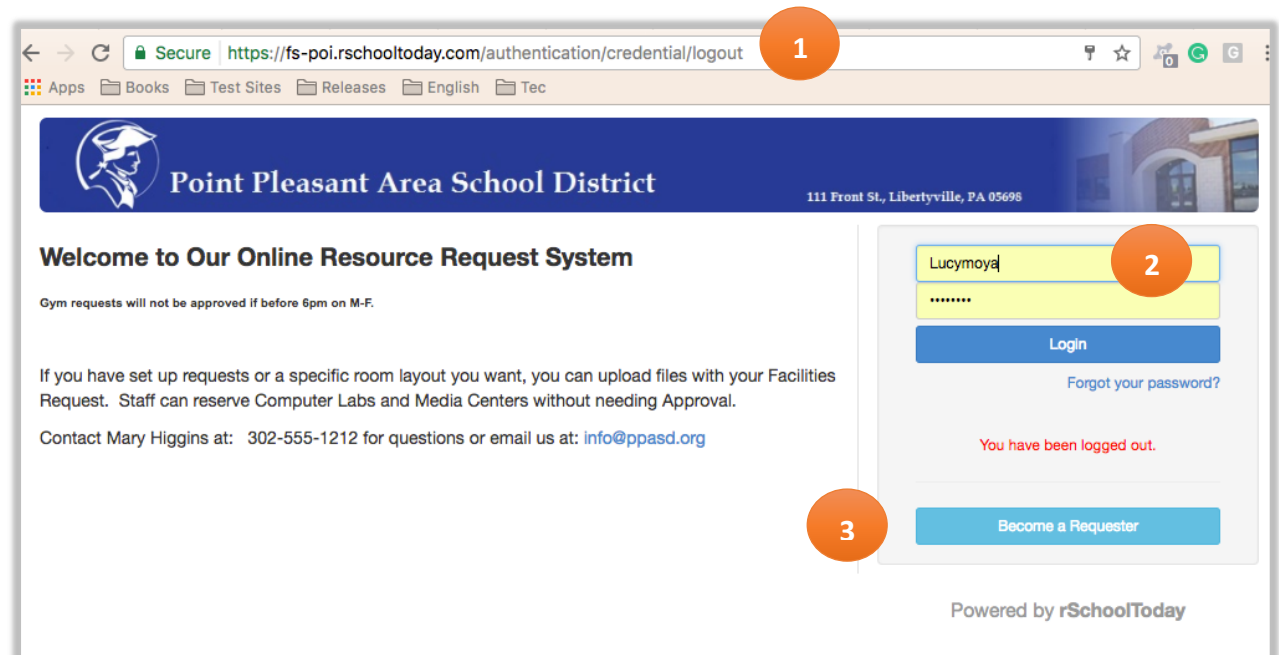


# Facilities Scheduler Quick Start Guide for Requesters

July 2017

## Becoming a Requester

To become a requester, go to the School/District Facilities Scheduler website URL that has been provided to you (1) and if you are already a Requester, enter the Username and Password on the Login fields (2).



If you are new and want to become a Requester, click on the button 'Become a Requester' and complete the Registration Form (3).

Once you have clicked on the button, a window will appear with the Facilities Requester Registration Form. Here, at least fill out all the required fields marked with an asterisk symbol.

A. The first section is your Organizations Name & Info.

- 1. Organization/Client \*
- 2. Address: City, State, Zip\*
- 3. Select if you have Liability Insurance, Exp. Date
- 4. If you pay sales tax
- 5. Tax Exempt #
- 6. Desired PIN Number for signing contracts\*

B. The second section is the Contact Person information being Your Name and Info.

- 1. Salutation\*
- 2. First Name and Last Name \*
- 3. Address: City, State, Zip
- 4. Phone Numbers
- 5. Email\*

And, the last part is your Login Information.

- 1. Username\*
- 2. Password\*

[Click Here for a Video Tutorial](#)

## Point Pleasant Academy Facilities Requester Registration Form

I am requesting as a School Staff Member

**Your Organization Name & Info:** A

Organization/Client Name:  \*

Address:  \*

City:  \*

State, Zip:   \*

Do you have Liability Insurance?:  \*

If so, Insurance Exp Date:  [Help](#)

Insurance Policy:

Do you Pay Sales Tax?:  \*

Tax Exempt #:  [Help](#)

Desired PIN Number:  \* [Help](#)  
*(for Signing Agreements)*

\* Required Fields

**Contact Person – Your Name:** B

Salutation:  \*

First Name:  \*

Last Name:  \*

Address:  \*

(ONLY if different)

City:

State, Zip:   \*

Office Phone:  \*

Home Phone:

Mobile Phone:

Office Fax:

Email:  \*

**Desired Login Information:**

User Name:  \*

Password:  \*

Retype Password:  \*

Type the characters you can see in the image below

Type the text

[Privacy & Terms](#)

When you have completed the form, click on the Registration Form.

*Important Note! Some Schools allow New Requesters to immediately submit a Facilities Request, but some Schools might want to approve the Registration Form to Become a Requester before letting you submit a Facilities Request. This permission varies depending the School/District.*

## Making a Facility Request

After you have completed the Registration Form, you will be able to make your facility request.

A new window will appear with another form to fill out to make the facility request.

### 1. Name of the Activity

Welcome Seve Windwood

rSchoolToday™ Facilities Requester

Click Here for a Video Tutorial

Login to Client: American Red Cross

Sign Out Request Facilities for Another Group

Facilities Calendar New Request Request History Payment History Profile Info

Facility Request Form for American Red Cross

Screen: 1 • 2 • 3

▼ = fill down on that column

1) Name of Activity: Fundraiser Meeting

-or choose from previous activity:

Fundraiser Meeting

<< Back Save & Continue >>

### 2. Requested Bookings: Add Date/ Times. You must Click on the Add Date/Times link to set the date and times for your activity.

Facilities Calendar New Request Request History Payment History Profile Info

Facility Request Form for American Red Cross

Screen: 1 • 2 • 3

▼ = fill down on that column

Pick Dates and Times

Click on all dates that you want, then Save & Continue. Click W to select all Wednesdays. Shift+click a range of consecutive dates.

Black Out Date with no allowed booking

Black Out Date with allowed booking

<< Previous

July 2017							August 2017							September 2017							October 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1			1	2	3	4	5							1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31		24	25	26	27	28	29									
30	31																										

Next >>

Start Time: 00:00 AM

End Time: 00:00 PM

Save & Continue >>

<< Back

- A pop-up window will appear showing a calendar where you will select the day or days of the activity, and then, on the right-hand side you can set the Start time and End time of the event.
- Then, click on the Save & Continue button.
- You will then be taken back to the Facility Request Form. The list of dates and times for your event will now show in the form. The Dates, Event Time, Set up Time, Tear Down Time, Location and Attendance show in blue meaning you can edit any of the information.

As you can see, the Event Name and Times are already added on the request, the next step is select the desired 'Location' for your event by clicking on the 'Select' link on the Location and Location Types column. See next image.

3. If you have the permissions to, you also add other Information to the request as Equipment, Special Needs or Set-up notes regarding your desired set-up.

**Facilities Details:**

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**Fundraiser Meeting**

[Add Date/Times](#) Note: Add information to the FIRST date and it will auto-populate the other dates.

Date	Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Equip.	Room Layout.
Thu 08/10/2017	8:00AM	4:00PM	<a href="#">Select</a>	<a href="#">Select</a>	<a href="#">Select</a>	----	<a href="#">Select</a>	Select
Fri 08/11/2017	8:00AM	4:00PM	<a href="#">Select</a>	<a href="#">Select</a>	<a href="#">Select</a>	----	<a href="#">Select</a>	Select

**Estimated Cost Before Personnel or Extra Charges: \$0.00**

**Other Information:**

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: [Upload](#)

[Attach more](#)

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

[Back](#) [Submit & Exit](#) [Submit & Add Another](#) [Copy to add another similar request](#)

**Fundraiser Meeting**

[Add Date/Times](#) Note: Add information to the FIRST date and it will auto-populate the other dates.

Date	Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Equip.	Room Layout.	Setup-Notes	Attendance	Public View	Delete
Thu 08/10/2017	8:00AM	4:00PM	<a href="#">Select</a>	<a href="#">Select</a>	Colt High School - Auditorium	Auditorium	<a href="#">Select</a>	Select	<a href="#">Select</a>	100	<a href="#">Select</a>	<input type="checkbox"/>
Fri 08/11/2017	8:00AM	4:00PM	<a href="#">Select</a>	<a href="#">Select</a>	Colt High School - Auditorium	Auditorium	<a href="#">Select</a>	Select	<a href="#">Select</a>	100	<a href="#">Select</a>	<input type="checkbox"/>

**Estimated Cost Before Personnel or Extra Charges: \$1792.00**

**Other Information:**

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: [Upload](#)

[Attach more](#)

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

[Back](#) [Submit & Exit](#) [Submit & Add Another](#) [Copy to add another similar request](#)

d. When selecting a Location for your activity, a new pop-up window will open where you can check all the locations available and select the building and location type for your event.

Select Location

**Building:**  **Location Type:**  [View](#)

[Book this whole building](#)

[Book](#) [Add Selected & Add more](#) [Remove Location](#)

**Showing all Locations**

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Auditorium (Auditorium)	\$112.00 hourly	Colt High School	0	<input checked="" type="checkbox"/>	<a href="#">View</a>

\*Text in RED indicates building/location unavailability

[Book](#) [Add Selected & Add more](#) [Remove Location](#)

[<< Back](#)

Once that is completed, you can either Submit & Exit the form, Submit & Add Another Request or Copy to add to another similar request. You are then done with that. When you Login to your Facility Scheduler Account, you will be able to add more Facility Requests, see your Request History and see your Profile Info that you can edit at any time.

When you Login to your Facility Scheduler Account, you will be able to add more Facility Requests, see your Request History and see your Profile Info that you can edit at any time.