

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

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



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 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

Area

Location

Rooms

(Use the CTRL key to select multiple rooms.)

Event Date(s)

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

End Time

Setup Begin Time

Breakdown End Time

Duration hours minutes. Spans over days.

Tentative Booking?

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.

A screenshot of a web form for password entry. It features a checked checkbox next to the label "Password", followed by a text input field. Below the input field are two buttons: "Save" and "Reset".

- 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.

The screenshot shows the "My Schedule Requests" page. At the top, there are navigation tabs for "Request", "IT Request", "Schedule Request", "Inventory Request", "Trip Request", and "My Requests". Below these are sub-tabs for "List My Requests", "Month Calendar", "Day Calendar", and "Week Calendar". A red arrow points to a print icon on the right side of the page.

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 3	Approved Activated 5th Grade	Dude High School	Non-recurring	View Fees \$0.00 \$0.00
44208 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.

The screenshot shows the "Event Calendar" selection interface. A red arrow points to the "Select Month/Year" dropdown menu, which is currently set to "March" and "2008". Below the dropdown is a "Refresh Calendar" button. To the right, there are several filter options: "Area", "Location", "Building", "Room", "Start Time", "Event Status", and "Organization".

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 --
 (Use the CTRL key to select multiple items)
Start Time 1 00 AM and greater
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!

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
Organization -- Include ALL Organizations --
 Refresh Calendar

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

Event Calendar for March 2008 View Legend

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

- 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