Facilities Scheduler
Quick Start Guide for Requesters

In this Quick Start Guide, we take you through the three basic steps to become a requester in the Facilities Scheduler program. When you're ready to go, we will walk you through the steps to submit a facilities request for your events and other important information that will help you better understanding of the program.

Becoming a Requester

To become a requester, go to the Web address that has been provided to you, the FS Training Site Facilities Requests page.

From there, you can login with your username and password if you have already created an account; or you can become a requester by Clicking on the 'Become a Requester' button.

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.
  ✓ Organization/Client *
  ✓ Address: City, State, Zip*
  ✓ Select if you have Liability Insurance, Exp. Date
  ✓ If you pay sales tax
  ✓ Tax Exempt #
  ✓ Desired PIN Number for signing contracts*

B. The second section is the Contact person. information being Your Name and Info.
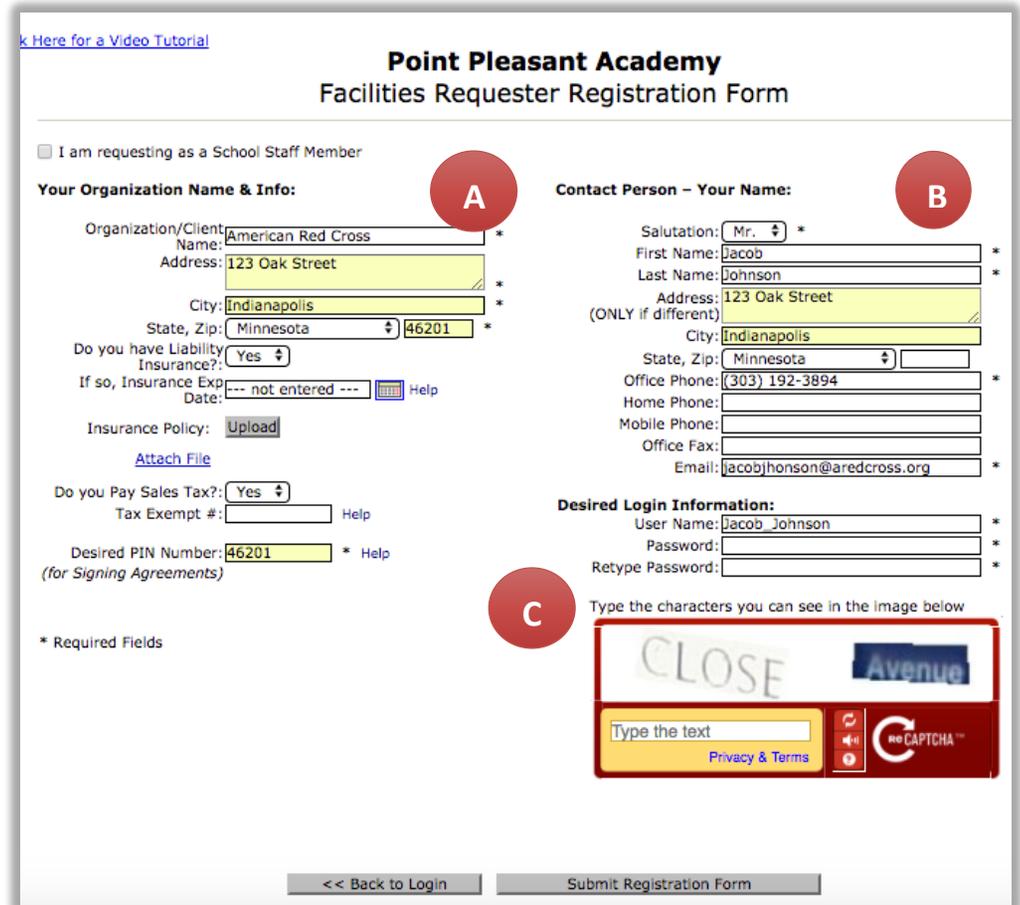
- ✓ *Salutation**
- ✓ *First Name and Last Name **
- ✓ *Address: City, State, Zip*
- ✓ *Phone Numbers*
- ✓ *Email**

C. The last part is your Login Information.
- ✓ *Username**
- ✓ *Password**

> **Important Note!** Some Schools/Districts must approve your Request Form before submitting a Facilities Request. If that's the case, at the end of the form, you must click on 'Submit Registration Form' and wait for its approval. Once it's approved, you may access to your Facilities Request account and make bookings for your events.

When you have completed the form, click on the Save & Continue to Request Screen.

Making a Facility Request

After you have completed the Registration Form, you will be able to make your facility request. To book locations for activities, Requesters need to fill out with information the three screens shown below as part of the 'Requesting' process.

Name of the Activity: Screen 1

Enter the Activity name or select an existing one using the drop-down menu "-or choose from previous activity:

Welcome Seve Windwood

Click Here for a Video Tutorial   Login to Client: American Red Cross ⬦

rSchoolToday™ Facilities Requester

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: ❶ · ❷ · ❸

▼ = fill down on that column

1) **Name of Activity:** Fundraiser Meeting   -or choose from previous activity: Fundraiser Meeting ⬦

<< Back   Save & Continue >>

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Requested Bookings: Screen 2-- Pick Dates and Times

A. Choose the dates for your request using the calendar. Enter the Start and End time.
B. 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 and you can edit them before your request has been viewed and approved by the Facilities Coordinator.

Booking Location: Screen 3—Facilities Details

In this screen, you must select the Location to book for your events. Once you have submitted the event dates, you will be taken to the request form where you need to click on the link 'Select' to choose one of the many locations available for your event (**A**).

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 (**B**).

Other Information: Other Needs, Special Needs or Set-up notes regarding your desired set-up.

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 the status of your Requests.

> ⚠ The dates of the event appear in blue text meaning that you can edit any of the information, including the Dates, Event Start Time, Event End Time, Set up Time, Tear Down Time, Location and Attendance, and you can also Delete any of them.