

# UMA/MATV Curbside Equipment Reservation Instructions

Members may reserve recording equipment for productions that are in process and will be included on the UMA/MATV channels, YouTube, or Neighborhood View website.

## Equipment Reservation Requirements

To reserve equipment, you must be familiar with the equipment through class or personal training and have a production project in process. You will also need a RueShare account, which is typically set up automatically following production training or orientation. Reservations must be submitted at least 2 business days prior to date requested. (business days are non-holiday weekdays)

- If you do not have a RueShare account and you believe you are a member, register at <https://matv.rueshare.com/Account/Register> . An UMA staff member will follow up.
- If you do not have a project, create one at <https://matv.rueshare.com/Production/Create>. An UMA staff member will follow up.
- If you are a Neighborhood View Journalist, select the "Neighborhood View" production before reserving equipment.

## Reserve equipment

1. Go to <http://matv.org/reserve/> and log in with your membership account (email). If you forgot your password, go to <https://matv.rueshare.com/Account/ForgottenPassword>. If you never created an account, contact [ose@matv.org](mailto:ose@matv.org) .
2. To make a reservation,
  - a. Click onto your project
  - b. Click on "RESERVATIONS" at the top of the page
  - c. Click on "ADD RESERVATION"
  - d. Once inside, you can click on "BASE CONFIGURATION" to select your equipment. To reserve additional equipment, use the "SEARCH" box and type in the equipment.
  - e. NOTE: the time of pickup and return are limited to Mondays – Thursdays 12 to 6pm.
  - f. An admin will approve your request and you will receive a notice of confirmation. If you do not receive this notice within 24 hours, please contact [ose@matv.org](mailto:ose@matv.org).

## Pickup

Please bring your request (on phone or printout) to 145 Pleasant Street at the time of your reservation. We request that you arrive within 30 minutes of the appointment. If you must cancel, please email [terlonzo@matv.org](mailto:terlonzo@matv.org), preferably 24 hours prior.

When you arrive to 145 Pleasant Street,

1. Wear a mask.
2. Ring doorbell.
3. You will be buzzed in. Please remain near the front area. Your equipment will be ready for you with an agreement ready for your signature.
4. Check to ensure that the equipment matches your request list.
5. Sign the agreement and leave on a chair.

## Return

We request that you return the equipment within 30 minutes of the appointment you set when you reserved the equipment. If you are delayed, please email [terlonzo@matv.org](mailto:terlonzo@matv.org).

When you arrive to return the equipment,

1. Wear a mask.
2. Ring doorbell.
3. You will be buzzed in. Please bring the equipment to the front desk and set it down.
4. Step back to the doorway.
5. An UMA/MATV staff will review the equipment to ensure it is there.
6. An UMA/MATV staff will upload the footage from the card onto the Media 2 Drive within a folder entitled "FirstLastnameDateofreturn". You are also welcome to copy it onto your own media drive.

In Phase 3, you will be able to reserve the editing suite to work on your project. We are also currently working out the details to offer remote editing and will keep you posted.