rSchoolToday Quick Start Guide

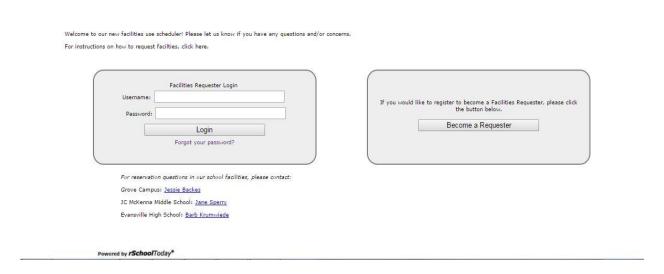
Becoming a Requester

To become a requester, go to:

http://fs-evansville.rschooltoday.com/authentication/credential/requesterlogin

From there, you can login with your username and password if you have already created an account or you can become a requester by Clicking on the 'Become a Requester' tab.





Once you have clicked on the button, a window will appear with the Facilities Requester Registration Form. Here, at least fill out all the required fields marked with an asterisk symbol.

The *first section* is your Organizations Name & Info.

- 1. Organization/Client *
- 2. Address: City, State, Zip*
- 3. Select if you have Liability Insurance, Exp. Date
- 4. If you pay sales tax
- 5. Tax Exempt #
- 6. Desired PIN Number for signing contracts*

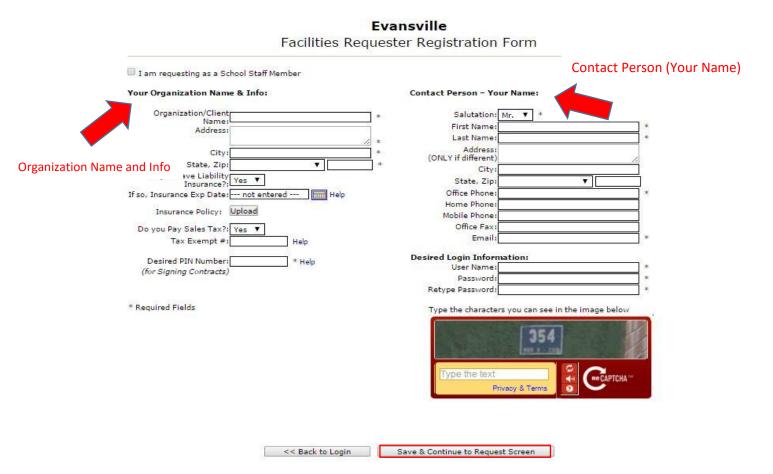
The *second section* is the Contact Person information being Your Name and Info.

- 1. Salutation*
- 2. First Name and Last Name *
- 3. Address: City, State, Zip
- 4. Phone Numbers
- 5. Email*

And, the *last section* is your Login Information.

- 1. Username*
- 2. Password*

When you have completed the form, click on the Save & Continue to Request Screen.



Making a Facility Request

After you have completed the Registration Form and it has been approved, you will be able to make your facility request.

A new window will appear with another form to fill out in order to make the facility request.

- 1. Name of the Activity
- 2. Requested Bookings: Add Date/Times. You have to Click on the Add Date/Times link in order to set the date and times for your activity.
 - A pop-up window will appear showing a calendar where you will select the day or days of the activity, and then, on the right hand side you can set the Start time and End time of the event.
 - Then, Click on the Save & Continue button.
 - You will then be taken back to the Facility Request From. The list of dates and times for your event will now show in the form.
 - It will appear in blue text meaning that you can edit any of the information, including the Dates, Event Start Time, Event End Time, Set up Time, Tear Down Time, Location and Attendance, and you can also Delete any of them.
 - You must then select the Edit text under Location in order to set a location for your event. A new pop-up window will open where you can check all the locations available and select the building and location type for your event.
- 3. Other Information: Equipment, Special Needs or Set-up notes regarding your desired set-up.

🖺 fs-evansville.rschooltoday.com/requester/index/editbookings/erId/2257/arId/145/bookFor/dates_all/bId/0/ri

Once that is completed, you can either Submit & Exit the form, Submit & Add Another Request or Copy to add to another similar request. You are then done with that. When you Login to your Facility Scheduler Account, you will be able to add more Facility Requests, see your Request History and see your Profile Info that you can edit at any time. Facilities Scheduler - IRF - Google Chrome



5. You MUST click this button in order to select that location.

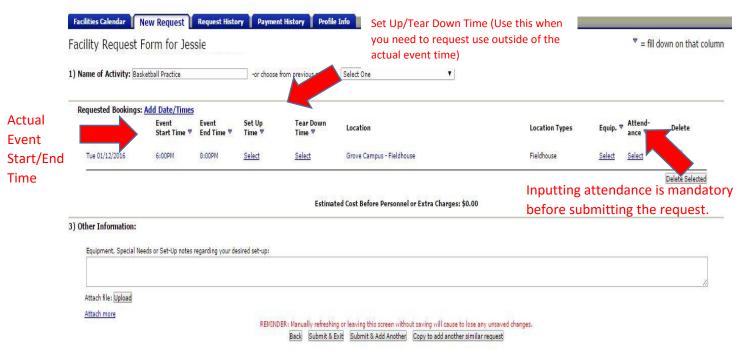
location is BLACK,

the

location is available.

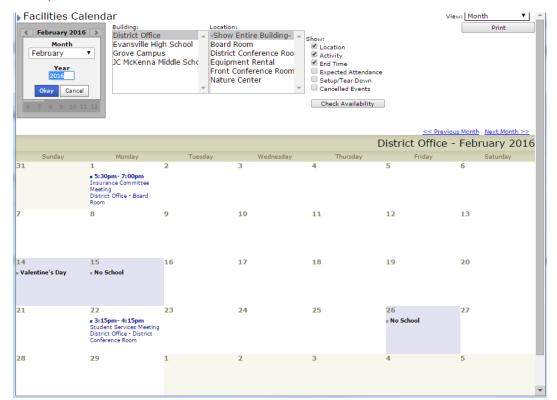
1 Select

When you are finished with the request, before you submit it, your screen should look like this:

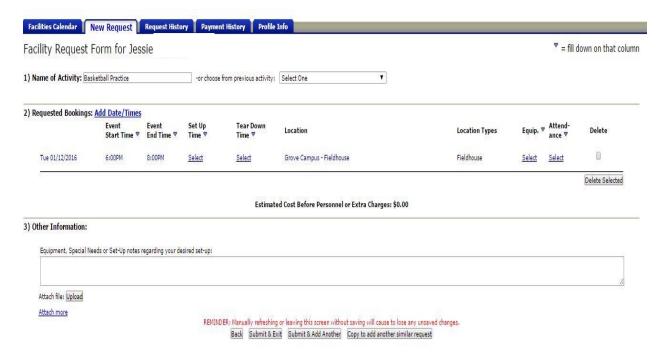


When you Login to your Facility Scheduler Account, you will be able to see the Facilities Calendar, add more Facility Requests, see your Request History and see your Profile Info that you can edit at any time.

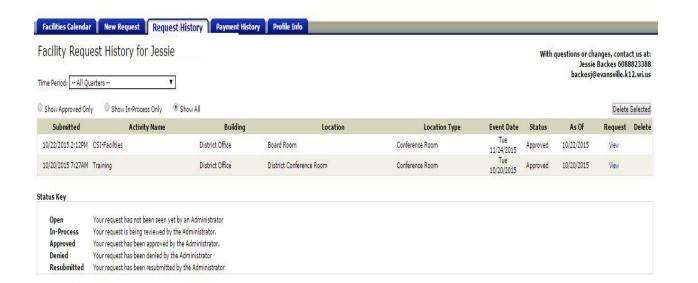
A) Facilities Calendar



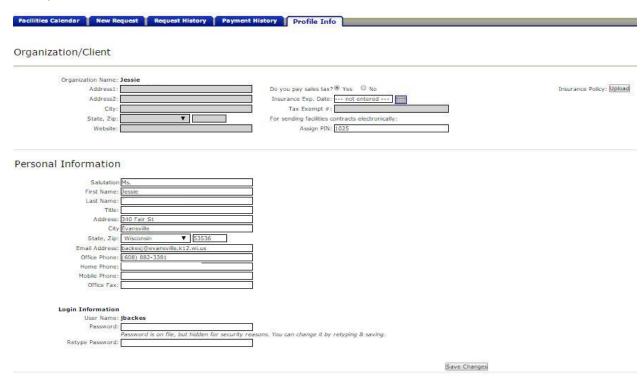
B) New Request Tab



C) Request History Tab



D) Profile Information



Requesting facilities use for another organization:

In the upper right corner click the button that says Request Facilities Use for Another Group. A window will popup that looks the like the original requestor registration form. Fill that out as you would a community member. You will then be able to toggle back and forth when making facilities requests

Toggle customers back and forth when

requesting facilities for more than one group. rSchoolToday Facilities Requester Welcome Jessie Login to Client: Jessie Sign Out Request Facilities for Another Grou Click Here for a Video Tutorial Facilities Calendar New Request Req Facility Request Form for Jessie ▼ = fill down on that column 1) Name of Activity: -or choose from previous activity: Select One 2) Requested Bookings: Add Date/Times Add information to all needed fields on the first date first Estimated Cost Before Personnel or Extra Charges: \$0.00 3) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: Attach file: Upload Attach more REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Exit Submit & Add Another Copy to add another similar request