## **Facility Request Instructions**

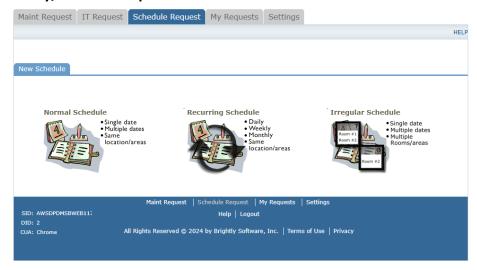
## Filling out your first request to reserve a district space is as easy as 1, 2, 3, 4.

- 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.

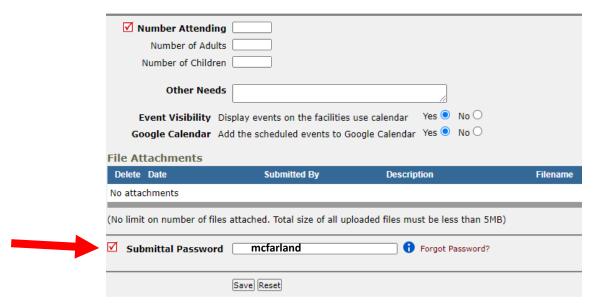
McFarland Schools				
McFARLAND BUILDINGS AND GROUNDS		Current SchoolDude User? Login Here!		
McFarland School District Got a problem? Email us	E	mail	Password	
Got a problem. Email as			Sign In	
			Forgot Password?	
	Never Submitted a Sc		SchoolDude Request? Register Here!	
	Account Number			
	914500296			
	First Name L	ast Name		
	Phone Number			
	Email			
	New Password			
	Passwords are case sensitive and mus	t be at least six characters long.		
	Confirm Password			
	Register			

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.



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



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.