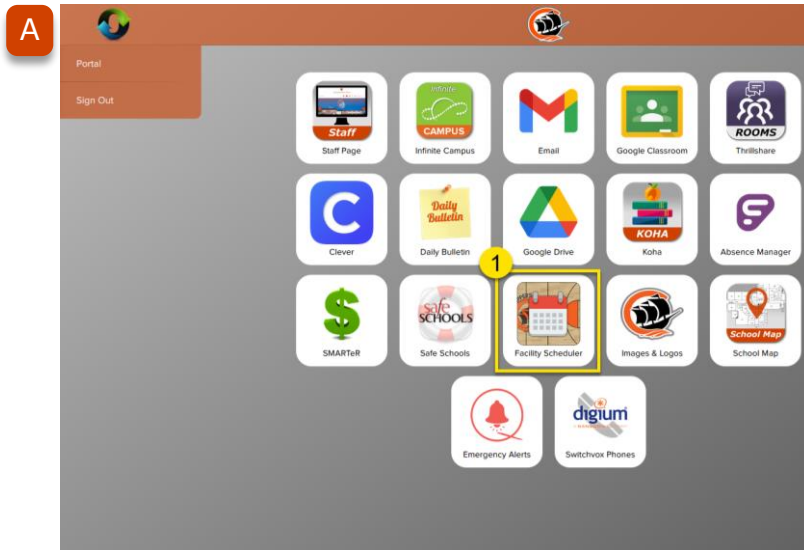# *Facilities Scheduler*

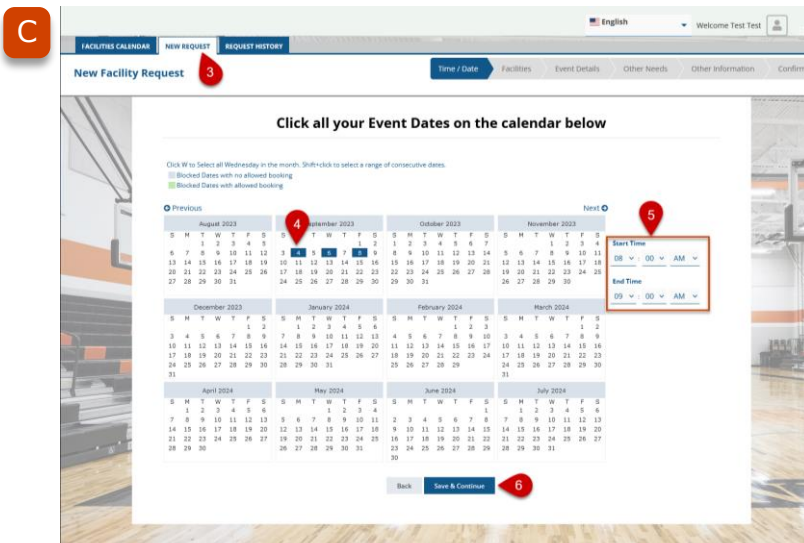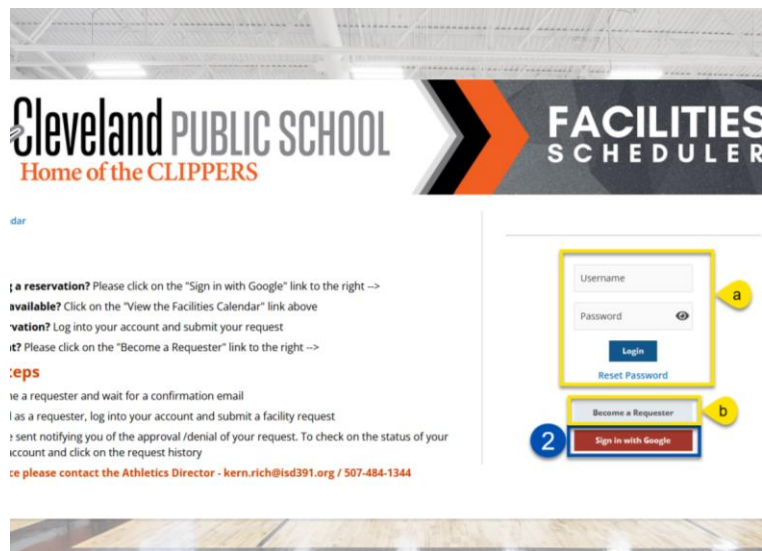## Requesting a Space

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**

D

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 you want 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

F

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

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**

20) Accept responsibility for supervising the event.

21) Click **Continue**

Facilities Scheduler

Request a Space

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**