

Facilities Scheduler for Requesters

Quick Start Guide

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.



The Public and District Staff can make online Facilities Requests from this page. First, you need to register to Become a Requester. After approved, you can make Facilities Requests by logging in here. This will also let you see your past requests, view your permits, and make payments securely via credit card if applicable.

If you have any questions, please contact:



[Forgot your password?](#)

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Bluegrass High School Facilities Requester Registration Form

I am requesting as a School Staff Member

A

Your Organization Name & Info:

Organization/Client Name: *

Address: *

City: *

State, Zip: *

Do you have Liability Insurance?: *

If so, Insurance Exp Date:

Insurance Policy:

[Attach File](#)

Do you Pay Sales Tax?: *

Tax Exempt #:

Desired PIN Number: *
(for Signing Agreements)

Contact Person - Your Name:

First Name: *

Last Name: *

Address: *

(ONLY if different)

City:

State, Zip:

Office Phone: *

Home Phone:

Mobile Phone:

Office Fax:

Email: *

Desired Login Information:

User Name: *

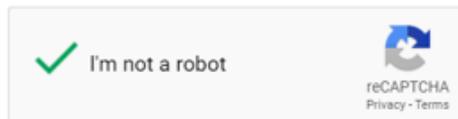
Password: *

Retype Password: *

B

C

* Required Fields



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.

The first section is your Organizations Name & Info. (A)

1. Organization/Client *
2. Address: City, State, Zip*
3. Select if you have Liability Insurance, Exp. Date
4. Insurance Policy (note: only a maximum of Five Insurance Policies can be uploaded)
5. If you pay sales tax
6. Tax Exempt #
7. Desired PIN Number for signing contracts*

The second section is the Contact Person's Information Being Your Name and Info. (B)

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. (C)

1. Username*
2. Password*

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

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.

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:

Dear **June**,

Screen: **1** • 2 • 3
▼ = fill down on that column

Make your Facility Request by filling out the form below.

1) Name of Activity: -or choose from previous activity:

Requested Bookings: Screen 2-- Pick Dates and Times

1. Choose the dates for your request using the calendar. Enter the Start and End time. (A)
2. Then click on the Save & Continue button. (B)

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.

Dear **June**, Screen: **1** • **2** • **3**

Make your Facility Request by filling out the form below. ▼ = fill down on that column

Pick Dates and Times
Click on all dates that you want, then Save & Continue. Click W to select all Wednesdays. Shift+click a range of consecutive dates.
■ Black Out Date with no allowed booking
■ Black Out Date with allowed booking

<< PreviousNext >>

March 2020							April 2020							May 2020							June 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	17	18	19	20	21	22	23
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	24	25	26	27	28	29	30
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
29	30	31												31													

July 2020							August 2020							September 2020							October 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8	6	7	8	9	10	11	12	10	11	12	13	14	15	16
5	6	7	8	9	10	11	9	10	11	12	13	14	15	13	14	15	16	17	18	19	17	18	19	20	21	22	23
12	13	14	15	16	17	18	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
19	20	21	22	23	24	25	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
26	27	28	29	30	31		30	31																			

November 2020							December 2020							January 2021							February 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
22	23	24	25	26	27	28	28	29	30	31				24	25	26	27	28	29	30	28						
29	30						27	28	29	30	31			31													

Start Time
09:00 AM

End Time
10:00 AM

Save & Continue | **Back**

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 new pop-up window will open where you can check all the locations available and select the building and location type for your event.

Dear **June**, Screen: **1** **2** **3**

Facilities Details: ▼ = fill down on that column

[Back](#)

Make your Facility Request by filling out the form below.

Fundraiser Meeting

[Add Date/Times](#) Note: Add information to the FIRST date and it will auto-populate the other dates.

Date	Event Start Time ▼	Event End Time ▼	Location	Location Types	Setup-Notes ▼	Attend-ance ▼	Delete
Tue 5/5/2020	9:00am	10:00am	Bluegrass High School - Main Auditorium	Auditorium	Please provide space for...	20	<input type="checkbox"/> Delete Selected

Attach file: [Upload](#)

[Attach more](#) REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

[Back](#) [Submit & Exit](#) [Submit & Add Another](#) [Copy to add another similar request](#)

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.