The district utilizes the web-based software SchoolDude to schedule use of district facilities and fields. You will need to create a sign-on for this software. Please follow the steps below to accomplish this:

1. To create a School Dude Log- In -- Please click on the link below:
    https://login.myschoolbuilding.com/msb?acctNum=63295259&productID=MD

2. Next, click on "Never Submitted a SchoolDude Request? Register Here!" to enter your information.

3. Then, you will be directed to a new page, please click on the tab "School Requests".

4. Choose the appropriate schedule either Normal or Recurring Schedule. Please do not choose the Irregular schedule.

5. Fill out all the boxes you can. Those boxes with a red check mark ☑ must be completed.

6. Please leave "AREA" blank as this is not defined in the district.

7. After entering the desired dates and times for your event, click on the **Check Availability** button to see if rooms are available. Black X's will appear if the facility is already booked.

8. Under "Organization Information" click on the drop-down box next to "Organization". If your organization is not listed, enter your organization's information in the spaces with a ☑ mark beside them.

9. Follow the same process to fill in the rest of the sections on the form making sure to fill in the boxes with the ☑ mark.

10. At the bottom of the schedule, enter the submittal password of "password" and then click the save button.

11. Click on the My Request Tab, then Schedule Request. Here you can find up to date information on your requests and what status they are currently in. You will also receive email notifications when the status of your schedule has been updated.

Please note that going forward, all facilities rental correspondence (including applications, invoices, etc) will be sent via email.

If you have any difficulties or questions in creating this sign on, please SchoolDude at 1-877-868-3833 our account number is 63295259.