

CANCELING YOUR SCBC KIT RESERVATION

FOR MIRAMAR, MIRACOSTA AND MT. SAN JACINTO



Canceling Your Reservation

If you cannot pick-up your kit as scheduled, please make sure to cancel your reservation no later than 72 hours prior to the pick-up date.

Logging onto LARS

Go to: <http://www.matsc.org/teachersupport.php>
Click on Lab and Resource Scheduler (LARS)*



*An instructional video for LARS can be found on the same page

Username: FirstLast name (all one word, e.g. JaneSmith)

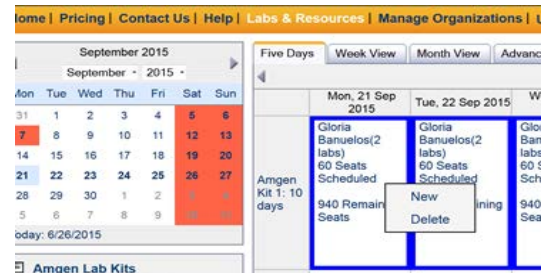
Password: password

Select Your Reservation Dates

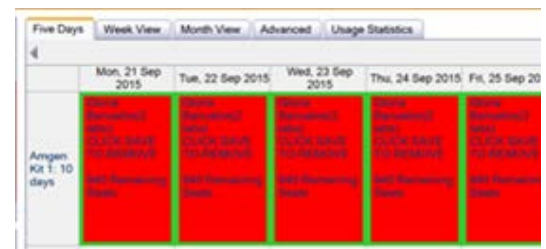
- Select the dates of reservation you wish to cancel using the top mini calendar.

Cancel Your Reservation

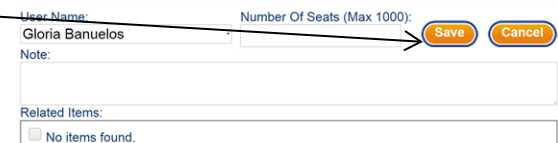
- Double-click on each calendar date of your reservation or select "delete" for each date.



- Boxes should turn red



- Click "Save" on bottom right hand corner to cancel reservation



Confirm your Reservation Has been Cancelled

- Go back and look at calendar to confirm your reservation has been removed.

