

## Quick Step Guide for Requesters

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: [www.myschoolbuilding.com](http://www.myschoolbuilding.com). Enter the account number **847089620** then click on Submit Organization

or you can use the following link to access the login page:

[http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew\\_wiz1.asp?acctnum=847089620](http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=847089620)

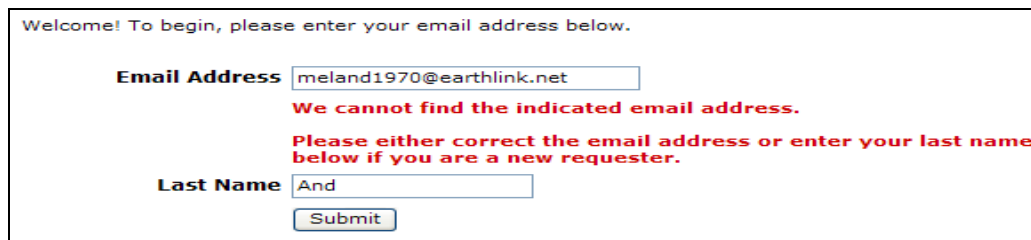
- **If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.**



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

**Email Address**

- 2) On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.



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

**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**

- 3) Enter your 1<sup>st</sup> name then click submit (phone number, pager, etc. are optional)
- **HELPFUL INFORMATION:** To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on Create Shortcut. This will add an icon to your desktop. You can double click on this the next time you want to sign in.

<b>First Name</b> <input checked="" type="checkbox"/>	<b>Last Name</b> <input checked="" type="checkbox"/>
<input type="text" value="Mel"/>	<input type="text" value="And"/>
<b>Email Address</b> <input checked="" type="checkbox"/>	
<input type="text" value="meland1970@earthlink.net"/>	
<b>Phone Number</b>	<b>Pager</b>
<input type="text"/>	<input type="text"/>
<b>Cellular Phone</b>	
<input type="text"/>	
<input type="button" value="Submit"/>	

- 4) Click on Schedule Request Tab if you do not see the screen below. Select your schedule type

Schedule Request	My Requests	My Settings
New Schedule		
<b>Normal Schedule</b>  <ul style="list-style-type: none"> <li>• Single date</li> <li>• Multiple dates</li> <li>• Same location/areas</li> </ul>	<b>Recurring Schedule</b>  <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Same location/areas</li> </ul>	<b>Irregular Schedule</b>  <ul style="list-style-type: none"> <li>• Single date</li> <li>• Multiple dates</li> <li>• Multiple Locations/areas</li> </ul>

- 5) Fill out all boxes with a  mark beside it. These are required fields. The system will not save your request if they are not filled out. The Event Description is the title of your event. Click on the drop down arrows to see your selection choices Location, rooms, etc. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the  button to verify you are not double booking a room.

- **The "Duration" and "Spans Over" (shown below the Setup/Breakdown time) typically will not need to be changed. Most events (each date) will not usually only span over 1 day. The Duration automatically calculates according to the start and end time that you enter. Also make sure that you are choosing the correct time of day such as "am" or "pm".**

**Event Title** Boy Scouts

**Area** -- Select Area --

**Location** Franklin HS

**Rooms** -- Select Room --  
Field House

(Use the CTRL key to select multiple rooms.)


**Event Date(s)** 11/16/2004  
11/24/2004

November 2004							December 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

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** 5:00 PM

**Setup Begin Time** 4:00 PM **Breakdown End Time** 5:00 PM

**Duration** 1 hours 00 minutes. Spans over 1 days. 

**Tentative Booking?**  **Through Date**

Follow the same process to fill out the remaining sections on the request form. At the bottom of the page, you will be prompted to enter the submittal password of **password**, then click save

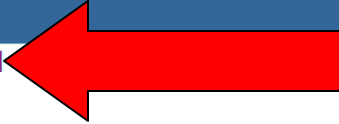
**Password**

- 6) You can review any requests that you have entered into the system. Click on the My Requests Tab then **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 print icon.

To access the Calendar on your MySchoolBuilding page, click on the **My Requests** tab:



If you have multiple request forms on your MySchoolBuilding page, (ie...Maint. Requests, IT Requests, Inventory Requests) you will need to click on the **My Schedule Requests** link next:



On the My Schedule Requests page, you will see three of options for a calendar view: a Month Calendar, Day Calendar, and Week Calendar.

my Schedule Requests

List My Requests	Month Calendar	Day Calendar	Week Calendar
<p>Click [icon] to sort the schedules table by that column. Click [icon] to view details of the associated schedule. Click on schedule title to cancel/change the schedule.</p>			

In this guide we'll look at the month calendar. The first time you go to the Calendar page, you will need to select one location or Organization Wide and click the Refresh Calendar button to have the events show up on the calendar.

Select Month/Year  
March 2007  
Print This!

**INSTRUCTIONS:** To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".

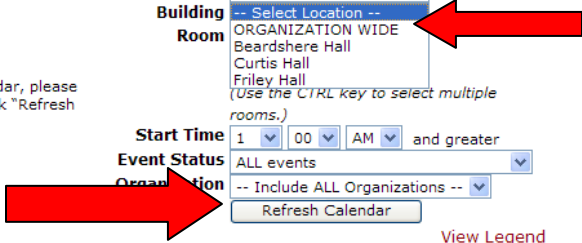
Area -- Select Area --  
Location -- Select Location --  
Building -- Select Location --  
Room ORGANIZATION WIDE  
Beardshere Hall  
Curtis Hall  
Frey Hall  
*(Use the CTRL key to select multiple rooms.)*

Start Time 1 00 AM and greater  
Event Status ALL events  
Organization -- Include ALL Organizations --  
Refresh Calendar

View Legend

Event Calendar for March 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17



You can filter your calendar view by using any of the drop down boxes above the right hand side of the calendar.

If you mouse over any of the event titles you can see what time the event is scheduled.

	13	17:00PM-9:00PM	15	16	17
ight	● Book Night ● CPR Classes ● Rec Basketball	● Pine Wood Derby ● Book Night ● CPR Classes ● Rec Basketball ● Womens Basketball	● Book Club ● Book Night ● CPR Classes	● Book Night ● CPR Classes	● Staff Development ● Junior Soccer League ● Staff Development

If you click on the event title you can view more details for that event.

**Town Hall Meeting**  
**Tuesday, March 06, 2007**  
**7:00 PM - 9:00 PM**

<b>Location</b>	Curtis Hall
<b>Building</b>	
<b>Room(s)</b>	<ul style="list-style-type: none"><li>• Auditorium</li></ul>
<b>Organization</b>	Town of Ames
<b>Contact(s)</b>	<ul style="list-style-type: none"><li>• ,</li></ul>
<b>Last Updated</b>	2/28/2007 1:33:51 PM
<b>Status</b>	Approved/active

[Tell A Friend](#) [Print Event](#) [Close Window](#)

Please let us know if you have any questions or would like assistance.

Client Service Center  
[support@schooldude.com](mailto:support@schooldude.com)  
877-883-8337

