




## Quick Step Guide for Requesters

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

- 1) Click on Schedule Request Tab if you do not see the screen below. Select your schedule type – Please use the Normal or Recurring schedules ONLY. Do not use the Irregular schedules option.

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

- 2) 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 typically 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**

- 3) 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.

Request | IT Request | Schedule Request | Inventory Request | Trip Request | My Requests | ASSIGNMENT

My Schedule Requests

List My Requests | Month Calendar | Day Calendar | Week Calendar

Click [down arrow] to sort the schedules table by that column.  
 Click [magnifying glass] to view details of the associated schedule.  
 Click on schedule title to cancel/change the schedule.

List of Requested Schedules

Search for "

Search this results for: [input] GO Show All

1 - 15 of total 15 listed  
 Sort Schedules by Organization  
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

FSSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Schedule State	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	
44344 5th grade Meeting 3	Approved Activated 5th Grade	Dude High School	Non-recurring	View Fees \$0.00 \$0.00
44208 5th Grade Play 1	Approved Activated 5th Grade Class	Dude Elementary School Gym	Non-recurring 2/23/2008	View Fees \$0.00 \$0.00

7) You can view an event calendar while in the My Requests area. Click on Month, Day, or Week Calendar. When accessing the month calendar, for example, the default will be on the current month/year. You are able to change either of these by clicking on the blue down arrow.

Select Month/Year

March 2008

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

Area: -- Select Area --  
 Location: -- Select Location --  
 Building: -- Select Building --  
 Room: -- Select Rooms --

Start Time: 1 00 AM and gre  
 Event Status: ALL events  
 Organization: -- Include ALL Organizations --

Refresh Calendar

Event Calendar for March 2008

8) For the events to show on the month calendar you will need to choose the location (school name) then "Refresh Calendar". You can also filter your calendar view according to room, organization, etc.

Select Month/Year  
 March 2008  
 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: ORGANIZATION WIDE  
 Building: -- Select Building --  
 Room: -- Select Rooms --  
 (Use the CTRL key to select multiple rooms.)  
 Start Time: 1:00 AM and greater  
 Event Status: ALL events  
 -- Include ALL Organizations --  
 Refresh Calendar

Event Calendar for March 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Presidential Rally Book Swap Powder Puff Football Game Marching Band Tryouts Timberwolves Varsity Practice Dance Pregame Bonfire FSBC Team - 2nd schedule

View Legend

- 9) After you click Refresh Calendar, you will see the event titles on the calendar. If you would like more information about a particular event, simply click on the title to view those details.

Schedule ID #44294  
**Presidential Rally**  
 Saturday, March 01, 2008  
 9:00 AM - 12:00 PM

**Event Description**

**Location** PLF-Andy Griffith High School

**Building**

**Room(s)** • Auditorium

**Organization** Andy Griffith Internal Events

**Contact(s)** • Paul Fletcher,

**Last Updated** 2/26/2008 9:28:32 AM

**Status** Approved/active

Tell A Friend | Print Event | Close Window

Tests Settings  
 SIGNMENT  
 Requests |  
 dar  
 rooms.)  
 View Legend  
 Saturday  
 1  
 Presidential Rally  
 Book Swap  
 Powder Puff Football Game  
 Marching Band  
 Tryouts  
 Timberwolves