

Boyertown Area School District Facility Requests

Quick Step Guide for Requesters

1. Launch the MySchoolBuilding program by clicking the link on the District website:

It looks like this:

A blue rectangular button with white text that reads "Submit Facilities Request".

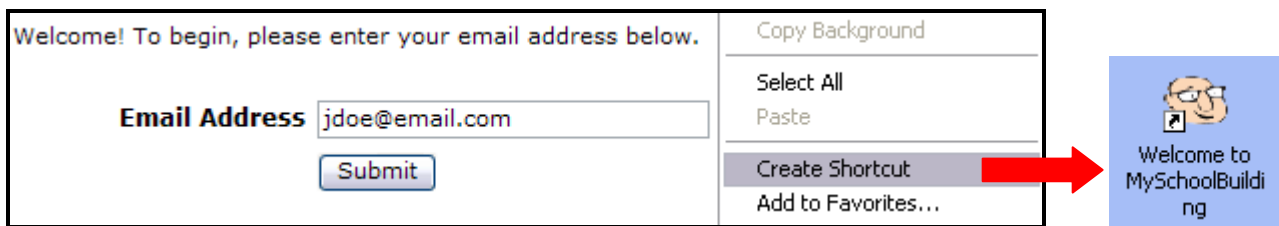
- OR -

Click on the link below:

http://www.myschoolbuilding.com/myschoolbuilding/myschedulnew_wiz1.asp?acctnum=957053544

If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.

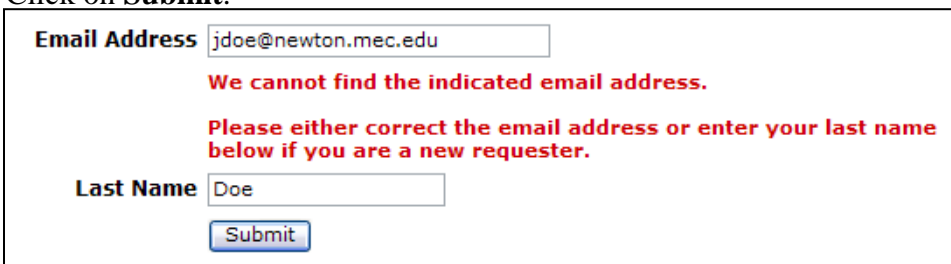
2. Enter your email address.

A screenshot of a web browser window. The main content area shows a "Welcome! To begin, please enter your email address below." message. There is an input field labeled "Email Address" containing "jdoe@email.com" and a "Submit" button below it. A right-click context menu is open over the "Submit" button, with the "Create Shortcut" option highlighted. A red arrow points from this menu to a blue desktop icon on the right. The icon features a cartoon character and the text "Welcome to MySchoolBuilding".

TIP: (SEE EXAMPLE ABOVE)

Find a blank area on the screen that asks for your email address, click your right mouse button and select **Create Shortcut**. This will add an icon on your desktop that you can click the next time you want to sign in to make a request.

3. After you enter your email address click on **Submit**. You will be prompted to enter your last name. Click on **Submit**.

A screenshot of a web browser window showing an error message. The "Email Address" field contains "jdoe@newton.mec.edu". Below it, a red error message reads: "We cannot find the indicated email address. Please either correct the email address or enter your last name below if you are a new requester." There is an input field labeled "Last Name" containing "Doe" and a "Submit" button below it.

You will then be prompted to enter your first name. Click on **Submit**.

4. Click on **Schedule Request Tab** if you do not see the screen below. Click on the schedule type you need for your event.



Normal Schedule:	Maximum 20 Events Dates
Recurring Schedule:	Maximum 100 Events Dates
Irregular Schedule:	Maximum 20 Events Dates

Fill out all boxes with a mark beside it. These are REQUIRED fields. The system will not save your request if the boxes are not filled out.

5. **Event Title:** Enter in the title of your event. This is what will appear on the calendar.
 Example One: Boyertown Optimist Basketball Example Two: Corvettes For Kids Corvette Show
6. **Event Description:** Enter detailed information about the event.
 Example One: Biddy Basketball games and practices Example Two: Corvette Show to raise money to assist families with medical expenses of children.
7. **Area:** Do not select anything.
8. **Location:** Choose the location from the Drop-down Box (v) where your event will take place.
9. **Rooms:** Choose the room(s) from the Drop-down Box (v) you want to use.
(Hold down the Ctrl key on your keyboard to select multiple rooms)

This is how the form should look so far, but with your information:

10. Next, choose your event date(s) by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Next, choose your Start and End Times. Make sure that you are choosing the correct time of day such as “AM” or “PM”.

Event Date(s) 1/29/2009

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time 8:00 AM

End Time 9:00 AM

Duration 1 hours 00 minutes. Spans over 1 days.

The Spans Over Box should always read 1

Click on the **Check Availability** button to verify you are not double booking a room. This is located just below the Duration. The event time you are asking for is in yellow.

If there is a **X** in that space for your requested time range, you will need to go back and choose a different time that is available. If you need to choose a different time, remember to click on the **Check Availability** button again to verify. Close out the Check Availability window when you are finished verifying and proceed to the “Organization Information” section.

Example:

8 _{AM}	00	
9 _{AM}	00	X
10 _{AM}	00	X
11 _{AM}	00	
12 _{PM}	00	
1 _{PM}	00	
2 _{PM}	00	X
3 _{PM}	00	
4 _{PM}	00	
5 _{PM}	00	

11. Choose your Organization from the Drop-down Box (v). If your organization is not listed you will need to contact an Administrator at 610-369-7408 to have it added.

Organization Information

Organization School Committee

or new School Committee **Type** -- Select Organization Type --

Contact Name -- No Contacts Available --

First Name Bill **Last Name** Doe

Email bdoe@email.com **Day-Time Phone** 555-5555

Evening Phone **Cellular Phone**

Billing Address 123 Main St. Anytown, USA

12. Next, provide your insurance information if you have it. If not, you will be required to provide it at a later time. As soon as possible a Certificate of Liability Insurance must be mailed to the Boyertown Area School District, 911 Montgomery Avenue, Boyertown, PA 19512. The facility cannot be used without a certificate being on file in the business office. If you have any questions call 610-369-7408.

13. Setup Requirements: Under Required Maintenance Services / Required IT Services check off the box(es) you need. If you check a box(es) you must type out a short description of your need in the “Service Description” box.

<input checked="" type="checkbox"/> Event Setup	Need 10 Tables and 50 Chairs
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14. **Number Attending:** Enter the number of people attending the event.

15. **Event Visibility:** Default is Yes. (If you put a “dot” by No your event will not display on the Event Calendar.)

16. Enter the submittal password of **bears**. Click the **Save** button.

<input checked="" type="checkbox"/> Password	<input type="text"/>	Forgot Password?
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The screen will automatically refresh. “**Schedule has been saved**” will show in red.

YOU WILL RECEIVE AN EMAIL NOTIFICATION THAT YOUR REQUEST HAS BEEN ROUTED FOR REVIEW.

AFTER THE REQUEST HAS BEEN REVIEWED YOU WILL RECEIVE AN EMAIL NOTIFICATION OF APPROVAL OR DENIAL.

17. Click on the My Request Tab. Here you can find up to date information on your request(s) and what status they are currently in. You are also able to print out a listing of your requests by clicking on the print icon. You can also check on the estimated facilities usage costs, after the request has been Approved and Activated, by clicking on View Fees.

My Schedule Requests

List My Requests | Month Calendar | Day Calendar | Week Calendar

Click [icon] to sort the schedules table by that column.
Click [icon] to view details of the associated schedule.
Click on schedule title to cancel/change the schedule.

List of Requested Schedules

Search for "

Search this results for: [GO](#) Show All

1 - 15 of total 15 listed
Sort Schedules by Organization
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

FSSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Schedule State	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	
44344 5th grade Meeting 3	Approved Activated 5th Grade	Dude High School	Non-recurring	View Fees \$0.00 \$0.00
44208 5th Grade Play 1	Approved Activated 5th Grade Class	Dude Elementary School Gym	Non-recurring 2/23/2008	View Fees \$0.00 \$0.00

18. You can view an event calendar while in the My Requests area. Click on Month, Day, or Week Calendar tab. When accessing the month calendar, for example, the default will be on the current month/year. You are able to change either of these by clicking on the blue down arrow.

Select Month/Year
 March 2008
 January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

Area -- Select Area --
Location -- Select Location --
Building -- Select Building --
Room -- Select Rooms --

Start Time 1 00 AM and greater
(Use the CTRL key to select multiple rooms.)
Event Status ALL events
Organization -- Include ALL Organizations --

Refresh Calendar

Event Calendar for March 2008

19. To see the events on the month calendar you will need to choose the location. You can choose Organization Wide for the entire school district or you can choose a particular school location. Click on "Refresh Calendar". You can also filter your calendar view according to room, organization, etc.

Select Month/Year
 March 2008
 Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".

Area -- Select Area --
Location ORGANIZATION WIDE
Building -- Select Building --
Room -- Select Rooms --

Start Time 1 00 AM and greater
(Use the CTRL key to select multiple rooms.)
Event Status ALL events
Organization -- Include ALL Organizations --

Refresh Calendar

Event Calendar for March 2008 [View Legend](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Presidential Rally Book Swap Powder Puff Football Game Marching Band Tryouts Timberwolves Varsity Practice Dance Pregame Bonfire FSBC Team - 2nd schedule

20. 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 event title (see above picture) to view those details.

Schedule ID #44294
Presidential Rally
 Saturday, March 01, 2008
 9:00 AM - 12:00 PM

Event Description

Location PLF-Andy Griffith High School

Building

Room(s) • Auditorium

Organization Andy Griffith Internal Events

Contact(s) • Paul Fletcher,

Last Updated 2/26/2008 9:28:32 AM

Status Approved/active

Tell A Friend Print Event Close Window

Saturday
 1
 Presidential Rally
 Book Swap
 Powder Puff Football Game
 Marching Band
 Tryouts
 Timberwolves