## Facilities Scheduler Start-Up Guide for Requesters



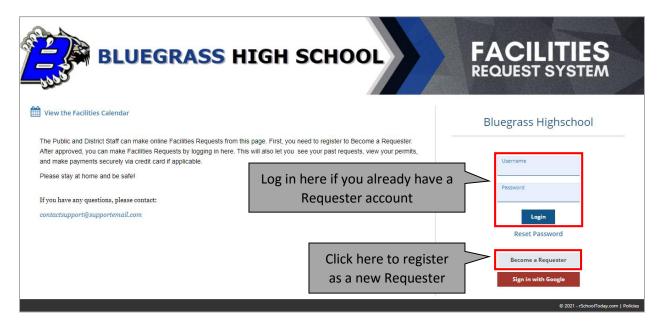
This Start-Up Guide provides the steps on how to become a Requester and request a Facility. Click this link for the video tutorial:

https://www.rtvbroadcaster.com/archive/video/play/18878video

## **Becoming a Requester**

To become a **Requester**, go to the Web address provided to you by the School or District.

From there, you can log in with your username and password (if a Requester account has been created) or click the **'Become a Requester'** button to register.



Clicking the 'Become a Requester' button will take you to the Facilities Requester Registration Form. Fill in the form with the necessary information and click the 'Save and Continue to Request Screen' button to create a Facilities Request.

Click Here for a Video Tutorial					
Bluegrass High School Facilities Requester Registration Form			Fields asteris	with an (*) are	
I am requesting as a School Staff Member				mano	latory
Your Organization Name & Info	Conta	ct Person - Your	Name		
Organization/Client Name: * FGIM Association for the Youth	First M Jack	lame: *			
Address: * 13300 Technology Drive	Last N Robe	lame: * erts			
City: * Minneapolis	Addre	ess (ONLY if different):			
	city: 5416				
Do you have Liability Insurance?:	Ctat			Zip:	

If so, Insurance Expiration Date: 08/16/2023	Office Phone: (218) 389-4670	
Upload Insurance Policy	Home Phone:	
Attach File	Mobile Phone:	
Do you pay sales tax? Ves ONo	Office Fax:	
Tax Exempt #: 567144801818	Email Address: * jack.roberts@fgimassociation.com	
	Desired Pin Number * (for Signing Agreement 8513	ts)
Create a username and password for your desired login information	User Name: jack.roberts Password:  Retype Password:	
Click here to authenticat that you are a real perso accessing the site	 V I'm not a robot	reCAPTCHA
	P	rivacy - Terms
	P	Click this but
Back to Login	P Dontinue to Request Screen	Click this but submit the reg
		Click this but

**Note:** Some Schools/Districts require the approval of Registration Forms before a Requester can submit a Facilities Request. In this case, at the end of the form, you may find a different button:



You will be notified when you are approved as a Requester and can make Facilities Requests.

## **Requesting a Facility**

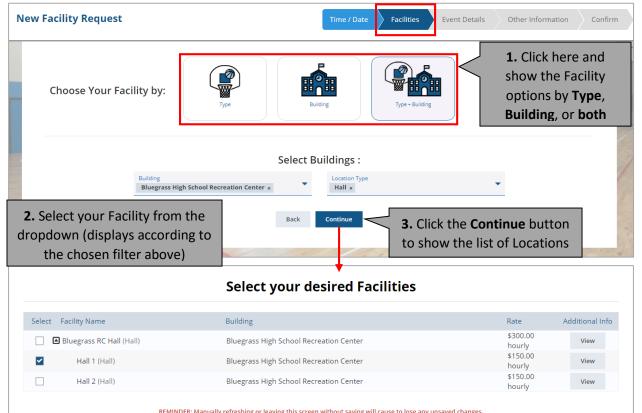
After completing the Registration Form (or being approved as a Requester), you will be able to make your Facility Request.

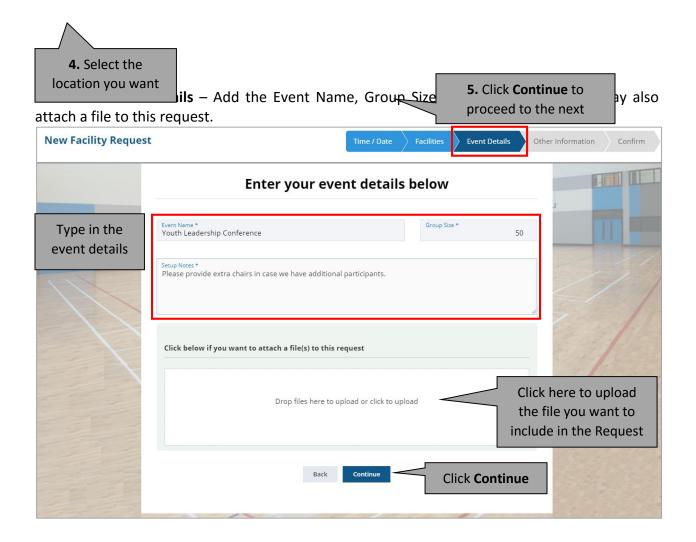
As a Requester, you must fill in the information on each screen before submitting the Request.

acility Request for		Time / Date	Facilities Event Details	Other Information Confirm
	Click all your E	vent Dates on the	calendar below	
Click W to Select all Wednesda Blocked Dates with no allo Blocked Dates with allowe	0	e of consecutive dates.	Next <b>O</b>	Select the dates and times for your booking
July 2021	August 2021	September 2021	October 2021	
S  M  T  W  T  F    4  5  6  7  8  9    11  12  13  14  15  16    18  19  20  21  22  23    25  26  27  28  29  30	S  M  T  W  T  F  S    3  1  2  3  4  5  6  7    0  8  9  10  11  12  13  14    17  15  16  17  18  19  20  21    24  22  23  24  25  26  27  26    31  29  30  31	S  M  T  W  T  F  S    5  6  7  8  9  10  11    12  13  14  15  16  17  18    19  20  21  22  23  24  25    26  27  28  29  30  10	S  M  T  W  T  F  S    3  4  5  6  7  8  9    10  11  12  13  14  15  16    17  18  19  20  21  22  23    24  25  26  27  28  29  30	Start Time    01 • :  00 • PM •    End Time  00 • PM •
November 2021	December 2021	January 2022	February 2022	03 • : 00 • PM •
S  M  T  W  T  F    1  2  3  4  5    7  8  9  10  11  12    14  15  16  17  18  19    21  22  23  24  25  26    28  29  30	20 12 13 14 15 16 17 18	S  M  T  W  T  F  S    2  3  4  5  6  7  8    9  10  11  12  13  14  15    16  17  18  19  20  21  22    23  24  25  26  27  28  29    30  31	S  M  T  W  T  F  S    1  2  3  4  5    6  7  8  9  10  11  12    13  14  15  16  17  18  19    20  21  22  23  24  25  26    27  28	
March 2022	April 2022	May 2022	June 2022	
S  M  T  W  T  F    1  2  3  4    6  7  8  9  10  11    13  14  15  16  17  18    20  21  22  23  24  25    27  28  29  30  31	S  S  M  T  W  T  F  S    5  5  5  1  2  1  2    12  3  4  5  6  7  8  9    19  10  11  12  13  14  15  16    26  17  18  19  20  21  22  22    24  25  26  27  28  29  30		S  M  T  W  T  F  S    1  2  3  4    5  6  7  8  9  10  11    12  13  14  15  16  17  18    19  20  21  22  23  25  26  27  28  29  30	
		Back Save & Continue		nis button to the next screen

Screen 1: Time/Date – Add the desired dates and times for your event.

Screen 2: Facilities – Add the desired location for your booking.

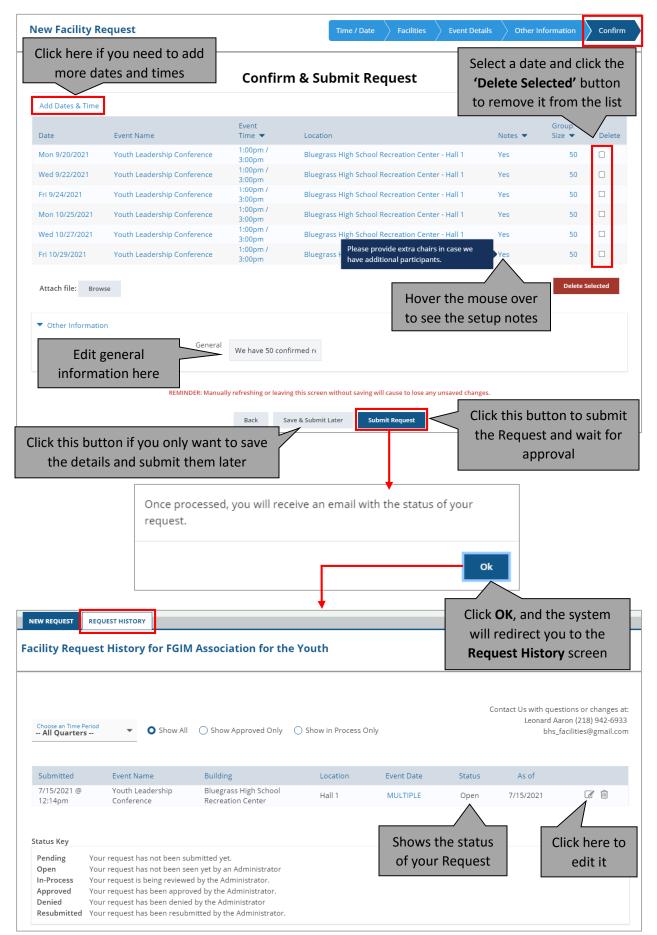




## Screen 4: Other Information – Add the general information of this Request.

New Facility Request	Time / Date	Facilities	> Event Details	Other Information	Confirm
Other Informa	ition for this	Request	:		T
Gen	we have 50 co	nfirmed registra		Click here to typ the details	
Back	k Continue	_			

**Screen 5: Confirm** – Check and verify the added information from previous screens. You may add or delete dates and times here. This is the last screen before submitting the Request.



**Note:** A Facility Request that has already been processed (tagged in the following status: In-Process, Approved, or Denied) can no longer be edited.