

Greetings-

****WE RECOMMEND USING A LAPTOP, DESKTOP, OR PHONE RATHER THAN AN IPAD****

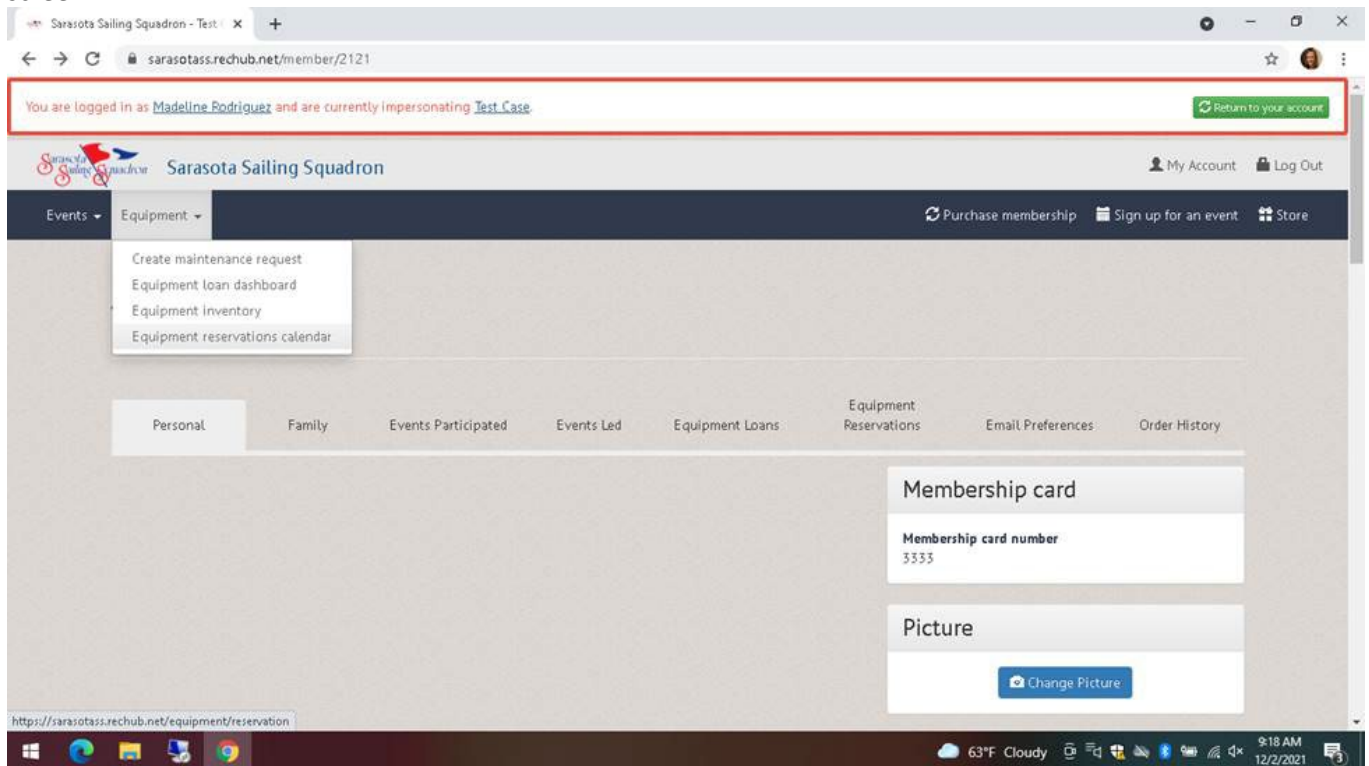
Please remember to make your reservation when scheduling tractor use or assistance from staff here at the squadron for tractor use on RecHub, 24 hours prior to your needed time. We want to make sure we have adequate staff scheduled to help you when you need it and ensure the equipment is available for you to use as well.

Here is the link for logging into RecHub:

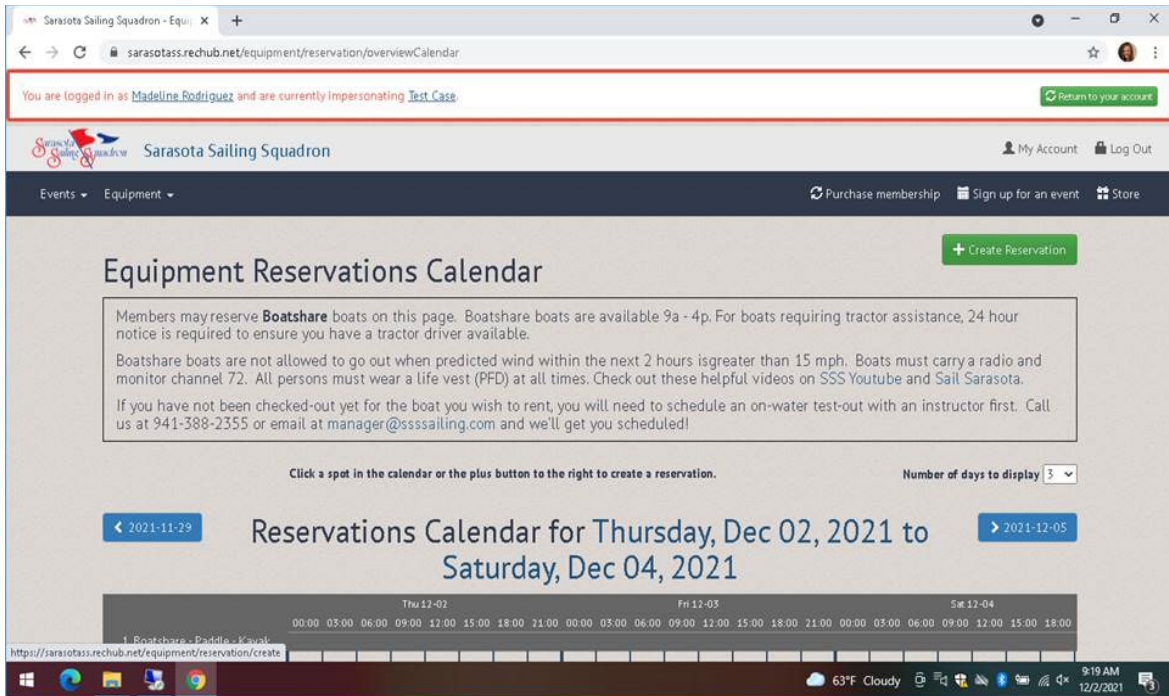
<https://sarasotass.rechub.net/>

1-Once you log in you will click on “Equipment” at the upper left hand corner of the screen, and a drop down menu will appear.

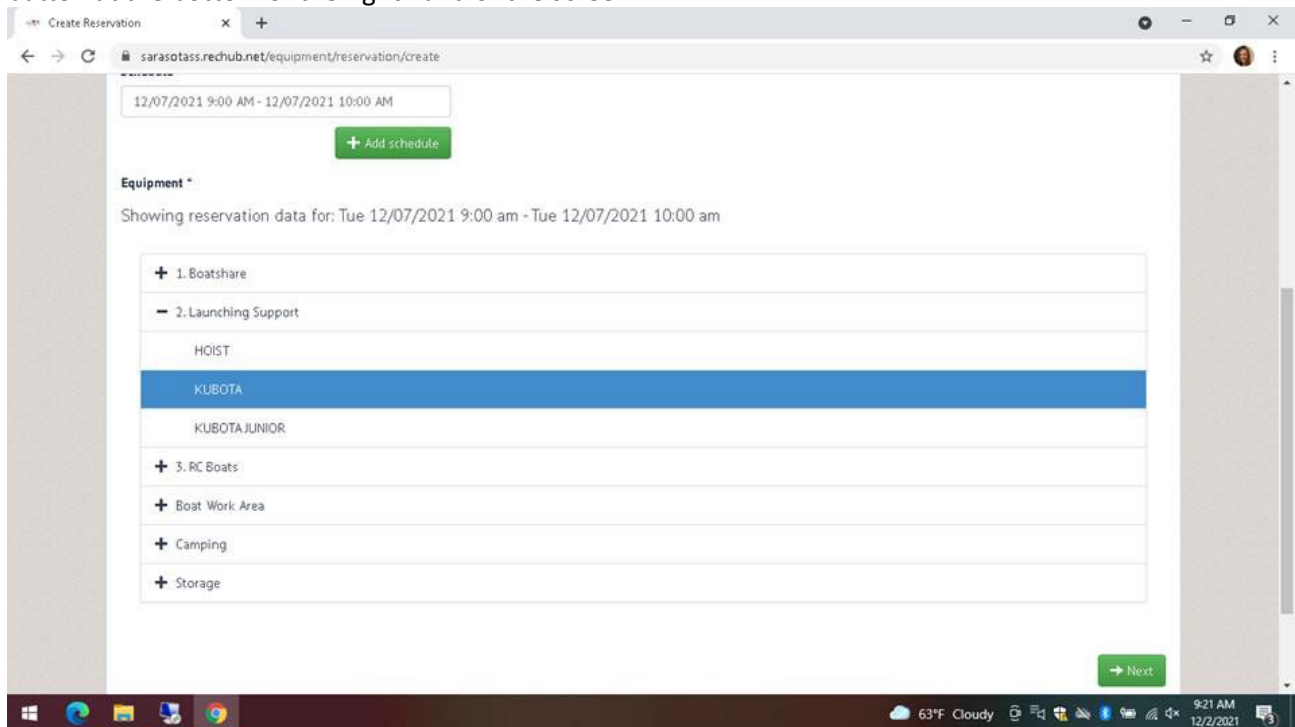
2-Click on “Equipment reservations calendar” from the drop down menu and you’ll be taken to another screen.



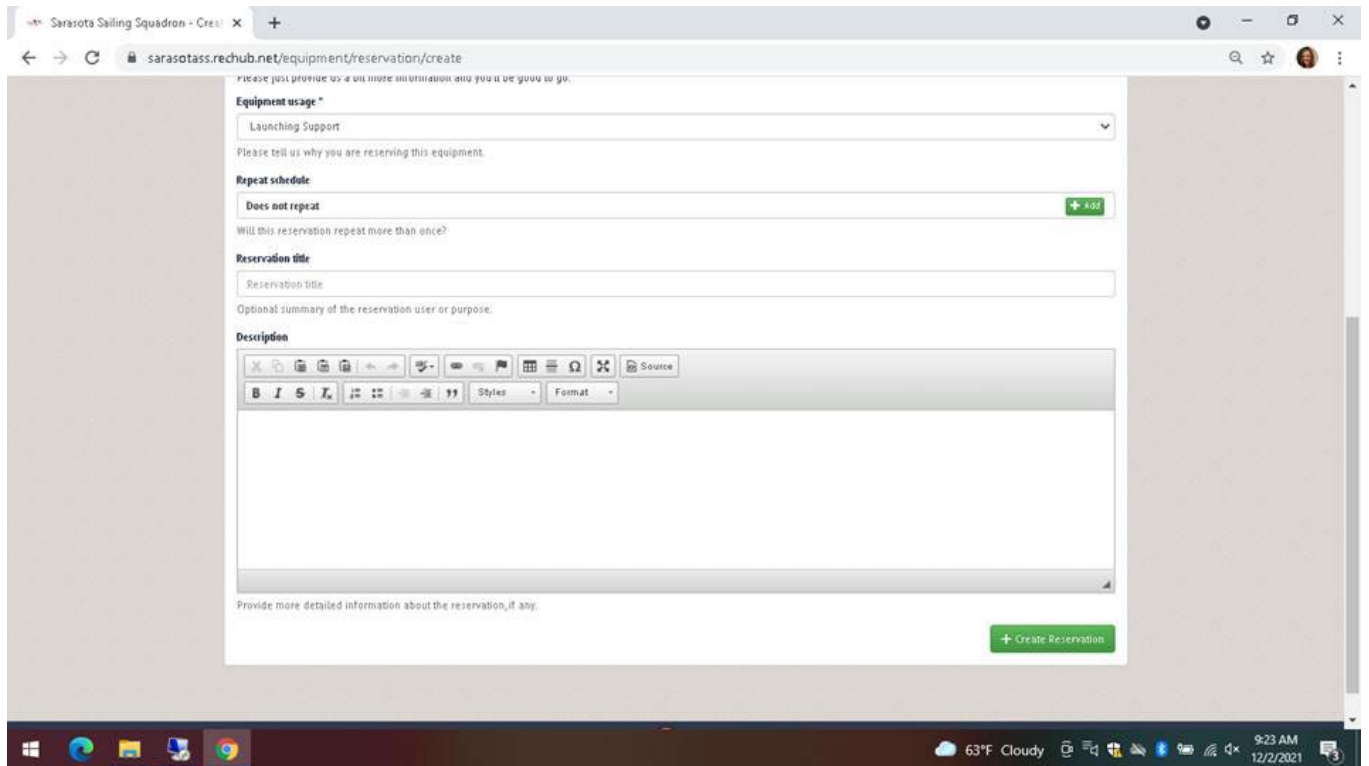
3-In the upper right hand corner of the screen click on the green “Create a Reservation” button.



4-While on the “Create Reservation” page you’ll choose your date and time in the “Schedule” section. Choose the “Kubota” or “Kubota Junior” under “2. Launching Support”, then click on the green “Next” button at the bottom of the right hand of the screen.



5-On the next screen you’ll choose “Launching Support” under the “Equipment usage” section and then complete the “Reservation title” as “Self” or “Office Assist” and then your boat name.



6-Click on the “Create Reservation” button at the bottom of the screen and your reservation will be complete.

Feel free to call or email with any questions you may have and we’ll be happy to help.