


Facility Request Instructions

Filling out your first request to reserve a district space is as easy as 1, 2, 3, 4.

- 1) Click the link at the bottom of this page and it will bring you to the login page.
- 2) New users should click the arrow to expand the registration form and fill it out.

McFarland Schools

 **McFARLAND BUILDINGS AND GROUNDS**

McFarland School District
Got a problem? [Email us](#)


Current SchoolDude User? Login Here!

Email Password

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ✓

Never Submitted a SchoolDude Request? Register Here! ^

Account Number 

First Name Last Name

Phone Number

Email

New Password
Passwords are case sensitive and must be at least six characters long.

Confirm Password

NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.


- 3) After you click register you will be brought to your “My School Building” home page. Here you can create and submit your facility/schedule request. ****PLEASE DO NOT USE THE IRREGULAR SCHEDULE OPTION.**

Maint Request | IT Request | **Schedule Request** | My Requests | Settings

HELP


New Schedule

Normal Schedule




- Single date
- Multiple dates
- Same location/areas

Recurring Schedule



- Daily
- Weekly
- Monthly
- Same location/areas

Irregular Schedule



- Single date
- Multiple dates
- Multiple Rooms/areas


Maint Request | Schedule Request | My Requests | Settings

Help | Logout

SID: AWSDPDMSBWEB11;
DID: 2
CUA: Chrome

All Rights Reserved © 2024 by Brightly Software, Inc. | [Terms of Use](#) | [Privacy](#)

4) To finalize your facility/schedule request, enter the submittal password: **mcfarland** and click save.



☒ **Number Attending**
Number of Adults
Number of Children

Other Needs

Event Visibility Display events on the facilities use calendar Yes ☒ No ☐
Google Calendar Add the scheduled events to Google Calendar Yes ☒ No ☐

File Attachments

Delete	Date	Submitted By	Description	Filename
No attachments				

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

☒ **Submittal Password** [Forgot Password?](#)

[Click Here](#) to login and get started.

A few notes about the requests:

- Needed anytime the facilities are being used outside of normal education hours.
- Please title your event with a title that helps identify the group that is using the facility.
- Please use the description box to tell us a little more about the event.
- Please be sure to specify any needs you may have for your event in the service requirement fields.
- No need to select an "Area" from the drop down while completing your request. This will limit your access to available facility space. Complete your Event Title, Event Description then move to the "Location" drop down.