

## 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](http://www.myschoolbuilding.com). Enter the account number (624581326) then click on Submit Organization. Or you can use the following link to access the login page:

[http://www.myschoolbuilding.com/myschoolbuilding/myscheduleneu\\_wiz1.asp?acctnum=624581326](http://www.myschoolbuilding.com/myschoolbuilding/myscheduleneu_wiz1.asp?acctnum=624581326)

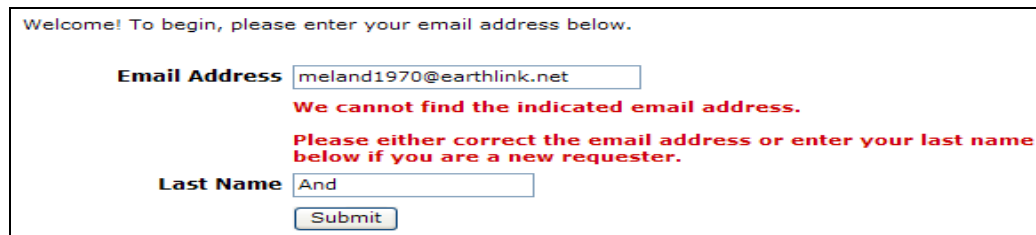
- If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.



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**

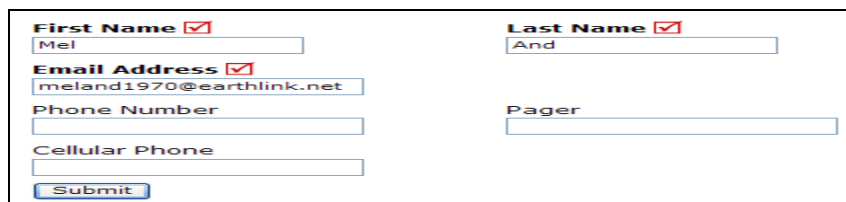
**We cannot find the indicated email address.**

**Please either correct the email address or enter your last name below if you are a new requester.**

**Last Name**

- 3) Enter your 1<sup>st</sup> 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**

**Last Name**

**Email Address**

**Phone Number**

**Cellular Phone**

**Pager**

- 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** -- Select Area --

**Location**

**Rooms** -- Select Room --

*(Use the CTRL key to select multiple rooms.)*

**Event Date(s)**

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

**Start Time** 4:00 PM  **End Time** 5:00 PM

**Setup Begin Time** 4:00 PM  **Breakdown End Time** 5:00 PM

**Duration** 1 hours 00 minutes. Spans over 1 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 of **(doverschools)**, then click save

A screenshot of a web form section. It features a label 'Password' with a checked checkbox to its left. To the right of the label is an empty 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: 'Request', 'IT Request', 'Schedule Request', 'Inventory Request', 'Trip Request', and 'My Requests'. Under 'My Requests', there is a sub-tab 'ASSIGNMENT'. Below this, there are links for 'My Schedule Requests', 'My Inventory Requests', and 'My Trip Requests'. The main heading is 'My Schedule Requests'. There are four tabs: '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. Below the print icon is a 'Show All' button. The main content area is titled 'List of Requested Schedules' and includes a search bar and a table of requests.

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	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 'Select Month/Year' interface. It features a dropdown menu for the month (currently showing 'March') and a dropdown for the year (currently showing '2008'). A red arrow points to the year dropdown. To the right, there are several other dropdown menus: 'Area', 'Location', 'Building', and 'Room'. Below these are 'Start Time' (1:00 AM), 'Event Status' (ALL events), and 'Organization' (Include ALL Organizations). A 'Refresh Calendar' button is at the bottom. The main heading is '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!

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

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  
 -- Include ALL Organizations --  
 Refresh Calendar

Event Calendar for March 2008

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

Requests |  
 dar  
 rooms.)  
 View Legend

Saturday  
 1  
 Presidential Rally  
 Book Swap  
 Powder Puff Football Game  
 Marching Band  
 Tryouts  
 Timberwolves