

IMPORTANT NOTES FOR DISTRICT EMPLOYEES

FILLING OUT FACILITY USE

- 1) When submitting an In-District Facility Use (school sponsored), always select your “Organization” as your home school (i.e., Ahtanum Elementary, West Valley Junior High, West Valley High School, etc.), even when submitting a Facility Use for another building.
- 2) Be sure to be specific about your Event Title and Event Description – do not be general (i.e., practice, jv, football, class project) but be specific (i.e., HS Football Practice, Junior High JV Volleyball Practice, Ms. Smith’s Class Project, etc.) with your Event Titles. Give detailed information on the event title under “Event Description”.
- 3) You do not need to fill out anything under “Insurance Information” if it is a school-related function.
- 4) The District –wide password requested at the end of each Facility Use, is “newuser”.



FS
DIRECT™

Facility Scheduling Direct User Manual

Requester Guidelines

SchoolDude.com, Inc.

SchoolDude Support:

Phone: 1-877-883-8337

Facility Department Support

Contact: Joel Schut, Facilities Coordinator

972-6039 or schutj@wvsd208.org

Laurie Alderman, Facilities Secretary

972-6030 or aldermanl@wvsd208.org

Requester

I. Welcome to FSDirect! Now What?

(A quick word on how to get started.)

Go to the District Website (www.wvwd208.org), Departments, Facilities. Click on Facility Use Online (District Employees).

WEST VALLEY SCHOOL DISTRICT : DEPARTMENTS : FACILITIES DEPARTMENT

West Valley School District

8902 Zier Road
Yakima, WA 98908
Phone: 509-972-6000
Fax: 509-972-6001

Academics Departments District Employment Family / Community School Board Staff WV Schools

Facility Use

- ▶ Facility Use Online (District Employees)
- ▶ Facility Use OnLine (Community)
- ▶ Policy 4260 & 4260P (Facility Use)

Facilities Department

FACILITIES Department
"Green, Clean, Safe & Operational"

Phone: 509-972-6030
Fax#: 509-972-6031

Contents

- ▶ Facility Use Tutorial for District Employees (Only)
- ▶ Community Facility Use - How to Register for Facility Use OnLine
- ▶ Community Facility Use - How to Submit Electronic Facility Use
- ▶ Facility Use Fee Schedule
- ▶ Hold Harmless Form (Adult Open Gym)
- ▶ Lystedt Law Agreement Form - Required for All Non-School Youth Sports Activities
- ▶ WVSD Youth Tournament/Event Agreement
- ▶ Facility Office & Warehouse Hours
- ▶ Contact Information
- ▶ Facilities Department Personnel
- ▶ APPLE VALLEY OFFICE REMODEL
- ▶ KEEPING OUR SCHOOLS SAFE
- ▶ COTTONWOOD FENCE - WALKWAY ACCESS FOR STUDENTS

You will see the following page, with your school's name and logo in the upper left-hand corner:

File Edit View Favorites Tools Help

https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?killcookies=yes&frompage

Google

Welcome to MySchoolBuilding

WEST VALLEY (YAK) Go to Quick Links

Welcome! To begin, please enter your email address below.

Email Address

Submit

Enter your email address in the space provided. Click **Submit**.

As you are a new Requester, you will then see the following page:

WEST VALLEY (YAK) **MD LOGIN**

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

Enter your **last name** into the box provided. Click **Submit**.

Next, you will be taken to the page similar to the one below:

Indicates required information.

First Name

Last Name

Email Address

Phone Number

Pager

Cellular Phone

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

Your email address should already be entered into the box provided. Fill in the remaining fields – red checked boxes are required, other information is optional. Click **Submit**.

Below is a look at the Schedule Request page:

File Edit View Favorites Tools Help

https://www.myschoolbuilding.com/myschoolbuilding/myscheduleneu_wiz1.asp

Welcome to MySchoolBuilding

WEST VALLEY SCHOOL DISTRICT #208

MD LOGIN LOGOUT HELP

Got a problem? Email us

Maint Request Schedule Request My Requests Settings Help

HELP

New Schedule

Normal Schedule

- Single date
- Multiple dates
- Same location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same location/areas

Irregular Schedule

- Single date
- Multiple dates
- Multiple Rooms/areas

DO NOT USE THIS SCHEDULE
Unless You Contact Facilities Office **FIRST** at 972-6030

Maint Request Schedule Request My Requests My Settings Help

Conditions of Use | Privacy Policy | Help

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CIP:152.157.168.29
SID:MSB05
DID:4
CUA:MSIE 8.0

The Schedule Request page is where you will fill out and submit your schedule request forms. Once submitted, your request form will proceed on to the next person it has been routed to by the Administrator during the Account Setup process. This could be the Administrator him/herself, who can not only approve a schedule request but can also activate it. Or it could first go to one, or a series of, Site Administrators who will then decide whether or not to approve your request. Based on their answer, your request will proceed on down the path routed for it until it is assigned its final status.

A scheduling request can have one of five statuses during the routing process:

- 1) **Submitted:** This is the status that facility scheduling requests hold as soon as they are submitted and before any decisions have been made concerning their approval.
- 2) **Approved:** Indicates that the request has been approved. However, it may have only passed through one person and may not have met final approval and activation yet. (Only Administrators can activate a schedule.)
- 3) **Canceled:** This is used when a schedule was active at one time and has since been canceled. It is always a good idea to include the reason that the schedule was canceled in the Notes field.
- 4) **Declined:** The requested schedule has been declined by the Administrator or the Site Administrator. We recommend listing a reason in the Notes field.
- 5) **Duplicate:** This status indicates that the request has already been entered.

As you can see, there are three types of schedules you can submit:

1. Normal Schedule
2. Recurring Schedule
3. Irregular Schedule (**DO NOT USE THIS SCHEDULE** without calling the Facilities Office FIRST)

We'll cover each type of schedule one at a time so that we can discuss in depth how each one works.

1. **Normal Schedule:** This type of schedule is for any single event that will occur once or on multiple dates. It also covers events that occur in the same Area/Location. For this particular type of schedule, you can pick up to twenty individual dates.

Normal Schedule



- Single date
- Multiple dates
- Same Location/area

- Click on the **Normal Schedule** section of the **New Schedule page**, shown above.
- You will be taken to the New Schedule page (sorry...it's a bit too long to show here!), where you will fill out the following fields:
- Booked By
- Event Title
- Area
- Location
- Building
- Rooms Hold down **Control ("Ctrl")** key to select multiple rooms
- Event Dates (enter them in the box or select from the calendar provided).
- Start Time
- End Time
- Setup Begin Time
- Breakdown End Time
- Duration FSDirect Automatically fills this in for you – **do not change this auto fill** unless you contact the Facilities Office first – 972-6030
- Check Availability
- Tentative Booking?/Through Date
- Organization: (who will be using the facility?) Select an Organization you've entered previously from the drop-down box provided or enter a new organization in the field provided beneath "Organization".
- Organization Type
- Contact Name
- First Name (if not already listed in "Contact Name")
- Last Name
- Email
- Day-Time Phone
- Evening Phone
- Cellular Phone
- Billing Address

- Document Number
- PO Number
- Insurance Information (Company, Policy No., Coverage, and Coverage Dates).
- Select any required Maintenance or IT Services and include a description of the service needed in the “Service Description” box provided (*Keep in mind that if you enter a “Required Service” by checking its check-box, you will be **REQUIRED** to enter a service description before your scheduling request can be saved*).
- Number Attending
- Number of Adults
- Number of Children
- Number of Extra Chairs
- Number of Parking Spaces
- Other Needs
- Enter your **Password**.
- Click **Save**.

“newuser” is password for all District employees

- You will see the words “Loading schedule” as you wait for the new page to load. When it’s finished loading your schedule and the page opens, you will see your schedule as you just entered it with the words “Schedule has been saved” in red at the top of the page. Your **Schedule ID number** will also be showing at the top of the schedule.

2. **Recurring Schedule:** To create a recurring schedule, most of the information is the same as a normal schedule. The only difference is in defining event dates (this section will be highlighted below in red). Instead of defining an event date, you can set a recurrence schedule for your request.

You can choose between the following choices:

- ✓ **Daily:** Checking availability to schedule the event every day.
- ✓ **Weekly:** Checking availability to schedule the event every X-number of weeks on the selected day or days.
- ✓ **Monthly:** Checking availability to schedule the event every month. You can specify which day every X-number of months or decide between various dropdown options such as the first Monday of every two months. From the first drop-down option, you can select first, second, third, fourth, fifth, and last. From the second drop-down option, you can select day, weekday, weekend day, and Monday-Sunday.

The recurrence schedule will check the availability according to the schedule for the time between the start recurrence date and the end recurrence date.

Recurring Schedule



- Daily
- Weekly
- Monthly
- Same Location/areas

- Click on the **Recurring Schedule** section of the **New Schedule** page, shown above.
- You will be taken to the **New Schedule** page (sorry...still too long to show here!), where you will fill out the following fields:
- **Booked By**
- **Event Title**
- **Area**
- **Location**
- **Rooms**
- **Start Time**
- **End Time**
- **Setup Begin Time**
- **Breakdown End Time**
- **Duration**
- **Tentative Booking?/Through Date**
- **Start Recurrence:** Choose the date on which you would like the recurring schedule to start by entering it in the empty box provided or selecting it using the small calendar icon that's available.

Hold down **Control ("Ctrl")** key to select multiple rooms

The screenshot shows a form with the following sections:

- Start Recurrence** [text box] [calendar icon]
- Recurrence Pattern**
 - Daily**
 - Weekly**
 - Recur every [text box] week(s) on:
 - Sunday Monday Tuesday Wednesday
 - Thursday Friday Saturday
 - Monthly**
 - Day [text box] of every [text box] month(s)
 - The [first] [day] of every [text box] month(s)
- End Recurrence** [text box] [calendar icon]

At the bottom left, there are links for "Back to shortcuts" and "Check Availability".

If Recurrence Pattern is "Weekly", this box must be filled in - be sure to type "1" in this box if you want your schedule to occur every week. Contact the Facilities Office if you have questions about this box (972-6030).

- **Recurrence Pattern:** Will this schedule reoccur Daily, Weekly, or Monthly?
- **End Recurrence:** Enter the date on which this recurring schedule will end.
- Click the **Check Availability** icon to see if your date/time slots are open for scheduling.
- **Organization:** (who will be using the facility?) Select an Organization you've entered previously from the drop-down box provided or enter a new organization in the field provided beneath "Organization".
- **Organization Type**
- **Contact Name**
- **First Name** (if not already listed in "Contact Name")
- **Last Name**
- **Email**
- **Day-Time Phone**
- **Evening Phone**
- **Cellular Phone**
- **Billing Address**
- **Document Number**
- **PO Number**
- **Insurance Information** (Company, Policy No., Coverage, and Coverage Dates).
- Select any required Maintenance or IT Services and include a description of the service needed in the "Service Description" box provided (*Keep in mind that if you enter a "Required Service" by checking its check-box, you will be REQUIRED to enter a service description before your scheduling request can be saved*).

- Number Attending
- Number of Adults
- Number of Children
- Number of Extra Chairs
- Number of Parking Spaces
- Other Needs
- Enter your Password.
- Click Save.

"newuser" is password for all District employees

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