Plainville Public School
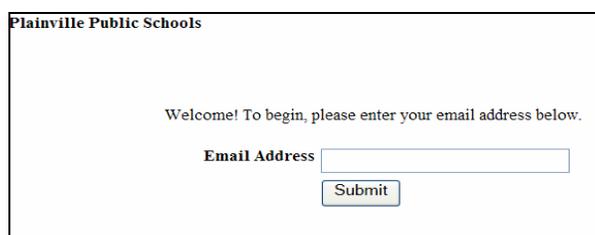**Quick Step Guide for FSDirect Requesters**

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.

** 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.

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

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.**

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.