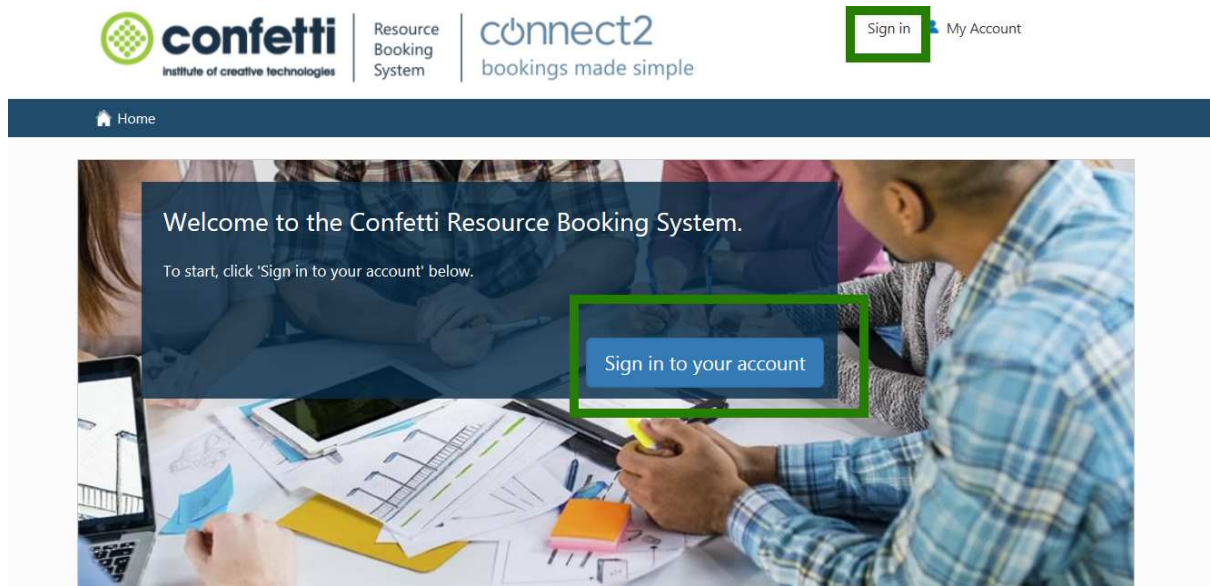


How to use The Confetti Equipment Booking System

Section 1: How to Make a Booking

Firstly, go to [HTTPS://Bookings.Confetti-Live.com](https://bookings.confetti-live.com) in your chosen web browser.

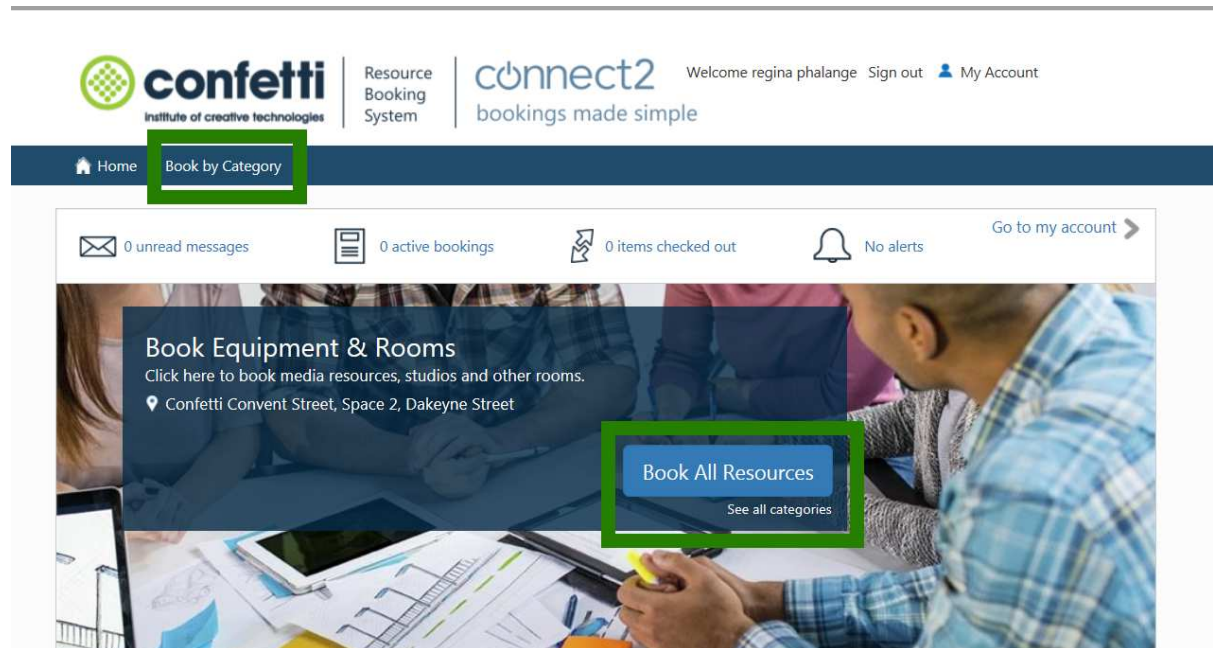


This is the page you will be greeted with upon loading the website. Please use the Sign in to your account button or the Sign in button next to the My Account link at the top of the page.

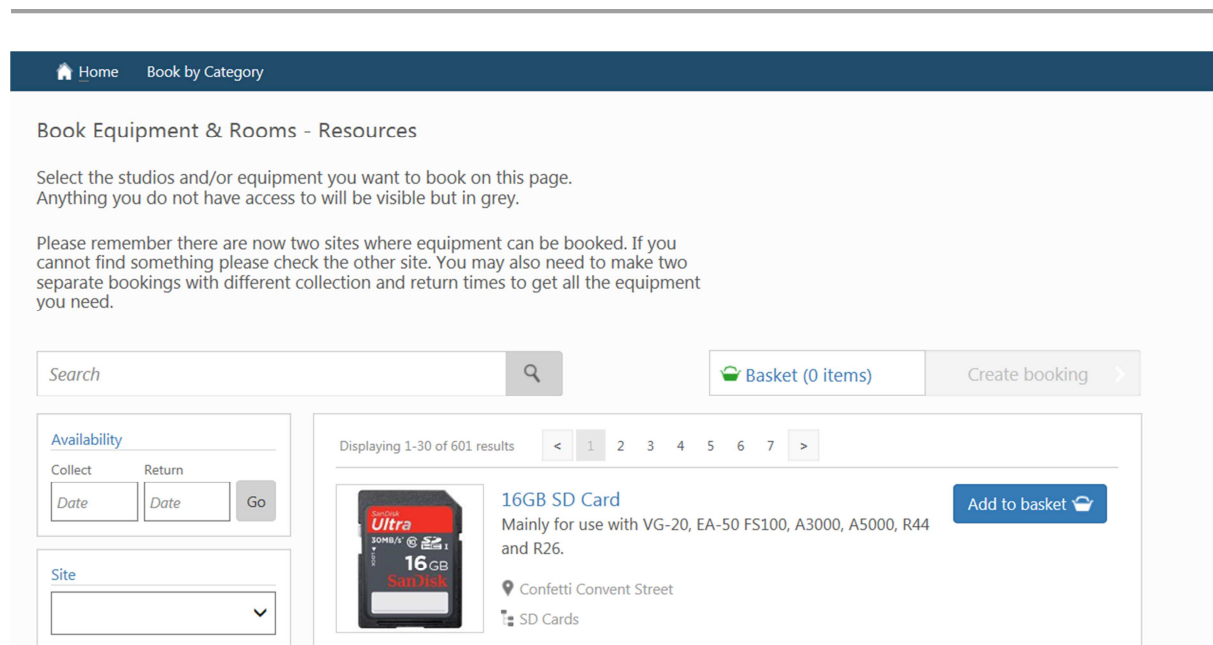
A screenshot of the 'Sign in' form on the website. The form is titled 'Sign in' and contains two input fields: 'Username' and 'Password'. Below these fields is a blue button labeled 'Sign in'. The form is set against a light gray background. The header and navigation bar from the previous screenshot are visible at the top of this section.

This is the Log In page. Simply use the Username and Password you have been given to use with Windows Computers at Confetti.

If you have forgotten your password speak to your tutor. If Connect2 doesn't allow you to log in and tells you that you are suspended, speak to the resource administrators in our Tech Stores.

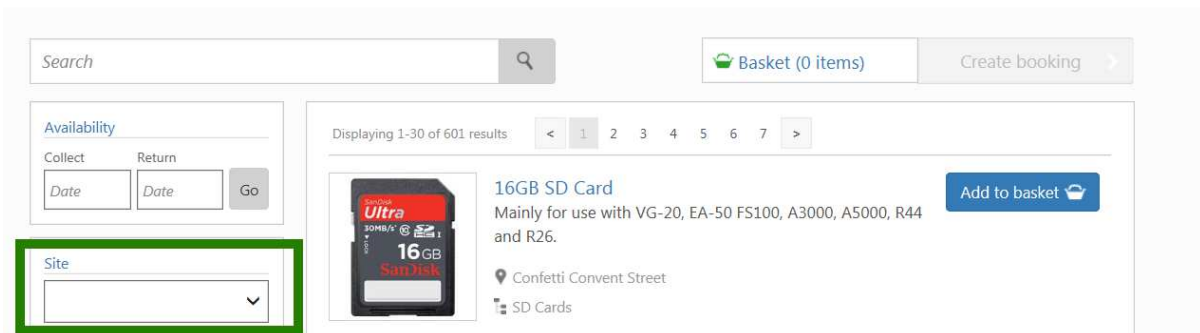


Once you have signed in to Connect2 you are ready to make your booking. Click either book by Category on the Tool Bar or Book All Resources. This will take you to the booking wizard.



This is what the booking wizard looks like. The first step in booking equipment is to find the item you need and add it to your basket. You can browse by category, site, pages or search for the items you wish to book with any combination of these to find the equipment you require.

Please keep in mind when searching you are only searching items on Connect2, so keep your search terms brief and to the equipment's name itself. Any items that do not have a blue "add to basket" box and are only in grey are not bookable to you currently (speak to your tutor if you feel you need access to them).




The screenshot shows the Connect2 booking wizard interface. At the top, there is a search bar and a basket icon indicating 0 items. Below the search bar, there are filters for 'Availability' (with 'Collect' and 'Return' date fields and a 'Go' button) and 'Site' (a dropdown menu highlighted with a green border). The main area displays search results for '16GB SD Card', showing a product image, title, description, location ('Confetti Convent Street'), and category ('SD Cards'). An 'Add to basket' button is visible next to the item details.

Confetti is now across two sites: Convent Street and Space2 Dakeyne Street. You can select which site you would like to see equipment from with the box marked by the green indicator. Once you select an item from that location you can only add other items from that location and will need to make a separate booking for items from other locations. If you require assets from both you will need to leave enough time between collections and returns to not be late to either site.

[All categories](#)

Equipment


[Audio and Midi Interfaces \(5\)](#)
[Audio Mixing Desks and Control Surfaces \(9\)](#)
[Audio Reference Monitors \(5\)](#)
[Books \(24\)](#)
[Cameras \(40\)](#)
[Computer Peripherals \(45\)](#)
[Computers \(10\)](#)
[Digital Audio Snake \(1\)](#)
[DJ & Urban \(1\)](#)
[DVDs and Blu-Ray \(43\)](#)
[Field and Location Recording \(16\)](#)
[Flash Media Cards \(10\)](#)
[Games Consoles, Games and Peripherals \(16\)](#)
[Greenscreen and Chroma Key \(3\)](#)
[Headphones and Hearing Protection \(21\)](#)
[Installed or Non-bookable \(31\)](#)
[Instruments \(65\)](#)



Displays VGA video works with iPhone 4

Confetti Convent Street


Display Adapters



32GB Micro SD Card (Space 2)

Space 2, Dakeyne Street

SD Cards




32GB SD Card

For use with VG-20, EA-50, FS100, A3000

Confetti Convent Street

SD Cards



32GB SD Card - Space 2

For use with VG-20, EA-50, FS100, A3000

Space 2, Dakeyne Street

SD Cards

Please remember when booking by category that you will only see items in that category, even after performing a search. You will need to press the all categories button at the top to be able to search all resources, or select a new category to search with in.

Search

Back

Basket (0 items)

Create booking

Availability

Collect

Return

Date

Date

Go

Site

Category

Equipment (550)

Rooms & Workstations (57)

Description

Displaying 1-30 of 607 results

<

1

2

3


4

5

6

7

>



16GB SD Card


Mainly for use with VG-20, EA-50 FS100, A3000, A5000, R44 and R26.

Confetti Convent Street

SD Cards

✓ x16 ✗ x4

Add to basket



1x Dativision Ledge LG-600CSC LED Panel

Large LED light with adjustable colour temperature, stand and soft carry case

Space 2, Dakeyne Street

LED Lighting

Add to basket

4 of 12

You can find out how long an item is available for before even attempting to make a booking. Using the box marked in green add the start and end date and press the go button. This will process the results for the whole page, you can search for items to compare and refine results as listed above. This is useful for say checking how long all cameras are available.

Availability

Collect
13/01/2017

Return
16/01/2017

Go

Site

Category


Equipment (550)

Rooms & Workstations (57)

Description

Displaying 1-30 of 607 results

< 1 2 3 4 5 6 7 >



16GB SD Card

Mainly for use with VG-20, EA-50 FS100, A3000, A5000, R44 and R26.

Confetti Convent Street

SD Cards

✓ x16


✗ x4

Available

Collect from: 11:30
Friday, 13th Jan 2017

Return by: 21:00
Monday, 16th Jan 2017

Add to basket



1x Datavision Ledge LG-600CSC LED Panel

Large LED light with adjustable colour temperature, stand and soft carry case

Space 2, Dakeyne Street

LED Lighting


✓ x3

✗ x6

Checking availability

Add to basket

In the area marked with a green box will load the earliest time you can collect latest return time (dependant on Tech Store Closing times which is 6.30pm). Then you can add the item to your basket and carry on as normal.




Sony A5000 Bridge Camera

Compact bridge camera. Records video in 1080p and has two on board microphones for stereo recording

Confetti Convent Street

DSLR

Add to basket



Sony HDR-CX900 Handycam

Small HD Video Camera. Uses SD Cards, records in AVCHD and XAVC S Codecs.

Space 2, Dakeyne Street

Video Cameras - Solid State

Add to basket

In order to add items to your basket simply press the “Add To Basket” button. You can see the items location as underlined in blue.

separate bookings with different collection and return times to get all the equipment you need.

The screenshot shows a web interface for booking equipment. At the top, there's a search bar with '16gb' entered. Below it, there's a filter section for 'Availability' with 'Collect' and 'Return' date pickers, and a 'Site' dropdown set to 'Space 2, Dakeyne Street'. A 'Category' section shows 'Equipment (2)' and 'Rooms & Workstations (0)'. The main area displays 'Displaying 1-2 of 2 results' with images of an iPod Touch and a Sandisk Ultra 16GB SDHC card. A 'Basket (3 items)' overlay is visible, listing: 'Manfrotto 745XB Tripod with 501 HDV Head', 'Sandisk Ultra 16GB SDHC - Space 2', and 'Sony HDR-CX900 Handycam'. Each item has a quantity of 1 and 'Update'/'Remove' buttons. A 'Create booking' button is at the top right. A '1 added to your basket' message is at the bottom right.

Once you have added all your items check your basket and make sure you have everything you will need, and then press Create Booking.

The screenshot shows a booking calendar for the week of 05 - 11 December 2016. The calendar has columns for each day from Monday 5 to Sunday 11. The time slots range from 09:00 to 15:00. Red blocks indicate 'At least 1 item is unavailable'. A legend at the top shows: 'All items available' (white), 'Some items unavailable' (red), and 'In past/Site closed' (grey). On the right, there's a 'Start date' and 'End date' section with 'Time' pickers, an 'Update' button, and a 'Clear' link. Below that, it says 'Currently selected' and lists the items: 'Manfrotto 745XB Tripod with 501 HDV Head', 'Sandisk Ultra 16GB SDHC - Space 2', and 'Sony HDR-CX900 Handycam'. A link 'How long can I book for?' is at the bottom right.

On the left you will see a calendar, this represents when your items are available. The white spaces are bookable periods and the coloured boxes are times that all of the available quantity of that item are booked out. You can click on the whitespace in the calendar to select your booking start time or add it to the box on the right. You will need to add an end date to the end date box. After this simply press update.

05 - 11 December 2016

[Previous week](#)
[Next week](#)

☐ All items available
 ☒ Some items unavailable
 ☐ In past/Site closed

	Monday 5	Tuesday 6	Wednesday 7	Thursday 8	Friday 9	Saturday 10	Sunday 11
09:00	At least 1 item is unavailable (show details)						
10:00							
11:00		At least 1 item is unavailable (show details)					
12:00							
13:00			At least 1 item is unavailable (show details)		Your booking		
14:00							
15:00				At least 1 item is unavailable (show details)			
16:00							
17:00							

Start date

Time

09/12/2016

12:00

End date

Time

09/12/2016

18:00

Update

Clear

Currently selected

☒ Manfrotto 745XB Tripod with 501 HDV Head
 ☒ Sandisk Ultra 16GB SDHC - Space 2
 ☒ Sony HDR-CX900 Handycam

How long can I book for? >

Provided there are no clashes you will see a section labelled “your booking” in the calendar. Now is a good time to check your times are correct and then press the next button just about the Start and End time/Date boxes.

If you have clashes you can press on the blue show details link on the calendar events themselves. This will show what items are causing your issues with progressing.

Resources

Time

Additional Notes and Guests

T&C's

Verify

Complete

Book Equipment & Rooms - Time

Select the time you want to collect and return your equipment and/or use your studio or workstation.

Please remember our Tech Stores close at 7pm. So please return any equipment not being used for an evening room booking before then.

You can book from 1 hour to 3 hours for equipment and rooms.

Some media equipment can be booked from 1 hour to 48 hours at a time.

Back

Next

Always remember you can go back and forth as required to tailor your booking to what you require, but it will not be saved if you click away or be made without getting to the final page. Make sure to check the progress bar at the top of each page.

Book Equipment & Rooms - Additional Notes and Guests

If you feel you need to let us know anything specific to your booking please list it in the Additional Notes.

Please list the full names of all the guests you intend to bring if this is a studio booking. Make sure to list your guests even if they are Confetti students, with no nicknames or stage names. They will also need to bring ID.

Please ignore if not required

< Back

Next >

Guests (Full Names)

Additional Notes

In this section you can write notes for a technician to see, please make sure to not request items that are bookable in this section. The notes section is for information which a Technician might require to get your booking ready for you, such as requested help getting equipment to a car or taxi and if you require extra cables or batteries. The Additional notes field can also be used to give a reason for your booking if you feel it is out of place or abnormal.

The guests field is for listing your guests if you have a room booking. Being listed as a guest does not entitle anyone else to collect bookings for you or to use your equipment without you present. You will need to list the guests full name and reason for joining you during your booking or they may not be allowed onsite. This is for notifying us of who will be joining you during a room or studio booking. Any guests will need to bring ID or their student card.

Resources

Time

Additional Notes and
Guests

T&C's

Verify

Complete



Book Equipment & Rooms - T&C's

< Back

Next >

Bookings not collected/attended within 15 minutes of the start time will be cancelled automatically.

Before your booking is confirmed you MUST accept the [terms and conditions](#).

Please note you must have your Confetti Student ID Card with you to collect any booking, we cannot accept any other form of ID.

☐ Tick the box to indicate that you agree to the terms and conditions

I accept the terms and conditions.

You will need to agree to our terms and conditions and that you will bring your Confetti Student pass when collecting your equipment, so tick the box, read the rules if you are not familiar and press the next button.

[Home](#) [Book by Category](#)

Resources

Time

Additional Notes and Guests

T&C's

Verify

Complete

Book Equipment & Rooms - Verify
Please check your booking and press submit.

Back

Submit

Owner
regina phalange (regina.phalange)

Additional booking details

Guests (Full Names)	Additional Notes
-	-

Items

Date and time	Qty	Resource	Barcode	Checked out	Checked in
09/12/2016 12:00 - 18:00	1	Manfrotto 745XB Tripod with 501 HDV Head	-	-	-
	1	Sandisk Ultra 16GB SDHC - Space 2	-	-	-
	1	Sony HDR-CX900 Handycam	-	-	-

On the verify page you will see a list of the equipment you have requested and what time(s) you want to collect and return please check it thoroughly and press submit otherwise your booking has not been made.

[Home](#) [Book by Category](#)

Resources

Time

Additional Notes and Guests

T&C's

Verify

Complete

Complete
Your booking has successfully been created. Thank you.

Reference number
Con062885

Owner
regina phalange (regina.phalange)

Created by
regina phalange (regina.phalange) on 08/12/2016 12:26

Additional booking details

Guests (Full Names)	Additional Notes
-	-

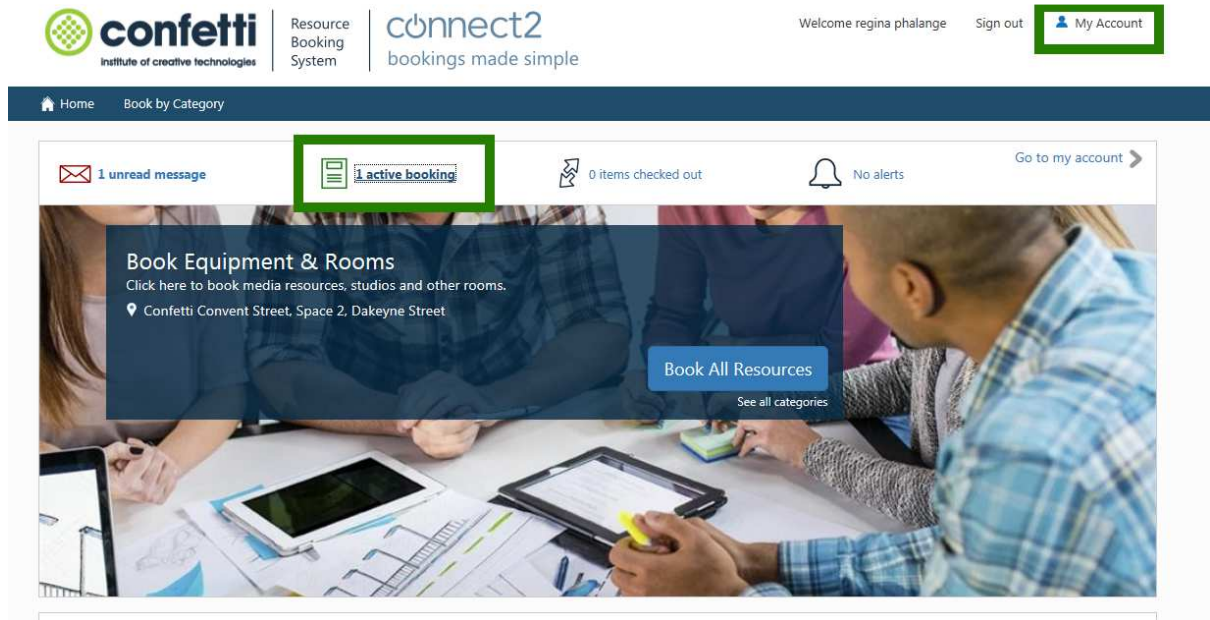
[Return to homepage](#)
[Print page](#)
[Add to my calendar](#)

ngs.confetti-live.com/connect2/default.aspx

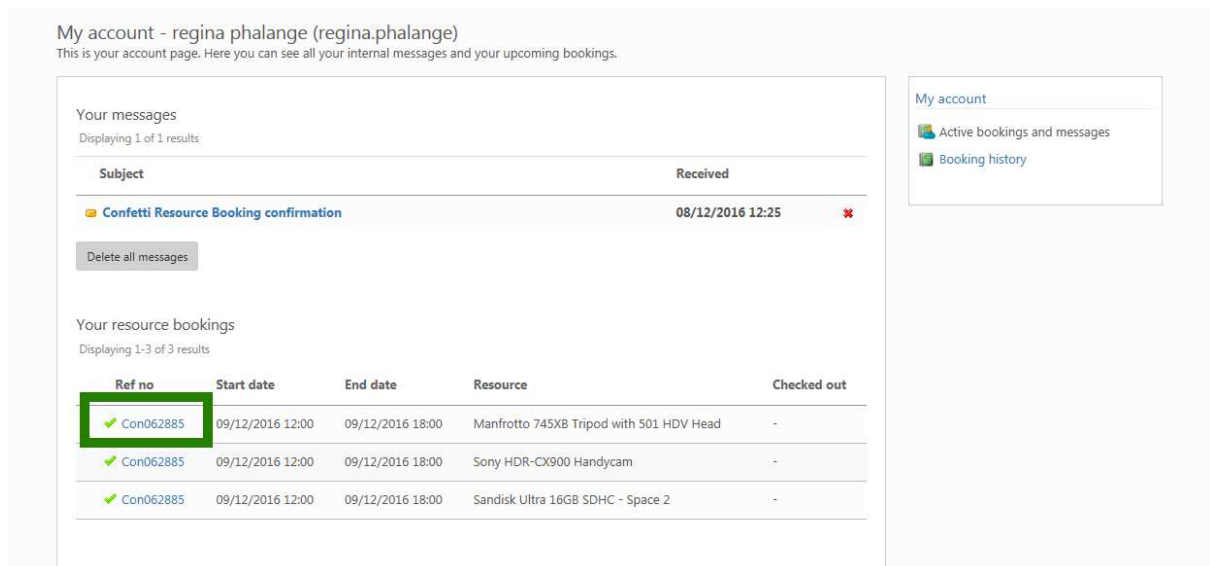
Once you get to this page you have finished making your booking.

Section Two on Next page

Section 2: Editing and Deleting Bookings



To edit a booking you must first find it. The quickest way is to either press the my account button or the Active Bookings link on the front page



To access a booking press the reference number in the list.

Reference number
Con062885

Owner
regina phalange (regina.phalange)

Created by
regina phalange (regina.phalange) on 08/12/2016 12:26

Additional booking details

Guests (Full Names)
-

Additional Notes
-

Items

Date and time	Qty	Resource	Barcode	Checked out	Checked in
09/12/2016 12:00 - 18:00	1	Manfrotto 745XB Tripod with 501 HDV Head	-	-	✖
	1	Sandisk Ultra 16GB SDHC - Space 2	-	-	✖
	1	Sony HDR-CX900 Handycam	-	-	✖

Booking tasks

- Booking details
- Edit booking
- Delete booking
- Cancel items
- Add to my calendar
- Copy booking

✖

This will open your booking summary page from the functions listed on the right you can edit or delete you booking.

If you edit a booking it will be the same process as previously listed.

Thank you for reading.