Online VAC Wall Booking Instructions

ArtsGear Signout
1) Visit https://www.uwo.ca/visarts/resources/artsgear.html

2) Create an account - Please note: It may take up to 24hrs to be approved.

3) Sign in
4) Navigate to “Category” > Select “Wall Booking” to see all walls or Select a specific wall “Wall E”

5) Click to “Reserve” a panel

6) Select reservation dates (up to 7 days)
7) Click “Add Items”
6) Click “Reserve” to add additional walls/panels to cart (as needed)

7) Click “Cart” to submit reservation request
6) Click “Submit Reservation”
7) Log out
8) An email will be sent from artsgear@uwo.ca to approve or deny reservation request