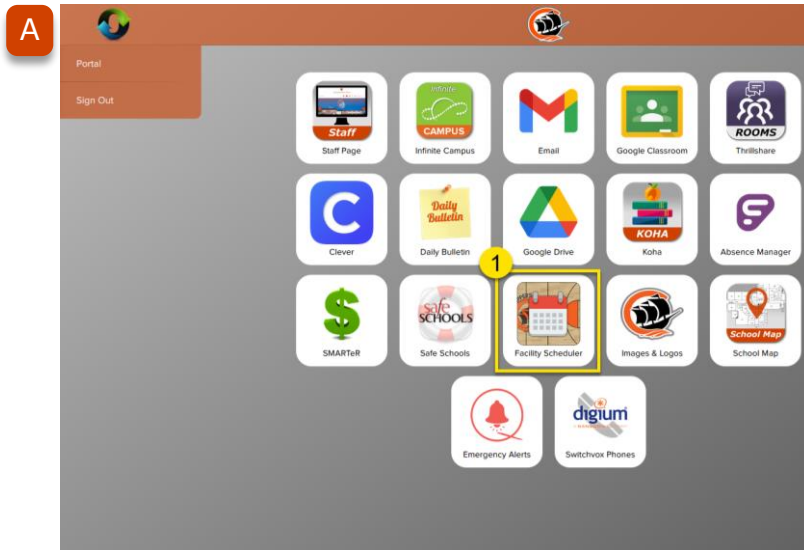




Facilities Scheduler

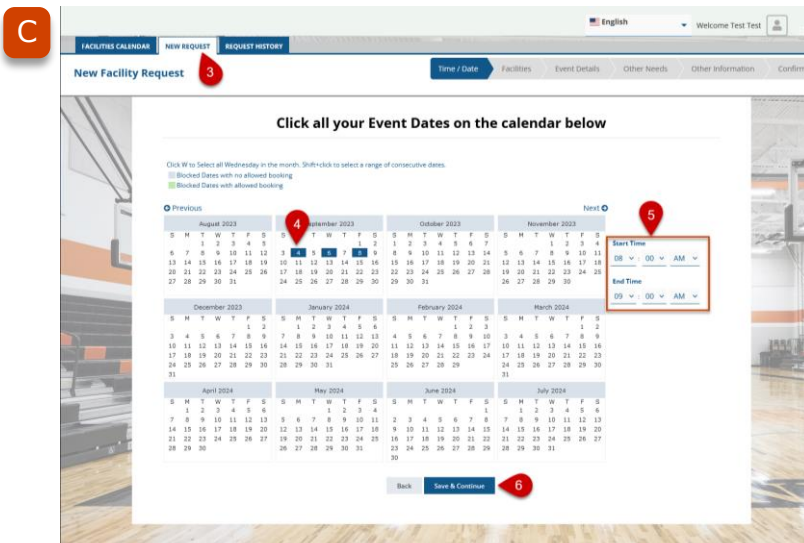
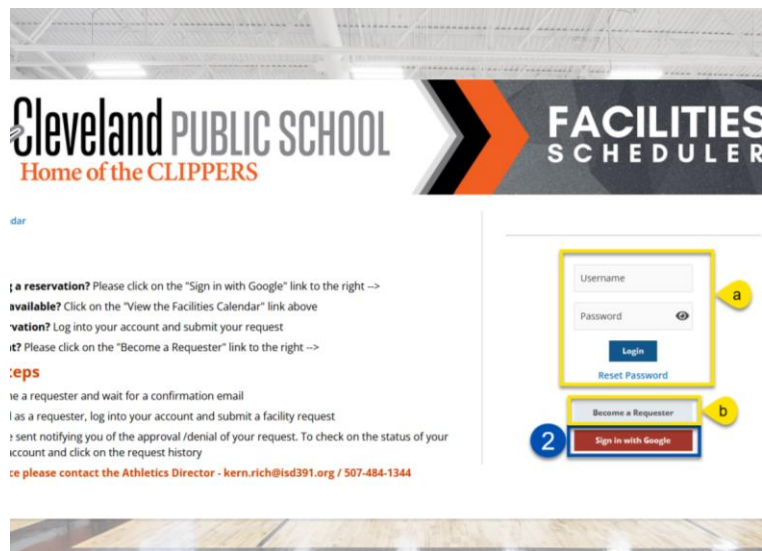
Requesting a Space



- 1) Click the **Facility Scheduler** link your portal **or** navigate to **isd391.org/facilities**

- 2) If you have an @isd391.org email account, Click the **Sign in with Google** button

If you don't have an @isd391.org email or can't access that email, create a Facility Scheduler account by clicking **Become a Requester** in box **b**. If you have previously created an account login with the username and password you set (box **a**)



- 3) Select the **New Request** tab
- 4) Select all the dates your event will be on
- 5) Enter the time the event will be at on each day
Note: If needed, you can change the time of individual days later
- 6) Click **Save & Continue**



Facility Scheduler

Requesting a Space

D

CALENDAR NEW REQUEST REQUEST HISTORY English Welcome Test Test

Facility Request Time / Date Facilities Event Details Other Needs Other Information

Choose Your Facility by:

Type Building Type + Building

Commons
Field
Gym

Location Type
Gym X

Back Continue

7) Select how to filter the available spaces. The best is by **Type**

8) Filter to the kind of spaces you want to book. We have **Gyms**, **Fields**, and **Commons**. You can choose multiple types to view at once.

9) Click **Continue**

10) Check the conflicts column before requesting a space. If the facility has a conflict indicated, click **Show Conflicts (c)**. You can still choose to request a facility with conflicts, but you may not get it.

11) **Select the facility** you want

12) Click **Continue**

E

FACILITIES CALENDAR NEW REQUEST REQUEST HISTORY English Welcome Test Test

View Facility Request Time / Date Facilities Event Details Other Needs Other Information Conflicts

Select your desired Facilities

| Select | Facility Name | Building | Rate | Conflicts | Additional Info |
|-------------------------------------|-------------------------------|-------------------------|---------------|-----------|-----------------|
| <input type="checkbox"/> | CPS - Elementary Gym (Gym) | Cleveland Public School | \$0.00 hourly | 0 | View |
| <input checked="" type="checkbox"/> | CPS - High School Gym (Gym) | Cleveland Public School | \$0.00 hourly | 0 | View |
| <input checked="" type="checkbox"/> | Court 1 (North) (Gym) | Cleveland Public School | \$0.00 hourly | 0 | View |
| <input checked="" type="checkbox"/> | Court 2 (South) (Gym) | Cleveland Public School | \$0.00 hourly | 0 | View |
| <input type="checkbox"/> | CPS - Middle School Gym (Gym) | Cleveland Public School | \$0.00 hourly | 0 | View |
| <input type="checkbox"/> | Court 1 (Main) (Gym) | Cleveland Public School | \$0.00 hourly | 0 | View |
| <input type="checkbox"/> | Court 2 (Side) (Gym) | Cleveland Public School | \$0.00 hourly | 0 | View |
| <input type="checkbox"/> | CPS - Town Hall (Gym) | Town Hall | \$0.00 hourly | 0 | View |

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.
* Text in RED indicates building/location unavailability.

Back Continue

F

Click to select your room layout for this facility:

HS Gym - Bleachers & Floor Seating
Bleachers are pulled out and rows of chairs are placed facing a podium. Place specific instructions and modifications in the setup notes on the following page. This should include the number of chairs per row and...

HS Gym - Bleachers In
Bleachers are pulled in and floor space is cleared.

HS Gym - Bleachers Out
Bleachers are pulled out and floor space is cleared.

HS Gym - Speaker
Bleachers are pulled out. A podium, a few chairs, and a table are placed facing them. Place specific instructions and modifications in the setup notes on the following page. This should include the number of chairs...

Back Continue

13) Select the how you would like the room setup

14) Click **Continue**

Note: This is only available for the Middle School Gym and the High School Gym



Facility Scheduler

Request a Space

G y Request

Time / Date Facilities Event Details Other Needs Other Information

Enter your event details below

15 Event Name * Example Event Group Size 0

16 Setup Notes
I need 2 rows of 5 chairs each, but don't need the table

Click below if you want to attach a file(s) to this request

Drop files here to upload or click to upload

Back Continue 17

15) Enter the event's title.
Examples: Recess - Mr. Smith,
Boys Varsity Basketball
Practice, 7/8th Grade
Volleyball Game, 8u Baseball
Practice

16) Enter any additional details for
how you want the space set
up. If you picked a layout with
chairs, enter how many chairs
you need here.

17) Click **Continue**

18) Read through and select any
additional items or services
you need. This is where you
can request this event be
added to the website calendar
as well. The website calendar
is for events the public should
know about, such as concerts
or fundraisers.

19) Click **Continue**

H

Select Equipment or Other Services for your Events

CPS - High School Gym

Commonly Requested:

| Quantity | Item |
|----------|---|
| 1 | Calendar: Please enter 1 if this event should be displayed on School & Community Public Calendar. |
| 1 | Livestream: Please enter 1 if this event should be streamed to YouTube. |
| | Catering: Please enter the number of people you expect to be feeding. |
| | Divider Wall: Please enter 1 if you would like the divider wall lowered in the middle of the gym. |
| | Basketball Hoops: How many hoops should be lowered? Max 6. |
| 1 | Jumbotron: Please enter 1 if you would like to use the jumbotron. |
| 2 | Microphones: Please enter the number of microphones you would like to use. |

Note: Other Needs applies to the same locations.

Back Continue 19

I

English Welo

NEW REQUEST REQUEST HISTORY

Time / Date Facilities Event Details Other Needs Other Information

Other Information for this Request

Please ensure the name of your event meets the following requirements:
For recesses: please format the name as: "Recess - Mr. Smith"
For sports: please list the specifics of the team such as grade level/age and gender.

Examples: Recess - Mr. Smith, Boys Varsity Basketball Practice, 7/8th Grade Volleyball Game, 8u Baseball Practice

I will make sure this event has adult supervision * ☒ 20

Back Continue 21

20) Accept responsibility for
supervising the event.

21) Click **Continue**



Facilities Scheduler

Request a Space

Facility Request

Confirm & Submit Request

Add Dates & Time

| Date | Event Name | Event Time | Location | Other Needs | Layout | Notes | Group Size | Delete |
|--------------|---------------|-----------------|---|-------------|--------|-------|------------|--------------------------|
| Mon 9/4/2023 | Example Event | 8:00am / 9:00am | Cleveland Public School - CPS - High School Gym | Yes | Yes | Yes | Select | <input type="checkbox"/> |
| Wed 9/6/2023 | Example Event | 8:00am / 9:00am | Cleveland Public School - CPS - High School Gym | Yes | Yes | Yes | Select | <input type="checkbox"/> |
| Fri 9/8/2023 | Example Event | 8:00am / 9:00am | Cleveland Public School - CPS - High School Gym | Yes | Yes | Yes | Select | <input type="checkbox"/> |

Attach file:

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

22

Note: This page is where you can edit the times of individual days in a multi day event. Just click on the time (column **d**) for the date that needs to be edited

22) Click **Submit Request**