

Quick Step Guide for Requesters (Calendar Feature)

How to Register/Log in

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Press the Enter key or click on **Go**. Enter the account number (Insert account #) then click on **Submit Organization**. Or you can use the following link to access the login page:

[http://www.myschoolbuilding.com/myschoolbuilding/myscheduleneu_wiz1.asp?acctnum=\(Insert account #\)](http://www.myschoolbuilding.com/myschoolbuilding/myscheduleneu_wiz1.asp?acctnum=(Insert account #))

HELPFUL INFORMATION: You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

- 2) You will be prompted to enter your email address then click **Submit**. If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. Enter your email address then proceed to page 2, "How to Submit a request".

Welcome! To begin, please enter your email address below.

Email Address

- 3) If you are a new user, the system will not recognize you right away. Enter your last name to proceed with the registration process. Click **Submit** to continue.

Email Address

We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.

Last Name

- 4) Enter your first name then click **Submit** (Phone/Cell Number and the Pager fields are optional).

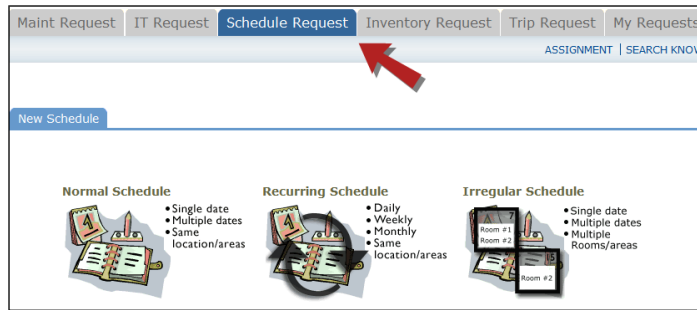
| | |
|--|--|
| First Name <input checked="" type="checkbox"/> | Last Name <input checked="" type="checkbox"/> |
| <input type="text" value="Requester"/> | <input type="text" value="Smith"/> |
| Email Address <input checked="" type="checkbox"/> | |
| <input type="text" value="requester@dude.nett"/> | |
| Phone Number | Pager |
| <input type="text"/> | <input type="text"/> |
| Cellular Phone | |
| <input type="text"/> | |
| <input type="button" value="Submit"/> | |



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How to Submit a Request

1) Click on the **Schedule Request** tab if you do not see the screen below. Select your schedule type.



2) When entering a schedule, any field with a red checkmark beside it is a required field. The system will not save your request if the information is not filled out.

- Enter the **Event Title**.
- Click on the drop down menus beside **Location** and **Room** to select the spaces that are needed.
- Choose your **Event Dates** by clicking on the date in the calendar box to the right. You can click on the black arrows in the calendar box to change months.
- Click on the **Check Availability** button to verify you are not double booking a room.

NOTE: The boxes beside **Duration** and **Spans** (show below the Setup/Breakdown time) typically will not need to be changed. Spans over should be left as 1 day unless you are requesting an overnight event. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are selecting **AM** or **PM** for the correct time of day.

Event Title Meeting

Event Description

Area -- Select Area -- [View Bookings](#)

Location Location A

Building --Select Building-- [View Room Details](#)

Rooms

- Baseball Field #1
- Athletic Spaces | Field 1
- Athletic Spaces | Gym
- Room 100
- Room 205

(Use the CTRL key to select multiple rooms.)

Event Date(s)

- 11/12/2012
- 11/13/2012
- 11/14/2012
- 11/15/2012
- 11/16/2012

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time 4:00 PM **End Time** 8:00 PM

Setup Begin Time 4:00 PM **Breakdown End Time** 8:00 PM

Duration 4 hours 00 minutes. Spans over 1 days.

[Check Availability](#)

| October 2012 | | | | | | | November 2012 | | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | 1 | 2 | 3 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | |



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- 3) Enter any **Additional Information, Organization Information, Insurance Information, Setup Requirements, and Rental Requests** that may appear on the form. Remember, make sure to fill in all required fields marked with a red checkmark .
- 4) At the bottom of the page you will be prompted to enter the **Submittal Password** of (Insert Submittal Password Here). Click **Save** to submit your request.

A screenshot of a form section. At the top, there is a checkbox labeled "Password" which is checked. Below it is a text input field. At the bottom of the section, there are two buttons: "Save" and "Reset".

Note: If you have multiple schedule requests to enter at one time, you can use the Renew feature to save you time. Once you have submitted the first request, scroll to the top of the screen and click on **Renew Schedule**. This feature acts as copy button and will copy all the information, except for event dates, from the schedule that you just submitted into a new schedule request form. Because it is a new schedule, you will be able to update any of the necessary fields and add the new event dates.

A screenshot of the "New Schedule" form. At the top, there is a blue header with the text "New Schedule". Below the header, there is a "Renew Schedule" button with a red arrow pointing to it. Below the button, there is a "Booked by" section with a checked checkbox. To the right of the checkbox, there is a "Schedule has been saved." message. Below this, there are two input fields: "First Name" with the value "Melinda" and "Last Name" with the value "Administrator".

- 5) You can review any requests that you have entered into the system. Click on the **My Requests** tab then hover your mouse over the **Shortcuts** link and click on **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the printer icon.

A screenshot of the "My Requests" page. At the top, there is a navigation menu with tabs: "Maint Request", "IT Request", "Schedule Request", "Inventory Request", "Trip Request", "My Requests", and "Settings". The "My Requests" tab is selected. Below the navigation menu, there is a "Shortcuts" dropdown menu with options: "My Maint Requests", "My IT Requests", "My Schedule Requests", "My Inventory Requests", and "My Trip Requests". The "My Schedule Requests" option is highlighted. Below the dropdown menu, there is a "List of Requested" section with a search bar and a "Search this results" button. Below the search bar, there is a table of requested items. The table has columns: "FSSchedule ID", "Title", "No of Events", "Status", "Schedule State", "Organization", "Declined Reason", "Location", "Room", "Recurrence", "Start Date", "End Date", "Event Date", "Schedule Fees", "Total Invoiced", and "Total Collected".

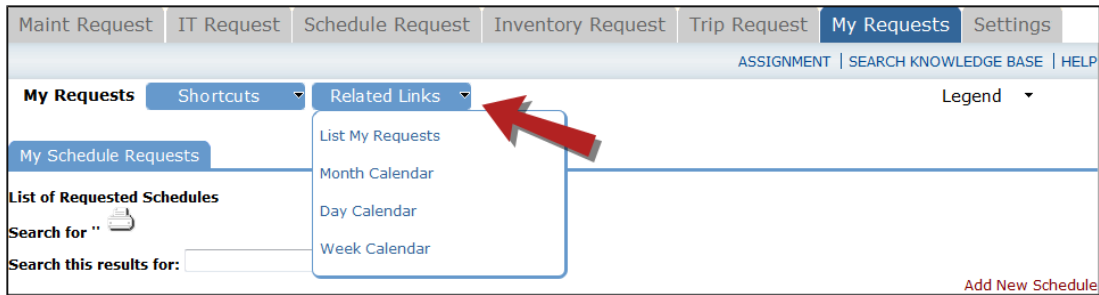
| FSSchedule ID | Title | No of Events | Status | Schedule State | Organization | Declined Reason | Location | Room | Recurrence | Start Date | End Date | Event Date | Schedule Fees | Total Invoiced | Total Collected |
|---------------|------------|--------------|----------|----------------|----------------|-----------------|------------------|---------------|---------------|------------|-----------|------------|---------------|----------------|-----------------|
| 46438 | 4H Meeting | 4 | Approved | Activated | 4-H of America | | Dude High School | Classroom 101 | Non-recurring | 6/17/2008 | 6/18/2008 | 6/19/2008 | 6/20/2008 | \$772.25 | \$271.45 |



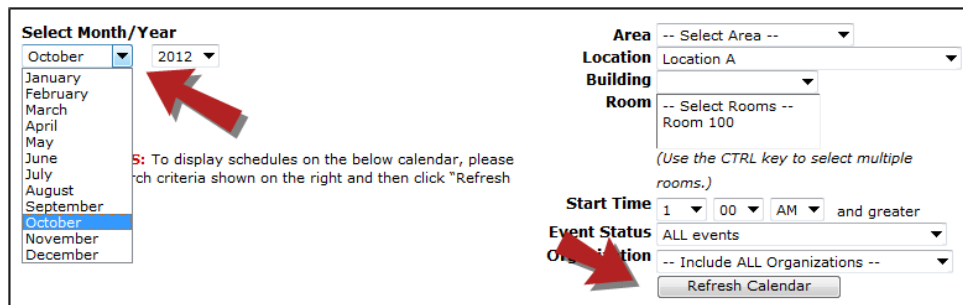
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How to View the Calendar

- 1) You can view an event calendar while in the **My Requests** section. Hover your mouse over **Related Links** (next to the Shortcuts link) then click on **Month Calendar**, **Day Calendar**, or **Week Calendar**.



- 2) When accessing the month calendar, for example, the default view will be on the current month/year. You can change either of these by clicking on the blue down arrows. The calendar will not display any events at first. Select from the **Location** drop down menu then click **Refresh Calendar**. You can also filter your calendar view according to room, organization, etc. The more items you select, the more your calendar will be filtered.



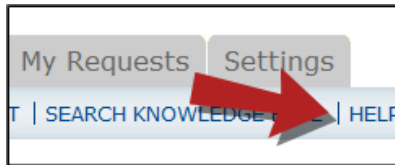
- 3) The items that you will see on the calendar are the event titles. If you would like more information about a particular event, simply click on the title to view the details. There is a Legend under the calendar which indicates what the dots and symbols to the left of the event title represent.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------------------------|-----------------|----------------------------------|-----------------------|--|-----------------------|
| | 1 ● After School Care | 2 | 3 | 4 ● Zumba Classes | 5 | 6 |
| 7 | 8 ● After School Care | 9 | 10 | 11 ● Zumba Classes | 12 ● Small Meeting | 13 |
| 14 | 15 ● After School Care | 16 | 17 | 18 ● Zumba Classes | 19 | 20 |
| 21 | 22 ⊗ After School Care | 23 | 24 | 25 ● Zumba Classes | 26 ⚠ Faculty Meeting ● All Sports Expo | 27 ● Small Meeting |
| 28 | 29 ● Meeting | 30 ● Meeting | 31 ● Meeting ☀ Get Weather | | | |



Need Help?

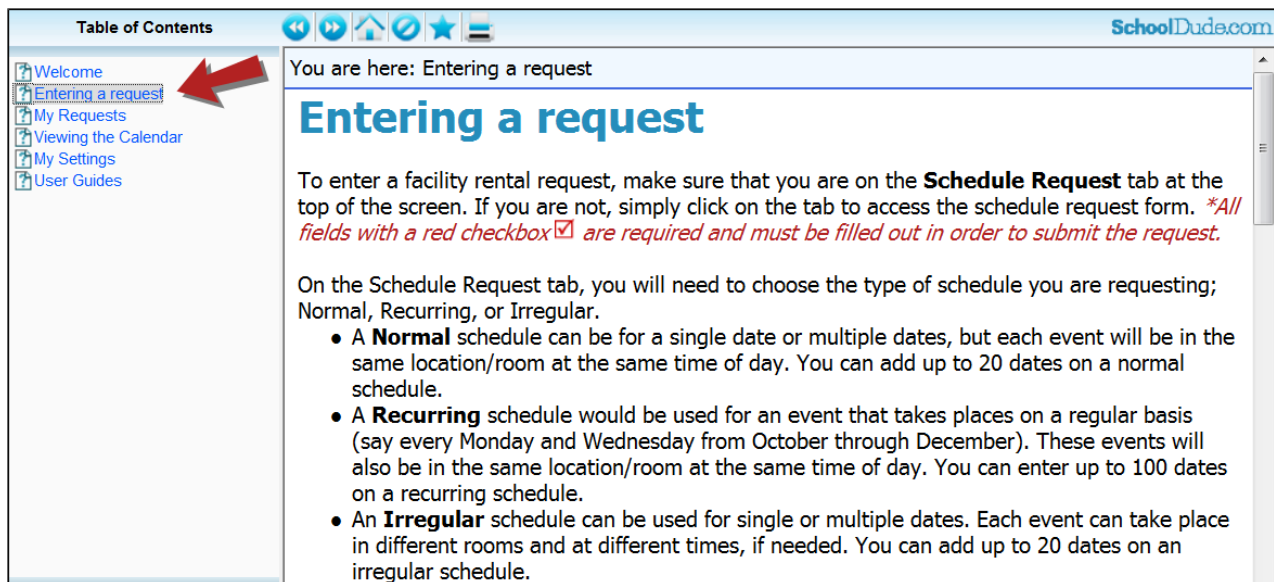
There are several ways to get help for any questions that you may have. Click on the **Help** link located in the upper right hand corner of your screen.



Once you click on Help link you will see a screen which will list a few help options. If included, you will see a listing of local phone numbers that can be used to contact someone within your organization. Additionally, you will see a link to download the FSDirect Requester Manual as well as being able to access the Online Help page.



If you select the **FSD Requester Online Help** option you can click on the links under the **Table of Contents** heading. These headings will explain further how to navigate through the MySchoolBuilding.com page. In the **User Guides** section you will find an interactive help movie which will walk you through the steps of entering a new request.



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