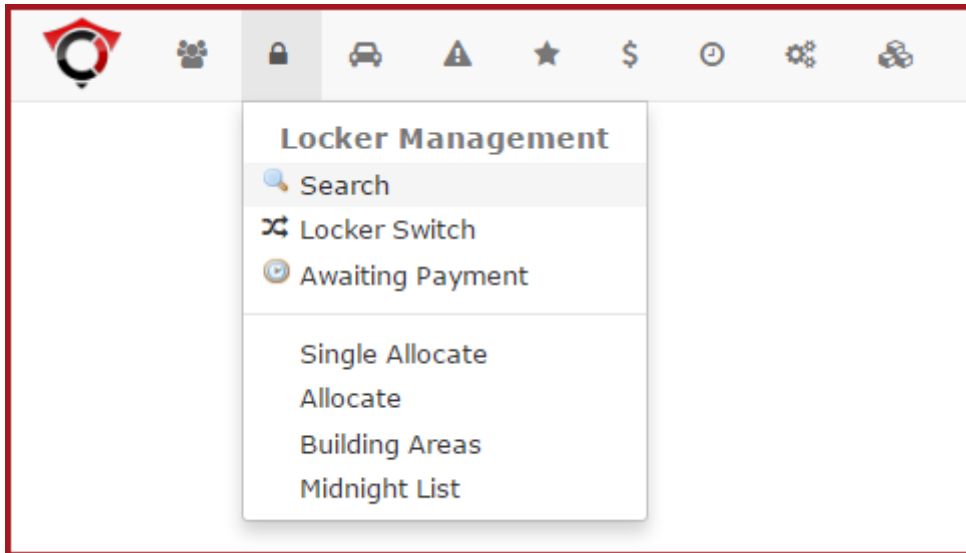



# Locker Switch

1. Hover over the **Locker Management** icon and click '**Locker Switch.**'



2. Select the '**Old Locker Area**' and the '**Old Locker Number**'. Confirm that it is associated with the correct person.

Select the '**New Locker Area**' and the '**New Locker Number**'. Click the '**Switch Old to New**' button to change a person's locker assignment, or click the '**Swap Old with New**' button to swap lockers between two registered users.

Locker Switch	
Old Locker Area	Arena - Men's Locker Room ▾
Old Locker #	4 ▾
Registered to	✉ Rockwood, James [jrockwood] 
New Locker Area	Arena - Men's Locker Room ▾
New Locker #	1 ▾ <div>locker is rented</div> <div>locker not available</div>
Switch Old to New	Select this to change a users current locker assignment.
Swap Old with New	Select this to swap lockers between registered users.

3. The **Locker Switch Confirmation** page is displayed. You can type comments in the **Reason for Action** section if needed and click the '**Switch User Locker**' button.

Locker Switch Confirmation

Old Locker Lot	Arena - Men's Locker Room
Old Locker #	4
Registered User	<input checked="" type="checkbox"/> Rockwood, James [jrockwood]
Locker Value	\$100.00

New Locker Area	Arena - Men's Locker Room
New Locker #	1
Registered User	none.
Locker Value	\$100.00

Reason for Action

Switch User Locker

Go Back

4. The '**Locker Information Updated**' page is displayed.

Locker Information Updated

Lockers have been updated.