

How to create a new Schedule (a.k.a. Building Use Request):

For staff, go to: Myschoolbuilding.com

If it asks for an account number, put in **778517137**

Put in your email address.

For first time users, it will ask for your first and last name.

Select the type of schedule you want to make.

Organization Information

Organization -- Select Organization -- Note
or new [] Type -- Select Organization Type --

Contact Name -- No Contacts Available --

First Name Last Name

Email Day-Time Phone

Evening Phone Cellular Phone

Billing Address

Use Organization Billing Address

Document Number (e.g. contract or permit number)

PO Number

Event Date(s)

(Use the CTRL key to select multiple rooms.)

September 2010							October 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
													31

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time [] [] [] End Time [] [] []

Setup Begin Time [] [] [] Breakdown End Time [] [] []

Duration [] hours [] minutes. Spans over [] days.

Tentative Booking? Through Date [] [] []

Organization Information

Organization -- Select Organization -- Note
or new [] Type -- Select Organization Type --

Contact Name -- No Contacts Available --

First Name Last Name

Email Day-Time Phone

Evening Phone Cellular Phone

Billing Address

Use Organization Billing Address

Document Number (e.g. contract or permit number)

PO Number

Skip Area.

You can add more than one room.

Can only add 20 dates. Must use recurring schedule if more than 20 or submit 2 schedules.

Very Important....do this to save time.

Will fill itself unless you tell it different.

Internal – No Charge
ECASD activities/events that are directly related to school curriculum, are free.

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates To

Setup Requirements

Required Maintenance Services

Custodial

Food Services

Heating/Ventilation /Air Conditioning

Signage

Required IT Services

AV Equipment

Computer Services

PA System

Number Attending

Number of Adults

Number of Children

Other Needs

Event Visibility Display events on the facilities use calendar Yes No

Password [Forgot Password?](#)

ALWAYS click Custodial so they know to have doors open, etc.

Must put something here, even if just FYI. This is where you tell the custodian exactly what you need for set up, etc.

If Audio/Visual, etc. is needed. This is where you check and write your needs.

Password is "password"

Lastly, hit "Save" and it will be directed to the person who will approve & activate it. You will get an email of the status.