

Quick Step Guide for Requesters

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Enter the account number (165583973) then click on Submit Organization. Or you can use the following link to access the login page:

http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=165583973

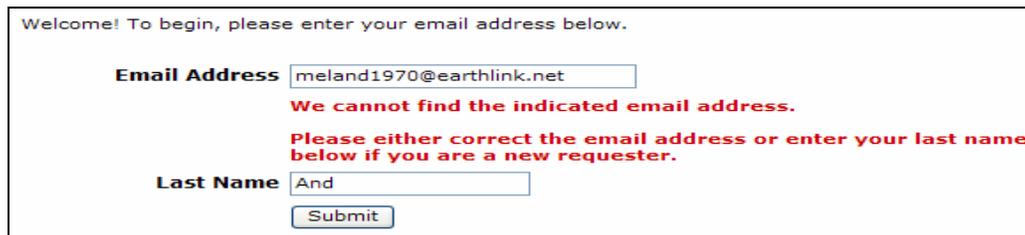
- **If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.**



Welcome! To begin, please enter your email address below.

Email Address

- 2) On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.



Welcome! To begin, please enter your email address below.

Email Address

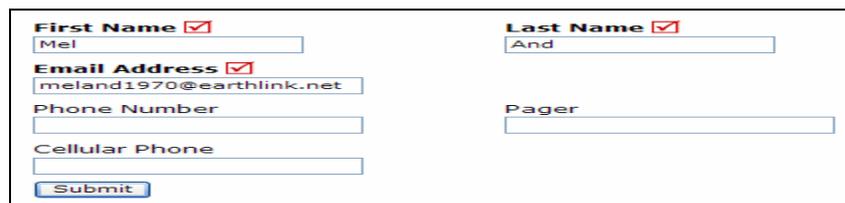
We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.

Last Name

- 3) Enter your 1st name then click submit (phone number, pager, etc. are optional)

- **HELPFUL INFORMATION:** To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on **Create Shortcut**. This will add an icon to your desktop. You can double click on this the next time you want to sign in.



First Name

Last Name

Email Address

Phone Number

Cellular Phone

Pager

- 4) Click on Schedule Request Tab if you do not see the screen below. Select your schedule type



- 5) Fill out all boxes with a mark beside it. These are required fields. The system will not save your request if they are not filled out. The Event Description is the title of your event. Click on the drop down arrows to see your selection choices Location, rooms, etc. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the button to verify you are not double booking a room.

- **The "Duration" and "Spans Over" (shown below the Setup/Breakdown time) typically will not need to be changed. Most events typically span over 1 day. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are choosing the correct time of day such as "AM" or "PM".**

Event Title: Boy Scouts

Area: -- Select Area --

Location: Franklin HS

Rooms: -- Select Room --
Field House

(Use the CTRL key to select multiple rooms.)

Event Date(s): 11/16/2004
11/24/2004

November 2004							December 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					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: 4:00 PM

End Time: 5:00 PM

Setup Begin Time: 4:00 PM

Breakdown End Time: 5:00 PM

Duration: 1 hours 00 minutes. Spans over 1 days.

Tentative Booking? Through Date: [calendar icon]

Follow the same process to fill out the remaining sections on the request form. At the bottom of the page, you will be prompted to enter the submittal password of (Password), then click save

Password

- 6) You can review any requests that you have entered into the system. Click on the My Requests Tab then **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

Request
Schedule Request
My Requests
My Settings
Help

Requests | [My Schedule Requests](#) |

My Schedule Requests

i Click to sort table by that column.

Search for ""

Search this results for: GO [Show All](#)

Add New Schedule

← Previous 20 Next 20 →

1 - 20 of total 163 listed
Sort Schedules by Organization
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

FSSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Active Schedule	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	
37321 8th Grade Celebration 1	Approved Yes PCMS Admin	Pembroke Community Middle School Theatre, Auditorium	Non-recurring 6/10/2005	\$0.00 \$0.00 \$0.00
38232 8th Grade Patriot League bball 1	Approved Yes Patriot League Basketball	Pembroke High School Gym	Non-recurring 12/3/2004	\$0.00 \$0.00 \$0.00
34797 Boy Scout Troop #105 37	Approved Yes Boy Scouts	North Pembroke Elementary School Cafeteria	Weekly 9/14/2004 6/7/2005	\$0.00 \$0.00 \$0.00



