

USER GUIDE

How to Use the Studio Booking Website

Digital Media & Creative Innovation Hub

Everything you need to reserve a studio room, book a session with a sound or media engineer, know what to expect on the day, and - if you are an engineer - apply to work out of the Hub.

BIPOC Foundation · Powered by Arts Marvels

2525 36 St N, Lethbridge, AB T1H 5L1 · 403-393-8857

lethsmakeithappen@bipocfoundation.org

Updated June 2026

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SECTION 1

Welcome & Quick Facts

The Studio Booking website lets you reserve creative studio rooms at the BIPOC Foundation Digital Media & Creative Innovation Hub in Lethbridge. You can browse rooms, pick a date and time, optionally add a studio engineer, and pay your deposit online. You do not need an account to get started - a name and phone number are enough on supported screens.

At a glance

Open days	Wednesday, Thursday, Friday & Saturday only
Hours	12:00 PM - 8:00 PM each operating day
Session length	1-hour blocks · minimum 1 hour · maximum 5 hours per day
Deposit	\$20 due at checkout (space-only or with an engineer)
Address	2525 36 St N, Lethbridge, AB T1H 5L1
Contact	403-393-8857 · lethsmakeithappen@bipocfoundation.org

Account or guest?

You can complete a booking as a guest using just your name and phone number. Creating an account lets you review past bookings, keep your details on file, and - for engineers - build a full public profile.

SECTION 2

How to Book a Studio Room

From the home page or the Rooms page, start a booking and follow the four-step flow shown along the top of the screen:



Here is the whole process on the live site. On each screenshot, the red number and arrow show exactly what to do next.

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Home Staff Rooms Pricing Services Community Bookings Help

When can I book?

Green days have open studios. Click any open day to search availability.

← June 2026 →

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
			4 studios open	4 studios open	4 studios open	4 studios open
14	15	16	17	18	19	20
			4 studios open	4 studios open	4 studios open	4 studios open
21	22	23	24	25	26	27
			4 studios open	4 studios open	4 studios open	4 studios open

1 · On the Rooms page, click any green (open) day. Only Wednesday-Saturday have openings - closed days are greyed out.

Small Photography / Video / Editing Studio ★ 5

A compact creative production room for headshots, portraits, product photography, short-form video, social media content, and edi...

Production 5 hours max Available

8 starts open on 2026-06-13

Pick a start time on a room at that exact time.

12:00 PM 1:00 PM 2:00 PM
3:00 PM 4:00 PM 5:00 PM
6:00 PM 7:00 PM

Up to 4 CA\$100/hr

Book now View details

testBooking ★ 4.9

to test booking payment

Recording 5 hours max Available

8 starts open on 2026-06-13

Pick a time below to start booking this room at that exact time.

12:00 PM 1:00 PM 2:00 PM
3:00 PM 4:00 PM 5:00 PM
6:00 PM 7:00 PM

Up to n/a CA\$1/hr

Book now View details

Sound Engineering / Recording Studio ★ 4.8

A professional audio production space for music recording, voice-over work, sound mixing, editing, and music development. This st...

Podcast 5 hours max Available

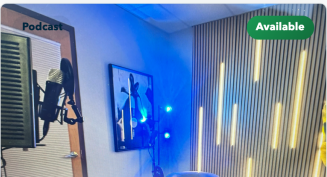
8 starts open on 2026-06-13

Pick a time below to start booking this room at that exact time.

12:00 PM 1:00 PM 2:00 PM
3:00 PM 4:00 PM 5:00 PM
6:00 PM 7:00 PM

Up to 8 CA\$100/hr

Book now View details



Podcast Available

2 · Each available studio lists its open start times for that day. Pick the studio and the start time you want.

3 · The reserve page tracks your progress along the top: Date -> Time -> Details -> Checkout.

Sound Engineering / Recording Studio	
Jun 13, 2026, 12:00 p.m.	
Date	Jun 13, 2026
Start time	12:00 p.m.
Duration	1 hour
\$100.00 x 1 hour	\$100.00
Service fee	Free
Staff add-ons	None selected
GST (5%)	\$5.00
Total	\$105.00

4 · Confirm your start time and length (1-hour blocks, up to 5 hours per day), then enter your name and phone. Continuing as a guest is fine.

SECURE CHECKOUT

Contact information

Full name
Jordan Lee

Email **Phone**
403-555-0142

Notes for the studio (optional)

[Save contact information](#)

ABOUT YOU

Emergency contact
e.g. 403-555-0123

Are you a visible minority?
Select an option

City
e.g. Lethbridge

BOOKING SUMMARY

Studio booking

Room
Recording
Pending Payment

Studio booking
Downtown studio district

Date **Saturday, June 13, 2026**

Time **1:00 PM • 1 hour**

Staff **0 add-ons**

CA\$100.00 room session	CA\$100.00
Service fee	Free
GST (5%)	CA\$5.00
Total	CA\$105.00

Deposit due now	CA\$21.00
Balance due at studio	CA\$84.00

5 Pay now

Complete payment below to secure your studio session.


PAYMENT

Payment details


This spot is saved until Friday, June 12, 2026 at 2:13 PM. Time left: 4:44.

Enter your payment details below to secure your studio session.

5 · Review the price breakdown and pay only the deposit now - by card, Apple Pay, or Google Pay. The balance is due at the studio.



BIPOC FOUNDATION
Digital Media & Creative Innovation Hub



RECEIPT Booking #BIPOC-2F7K9 | Paid

BILL TO	DATE ISSUED
Jordan Lee	June 12, 2026
jordan.lee@example.com	PAYMENT STATUS Paid

BOOKING DETAILS

Room / Studio	Sound Engineering / Recording Studio
Start time	June 13, 2026 12:00 PM MDT
End time	June 13, 2026 2:00 PM MDT
Duration	2 hours

PAYMENT SUMMARY

Subtotal	CAD 200.00
GST (5%)	CAD 10.00
TOTAL	CAD 210.00
Amount paid	CAD 210.00
Payment method: Card	
Payment ref: pt_30exampleReceipt001	

CANCELLATION & DEPOSIT POLICY

- Deposits are non-refundable after checkout.
- Cancellations do not return the deposit.
- No-show: deposit is not refunded.
- Late arrival or early departure: full booked time is still charged.

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6 · Your booking is confirmed, and you can download a PDF receipt like this one at any time.

Why a phone number?

It gives the team a reliable way to confirm details, reach you if a timing issue comes up, and help with your booking faster. Guest bookings still create a full booking record you can review.

SECTION 3

What to Expect on the Day

Before you arrive

- **Arrive** 10 to 15 minutes early so you have time to check in, unload gear, and get settled before your session starts.
- **Bring** your files, drives, reference tracks, and any specialty gear you need. Match the space to your project using the room page.
- **Guests** - you can bring additional people as long as you stay within the room capacity shown on the room page.

Timing & payment

- Late arrival still counts against your booked time, and early departure is charged for the full booked session.
- Full payment is required before the session begins; the deposit you paid online is applied toward your total.

- Projects with unusual setup, staffing, or access needs may require approval before they are confirmed.

Equipment

- Check the room page for the available setup, then bring your own files, drives, references, and specialty gear.
- Equipment rentals may require a credit-card authorization and a signed usage agreement before use.

SECTION 4

Booking a Room With Staff Support

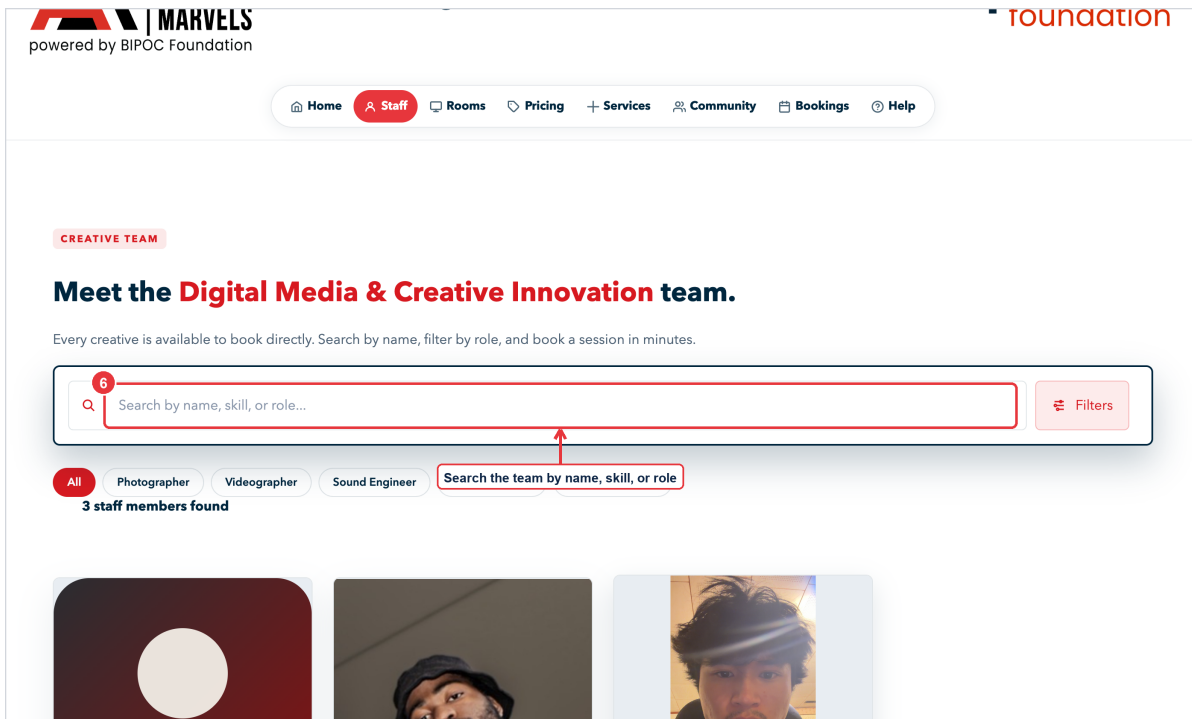
Add a studio engineer when you want help with setup, room guidance, or a more hands-on session - for podcasting, sound, photography, video, branding, or other production support, subject to availability. There are two ways to book with staff:

Option A - Add staff while booking a room

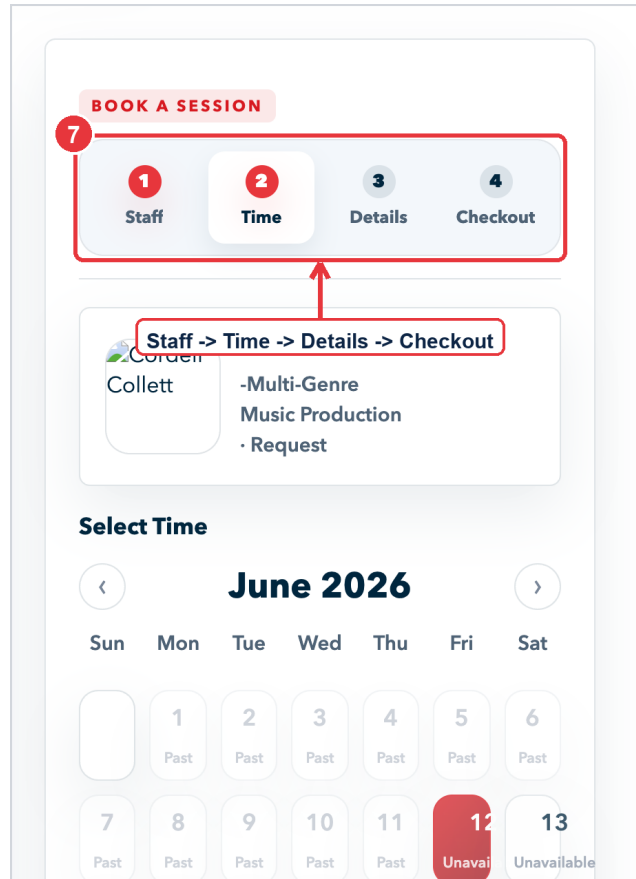
If the room offers engineer support, the booking flow shows a staff option on the Details step. Add it there and the updated price (including the engineer) appears before you confirm.

Option B - Start from the Staff page

Open the Staff page, browse the team, and select an engineer to book them directly. This uses a four-step flow:



Browse the team on the Staff page - search by name, skill, or role, or filter by discipline.



Select an engineer, then pick a date and time from their calendar. The same Staff -> Time -> Details -> Checkout flow takes your \$20 deposit to confirm.

Good to know

A booking with an engineer uses the same \$20 deposit as a space-only booking. The engineer's support is reflected in the session price you review before checkout.

SECTION 5

Rates, Deposits & Cancellation

Public hourly pricing

User category	Per room	Full space
Artist Member	\$50 / hr	\$100 / hr
Venture Member (after free hours)	\$50 / hr	\$100 / hr
BIPOC Community Member	\$75 / hr	\$150 / hr
General Public	\$100 / hr	\$200 / hr
Organizational Member	Contact us	Contact us

Your user category sets your hourly rate. Artist Members get the \$50/hr room rate and can receive the approved "book 4 hours, get the 5th free" incentive. Contact the team to apply for or confirm your category.

Deposits

- **Space-only booking** - \$20 due at checkout.
- **Booking with an engineer** - \$20 due at checkout.
- **Equipment rental** - credit-card authorization for full replacement value may be required.

Cancellation policy

- Deposits are non-refundable after checkout.
- Cancellations do not return the deposit.
- No-show: the deposit is not refunded.
- Late arrival or early departure: the full booked time is still charged.

SECTION 6

Apply to Be a Studio Engineer

Are you an audio, video, or production engineer who wants to work out of the Hub? You can apply right from the website. Open the Staff page and scroll to "Apply to be a studio engineer," then fill out the short form.

Jane Doe jane@example.com

Phone
403-555-0100

8 Skillset
e.g. recording, mixing, mastering, live sound, video editing...
List what you do, in detail

Equipment (optional)
Any gear you'd bring or work with.

Why should you be considered?
Tell us about your experience and what you'd bring to the studio.

9 Submit your application

ALREADY A STUDIO ENGINEER?
Create an account and build your full profile – headshots, portfolio, skills, and gear. An admin reviews it and grants you studio engineer access. [Create your engineer profile ->](#)

The application form on the Staff page. Required fields are marked; the red numbers point out the two that matter most.

What the form asks - and what to put

Name **REQUIRED**

Your full name, e.g. "Jane Doe."

Email **REQUIRED**

An address you check - the team replies here.

Phone **REQUIRED**

A reliable number, e.g. 403-555-0100.

Skillset **REQUIRED**

What you do: recording, mixing, mastering, live sound, video editing, photography, podcasting, branding, and so on. Be specific.

Equipment **OPTIONAL**

Any gear you would bring or work with. Optional, but it helps the team understand what you can offer.

Why should you be considered? **REQUIRED**

Your experience and what you would bring to the studio - past projects, credits, and the kind of sessions you want to run.

What happens after you submit

Your application is sent to the team and an admin reviews it. If it is a fit, they will be in touch. To work as a studio engineer you will also create an account and build your full profile - headshots, portfolio, skills, and gear - which an admin reviews before granting studio-engineer access. Start that at Account -> Create your engineer profile.

SECTION 7

Need Help?

Still have questions before you book? The FAQ page answers the most common ones about rooms, equipment, booking rules, and staff support. You can also reach the team directly:

Phone	403-393-8857
Email	lethsmakeithappen@bipocfoundation.org
Address	2525 36 St N, Lethbridge, AB T1H 5L1
Hours	Wed-Sat, 12:00 PM - 8:00 PM
Online	FAQ, Rooms, Pricing & Staff pages on the website

Thank you for choosing the BIPOC Foundation Creative Innovation Hub.