

How to Schedule an Event in the Facilities Scheduler

1. Once logged into the facilities scheduler, you can select the “Facility Calendar” tab to check the availability of your building/location(s).

Facility Request Form for Cindy Bailey Admin

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

Screen: 1 2 3
= fill down on that column

Back Save & Continue

2. If you date/time/location(s) are all available, select the “New Request” tab.

Facility Request Form for Cindy Bailey Admin

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

Screen: 1 2 3
= fill down on that column

Back Save & Continue

3. Fill out the Name of Activity information requested on screen 1 (as seen in the upper right-hand corner). Save & Continue.
4. On screen 2, choose your date(s) and start/end times. Save & Continue.
5. On screen 3, be sure to manage all of the options listed below.

Facility Request Form for Cindy Bailey Admin

Request Details:

Date	Event Start Time	Event End Time	Location	Location Types	Other Needs	Setup-Notes	Attendance	Public View	Delete
Tue 3/5/2019	5:00pm	6:00pm	Select	----	Select	Select	Select	Select	Delete Selected

Estimated Cost Before Personnel or Extra Charges: \$0.00

Back Submit & Exit Submit & Add Another Copy to add another similar request

- a. Select Location--On the popup screen that appears, choose ONLY “Building” NOT “Location Type.” Then select “View.” Once you do that, click the box next to any location you’d like to reserve. (Note: If there is no box that location has already been reserved for your date/time.)
- b. Select Other Needs--If you need badge access, change the 0 to a 1. If not, skip this step.
- c. Select Public View--Choose one or both calendars to have your information displayed upon.

6. Once everything looks good, "Submit & Exit" or "Submit & Add Another."