

Plainville Public School

Quick Step Guide for FSDirect Requesters

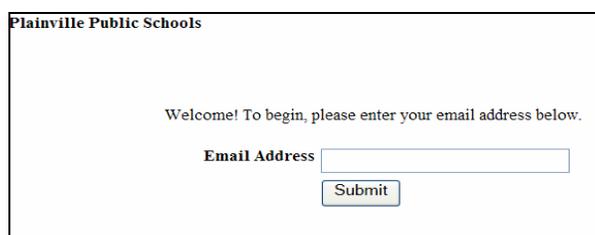
1. Open your Internet Browser (Internet Explorer, Netscape etc...)
2. Copy and paste this URL in the Address line:

http://www.myschoolbuilding.com/myschoolbuilding/MyScheduleNew_wiz1.asp?acctnum=199749582

**** Special Note ****

You may also be able to access the schedule request page via the district website.

3. Enter your [Email Address](#) to login to the schedule request page



4. If you do not see the screen below, click on [Schedule Request](#) Tab.



5. Select your [Schedule](#) type
 - A. *Normal Schedule*: Used for events that will occur on a single day or up to 20 dates. All events will be at the same location, room(s), and time.
 - B. *Recurring Schedule*: Used for up to 100 dates that follow a set recurrence pattern. All events will be at the same location, room(s), and time.
 - C. *Irregular Schedule*: Used for a combination of event needs. All events will occur at the same location, but each room can be schedule on different dates and times..

6. Fill out all boxes with a mark beside it. Type in your **Event Title** and **Event Description**. Click on the drop down arrows to see your selection choices for each box. 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 include your event **Start** and **End Times**. **Note:** If you are requesting multiple spaces, you may want to leave the **Area** box blank. This will allow you to see every room at the selected **Location**.

The screenshot shows a web form for event booking. It includes the following fields and controls:

- Event Title**: Text input field.
- Event Description**: Text area.
- Area**: Dropdown menu with "-- Select Area --".
- Location**: Dropdown menu with "-- Select Location --".
- Rooms**: Dropdown menu with "-- Select Room --".
- View Bookings** and **View Room Details** buttons.
- Event Date(s)**: Calendar interface showing June and July 2007. A note below states: "Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation." Below the calendar is a **Check Availability** button.
- Start Time**: Time selection dropdowns (00:00).
- End Time**: Time selection dropdowns (00:00).
- Setup Begin Time**: Time selection dropdowns (00:00).
- Breakdown End Time**: Time selection dropdowns (00:00).
- Duration**: Input for hours (00), minutes (00), and spans over 1 days.

**** Special Note ****

Always use the **View Bookings** button to check if the room(s) you want are available.

7. Follow the same process to fill in the **Organization Information** and **Insurance Information** sections.

The screenshot shows two sections of the form:

Organization Information

- Organization**: Dropdown menu with "-- Select Organization --" and a **Note** button.
- Contact Name** or new: Text input field.
- Type**: Dropdown menu with "-- Select Organization Type --".
- First Name**: Text input field.
- Last Name**: Text input field.
- Email**: Text input field.
- Day-Time Phone**: Text input field.
- Evening Phone**: Text input field.
- Cellular Phone**: Text input field.
- Billing Address**: Text area.
- Use Organization Billing Address**: Checkbox.
- Document Number**: Text input field (e.g. contract or permit number).
- PO Number**: Text input field.

Insurance Information

- Company**: Text input field.
- Company Policy**: Text input field.
- No Coverage**: Text input field.
- Coverage Dates**: Date range selection (From To).

8. Continue by entering any **Setup Requirements** need for your event.

The screenshot shows the **Setup Requirements** section:

- Required Maintenance Services**:
 - Event Setup**
 - P/A System**
 - Parking**
 - Partitions**
 - Scoreboards**
- Service description**: Text area with a placeholder "Type needs here" and a **View** button.

9. Finish by entering the **Number Attending** your event and any **Other Needs** not listed above. Complete your request by entering the submittal **Password** at the bottom of the page. The submittal password is **facilities**.

Number Attending

Number of Adults

Number of Children

Other Needs

Event Visibility Display events on the facilities use calendar Yes No

Password [Forgot Password?](#)

10. To view or print a list of your requests, click on the **“My Requests”** Tab, then **“My Schedule Requests”**. Here you will find up to date information on your requests including the current status and any billed charges.

Got a problem? [Email us](#)

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[My Maint Requests](#) | [My IT Requests](#) | [My Schedule Requests](#) |

My Schedule Requests

List My Requests

Click to sort the schedules table by that column.
Click to view details of the associated schedule.
Click on schedule title to cancel/change the schedule.

List of Requested Schedules

Search for " [Show All](#) [Add New Schedule](#)

1 - 2 of total 2 listed [Previous 20](#) [Next 20](#)

Sort Schedules by Organization

A B C D E F G H I J K L M N O P O 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	
122290	Approved Activated	Beatrice H. Wood School Wood School Gym	Non-recurring	View Fees \$0.00
4	Church of Emmanuel		7/23/2007 7/24/2007 7/25/2007 7/26/2007	
121852	Approved Activated	Anna Ware Jackson School Media Center	Non-recurring	View Fees \$10.80 \$10.80
2	Plainville PTO		6/6/2007 6/7/2007	

1 - 2 of total 2 listed [Previous 20](#) [Next 20](#)