

rSchoolToday Quick Start Guide

Becoming a Requester

To become a requester, go to:

<http://fs-evansville.rschoolday.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.



Welcome to our new facilities use scheduler! Please let us know if you have any questions and/or concerns.
For instructions on how to request facilities, click [here](#).

Facilities Requester Login

Username:

Password:

[Forgot your password?](#)

If you would like to register to become a Facilities Requester, please click the button below.

For reservation questions in our school facilities, please contact:
Grove Campus: [Jessie Backes](#)
JC McKenna Middle School: [Jane Sperry](#)
Evansville High School: [Barb Krumwiede](#)

Powered by **rSchoolToday**

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.

Evansville
Facilities Requester Registration Form

I am requesting as a School Staff Member

Your Organization Name & Info:

Organization/Client Name: *

Address: *

City: *

State, Zip: *

Have Liability Insurance?: Yes No

If so, Insurance Exp Date: --- not entered ---

Insurance Policy:

Do you Pay Sales Tax?: Yes No

Tax Exempt #:

Desired PIN Number: *
(for Signing Contracts)

* Required Fields

Contact Person - Your Name:

Salutation: Mr. *

First Name: *

Last Name: *

Address: *

(ONLY if different)

City: *

State, Zip: *

Office Phone: *

Home Phone:

Mobile Phone:

Office Fax:

Email: *

Desired Login Information:

User Name: *

Password: *

Retype Password: *

Type the characters you can see in the image below



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 Form. 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.

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.

1 Select your location

2. This is to help narrow your search for locations.

3. Click here AFTER you've chosen the building

4. If the location is RED, that location is not available. If the location is BLACK, the location is available.

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

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Baseball Field (Practice Fields)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
Commons (Cafeteria/Commons)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
Counseling Conference Room (Conference Room)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
English/Social Studies Lab C212 (Computer Lab)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
English/Social Studies Lab C214 (Computer Lab)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
FACE Classroom (Classroom)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
Football Field (Practice Fields)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
Gym (HS Gym)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
HS Office Conference Room (Conference Room)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
Kitchen (Kitchen)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
LMC (Library) (LMC)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
LMC Computer Lab (Computer Lab)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
Math Computer Lab (Computer Lab)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
Media Room (Media Room)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View
PAC (HS.PAC)	\$0.00 hourly	Evansville High School	0	<input type="checkbox"/>	View

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

Facilities Calendar | **New Request** | Request History | Payment History | Profile Info

Facility Request Form for Jessie

1) Name of Activity: Basketball Practice -or choose from previous- Select One

Set Up/Tear Down Time (Use this when you need to request use outside of the actual event time)

Actual Event Start/End Time

Requested Bookings: Add Date/Times	Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Equip.	Attendance	Delete
Tue 01/12/2016	6:00PM	8:00PM	Select	Select	Grove Campus - Fieldhouse	Fieldhouse	Select	Select	Delete Selected

Estimated Cost Before Personnel or Extra Charges: \$0.00

Inputting attendance is mandatory before submitting the request.

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

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

Facilities Calendar

View: Month

Print

Building: District Office, Evansville High School, Grove Campus, JC McKenna Middle Sch

Location: -Show Entire Building-, Board Room, District Conference Roo, Equipment Rental, Front Conference Room, Nature Center

Show:

- Location
- Activity
- End Time
- Expected Attendance
- Setup/Tear Down
- Cancelled Events

Check Availability

<< Previous Month Next Month >>

District Office - February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 5:30pm - 7:00pm Insurance Committee Meeting District Office - Board Room	2	3	4	5	6
7	8	9	10	11	12	13
14 Valentine's Day	15 No School	16	17	18	19	20
21	22 3:15pm - 4:15pm Student Services Meeting District Office - District Conference Room	23	24	25	26 No School	27
28	29	1	2	3	4	5

B) New Request Tab

[Facilities Calendar](#) | [New Request](#) | [Request History](#) | [Payment History](#) | [Profile Info](#)

Facility Request Form for Jessie ▼ = fill down on that column

1) Name of Activity: -or choose from previous activity:

2) Requested Bookings: [Add Date/Times](#)

	Event Start Time ▼	Event End Time ▼	Set Up Time ▼	Tear Down Time ▼	Location	Location Types	Equip. ▼	Attend-ance ▼	Delete
Tue 01/12/2016	6:00PM	8:00PM	Select	Select	Grove Campus - Fieldhouse	Fieldhouse	Select	Select	<input type="checkbox"/>

[Delete Selected](#)

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](#)

C) Request History Tab

[Facilities Calendar](#) | [New Request](#) | [Request History](#) | [Payment History](#) | [Profile Info](#)

Facility Request History for Jessie With questions or changes, contact us at:
Jessie Backes 6088823388
backesj@evansville.k12.wi.us

Time Period:

Show Approved Only |
 Show In-Process Only |
 Show All [Delete Selected](#)

Submitted	Activity Name	Building	Location	Location Type	Event Date	Status	As Of	Request	Delete
10/22/2015 2:12PM	CSI-Facilities	District Office	Board Room	Conference Room	Tue 11/24/2015	Approved	10/22/2015	View	
10/20/2015 7:27AM	Training	District Office	District Conference Room	Conference Room	Tue 10/20/2015	Approved	10/20/2015	View	

Status Key

Open Your request has not been seen yet by an Administrator

In-Process Your request is being reviewed by the Administrator.

Approved Your request has been approved by the Administrator.

Denied Your request has been denied by the Administrator

Resubmitted Your request has been resubmitted by the Administrator

D) Profile Information

Facilities Calendar | **New Request** | **Request History** | **Payment History** | **Profile Info**

Organization/Client

Organization Name: **Jessie**

Address1:
Address2:
City:
State, Zip:
Website:

Do you pay sales tax? Yes No
Insurance Exp. Date:
Tax Exempt #:
For sending facilities contracts electronically:
Assign PIN:

Insurance Policy:

Personal Information

Salutation:
First Name:
Last Name:
Title:
Address:
City:
State, Zip:
Email Address:
Office Phone:
Home Phone:
Mobile Phone:
Office Fax:

Login Information

User Name:
Password:
Password is on file, but hidden for security reasons. You can change it by retyping & saving.
Retype Password:

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.

Welcome Jessie [Click Here for a Video Tutorial](#) Login to Client: **rSchoolToday™ Facilities Requester**

Facilities Calendar | **New Request** | **Request History** | **Profile Info**

Facility Request Form for Jessie ▼ = fill down on that column

1) Name of Activity: -or choose from previous activity:

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:
[Attach more](#)

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

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