

New Request Tab

Welcome Jen Cardinal

[Click Here for a Video Tutorial](#)

Login to Client:

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

Facility Request Form for District 286

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

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

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Enter an Activity Name: (It is helpful to include your last name and activity)

Then click Add Date/Times. Any additional set-up information may also be entered here.

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

Facility Request Form for District 286

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

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

Estimated Cost Before Personnel or Extra Charges: \$0.01

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file:

This screen will generate. Select the date, or dates you're requesting, and the start and end times. (Watch the AM and PM) Then click Save & Continue.

[ts-isd286.rschooltoday.com/requester/index/editdates/ariid/1608b/jscall/!\(window.opener%20!=%20null%20&&%20window.opener.getBookings\)%/Bwindow.open](https://ts-isd286.rschooltoday.com/requester/index/editdates/ariid/1608b/jscall/!(window.opener%20!=%20null%20&&%20window.opener.getBookings)%/Bwindow.open)

Pick Dates and Times

Click on all dates that you want, then Save & Continue. Click W to select all Wednesdays. Shift+click a range of consecutive dates.

- Black Out Date with no allowed booking
- Black Out Date with allowed booking

<< Previous Next >>

November 2016							December 2016							January 2017							February 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28	26	27	28				
March 2017							April 2017							May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8	1	2	3	4	5	6				1	2	3		
5	6	7	8	9	10	11	9	10	11	12	13	14	15	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	16	17	18	19	20	21	22	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	23	24	25	26	27	28	29	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		30							28	29	30	31				25	26	27	28	29	30	
July 2017							August 2017							September 2017							October 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

Start Time: : AM

End Time: : AM

Now you can see your start and end times. Under Location, click Select.

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

Facility Request Form for District 286

1) Name of Activity: Cardinal (test) -or choose from previous activity: Select One

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

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Equip.	Setup-Notes	Attendance	Delete
Tue 11/08/2016 8:00AM	9:00AM	Select	Select	Select	----	Select	Select	Select	<input type="checkbox"/>

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:

First choose your building, then click Show All Locations. (Don't click Choose Location Type)

fs-isd286.rschoolday.com/requester/index/editbookings/erld/178929/arld/16085/bookFor/dates_all/k

Building BCS

- OR -

Location Type -- Choose Location Type --

Show All Locations

Add Selected Locations and Continue Adding More Remove

Close Save & Continue >>

A list of Location Names will generate. Select the "location". Save & Continue.

Building BCS [Book this whole building](#)

- OR -

Location Type -- Choose Location Type --

Show All Locations

Add Selected Locations and Continue Adding More Remove Locations

Close **Save & Continue >>**

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Auditorium (Auditorium)	\$0.00 hourly	BCS	0	<input type="checkbox"/>	View
Auditorium Lobby (Misc)	\$0.00 hourly	BCS	0	<input type="checkbox"/>	View
Bus Garage (Misc)	\$0.00 hourly	BCS	0	<input type="checkbox"/>	View
Cafeteria (Cafeteria)	\$0.00 hourly	BCS	0	<input type="checkbox"/>	View
CCRC (College and Career Readiness Center)	\$0.00 hourly	BCS	0	<input type="checkbox"/>	View
Chromebook Cart A (Misc)	\$0.00 hourly	BCS	0	<input type="checkbox"/>	View
Chromebook Cart B (Misc)	\$0.00 hourly	BCS	0	<input checked="" type="checkbox"/>	View
Chromebook Cart C (Misc)	\$0.00 hourly	BCS	1	<input type="checkbox"/>	View
Chromebook Cart D (Misc)	\$0.00 hourly	BCS	0	<input type="checkbox"/>	View
Chromebook Cart E	\$0.00 hourly	BCS	0	<input type="checkbox"/>	View

Now you can see all the information: Date, Time, Location. If you need extra equipment, choose Select. Also enter any additional notes if needed.

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

Facility Request Form for District 286 ▼ = fill down on that column

1) Name of Activity: Cardinal (test) -or choose from previous activity: Select One

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

Event Start Time ▼	Event End Time ▼	Set Up Time ▼	Tear Down Time ▼	Location	Location Types	Equip. ▼	Setup-Notes ▼	Attend-ance ▼	Delete	
Tue 11/08/2016	8:00AM	9:00AM	Select	Select	BCS - Chromebook Cart B	Misc	Select	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:

Choose Submit & Exit if that completes your request.

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

Facility Request Form for District 286 ▼ = fill down on that column

1) Name of Activity: Cardinal (test) -or choose from previous activity: Select One

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

Event Start Time ▼	Event End Time ▼	Set Up Time ▼	Tear Down Time ▼	Location	Location Types	Equip. ▼	Setup-Notes ▼	Attend-ance ▼	Delete	
Tue 11/08/2016	8:00AM	9:00AM	Select	Select	BCS - Chromebook Cart B	Misc	Select	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:

[Attach more](#)

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

For fairness to other teachers, please keep computer requests to a minimum of one class period, and a maximum of one-week. Please don't request for class periods that you will not use the cart.