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**".

Updated 3/18/13

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

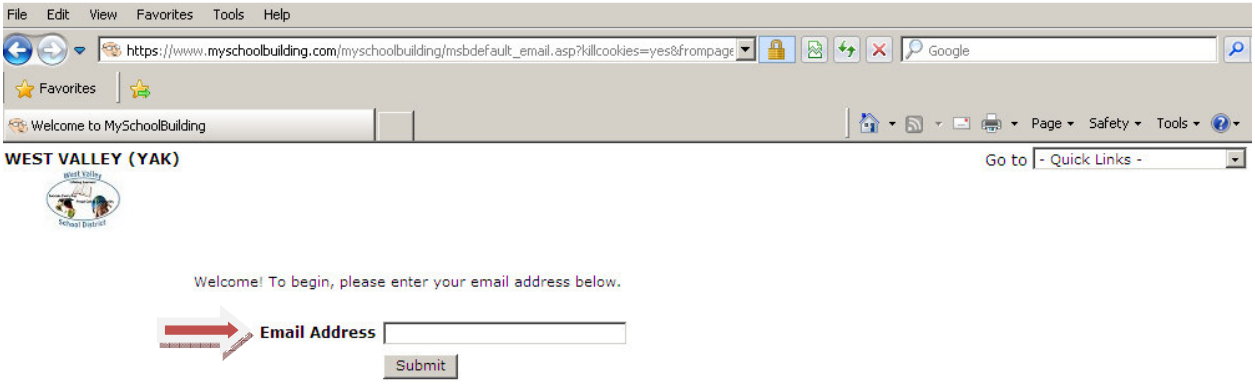
Requester

I. Welcome to FSDirect! Now What?

(A quick word on how to get started.)

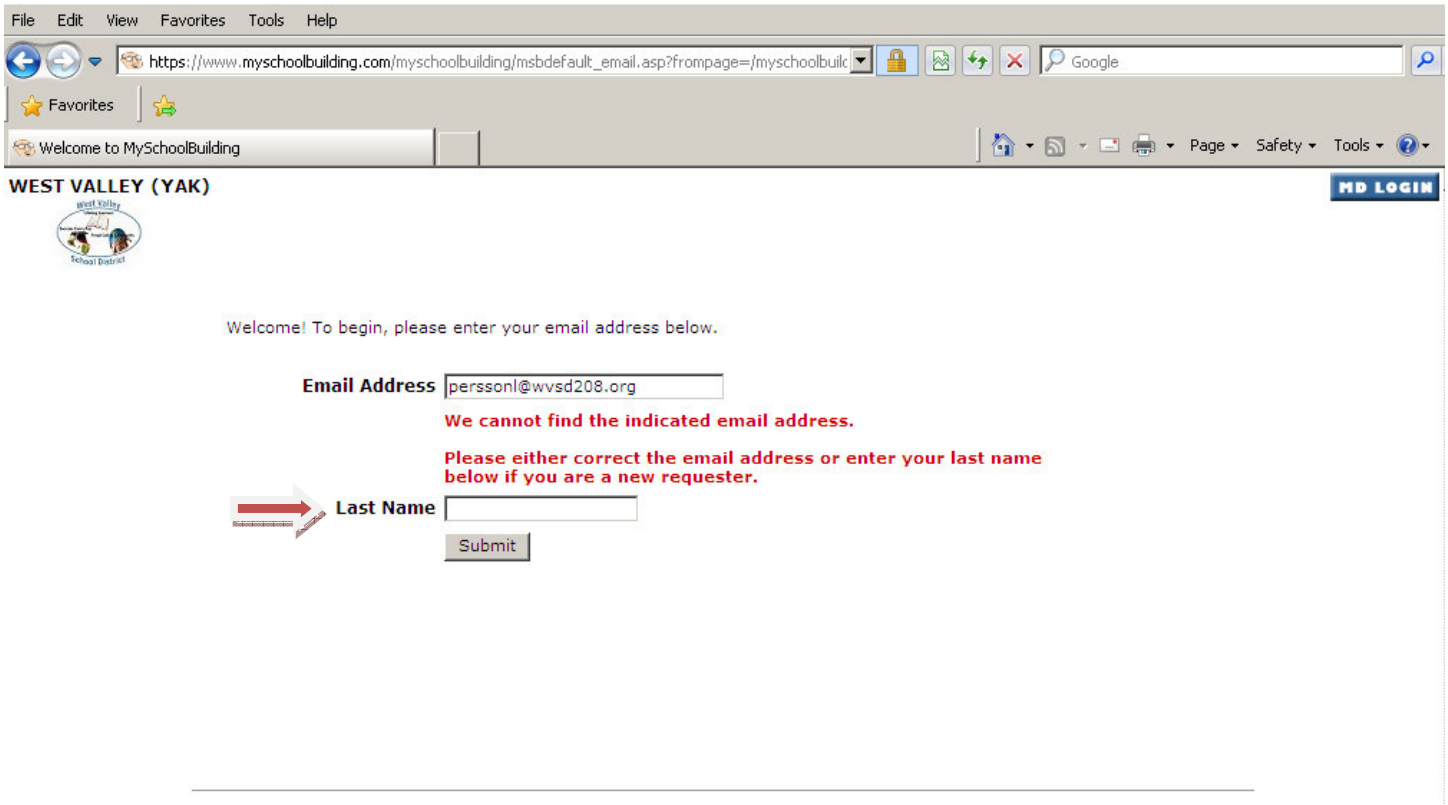
Go to the District Website (www.wvsd208.org), Departments, Facilities. Click on **Facility Use Online (District Employees).**

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



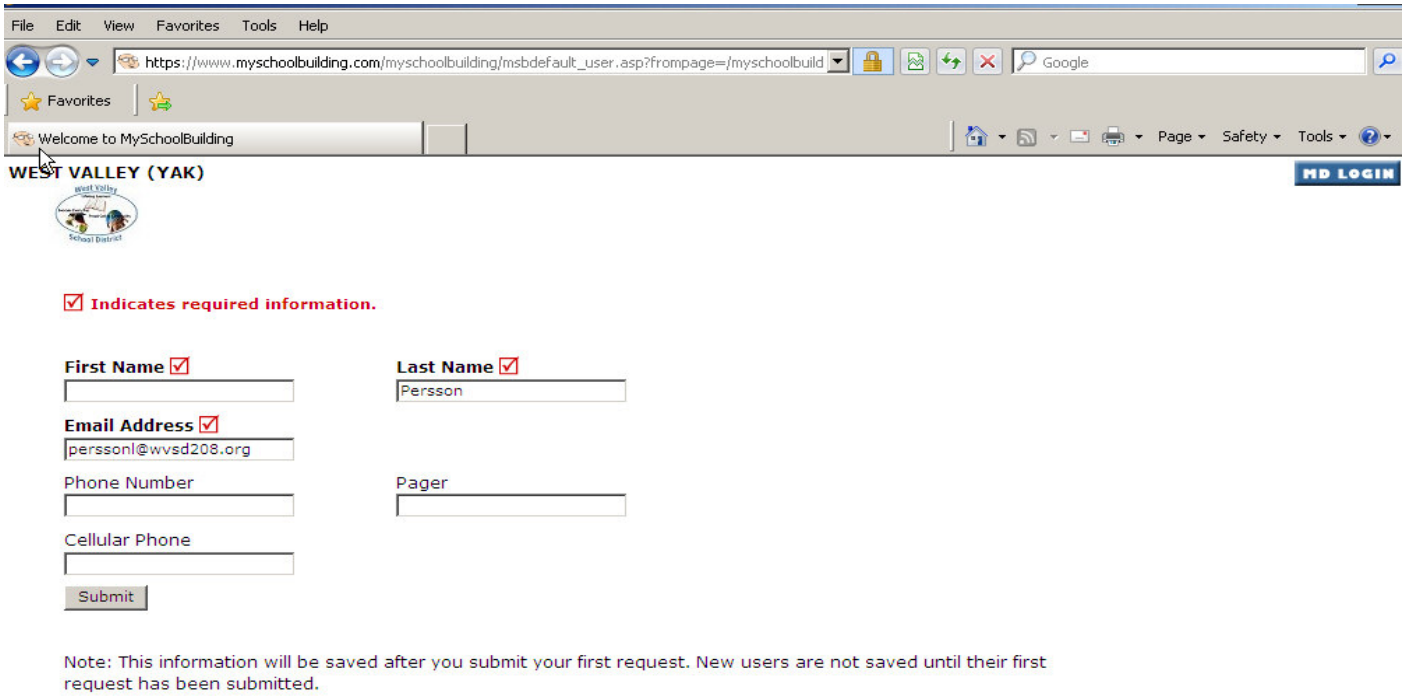
Enter your email address in the space provided. Click Submit.

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

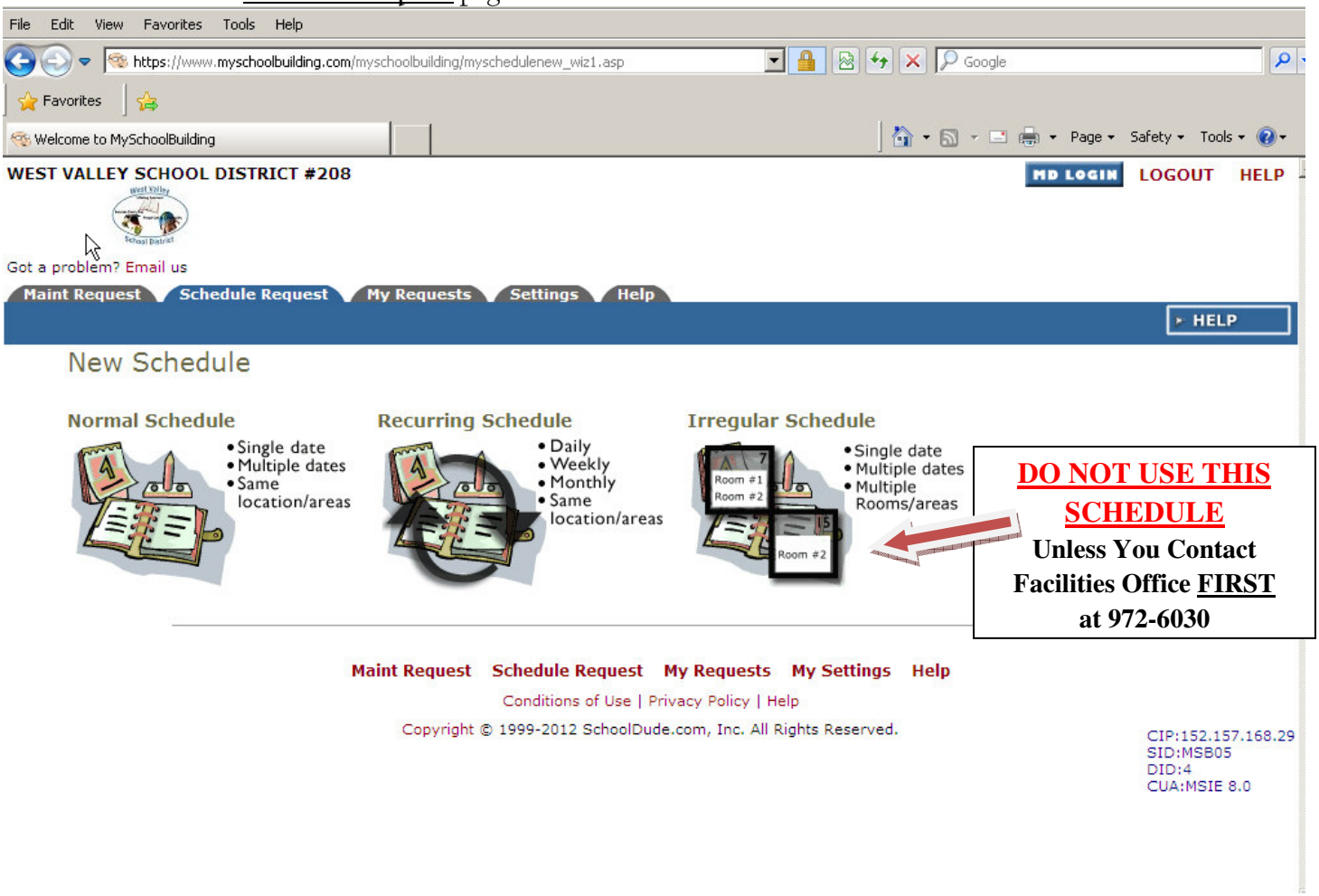


Enter your last name into the box provided. Click Submit.

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



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:



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.

- 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.

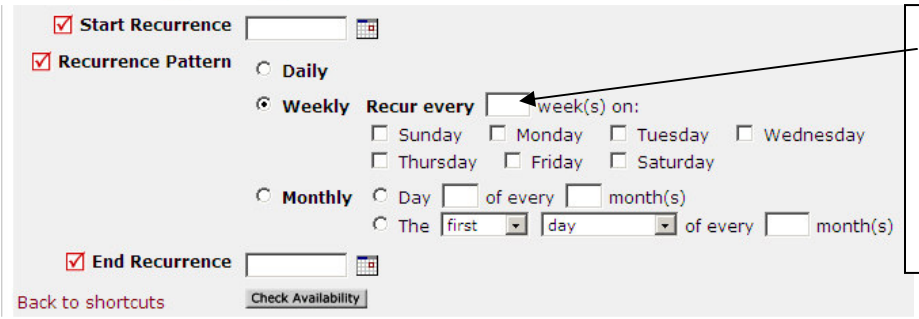
You can choose between the following choices:

- ✓ **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.

- 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



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.

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