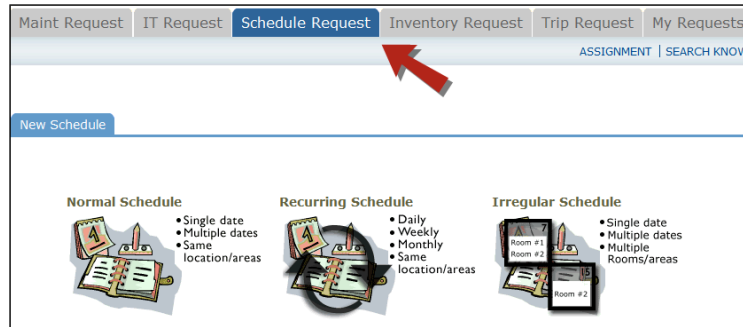


# How to Submit a Request

1) Click on the **Schedule Request** tab if you do not see the screen below. Select your schedule type.



2) When entering a schedule, any field with a red checkmark  beside it is a required field. The system will not save your request if the information is not filled out.

- Enter the **Event Title**.
- Click on the drop down menus beside **Location** and **Room** to select the spaces that are needed.
- Choose your event dates by clicking on the date in the calendar box to the right. You can click on the black arrows in the calendar box to change months.
- Click on the **Check Availability** button to verify you are not double booking a room.

**NOTE:** The boxes beside **Duration** and **Spans** (show below the Setup/Breakdown time) typically will not need to be changed. Spans over should be left as 1 day unless you are requesting an overnight event. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are selecting **AM** or **PM** for the correct time of day.

**Event Title** Meeting

**Event Description**

**Area** -- Select Area -- **View Bookings**

**Location** Location A

**Building** --Select Building-- **View Room Details**

**Rooms** Baseball Field #1  
Athletic Spaces | Field 1  
Athletic Spaces | Gym  
Room 100  
Room 205

*(Use the CTRL key to select multiple rooms.)*

**Event Date(s)** 11/12/2012  
11/13/2012  
11/14/2012  
11/15/2012  
11/16/2012

October 2012							November 2012							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6						1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30		

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

**Check Availability**

**Start Time** 4:00 PM **End Time** 8:00 PM

**Setup Begin Time** 4:00 PM **Breakdown End Time** 8:00 PM

**Duration** 4 hours 00 minutes. Spans over 1 days.

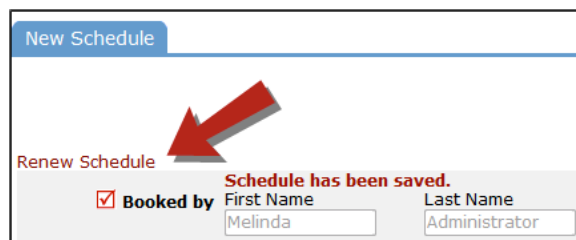
**Check Availability**



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support@schooldude.com

- 3) Enter any **Additional Information, Organization Information, Insurance Information, Setup Requirements,** and **Rental Requests** that may appear on the form. Remember, make sure to fill in all required fields marked with a red checkmark .
- 4) Click submit to save your request.

**Note:** If you have multiple schedule requests to enter at one time, you can use the Renew feature to save you time. Once you have submitted the first request, scroll to the top of the screen and click on **Renew Schedule**. This feature acts as copy button and will copy all the information, except for event dates, from the schedule that you just submitted into a new schedule request form. Because it is a new schedule, you will be able to update any of the necessary fields and add the new event dates.



The screenshot shows a web form titled "New Schedule". At the top left, there is a blue button labeled "New Schedule". Below it, on the left, is a button labeled "Renew Schedule" with a red arrow pointing to it. To the right of the "Renew Schedule" button, there is a confirmation message: "Schedule has been saved." Below this message, there is a section for "Booked by" with a checked checkbox. This section contains two input fields: "First Name" with the value "Melinda" and "Last Name" with the value "Administrator".



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