

How to Request Facility Use

The McFarland School District uses an on-line system for facility use requests. Use this system to request use of the cafeteria, auditorium, gyms, classrooms, etc.

- 1) From the **District** tab on the McFarland School District website (www.mcfarland.k12.wi.us), go to the **Staff Area** and click on Maintenance & Facility Requests from the drop-down menu. Select Facility Request Log-in



Existing Requesters: (e.g., have previously submitted work orders or scheduled events, etc.)

Type in your email address and your custom password, then click on sign in. You will have to enter your custom password each time you make a Facility Request.

You will also be prompted to enter the submittal password: mcfarland.

A screenshot of a login form. It contains two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a 'Sign In' button. Below the 'Password' field is a red link that says 'Forgot Password?'. The entire form is enclosed in a black rectangular border.

Having trouble as an existing user? Try clearing your cookies, or

1. Select **Forgot Password** at the top of the page.
2. Enter your email address and select **Submit**.
3. The screen will now say "Your email is on the way! Check your email for instructions on how to reset your password." (The email could go to your spam folder, so if you don't see it, check there.)
4. Open that email and click on the link it provides. Enter a password, confirm the password and select **Reset Password**.
5. Go back to your original screen and enter your email address and your password and select **Sign In**.
6. It will now take you to the screen you are accustomed to seeing and you may enter new requests in the same manner as always.

New Requesters (e.g., have never submitted an online request) will have the ability to register and will become an official user after their first submission of a Maintenance or Facility Request, etc.

- Enter your First and Last Name, as well as your Phone Number and Email Address
- Type the Password you would like to use to log into Maintenance & Facility Requests
Please use your network log-in
- Click Register

Register

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

2) Select your schedule type

McFarland Schools
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Maint 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

Conditions Of Use | Privacy Policy | Security Statement

Help | Logout

CIP: 216.56.61.75
SID: MSB23
DID: 2
CUA: Chrome

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Normal Schedule: this is typically the schedule you will choose. You can schedule events for a single date, multiple dates – but the room & time will be the same for all those dates. You can choose up to 20 dates.

Recurring Schedule: same as above, but you can select a recurring schedule (i.e., every Tues/Thurs). Again, room & time will be the same, but you can select up to 100 dates.

Irregular Schedule: You should rarely have to use this option. It is the least user friendly. Use this option if you have a single date/multiple date/time/location event.

- 3) **Fill out all boxes with a mark beside it. These are required fields.** The system will not save your request if they are not filled out. The Event Description is the title of your event. Click on the drop down arrows to see your selection choices Location, rooms, etc. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. You can use the **Check Availability** button to verify you are not double booking a room, however, Building & Grounds will confirm that once your request is submitted.

The screenshot shows a web form for scheduling an event. It includes fields for:

- Event Title**: Boy Scouts
- Area**: -- Select Area --
- Location**: Franklin HS
- Rooms**: -- Select Room --, Field House
- Event Date(s)**: 11/16/2004, 11/24/2004
- Start Time**: 4:00 PM
- End Time**: 5:00 PM
- Duration**: 1 hours, 00 minutes, Spans over 1 days

 A calendar interface is visible for selecting dates. Red arrows point to the 'Area' dropdown and the 'Duration' field.

You do not need to enter anything in 'Area'

The "Duration" and "Spans Over" typically will not need to be changed. Most events typically span over 1 day. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are choosing the correct time of day such as "AM" or "PM".

- 4) **Organizational Information** -After you have entered your schedule request, you will be required to enter some organizational information. Click on the **small binoculars icon** to look-up your organization. Select your organization from the Organization Lookup menu. If your organization is not listed, please complete all the information **except for the following: FEIN, Sales Tax Exemption No., Invoice type, Budget, Document number & PO Number**

The screenshot shows the 'Organization Information' form. It includes fields for:

- Organization**: -- Select Organization --
- First Name**
- Last Name**
- Email**
- Day-Time Phone**
- Billing Address**
- Document Number**: (e.g. contract or permit number)
- PO Number**

 A small binoculars icon is next to the Organization dropdown. Red arrows point to this icon and the 'Day-Time Phone' field.

The screenshot shows a browser window titled 'Organization Lookup - Google Chrome' with the URL <https://www.myschoolbuilding.com/toolbox/mydtfs/include>. The page displays an 'Organization Lookup' interface with a search bar and a list of organizations. The list includes:

- 123 College
- 1st Grade Team
- 2nd CD Alliance (S.C.A)
- 2nd grade
- 3rd and 4th Grade Baseball
- 3rd grade team
- 4-Lakes Underwater Hockey
- 4K
- 4K Outreach
- 4K-2 Special Education Team
- 4th & 5th Grade
- 4th Grade
- 4th grade students
- 5th grade
- 5th grade girls basketball

 A red arrow points from the 'Day-Time Phone' field in the previous form to the 'Organization' dropdown in this window.

- 5) **Insurance Information** – This section must be completed by any outside organization (not affiliated with the McFarland School District)

The screenshot shows a form titled "Insurance Information" with the following fields: "Company", "Company Policy No", "Coverage", and "Coverage Dates" (with a "To" field and calendar icons). Below the fields is a checkbox labeled "Yes, update organization record with above insurance information."

- 6) **Set Up Requirements** – Use this section for any set-up that is needed. Example: tables, chairs, AV equipment, computers, etc

The screenshot shows a form titled "Setup Requirements" with a note: "Note: Tasks already generated for events will not reflect changes in service description." The form is divided into two sections: "Required Maintenance Services" and "Required IT Services". Each section has a list of services with checkboxes and a "Service description" field with a dropdown arrow.

Required Maintenance Services	Service description
<input type="checkbox"/> Audio/Visual	
<input type="checkbox"/> Bleachers	
<input type="checkbox"/> Computer Services	
<input type="checkbox"/> Custodial	
<input type="checkbox"/> Event Break Down	
<input type="checkbox"/> Event Setup	
<input type="checkbox"/> Food Services	
<input type="checkbox"/> IT/Technology	
<input type="checkbox"/> Miscellaneous	
<input type="checkbox"/> P/A System	
<input type="checkbox"/> Performance Lights & Sound	
<input type="checkbox"/> Scoreboards	

Required IT Services	Service description
<input type="checkbox"/> Copier	
<input type="checkbox"/> Projector	
<input type="checkbox"/> Tech Services	
<input type="checkbox"/> TV / Television	
<input type="checkbox"/> VCR	
<input type="checkbox"/> Wireless Connection	

- 7) At the bottom of the page, you will be prompted to enter the submittal password of **(mcfarland)**, then click save

The screenshot shows a form with a checkbox labeled "Password" and a text input field. A red arrow points to the input field with the text "Enter password: mcfarland". Below the input field are "Save" and "Reset" buttons.

Your request will then be routed to the Buildings & Grounds Department for review and approval. Once your request is approved/declined, you will receive an e-mail to update you.

- 8) You can review any requests that you have entered into the system. Click on the My Requests Tab then **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

- 9) You can view an event calendar while in the My Requests area. Click on Month, Day, or Week Calendar. You are able to filter the information by clicking on the blue down arrows. For the events to show on the monthly calendar, you will need to choose the location (school name) then "Refresh Calendar". You can also filter your calendar view according to room, organization, etc.

- 10) After you click Refresh Calendar, you will see the event titles on the calendar. If you would like more information about a particular event, simply click on the title to view those details.