Quick Step Guide for Requesters with Calendar Feature

1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Enter the account number (413883150) then click on Submit Organization.

- **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** meland1970@earthlink.net
>
> Submit

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** meland1970@earthlink.net
>
> 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** And
>
> Submit

3) Enter your 1st 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.**

> **First Name** ☑
> Mel
> **Last Name** ☑
> And
> **Email Address** ☑
> meland1970@earthlink.net
> Phone Number
> Pager
> Cellular Phone
> Submit

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

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 Check Availability 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".**

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. That password is **Room Use**. Please capitalize each beginning letter and include a space between each word. Then click SAVE.

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.

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.

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.

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.