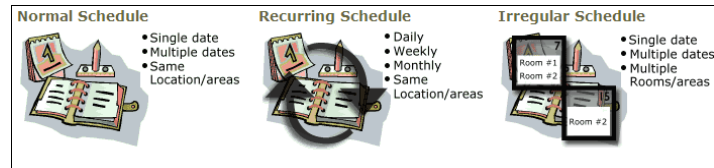


Entering a Schedule Request

Click on the New Schedule tab  to get started



There are 3 Schedule Types.

Normal Schedule: most commonly used. Pick the dates from a calendar or type them in manually. Up to 20 events can be selected. All events occur in the same room(s) at the same time.

Recurring Schedule: Up to 100 events can be added. Events occur in a pattern; “Every Monday and Wednesday for a semester”, or “the 3rd Friday of the Month for the entire school year.” All events occur in the same room(s) at the same time.

Irregular Schedule: used for oddball events that move rooms or times. Only 20 events can be entered. Events scheduled in one room for one time, then move to a different room/time. An example would be a Boy Scout troop who uses the Gym one morning and the following night could be entered using Irregular Schedule.

New Schedule

Schedule ID NEW

Status Submitted

Notify Booked By

Notify Contact Person

Schedule State? Inactive

Event Title

Event Description

Area -- Select Area --

Location -- Select Location --

Building -- Select Building --

Rooms -- Select Rooms --

(Use the CTRL key to select multiple rooms.)

Event Date(s)

February 2009							March 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	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 :00 :00 :00 :00 :00 :00

End Time :00 :00 :00 :00 :00 :00

Setup Begin Time :00 :00 :00 :00 :00 :00

Breakdown End Time :00 :00 :00 :00 :00 :00

Duration hours :00 minutes. Spans over 1 days.

When filling out the New Schedule Request form there are some required fields. For simplicities sake this guide covers the Normal Schedule.

- Schedule ID**- a permit number will generate once the schedule has been saved successfully
- Status**- default status is Submitted
- Event Title**- describes the event, (Soccer Practice, Play Rehearshals, PTA Meeting)
- Area**(not required)- used a filter to find rooms(NOTE: if you need multiple rooms, do not use)
- Location**- where will the event be held?
- Rooms**- the specific rooms, fields, or other spaces at the field where the event will be held. Hold down the CTRL key while you left click on the mouse to select multiple rooms. Up to 50 rooms can be added to any schedule.
- Event Date(s)**- Click the dates off the calendar or type them in. Be sure to use the MM/DD/YYYY format.
- Start Time**- Must be entered in 15 minute increments.
- Duration**- should be something reasonable- make sure the Spans Over box to the right has a reasonable duration. All most all events should last less than 24 hours.


Its very important that you click the **Check Availability Button. A pop up window will look at the Rooms, Dates and Times you entered and check to see if there are any approved schedules or school holidays that may conflict with your request.

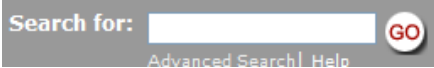
Organization Information

- ☑ **Organization-** Click on the blue down arrow to see the menu of Organizations. If you do not see the organization that is making the request here, you may enter a new organization. Please try not to make duplicate organization names.
 - **Contact First Name, Last Name, Email Address, Phone # & Address-** these fields are important to notifying the group of changes in status. If this is a new organization contact you can check “ Yes, add this contact to the organization's contact list.”

Setup Requirements:

- ☑ **Always Check the Custodial box** to alert the custodian that there is something going on in their building or that some tasks need to be done prior to this event. You must describe what you would like to have done in the box. Someone assigned to the task will receive an email approximately 7 days ahead of the event.
- ☑ **Check the Food Service box** if the kitchen is being rented out and to alert the kitchen manager that there is something going on in their building or that some tasks need to be done prior to this event. You must describe what you would like to have done in the box. Someone assigned to the task will receive an email approximately 7 days ahead of the event.
- ☑ **Check the IT Services boxes** to alert the IT staff that there is a need for AV equipment, computers, sound system, etc.. or that some tasks need to be done prior to this event. You must describe what you would like to have done in the box. Someone assigned to the task will receive an email approximately 7 days ahead of the event.

Review the schedule form and when you are ready click the Save  button.

- After the schedule has saved, a Schedule ID number will be generated.
- There should also be an email confirmation that is sent back to the person making the request(referred to as the Booked By in FSDirect)
- You can make changes to the schedule while it is still in submitted status. After the schedule has been approved you will need to contact the FSDirect Administrator in your building to make changes.
- You can use the ‘Search for’  box to access schedules, or view them on the Calendar.

*Viewing the Calendar

Click on the Calendar Tab **Calendar** to view the monthly calendar.

Use the Calendar Shortcuts to see different views of the calendar.



Use the filters to see different locations, rooms, organizations, etc. on the calendar. Be sure to click the **Refresh** button after making your selection.

Area -- Select Area --
Location -- Select Location --
Building -- Select Building --
Room -- Select Rooms --
 (Use the CTRL key to select multiple rooms.)
Start Time 1 :00 AM and greater
Event Status ALL events
Organization -- Include ALL Organizations --

Event Calendar for June 2008

[View Legend](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 ● Baseball Practices ● Soccer Practices ● Orioles Baseball Camp	3 ● Baseball Practices	4 ● Soccer Practices	5 ● Mentor Tutoring ● Baseball Practices ● Soccer Practices	6 Graduation ● Soccer Practices ● Acapella Singers on the Lawn ● Graduation Reception	7
8	9 ● Baseball Practices ● Soccer Practices ● Orioles Baseball Camp	10 ● Baseball Practices	11 ● Soccer Practices	12 ● Mentor Tutoring ● Baseball Practices ● Soccer Practices	13 ● Soccer Practices ● Acapella Singers on the Lawn	14
15 ● Benefit Fundraiser-a-thon	16 ● Baseball Practices ● Soccer Practices ● Orioles Baseball Camp ● Football Mock Draft	17 ● Baseball Practices ● Mock Draft	18 ● Soccer Practices ● Cheerleader- Mock Draft- moved	19 ● Mentor Tutoring ● Baseball Practices ● Soccer Practices	20 ● Soccer Practices ● Acapella Singers on the Lawn ● Music on the Lawn	21

- When viewing the calendar, you can move your mouse pointer over the event title to see the time of the event.
- Click on the event title to see more information about the event.
- Click on the date to see a Daily View of the Calendar.
- A legend of the calendar symbols is at the bottom of the page.

You can Print the Calendar by clicking on the “Print This!” Icon above the calendar. Whenever you see “Print This!” or “Print Now” in FSDirect, don’t worry – it won’t print anything right away. It will bring up the report for you to review before printing.


1) Select your reporting period:
Custom Begin Custom End

2) Choose a report type for viewing:
 Summary Report
 Summary Report 2 - sort by:
 Calendar Report

3) Select your events option:
 Print Event Tasks

4) Select your room option:
 Print Rooms

5) Choose a report format:
 PDF
 HTML

6)
 **Print Now!**

Questions?

Contact SchoolDude.com Support
support@schooldude.com