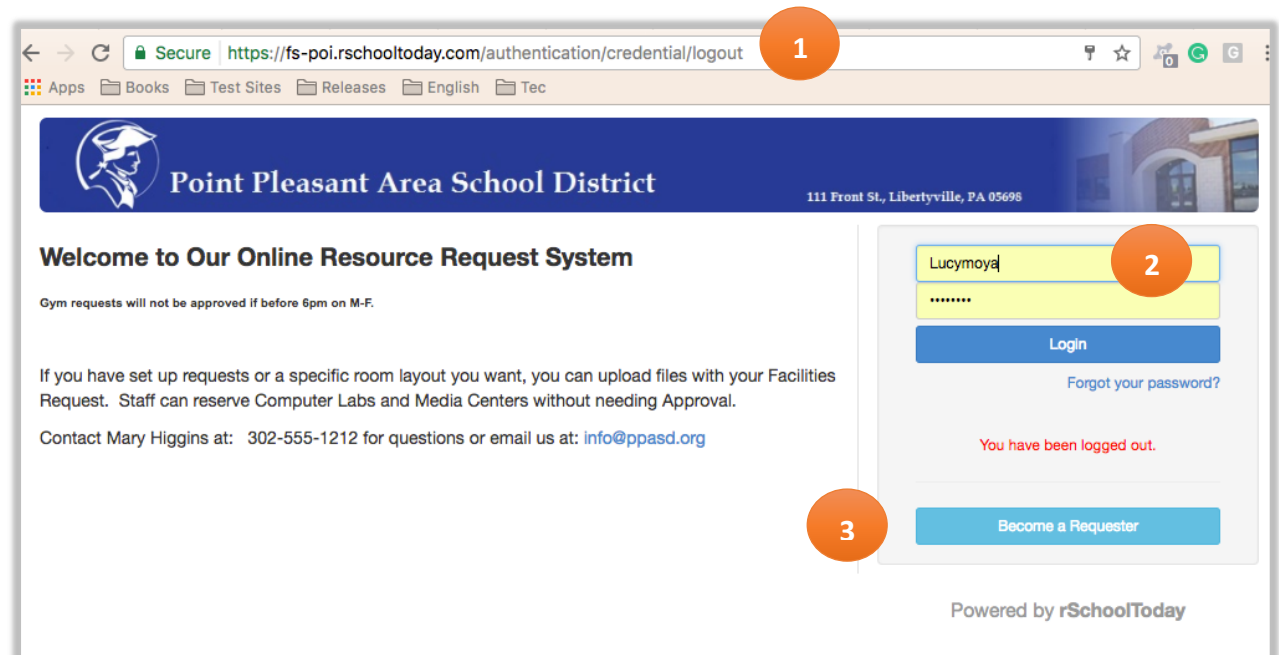# Facilities Scheduler
Quick Start Guide for Requesters

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*

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

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

a. 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.
b. Then, click on the Save & Continue button.
c. 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.

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.

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.

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