Skedda: HOW TO SIGN UP

To register,

1. Scan the QR code or visit the below URL
   www.bit.ly/DfabSkedda

2. Select ‘Register with Google’ and Choose your Monash Account from the list
   - You may need to sign in to my.monash if you are not currently signed in.
   my.monash > click email tile > return to link
MACHINE INFORMATION & BOOKING POLICY CAN BE FOUND BY CLICKING THE INFO ICON

ALL BOOKINGS WILL APPEAR IN THIS AREA

QUICKLY CREATE A BOOKING

DFAB RECOMMENDS USING DAY VIEW

USE SPACE VIEWS TO SEE CATEGORIZED EQUIPMENT

USE THE ARROWS OR YOUR KEYBOARD ARROW KEYS TO SEE ALL EQUIPMENT IN A SPACE.
To make a booking either,

*click the plus (+) sign in the bottom right corner* or *click the space you would like to book.*

Adjust the booking date & time and make sure you are booking the right machine. Once you are happy with your booking information, 

*click confirm* and your booking will be added to the calendar.
If you can no longer make your booking, you can cancel to do this, click the down arrow on your booking and click ‘Cancel your booking’.
Skedda: BOOKING ISSUES

If you are unable to make a booking, this could be due to one of the following reasons...

• You are not a MADA staff member/student
• You have not signed up to Skedda
• You are not signed in to your Skedda account
• You have not completed the General Access Induction Assessment
• You have not completed the appropriate training for the equipment you are attempting to book.

Large Spray Booth, Wirebender & 3D Scanner prerequisite

- Annual General Access Induction Assessment completion

Laser Cutter prerequisites

- Annual General Access Induction Assessment completion
- Laser Training Sticker
  This is obtained by completing the DFab Laser Training - A once off program which includes an online quiz and a practical demonstration. Once this training is complete, a laser training sticker will be affixed to your M-Pass. You will also receive a virtual sticker.

3D Printers prerequisites

- Annual General Access Induction Assessment completion
- 3D Printing Sticker
  This is obtained by completing the DFab 3D Printing Training - A once off program which includes an online quiz and a practical demonstration. Once this training is complete, a 3D printing sticker will be affixed to your M-Pass. You will also receive a virtual sticker.

• You have exceeded the maximum daily/weekly booking quota/
• If none of these apply to you, please contact us via email at mada.3dfab@monash.edu