

Plainville Public School

Quick Step Guide for FSDirect Requesters

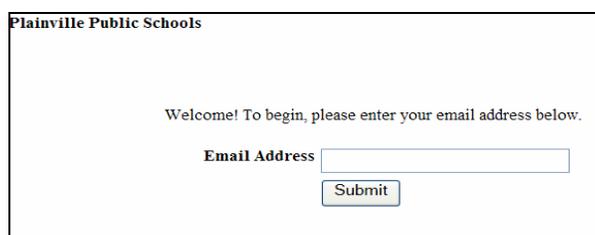
1. Open your Internet Browser (Internet Explorer, Netscape etc...)
2. Copy and paste this URL in the Address line:

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.



Schedule Type	Characteristics
Normal Schedule	• Single date • Multiple dates • Same location/areas
Recurring Schedule	• Daily • Weekly • Monthly • Same location/areas
Irregular Schedule	• Single date • Multiple dates • Multiple Locations/areas

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 elements:

- Event Title**: A text input field.
- Event Description**: A large text area.
- Area**: A dropdown menu with "-- Select Area --".
- Location**: A dropdown menu with "-- Select Location --".
- Rooms**: A dropdown menu with "-- Select Room --".
- View Bookings** and **View Room Details** buttons.
- Event Date(s)**: A 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**: A dropdown menu with "00" selected.
- End Time**: A dropdown menu with "00" selected.
- Setup Begin Time**: A dropdown menu with "00" selected.
- Breakdown End Time**: A dropdown menu with "00" selected.
- Duration**: A field for "hours" (00) and "minutes" (00), with a "Spans over" dropdown set to "1" days. A **Check Availability** button is below.

**** 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**: A dropdown menu with "-- Select Organization --" and a **Note** button.
 - Contact Name**: "or new" and "Type" dropdown menus with "-- Select Organization Type --".
 - No Contacts Available**: A dropdown menu.
 - First Name** and **Last Name**: Text input fields.
 - Email**: Text input field.
 - Day-Time Phone**: Text input field.
 - Evening Phone** and **Cellular Phone**: Text input fields.
 - Billing Address**: A large text area.
 - Use Organization Billing Address**: A checkbox.
 - Document Number**: Text input field with "(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**: Two date pickers with "To" between them.

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**: A text area with "Type needs here" and a **View Details** 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](#)

[Maint Request](#) |
 [IT Request](#) |
 [Schedule Request](#) |
 [My Requests](#) |
 [Settings](#) |
 [Help](#)

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 <input type="checkbox"/>	Status <input type="checkbox"/>	Location <input type="checkbox"/>	Recurrence <input type="checkbox"/>	Schedule Fees <input type="checkbox"/>
Title <input type="checkbox"/>	Schedule State <input type="checkbox"/>	Room <input type="checkbox"/>	Start Date <input type="checkbox"/>	Total Invoiced <input type="checkbox"/>
No of Events <input type="checkbox"/>	Organization <input type="checkbox"/>	Event Date <input type="checkbox"/>	End Date <input type="checkbox"/>	Total Collected <input type="checkbox"/>
Declined Reason <input type="checkbox"/>				
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 ▶