

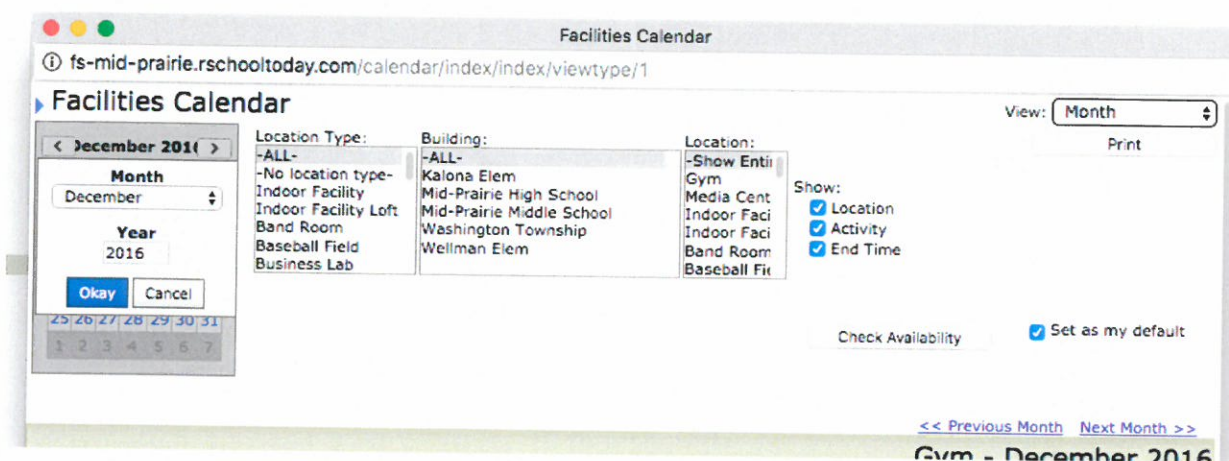
Go to this website: [Facilities Scheduler](http://fs-mid-prairie.rschoolday.com/authentication/credential/login/)
(<http://fs-mid-prairie.rschoolday.com/authentication/credential/login/>)

Once there, you will see “Requester’s Login” off to the right hand side. Click on that link. Unless you are an administrator, you can’t login from the initial screen.

Once you have clicked “Requester’s Login” now you can enter your username and password. If this is your first time, click on the “Become a Requester” link on the right hand side of the page.

Once you are logged in, you can now make a request.

However, if you want to check the availability of your date/time/building, click on the “Facilities Calendar” tab. This will bring up a new window. At first, the calendar will look blank.



You will see three drop-down boxes. I personally find it easiest to set them as shown: ALL, ALL, Show Entire Building. Then you have to click on the “Check Availability” button. If you don’t click that, the calendar will always look blank. Once you are familiar with this, you can play around and search just one building, or just one location. Again, I find it somewhat easier to see all buildings, all locations.

Now that you know if your desired date/time/building is available, you can make a request. Close out of the calendar and click the “New Request” tab.

Name your activity, then click “Save and Continue.”

Choose your date, and on the right hand side choose your time frame. Click “Save and Continue.”

You can select different times for event start time, event set-up, tear-down, etc. Once you have your times determined, then click on the “Select” link under Location.

Facilities Details:

<< Back

HS Choral Pops & Pie

[Add Date/Times](#)

Date	Event Start Time ▼	Event End Time ▼	Set Up Time ▼	Tear Down Time ▼	Location
Thu 03/02/2017	7:15PM	10:00PM	1:00PM	10:00PM	Select

This will bring up another window. Select your building. Do NOT try to choose the location type from the second drop-down box. Now click on the "Show All Locations" tab.

The screenshot shows a web browser window titled "Facilities Scheduler - IRF". The address bar displays the URL: fs-mid-prairie.rschooldtoday.com/requester/index/editbookings/erId/592/arId/119/bookFor/dates_all/bid/0/rld/38/ha...

The main content area of the browser shows a modal dialog with the following elements:

- Building:** A dropdown menu with "Mid-Prairie High School" selected.
- OR -**: A separator text.
- Location Type:** A dropdown menu with "-- Choose Location Type -" selected.
- Show Availability for:** A radio button selected for "Only this date (03/02/2017)".
- Show All Locations:** A button.
- Add Selected Locations and Continue Adding More:** A button.
- Remove Locations:** A button.
- Close:** A button.
- Save & Continue >>:** A button.

Below the modal dialog, a message reads: "Please select a Building or a Location Type." Below this message are "Close" and "Save & Continue >>" buttons.

At the bottom of the browser window, a red note states: "*Text in RED indicates building/location unavailability".

This will bring up another window. Here is where you will select your location.

Facilities Scheduler - IRF

fs-mid-prairie.rschooldtoday.com/requester/index/editbookings/erId/592/arId/119/bookFor/dates/all/bld/0/rld/38/hasBookings...

Building: Mid-Prairie High School [Book this whole building](#)

- OR -

Location Type: -- Choose Location Type --

Show All Locations

Show Availability for: Only this date (03/02/2017)

Add Selected Locations and Continue Adding More Remove Locations

Close Save & Continue >>

Showing all Locations

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Indoor Facility	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Indoor Facility Loft	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Band Room	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Baseball Field	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Business Lab	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Choir Room	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Concession Stand	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
FFA Room	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Football Field	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Gym	\$0.00 hourly	Mid-Prairie High School	0	<input checked="" type="checkbox"/>	View
Kitchen	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Media Center	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Multi Purpose Room	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Soccer Field	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Track	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View
Wrestling Room	\$0.00 hourly	Mid-Prairie High School	0	<input type="checkbox"/>	View

Close Save & Continue >>

*Text in RED indicates building/location unavailability

Now click "Save & Continue"

It is important that you now save your request! If you have any changes, you can click "Back," you can "Submit & Exit," "Submit & Add Another" or "Copy to add another similar request." I have personally not used the last option, so I don't know exactly where that will take you...

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

You should then receive an email from Mr. Cavanagh after he views and accepts/denies your request.

Good luck & happy scheduling!