

# Facilities Scheduler – Quick Start Guide for Requesters

## Becoming a Requester

1. To become a requester, go to the School/District Facilities Scheduler website URL that has been provided to you.
2. If you are already a Requester, enter the Username and Password on the Login fields.
3. If you are new and want to become a Requester, click on the button “Become a Requester” and complete the Registration Form.

The screenshot shows a web browser window with the URL `fs-victorschools.rschoolday.com/authentication/credential/login`. The page features the Victor Central School District logo and the text "VICTOR CENTRAL SCHOOL DISTRICT" and "FACILITIES SCHEDULER". A navigation bar at the top is marked with a red circle containing the number 1. Below the header, there is a login form with fields for "Username" and "Password", a "Login" button, and a "Forgot your password?" link. A "Become a Requester" button is located below the login form, marked with a red circle containing the number 3. The page footer indicates "Powered by rSchoolToday".

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Once you have clicked on the button, a window will appear with the Facilities Requester Registration Form. Here, at least fill out all the required fields marked with an asterisk symbol.

## A. The first section is your Organizations Name & Info.

1. Organization/Client \*
2. Address: City, State, Zip\*
3. Select if you have Liability Insurance, Exp. Date
4. If you pay sales tax
5. Tax Exempt #
6. Desired PIN Number for signing contracts\*

## B. The second section is the Contact Person information being Your Name and Info.

1. Salutation\*
2. First Name and Last Name \*
3. Address: City, State, Zip
4. Phone Numbers
5. Email\*

## And, the last part is your Login Information.

1. Username\*
2. Password\*

[Click Here for a Video Tutorial](#)

### Victor Central (NY) Facilities Requester Registration Form

I am requesting as a School Staff Member

**Your Organization Name & Info:** **A**

Organization/Client Name:  \*

Address:  \*

City:  \*

State, Zip:  \*

Do you have Liability Insurance?:  \*

If so, Insurance Exp Date:

Insurance Policy:

[Attach File](#)

Do you Pay Sales Tax?:  \*

Tax Exempt #:

Desired PIN Number:  \*   
(for Signing Agreements)

**Contact Person – Your Name:** **B**

First Name:  \*

Last Name:  \*

Address:  \*

(ONLY if different)

City:  \*

State, Zip:  \*

Office Phone:  \*

Home Phone:

Mobile Phone:

Office Fax:

Email:  \*

**Desired Login Information:**

User Name:  \*

Password:  \*

Retype Password:  \*

I'm not a robot  [reCAPTCHA Privacy - Terms](#)

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When you have completed the form, click on the Registration Form.

*Important Note! Some Schools allow New Requesters to immediately submit a Facilities Request, but some Schools might want to approve the Registration Form to Become a Requester before letting you submit a Facilities Request. This permission varies depending the School/District.*

## Making a Facility Request

After you have completed the Registration Form, you will be able to make your facility request.

A new window will appear with another form to fill out to make the facility request.

### I. Name of the Activity

The screenshot shows the 'Facilities Request Form for Sherri Lasky' on the 'NEW REQUEST' screen. The 'Name of Activity' field contains 'Fundraising Meeting' and is highlighted with a red circle containing the number '1'. Below the field is a dropdown menu for 'or choose from previous activity:'. At the bottom of the form are 'Back' and 'Save & Continue' buttons.

### 2. Requested Bookings

Add Date/Times. You must Click on the Add Date/Times link to set the date and times for your activity.

A. A pop-up window will appear showing a calendar where you will select the day or days of the activity, and then, on the right-hand side you can set the Start time and End time of the event.

B. Then, click on the Save & Continue button.

The screenshot shows the 'Facilities Request Form for Sherri Lasky' with a calendar view for 'Pick Dates and Times'. A red circle 'A' is positioned over the 'NEW REQUEST' tab in the navigation bar. A red circle 'B' is positioned over the 'Save & Continue' button on the right side of the calendar interface. A red arrow points from circle 'B' towards the right.

C. You will then be taken back to the Facility Request Form. The list of dates and times for your event will now show in the form. The Dates, Event Time, Set up Time, Tear Down Time, Location and Attendance show in blue meaning you can edit any of the information.

As you can see, the Event Name and Times are already added on the request, the next step is select the desired 'Location' for your event by clicking on the 'Select' link on the Location and Location Types column.

The screenshot shows the 'Facilities Details' section of the form. A red circle 'C' is positioned over the 'Add Date/Times' link. A red arrow points from circle 'C' to the 'Select' link in the 'Location' column of the table. The table has columns for Date, Event Start Time, Event End Time, Set Up Time, Tear Down Time, Location, Location Types, Other Needs, Setup-Notes, Attend-ance, and Delete. The first row shows 'Thu 11/14/2019 3:00pm 4:00pm Select Select Select Select Select'.

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## 2. Requested Bookings *continued*

D. When selecting a Location for your activity, a new pop-up window will open where you can check all the locations available and select the building and location type for your event.

Select Location

Building: Intermediate School Location Type: Conference Room View

Book this whole building

Show Availability for: Only this date (11/14/2019)

Book Add Selected & Add more Remove Location

Show All Locations

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Conference Room 151A (Conference Room)	\$0.00 hourly	Intermediate School	0	<input type="checkbox"/>	View
Conference Room 164 (Conference Room)	\$0.00 hourly	Intermediate School	0	<input checked="" type="checkbox"/>	View
Conference Room 167 (Conference Room)	\$0.00 hourly	Intermediate School	0	<input type="checkbox"/>	View
Faculty Room (Conference Room)	\$0.00 hourly	Intermediate School	0	<input type="checkbox"/>	View

\*Text in RED indicates building/location unavailability

Book Add Selected & Add more Remove Location

Back

## 3. If you have the permissions to, you also add other Information to the request as Equipment, Special Needs or Set-up notes regarding your desired set-up.

Once that is completed, you can either Submit & Exit the form, Submit & Add Another Request or Copy to add to another similar request. You are then done with that. When you Login to your Facility Scheduler Account, you will be able to add more Facility Requests, see your Request History and see your Profile Info that you can edit at any time.

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rSchoolToday Facilities Requester Welcome Sherri Lasky

Click Here for a Video Tutorial Login to Client: Sherri Lasky Sign Out Request Facilities for Another Group

FACILITIES CALENDAR NEW REQUEST REQUEST HISTORY PAYMENT HISTORY PROFILE INFO

Facility Request Form for Sherri Lasky Screen: 1 2 3

Facilities Details: Back Invite

Fundraising Meeting Add Date/Times Note: Add information to the FIRST date and it will auto-populate the other dates.

Date	Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Other Needs	Setup-Notes	Attendance	Delete
Thu 11/14/2019	3:00pm	4:00pm	Select	Select	Intermediate School - Conference Room 164	Conference Room	Select	Select	12	<input type="checkbox"/>

Estimated Cost Before Personnel or Extra Charges: \$0.00

Attach file: Upload Attach more

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

Back Submit & Exit Submit & Add Another Copy to add another similar request