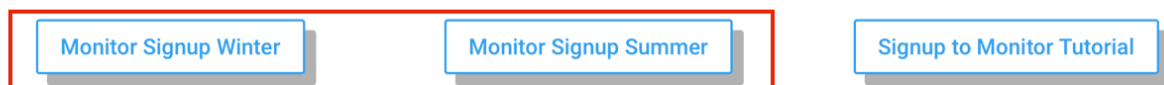
3. Click on either the “Monitor Signup Winter” or “Monitor Signup Summer” depending on the time of year.



During the pandemic masks are required in the club room. The equipment is set up to enforce social distancing.

Use the buttons below to use the online monitor signup. If you are new to monitoring use the “Signup to Monitor Tutorial” to learn how. Members are required to monitor once a year (first time within a year of joining) to use the club equipment, attend workshops, and enter intra-club competitions. You can still attend the Friday meetings and club social events if you are delinquent in your monitoring.

1. No cancellations within seven days
2. For emergency cancellations contact Jan Keane by phone (number is in the members roster)
3. Questions? Email photographywestmonitors@gmail.com



4. Login using your email address and password

Type in your email address and password. If you do not have a password for the reservation system, see the tutorial “Create Account Tutorial”. Once you have an account, you can continue. You will use the same email and password for all reservations.

Home**Photography West**
Camera Club of Sun City West, AZ

Photo Club Scanners - Winter Schedule

Enter your email address and password to continue to the reservation page.
If you are a first time user, Click "Create a new user account" to register.

*If you can't remember your password,
click "Lost password" below to get an email resetting your password.*

Member Log In

Email:

Password:

[Create a new user account](#)


[Lost password?](#)

5. Select the day and time slot you want to signup for.

Locate the day and an open slot in either the morning or afternoon. There are two slots in each shift, one for each monitor required. Click on any open slot.

Signed in as dcoulthart@outlook.com Sign Out Your Settings Help

Home



Photography West

Camera Club of Sun City West, AZ

Monitoring - Winter Schedule

Monitor – Winter Schedule

Required: 2 Morning Monitors (9:00am – Noon)
2 Afternoon Monitors (Noon – 3:00pm)

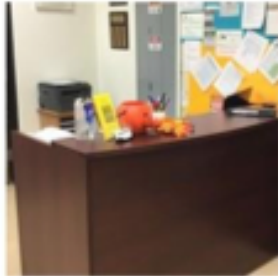
Time Slots: Below each date are 4 monitoring time slots:
2 in blue column: 1 morning & 1 afternoon;
2 in red column: 1 morning & 1 afternoon.

To Schedule: 1) Find a date you want; empty white boxes are available;
2) Click anywhere inside a morning or afternoon box;
3) Select NEW if you are a new monitor;
4) Review the form & click Create Reservation or Cancel.

Confirmation: After you signed up we'll send you a confirmation email. You will also receive a reminder email 24 Hours before your scheduled time.
Cancellations must be done at least 7 days in advance.

Questions: Send email to photographywestmonitors@gmail.com

For a list showing only open dates & times, click the AVAILABLE tab below.



	Sun 3/3	Mon 3/4	Tue 3/5	Wed 3/6	Thu 3/7	Fri 3/8	Sat 3/9
9 am							
10 am							
11 am							
Noon							
1 pm							

Available Monitors:

Day	Time Slot	Monitor Name
Wed 3/6	12:00pm - 3:00pm	John Beach
Thu 3/7	12:00pm - 3:00pm	Bob West

6. Click “Create Reservation” to confirm or click cancel.


If you are a new member or unsure of the monitoring duties, click “Select is you are a new member. You will be paired with an experienced monitor.

All the information needed for the reservation should be filled in. You just need to confirm the reservation by clicking “Create Reservation”.

If you got here by mistake, click cancel to close without making a reservation.

Signed in as ddcoulthart@outlook.com Sign Out Your Settings Help

Home



Photography West

Camera Club of Sun City West, AZ

Monitoring - Winter Schedule

Monitor – Winter Schedule

Required: 2 Morning Monitors (9:00am – Noon)
2 Afternoon Monitors (Noon - 3:00pm)

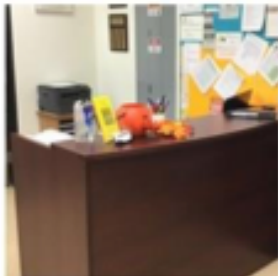
Time Slots: Below each date are 4 monitoring time slots:
2 in blue column: 1 morning & 1 afternoon;
2 in red column: 1 morning & 1 afternoon.

To Schedule: 1) Find a date you want; empty white boxes are available;
2) Click anywhere inside a morning or afternoon box;
3) Select NEW if you are a new monitor;
4) Review the form & click Create Reservation or Cancel.

Confirmation: After you signed up we'll send you a confirmation email. You will also receive a reminder email 24 Hours before your scheduled time.
Cancellations must be done at least 7 days in advance.

Questions: Send email to photographywestmonitors@gmail.com

For a list showing only open dates & times, click the AVAILABLE tab below.



New Reservation

When: 3/5/2019 9:00am to 3/5/2019 12:00pm

Full name: Daryl Coulthart

New Member?: Select If you are a new monitor

Monitoring Winter: Monitor 2

Create Reservation Cancel

Week 10 Today Month We

Sun 3/3 Mon 3/4 Tue

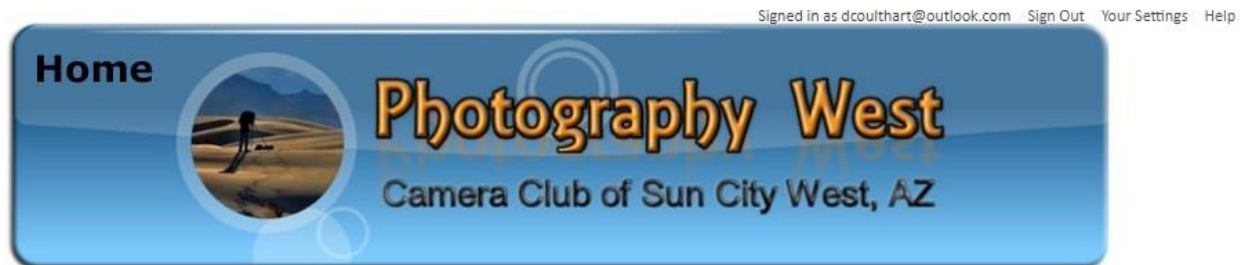
9 am

10 am

11 am

7. Verify your reservation.

After you click “Confirm Reservation”, the dialog box will close, and you should see your name on the day and time slot you chose. You will receive an email with the date time slot you chose.



Monitoring - Winter Schedule

Monitor – Winter Schedule

- Required:** 2 Morning Monitors (9:00am – Noon)
2 Afternoon Monitors (Noon - 3:00pm)
- Time Slots:** Below each date are 4 monitoring time slots;
2 in blue column: 1 morning & 1 afternoon;
2 in red column: 1 morning & 1 afternoon.
- To Schedule:** 1) Find a date you want; empty white boxes are available;
2) Click anywhere inside a morning or afternoon box;
3) Select NEW if you are a new monitor;
4) Review the form & click Create Reservation or Cancel.
- Confirmation:** After you signed up we'll send you a confirmation email. You will also receive a reminder email 24 Hours before your scheduled time.
Cancellations must be done at least 7 days in advance.
- Questions:** Send email to photographywestmonitors@gmail.com



For a list showing only open dates & times, click the AVAILABLE tab below.

Reservation successfully created

Confirmation sent to dcoulthart@outlook.com

A screenshot of a web-based calendar interface for the Photography West Camera Club. The calendar shows a week starting from Sunday, March 3rd, to Saturday, March 9th. The days of the week are listed at the top: Sun 3/3, Mon 3/4, Tue 3/5, Wed 3/6, Thu 3/7, Fri 3/8, and Sat 3/9. The time slots are listed on the left: 9 am, 10 am, 11 am, and Noon. The calendar grid shows various time slots. A red arrow points to a red box on Tuesday, March 5th, from 9:00am to 12:00pm, indicating a reservation. Other time slots are shown in blue boxes, such as 12:00pm - 3:00pm on Wednesday and Thursday. The interface includes navigation tabs at the top: "Week 10", "Today", "Month", "Week", "Agenda", and "Available". The "Week" tab is currently selected. The URL "photoaraphvscw.org" is visible at the bottom left.

	Sun 3/3	Mon 3/4	Tue 3/5	Wed 3/6	Thu 3/7	Fri 3/8	Sat 3/9
9 am							
10 am							
11 am							
Noon							