

rSchoolToday Facilities Scheduler for Requesters

Quick Start Guide



Becoming a Requester

To become a requester, go to the Web address that has been provided to you, the FS Training Site Facilities Requests page.

From there, you can login with your username and password if you have already created an account or you can become a requester by Clicking on the 'Become a Requester' tab.

Once you have clicked on the button, a window will appear with the Facilities Requester Registration Form. Here, at least fill out all the required fields marked with an asterisk symbol.

The first section is your Organizations Name & Info.

1. Organization/Client *
2. Address: City, State, Zip*
3. Select if you have Liability Insurance, Exp. Date
4. If you pay sales tax
5. Tax Exempt #
6. Desired PIN Number for signing contracts*

The second section is the Contact persons information being Your Name and Info.

1. Salutation*
2. First Name and Last Name *
3. Address : City, State, Zip
4. Phone Numbers
5. Email*

And, the last part is your Login Information.

1. Username*
2. Password*

When you have completed the form, click on the Save & Continue to Request Screen.

Howard-Suamico Facilities Requester Registration Form

I am requesting as a School Staff Member

Your Organization Name & Info:

Organization/Client Name: *

Address: *

City: *

State, Zip: *

Do you have Liability Insurance?: Yes *

If so, Insurance Exp Date: --- not entered --- Help

Insurance Policy: Upload

Do you Pay Sales Tax?: Yes *

Tax Exempt #: Help

Desired PIN Number: * Help
(for Signing Contracts)

Contact Person – Your Name:

Salutation: Mr. *

First Name: *

Last Name: *

Address: (ONLY if different)

City:

State, Zip:

Office Phone: *

Home Phone:

Mobile Phone:

Office Fax:

Email: *

Desired Login Information:

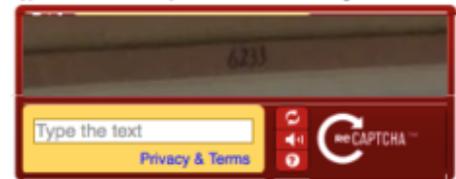
User Name: *

Password: *

Retype Password: *

* Required Fields

Type the characters you can see in the image below



[<< Back to Login](#)

[Submit Registration Form](#)

Making a Facility Request

After you have completed the Registration Form, you will be able to make your facility request.

A new window will appear with another form to fill out in order to make the facility request.

1. Name of the Activity
2. Requested Bookings: Add Date/ Times. You have to Click on the Add Date/Times link in order to set the date and times for your activity.
 - A pop-up window will appear showing a calendar where you will select the day or days of the activity, and then, on the right hand side you can set the Start time and End time of the event.

- Then, Click on the Save & Continue button.
- You will then be taken back to the Facility Request Form. The list of dates and times for your event will now show in the form.
- It will appear in blue text meaning that you can edit any of the information, including the Dates, Event Start Time, Event End Time, Set up Time, Tear Down Time, Location and Attendance, and you can also Delete any of them.

You must then select the Edit text under Location in order to set a location for your event. A new pop-up window will open where you can check all the locations available and select the building and location type for your event.

Make your Facility Request by filling out the form below.

1) Name of Activity: -or choose from previous activity:
 

2) Requested Bookings: [Add Date/Times](#)

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file:

[Attach more](#)

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

3. Other Information: Equipment, Special Needs or Set-up notes regarding your desired set-up.

Once that is completed, you can either Submit & Exit the form, Submit & Add Another Request or Copy to add to another similar request. You are then done with that. When you Login to your Facility Scheduler Account, you will be able to add more Facility Requests, see your Request History and see your Profile Info that you can edit at any time.

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