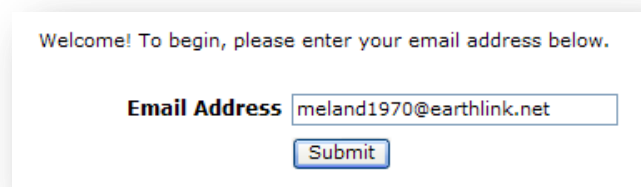


Quick Step Guide for Requesters with Calendar Feature

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Enter the account number **130463360** 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=130463360

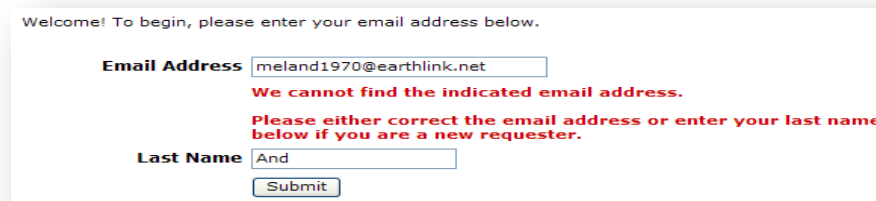
- **If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.**



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.

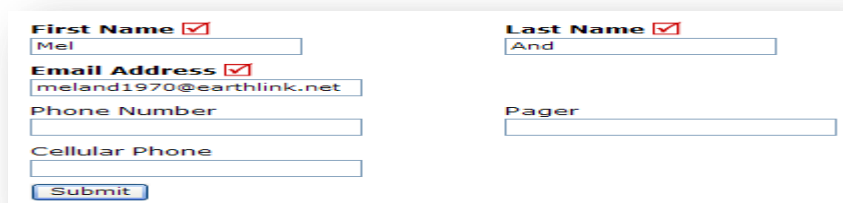
Email Address

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

Pager

Cellular Phone

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 **Check Availability** 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

Area

Location

Rooms

(Use the CTRL key to select multiple rooms.)

Event Date(s)

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

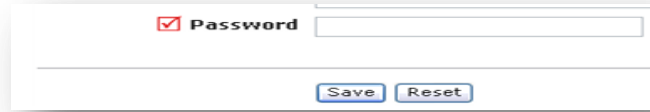
Setup Begin Time 4:00 PM

Breakdown End Time 5:00 PM

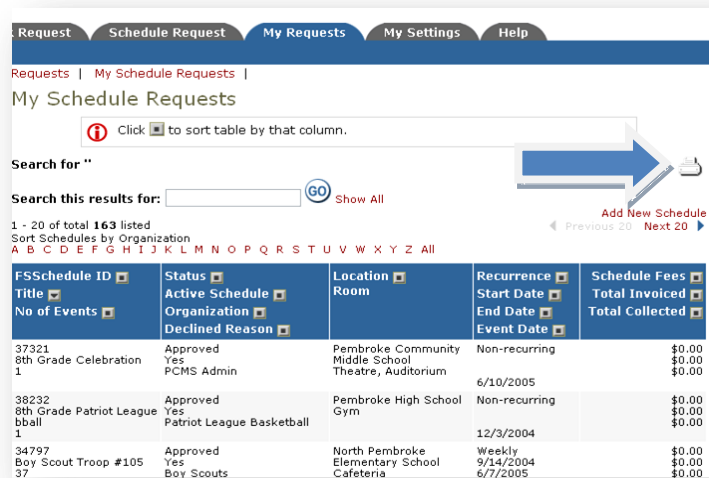
Duration 1 hours 00 minutes. Spans over 1 days.

Tentative Booking?

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, **eventrequest**, then click **Save**.

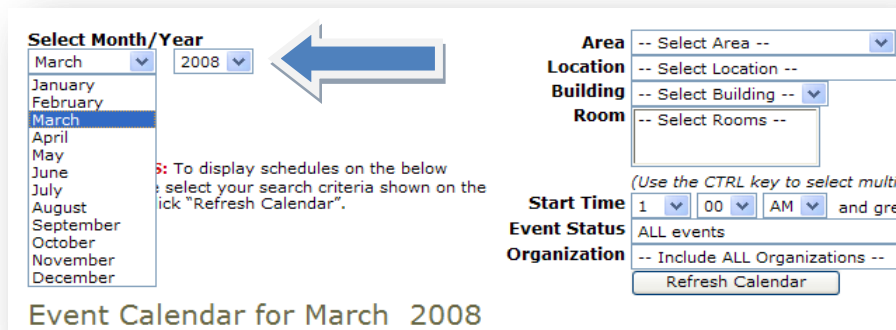


- 6) You can review any requests that you have entered into the system. Click on the **My Requests** Tab then **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.



FSSchedule ID	Status	Location	Recurrence	Schedule Fees
37321	Approved	Pembroke Community Middle School Theatre, Auditorium	Non-recurring	\$0.00
8th Grade Celebration	Yes			\$0.00
1	PCMS Admin		6/10/2005	\$0.00
38232	Approved	Pembroke High School Middle School Gym	Non-recurring	\$0.00
8th Grade Patriot League	Yes			\$0.00
1	Patriot League Basketball		12/3/2004	\$0.00
34797	Approved	North Pembroke Elementary School Cafeteria	Weekly	\$0.00
Boy Scout Troop #105	Yes		9/14/2004	\$0.00
37	Boy Scouts		6/7/2005	\$0.00

- 7) You can view an event calendar while in the **My Requests** area. Click on Month, Day, or Week Calendar. When accessing the month calendar, for example, the default will be on the current month/year. You are able to change either of these by clicking on the blue down arrow.



Select Month/Year: March 2008

Area: -- Select Area --

Location: -- Select Location --

Building: -- Select Building --

Room: -- Select Rooms --

Start Time: 1:00 AM

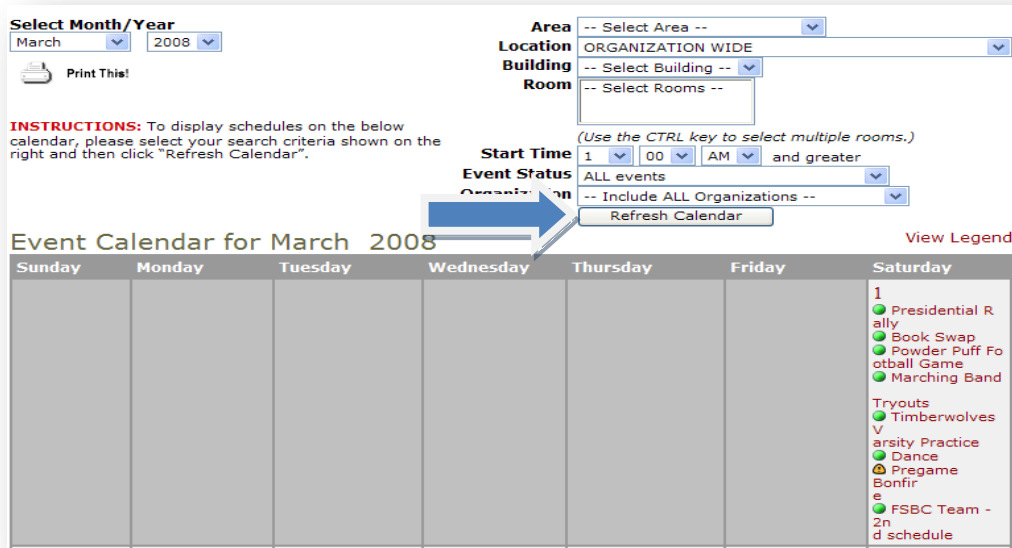
Event Status: ALL events

Organization: -- Include ALL Organizations --

Refresh Calendar

Event Calendar for March 2008

- 8) For the events to show on the month calendar you will need to choose the location then **Refresh Calendar**. You can also filter your calendar view according to room, organization, etc.



Select Month/Year: March 2008

Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".

Area: -- Select Area --
 Location: ORGANIZATION WIDE
 Building: -- Select Building --
 Room: -- Select Rooms --
 (Use the CTRL key to select multiple rooms.)

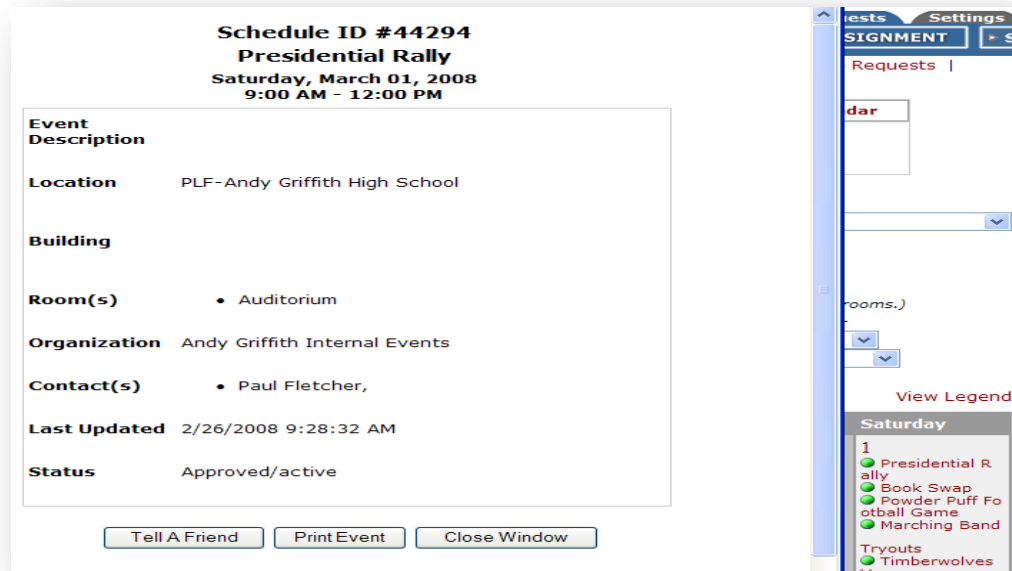
Start Time: 1:00 AM and greater
 Event Status: ALL events
 Organization: -- Include ALL Organizations --

Refresh Calendar

Event Calendar for March 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Presidential Rally Book Swap Powder Puff Football Game Marching Band Tryouts Timberwolves arsity Practice Dance Pregame Bonfire FSBC Team - 2nd schedule

- 9) The items that you will see on the calendar are the event titles. If you would like more information about a particular event, simply click on the title to view the details.



Schedule ID #44294
Presidential Rally
 Saturday, March 01, 2008
 9:00 AM - 12:00 PM

Event Description

Location PLF-Andy Griffith High School

Building

Room(s) • Auditorium

Organization Andy Griffith Internal Events

Contact(s) • Paul Fletcher,

Last Updated 2/26/2008 9:28:32 AM

Status Approved/active

Tell A Friend | Print Event | Close Window

Requests |

dar

rooms.)

View Legend

Saturday

1
 Presidential Rally
 Book Swap
 Powder Puff Football Game
 Marching Band
 Tryouts
 Timberwolves