



# How to use myTurn

## A step-by-step guide for registering and reserving gear

Starting March 1, 2025, Washington Trails Association's (WTA) Outdoor Leadership Training (OLT) program is transitioning to a new gear request platform facilitated through myTurn. To access the website, visit <https://wta.myturn.com/library/>. Through myTurn, you will be able to submit and manage your gear requests.

If you don't see the answer to your questions in this document, email [gearlibrary@wta.org](mailto:gearlibrary@wta.org), and a WTA staff member will assist you.

## myTurn basics

### ● Who needs a myTurn account?

OLT workshop graduates are eligible for a myTurn account to access any gear lending library. All users will need a myTurn account, it is not possible to request gear without an account.

### ● Can my school or organization share a myTurn account?

We recommend that each trip leader at your school or organization have their own account. myTurn sends reminder emails through the system to the email address registered to the account. Having separate accounts will allow staff or volunteers requesting the gear to receive these reminders.

### ● Can I reserve gear in advance?

You can reserve gear 2 weeks in advance and no more than 2 months before your preferred pick-up date. If you are trying to reserve gear less than 2 weeks in advance, you will not be able to submit a gear request. Start planning early and request your gear as soon as possible. We recommend reserving gear at least 4 weeks before your trip.



## Making an account

### Step 1:

Create your myTurn account by visiting <https://wta.myturn.com/library/> and select the “create account” button in the top right corner.

Washington Trails Association

English [Create Account](#) [Log In](#)

Home Inventory Search Inventory

### Step 2:

Submit your contact information in the prompts provided. All fields are required.

**Sign Up**

Enter your personal details below:

First Name

Last Name

Organization

Email

Enter your account details below:

Username

Password

Re-type Your Password

Phone

Cancel SUBMIT

### Step 3:

Once your profile is complete, you will be prompted to confirm your email address. Log into the email associated with your myTurn account and you will receive an email **[New Account] WTA Gear Library - Gear Library**. Open the email and click the “confirm email address” button.

Please keep this email for your records. Your account information is as follows:

Username	wtagearlibrary
Email	<a href="mailto:gearlibrary@wta.org">gearlibrary@wta.org</a>
Name	Gear Library
	<a href="https://wta.myturn.com">https://wta.myturn.com</a>

Confirm email address



## Step 4:

Once your account email has been confirmed, it will be under review until approved by a WTA staff member within 1 to 2 business days. All trip leaders are required to attend a gear library orientation before their account can be approved.

On your myTurn account, you can see your account type. When you first make your account, your account type will be listed as “request.”

Once you have been approved, it will change to “General Membership,” and you can start submitting gear requests!

Washington Trails Association

English Gear

Home Inventory

Search Inventory

Account

Email address confirmed, thank you

Editing wtagearlibrary

Personal Info

Password

Communication

Current Membership

Account	
Username	wtagearlibrary
Membership ID	21
Member Created	2/20/2025
Membership Type	Request
Membership Expiration	Never
Opening Balance	
Disable Email Receipts	

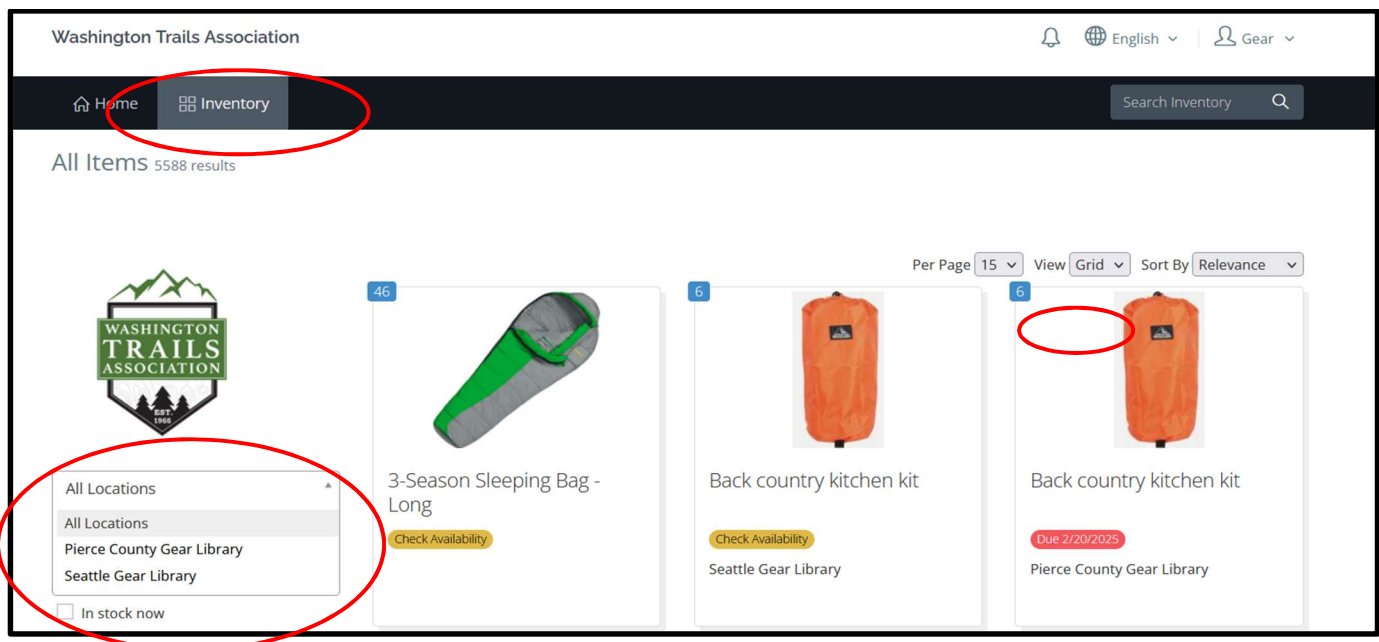


## Submitting a gear request

### Step 1:

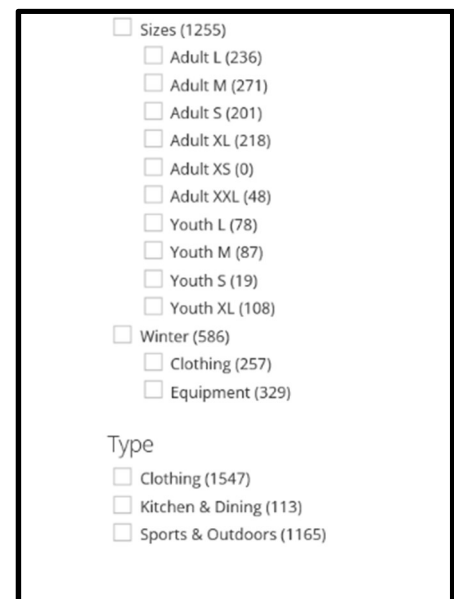
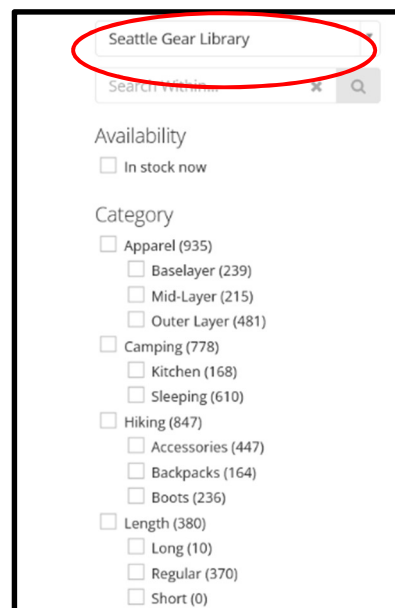
Log in to your myTurn account and click the “inventory” button at the top of the page to view the gear catalog.

Then **select the location** you would like to lend from on the drop-down menu located below our WTA logo. This will allow you to view the catalog for a specific gear library. The numbers in the upper left-hand corner of each item indicate how many are available.



### Step 2:

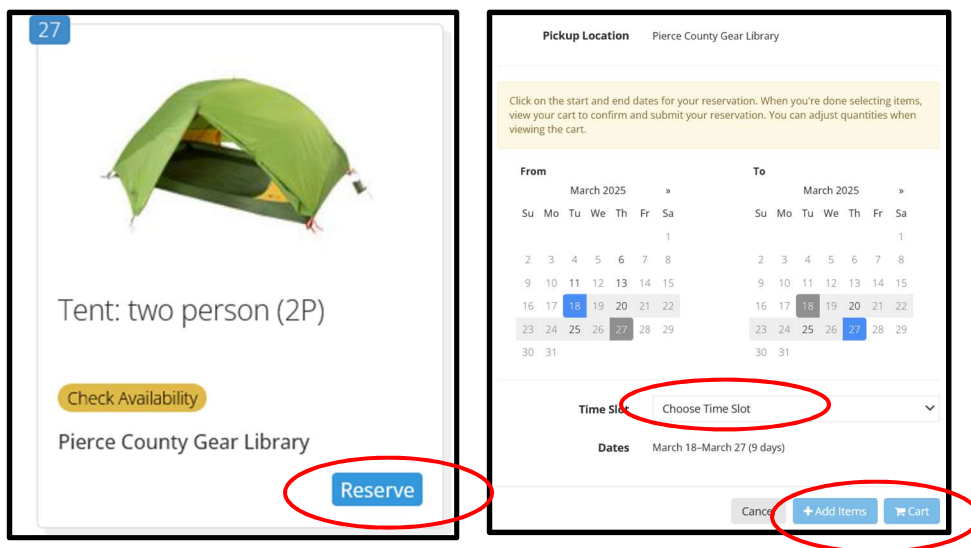
Search for items you would need for your trip. On the left-hand side, there are some features you can use to help you search for items. You can use the search bar located below the location menu to search for items using key terms. Or you can use the checkboxes located under the search bar to search the catalog or search results by availability, category or type.



### Step 3:

Once you have found an item you want to borrow, click the “reserve” button on the bottom right corner of the item. You will be prompted to select the pick-up and drop-off dates for your gear request. For pick-up dates only, you will be prompted to select a time slot for your appointment.

**Please note:** These pick-up and drop-off dates are tentative until you receive confirmation from WTA staff. WTA staff will confirm your appointments with a Google Calendar invite.



### Step 4:

Once your pick-up date, drop-off date and pick-up time slot are selected, either proceed to check out by selecting the “cart” button or add more items to your request by selecting the “add items” button. Add at least one of each item type needed to your cart, **you will adjust the quantities of each item needed in the cart before you check out** .

### Step 5:

When you’re done adding items to your cart, view your cart and adjust item quantities. To access your cart, click on the cart icon located at the top of the webpage.





## Step 6:

In your cart, you can adjust the quantities needed for your gear request using the arrows in the “requested” column.

### Reservation Cart

**Dates** May 13, 2025–May 20, 2025 [Change Date\(s\)](#)

**Time Slot** 9:00 AM–10:00 AM

**Pickup Location**

Seattle Gear Library  
847 Hiawatha Place South  
Seattle, WA, 98144  
USA

**Pickup**

Name	Requested	
✕ Backcountry kitchen kit	1	<a href="#">Remove</a>
✕ Backpacking pack (65L) Extended hip belt	1	<a href="#">Remove</a>
✕ Base layer bottom: Adult L	1	<a href="#">Remove</a>
✕ Base layer bottom: Adult XXL	1	<a href="#">Remove</a>
<b>Total Items</b>		<b>4</b>

## Step 7:

At the bottom of the cart screen, you will be prompted with the two required fields, “Trip” and “Preferred drop-off timeframe”.

For the preferred drop-off timeframe, please enter the date(s) and time you’re available to drop off the gear. In this field, you may also add any notes or questions you have about your reservation.

**Please note:** These pick-up and drop-off dates are tentative until you receive confirmation from WTA staff. WTA staff will confirm your appointments with a Google Calendar invite.

**Trip \***

[+ Add New](#)

**Preferred drop-off timeframe. You may also add notes or questions about your reservation here: \***

[Save](#) [Add Items](#) [✓ Submit Reservation](#) [Cancel Reservation](#)



## Step 8:

Select the “+ Add New” under the Trip field. This will generate a pop-up window with a pre-trip survey for you to complete.

For the “Trip Name,” use the following format:

- **year-month-day**  
(of your pick-up appointment)
- **organization**  
(abbreviations are ok)

The image to the right contains an example of a completed pre-trip survey. When finished, select the “save” button to navigate back to the cart.

Trip

Trip name (format: year-month-day organization e.g. 2025-05-15 WTA) \*

2025-05-13 WTA

Trip dates \*

May 15 to May 17

Trip location \*

Dash Point State Park

Number of youth attending \*

10

Number of adults attending (including yourself) \*

2

Cancel Save

## Step 9:

Now that you have completed all of these steps, it is time to check out. Take a moment to review and make sure your request is correct. Key things to review are:

- Gear request dates and pick-up time slot
- Pick-up location
- Type and quantity of items

At the bottom of the screen, select the “submit reservation” button. This will send your gear request to a WTA staff member, who will review it. WTA will either approve, deny, or ask clarifying questions about your request.

Save Add Items

Submit Reservation Cancel Reservation



## Gear reminders

### Companion sets

Some of our gear is borrowed in companion sets to keep the gear clean for the next group using it. Those companion sets are:

- Tents and tarps
- Sleeping bags and liners

You will need to add each of these items separately to your cart in myTurn. For example, if you borrow 10 sleeping bags, add 10 liners to your cart. Please note, tarps and sleeping bag liners are size or shape-specific. If you're borrowing a 4-person tent, add a 4-person tent tarp. If you're borrowing a rectangular-shaped sleeping bag, add a rectangular-shaped sleeping bag liner.

### Youth outing reports

[Youth outing reports](#) are still required and will not be integrated into the myTurn platform. In your automated myTurn emails, an external link to the [youth outing report](#) will be provided. Please help our gear library staff by completing this report after your trip has completed and before you drop off your gear. This will save our staff time from having to follow up with you through email after your gear has been returned.

### "Smart substitutions"

Sometimes the gear you need is not available. When this happens, myTurn will not allow you to increase the quantities of items in your cart. Instead, it will allow you to borrow up to the maximum quantity available in stock during your gear request timeframe. (Gear request timeframe is from your pick-up date to your drop-off date).

Previously, when gear was unavailable, WTA would make "smart substitutions" and swap gear that is similar to what you requested. Now with myTurn, you will need to think through those smart substitutions when you build your request.

Here are some examples of smart substitutions you can make:

- If you need 5 small rain jackets, but there are 4 available, add 1 medium rain jacket
- If you need 8, 35-degree sleeping bags, but there are 6 available, add 2, 20-degree sleeping bags
- If you need a women's 9 hiking boot, but there are none available, add a men's 7.5 hiking boot

SIZE CONVERSION CHART	
MEN'S SIZE	WOMEN'S SIZE
3.5	5
4	5.5
4.5	6
5	6.5
5.5	7
6	7.5
6.5	8
7	8.5
7.5	9
8	9.5
8.5	10
9	10.5
9.5	11
10	11.5
10.5	12
11	12.5
11.5	13
12	13.5
12.5	14
13	14.5
13.5	15
14	15.5
14.5	16





## FAQ

### ● Who do I contact about questions?

You can email general questions to [gearlibrary@wta.org](mailto:gearlibrary@wta.org) or a gear library-specific staff member.

If you have specific questions about Pierce County Gear Library, email MJ at [mmahan@wta.org](mailto:mmahan@wta.org).

If you have specific questions about Seattle Gear Library, email Sarah at [swilliams@wta.org](mailto:swilliams@wta.org).

### ● I am trying to reserve gear, and I don't see the dates I want. Why is this happening?

If your desired pick-up date is less than 2 weeks out, the dates will show as grayed out, and you won't be able to select those dates for a reservation. The window for reserving gear is between 2 weeks and 2 months before your preferred pick-up date. If you want to reserve gear with less than a 2-week timeframe, you will need to email a WTA staff member. However, we cannot guarantee gear that is requested less than 2 weeks from the preferred pick-up date.

### ● The gear that I want to request is not available. What are my next steps?

If the gear you need for your request is not available, consider using a "smart substitution." Notes about smart substitutions can be found in the **gear reminders** section of this document.

Another thing to consider is the timeframe of your request. Gear being returned from another request on a Tuesday will be unavailable for pick-up on that same Tuesday. If you have flexibility in your schedule, consider shifting your pick-up to another date when more gear is available.



- **I submitted my reservation on time, but now I am trying to edit my reservation and I can't.**

If you are trying to edit your gear request, including changing your pick-up appointment time, please reach out to a gear library coordinator. They will be able to assist you with updating your gear request.

However, if you recently submitted a gear request and it hasn't been confirmed, you can cancel your request and resubmit it with the corrected quantities. We only recommend doing this if you have significant changes to make.

- **I have an old copy of the gear request sheet. Can I email that instead of using myTurn?**

No, we will not accept the old gear request Excel spreadsheet for reservations. Please attend a [myTurn orientation](#) to learn how to request gear through the myTurn system.