

Facilities Scheduler Start-Up Guide for Requesters



This Start-Up Guide provides the steps on how to become a Requester and request a Facility. Click this link for the video tutorial:

<https://www.rtvbroadcaster.com/archive/video/play/18878video>

Becoming a Requester

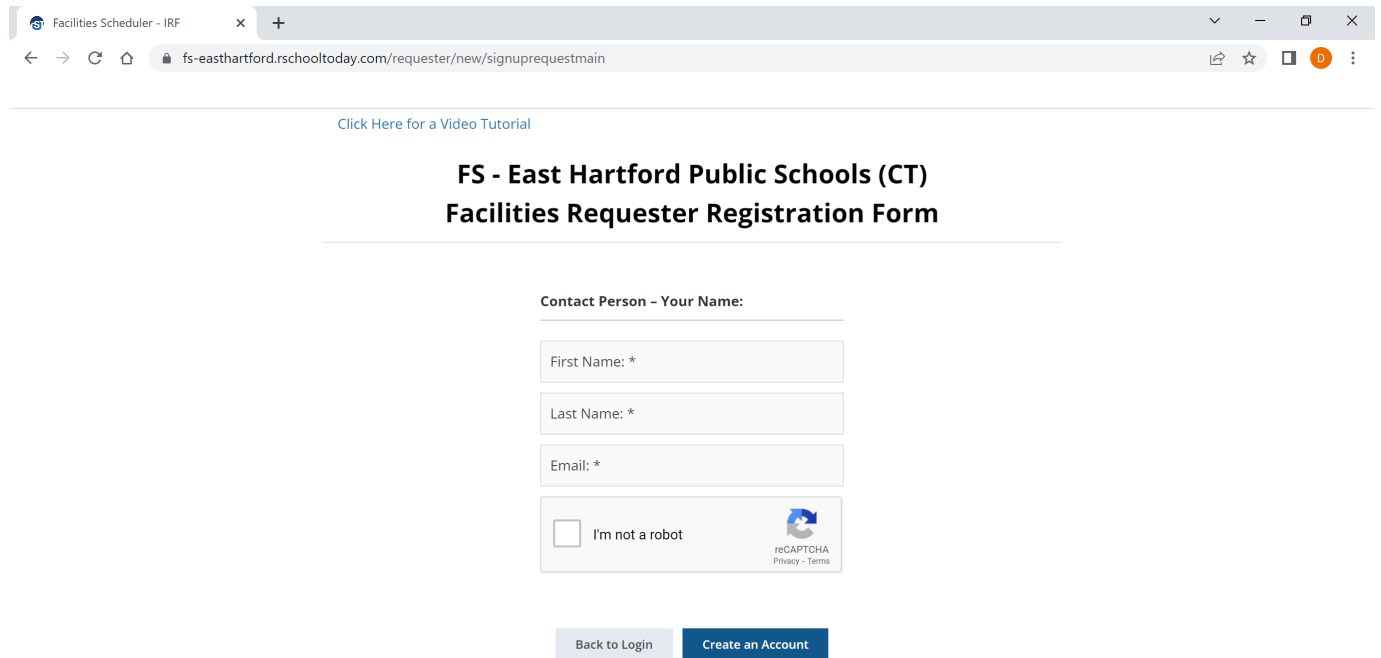
To become a **Requester**, go to the Web address provided to you by the School or District.

<https://fs-easthartford.rschoolday.com/authentication/credential/login>

From there, you can log in with your username and password (if a Requester account has been created) or click the **'Become a Requester'** button to register.

The screenshot shows a web browser window displaying the 'Facilities Scheduler Ver 4 for FS' page. The URL in the address bar is fs-easthartford.rschoolday.com/authentication/credential/login. The page header features the East Hartford Public Schools logo with the tagline 'Every Child Every Day' and the text 'East Hartford Public Schools'. To the right, a large blue arrow graphic points to the text 'FACILITIES REQUEST SYSTEM'. Below the header, there is a link 'View the Facilities Calendar' and a welcome message: 'Welcome to the East Hartford Public Schools new on-line reservation request system. This site is currently under construction and will be ready for full implementation this September. In you have a Facility Request for the High School please use this new platform to place your request. For all other reservations please contact the school directly. Thank you!'. The main content area contains a login form with fields for 'Username' and 'Password', a 'Login' button, a 'Reset Password' link, and a 'Become a Requester' button. Two callout boxes with arrows point to these buttons: 'Log in here if you already have a Requester account' points to the 'Login' button, and 'Click here to register as a new Requester' points to the 'Become a Requester' button. The footer of the page includes the copyright notice '© 2022 - rSchoolToday.com | Policies'.

Clicking the "**Become a Requester**" button will take you to the **Facilities Requester Registration Form**. Fill in your **first and last name, district or company email address**, click "**I'm not a robot**" and click on "**Create an Account**"

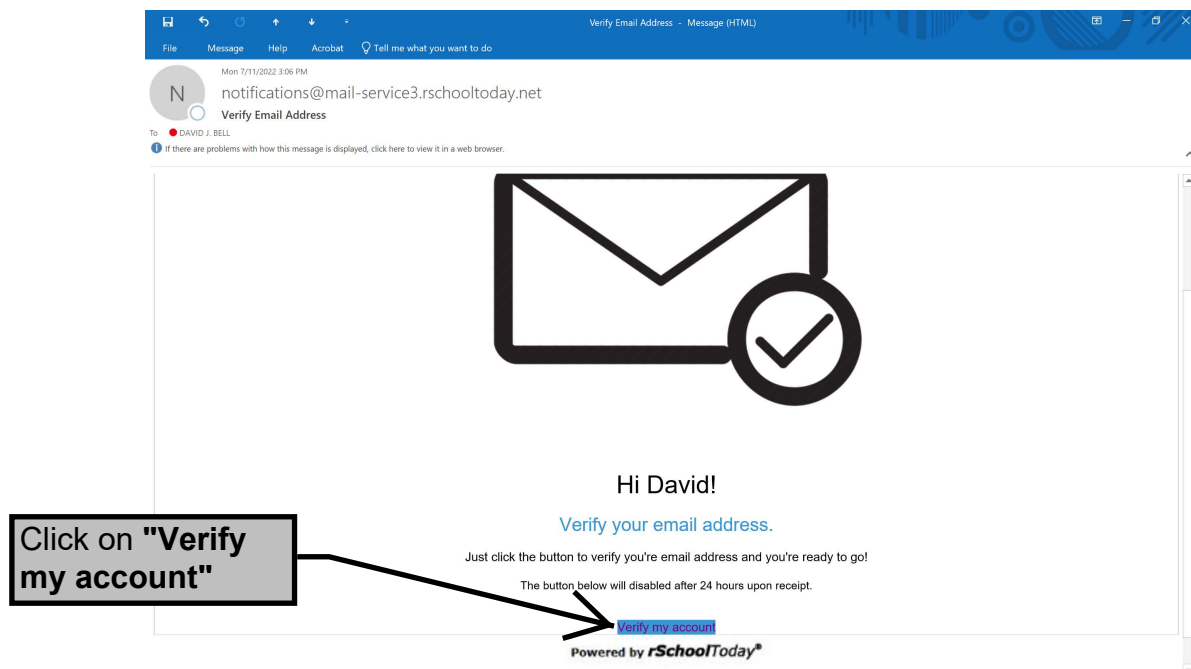


The screenshot shows a web browser window with the URL `fs-easthartford.rschooltoday.com/requester/new/signuprequestmain`. The page title is "FS - East Hartford Public Schools (CT) Facilities Requester Registration Form". Below the title is a link: "Click Here for a Video Tutorial". The form is titled "Contact Person - Your Name:" and contains the following fields:

- First Name: *
- Last Name: *
- Email: *
- A checkbox labeled "I'm not a robot" with a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.

At the bottom of the form are two buttons: "Back to Login" and "Create an Account".

After clicking "**Create an Account**", you will be sent a link to your email. Click on this link where it says "**Verify my account**".



Next you will be brought to a link where you complete the remainder of your registration profile. Start by clicking the box in the top left corner where it says **"I am requesting as a School Staff Member"**, if you are a district employee. Non-essential information boxes will then gray out.

By clicking this button first as a **staff member**, you will not be required to populate several of the fields. The remaining fields with an asterisk (*) are mandatory.

Click Here for a Video Tutorial

FS - East Hartford Public Schools (CT) Facilities Requester Registration Form

I am requesting as a School Staff Member

Your Organization Name & Info

Organization/Client Name: *

Address: *

City: *

State: * Zip: *

Do you have Liability Insurance?:
 Yes No

If so, Insurance Expiration Date:

Liability Insurance Provider:

Upload Insurance Policy

Attach File

Do you pay sales tax?
 Yes No

Tax Exempt #:

Contact Person - Your Name

First Name: *
David

Last Name: *
Bell

Address (ONLY if different):

City:

State: * Zip:

Office Phone:

Home Phone:

Mobile Phone:

Office Fax:

Email Address: *
bell.dj@easthartford.org


Desired Pin Number * (for Signing Agreements)

Desired Login Information:

User Name:

Password:

Retype Password:

I'm not a robot 

After completing this information, click on **"Submit Registration Form"**. Your account will then be verified and approved by an EHPS rSchool Administrator. You will receive an email once you are approved. You will then be able to log in and make your first Facilities Request.

Requesting a Facility

After completing the Registration Form and being approved by an EHPS Administrator, you will be able to make a Facility Request. As a Requester, you must provide information in a series of screens (Time/Date, Facilities, Event Details, Other Needs), then Confirm your request.

Screen 1: **Time/Date**- Add the desired dates and times for your event. You can enter more than one date at a time. When entering the start and end time, this is the time of the event itself. On a later screen, you can enter a set-up and break-down time for the event.

Click all your Event Dates on the calendar below

Click W to Select all Wednesday in the month. Shift+click to select a range of consecutive dates.

- Blocked Dates with no allowed booking
- Blocked Dates with allowed booking

Choose the date by clicking on one or more dates. Dates already highlighted in gray are typically holidays or dates the facility is closed and cannot be booked. Green highlighted days and district-wide recognized events such as professional development or school recess days.

Choose the start and end time of the event. Set-up and break down times are chosen on a later screen.

When you are done, click on "Save & Continue" to go to the next screen. You can also choose "Back" to navigate to the previous screen.

Let us know if you need extra time to set up and tear down.

I need to access to the space minutes before the start time.

I will leave the space minutes after the end time.

Back Continue

The next screen will allow you to enter event set-up and break down-times. Then click "Continue".

Screen 2: **Facilities**- On this screen, you will select the specific building and location within. You can begin by clicking on "Building" or "Type & Building".

Choose Your Facility by:

- Type
- Building
- Type - Building

Select Buildings :

Building: East Hartford High School (All Areas In/Out) x

Location Type: Athletics/PE (Indoor) x

Buttons: Back, Continue

Start by clicking on "Building" or "Type & Building". "Building" will allow you to choose a specific facility and show you all of the location options within. "Type & Building" will allow you to choose a facility and narrow your search for a specific type of space within.

Depending on which button is chosen, select Building or Building and Location Type from the drop-down box and click Continue.

The next screen shows you each space within the building that is available to reserve/book for an event.

Select your desired Facilities

- Cafeterias (All Areas) (Cafeterias)
- Staff Cafe (Cafeterias)
- Student Cafe (Cafeterias)
- Cafe Courtyards (Cafeterias)
- Conference Rooms (All Rooms) (Conference Rooms)
 - Conference Room 120 (Conference Rooms)
 - Conference Room 121 (Conference Rooms)
 - Conference Room 122 (Conference Rooms)
 - Conference Room 123 (Conference Rooms)
 - Conference Room 124 (Conference Rooms)
 - Conference Room Guidance (Conference Rooms)
- Exterior Use Areas (All) (Outside Assembly Areas)
 - CIBA Parking Lot (Outside Assembly Areas)
 - Ext. East Loop (Outside Assembly Areas)
 - Ext. North/Front Lawn (Outside Assembly Areas)
 - Ext. West Hill (Outside Assembly Areas)

Facility Name	Building	Hourly Rate	Conflicts	Action
Conference Room 120	East Hartford High School	\$0.00 hourly	0	View
Conference Room 121	East Hartford High School (All Areas In/Out)	\$0.00 hourly	0	View
Conference Room 122	East Hartford High School (All Areas In/Out)	\$0.00 hourly	0	View
Conference Room 123	East Hartford High School (All Areas In/Out)	\$0.00 hourly	0	View
Conference Room 124	East Hartford High School (All Areas In/Out)	\$0.00 hourly	1	View
Conference Room Guidance	East Hartford High School (All Areas In/Out)	\$0.00 hourly	1	View
CIBA Parking Lot	East Hartford High School (All Areas In/Out)	\$0.00 hourly	0	View
Ext. East Loop	East Hartford High School (All Areas In/Out)	\$0.00 hourly	0	View
Ext. North/Front Lawn	East Hartford High School (All Areas In/Out)	\$0.00 hourly	0	View
Ext. West Hill	East Hartford High School (All Areas In/Out)	\$0.00 hourly	0	View

Click on the box next to the Facility Name ie. "Conference Room 120" and click "Continue" at the very bottom of the page. You will notice that there are no other boxes available next to the other Conference Rooms. This is because they are already reserve or requested. There is a "Conflict"

By hovering your cursor over the red number 1, you can get more information about the "Conflict". You can also use "Show Conflicts" button in the upper right corner.

Conflicts on: 8/8/2022 (7:00am - 2:30pm) (Another Request)

Key note about "Conflicts"- Even though there may not be an obvious conflict between the event time you are requesting and the event time already requested or reserved, the "set-up" or "break-down" times may overlap and prevent the space from showing as available. You can use the "Back" button to adjust those times for your request.

Screen 3: **Event Details**- This is the screen where you enter the "Event Name", anticipated "Group Size" and "Setup Notes". All fields with an asterisk (*) must be completed. The more detail, the better as this information will be needed by the EHPS Administrator for approval. It also helps Custodial and Campus Safety with determining appropriate staffing levels.

The Auditorium Seating, Auditorium Stage and Auditorium Lobby was chosen for this particular event. Click "Continue" after completing the necessary information.

Enter your event details below

Event Name *
Karaoke Show (featuring Mr. Ed Lavoie)

Group Size *
500

Setup Notes *
Stage must be cleared by 3:00 PM the day of the event for rehearsals. Set up stanchions, two tables and 4 chairs in the lobby for ticket sales.

Click below if you want to attach a file(s) to this request

Drop files here to upload or click to upload

Back Continue

Screen 4: **Other Needs**- Depending on the location chosen within the building, "Other Needs" may be offered for the event such as tables, chairs, Custodial Support, Campus Safety Support, a flag pole or a podium. Please be practical and conservative when choosing "Other Needs" as these often directly tie to event staffing cost.

Select Equipment or Other Services for your Events

Auditorium (All Areas)

Commonly Requested:

Quantity	Item
2	Campus Safety Support
1	Custodial Support
1	IT Dept. Support (Request through Incident IQ)
1	Sound/Lighting Engineering (Request through Evan Bellman)
	Risers and Chairs
2	6' Folding Tables
4	Folding Chairs
	Rolling Trash Bin
	Rolling Recycle Bin

Note: Other Needs applies to the same locations.

Back Continue

Be sure to click "Continue" when completing your selections.

Screen 5: **Confirm**- This screen lets you review the details you have requested before submitting your request for approval. At any screen, you can click on the "Back" button at the bottom and move between screens to make adds or changes. Once satisfied with your request click "Submit".

Confirm & Submit Request

Add Dates & Time Invite

Date	Event Name	Setup / Teardown	Event Time	Location	Other Needs	Layout	Notes	Group Size	Delete
Mon 8/8/2022	Karaoke Show (featuring Mr. Ed Laviole)	8:30am / 10:30am	9:00am / 10:00am	East Hartford High School (All Areas In/Out) - Auditorium (All Areas)	Yes	Select	Yes	500	<input type="checkbox"/>

Attach file: Delete Selected

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

The last screen you should see is the one below. This will show you your request history. At this point, your request is in an approval queue/workflow for one or more EHPS rSchool Facility Approval Administrators. You will get an email once your request has been approved or denied.

Facility Request History for John Doe

Choose an Time Period: **All Quarters** | Show All | Show Approved Only | Show In Process Only

Contact us with questions or changes at:
James Rovezzi
rovezzi.jl@easthartford.org

Submitted	Event Name	Building	Location	Room Layout	Event Date	Status	As of
7/13/2022 @ 2:01pm	Karaoke Show (featuring Mr. Ed Laviole)	East Hartford High School (All Areas In/Out)	Auditorium (All Areas)	----	Mon 8/8/2022	Open	7/13/2022

Status Key

- Open** Your request has not been seen yet by an Administrator
- In-Process** Your request is being reviewed by the Administrator.
- Approved** Your request has been approved by the Administrator.
- Denied** Your request has been denied by the Administrator
- Resubmitted** Your request has been resubmitted by the Administrator.