

Starting on July 1, 2017, all facilities use requests for the Marcellus SCD will be input through a new online facilities use management system, ML Schedules. The following screen shots, and descriptions are intended to assist you in the utilization of the new online facility use system.

To Begin using ML Schedules for the first time, you will need to create a new account. First, copy and paste the URL into your web browser, <https://ny21.mlschedules.com/Login.aspx>. This will bring you to

2 ML Schedules K12 Facility Request Software User Resources

Welcome to the Facility Use Request System for Marcellus CSD

Please enter your username and password to Log In.

Username Password


Log In

Other Options [Create New Account \(video\)](#) [Send Password Reminder](#)


K-12 school districts, municipalities and other facility owners with public-use spaces are reducing operating costs, improving community satisfaction, and reducing their carbon footprints with ML Schedules™ software. [Learn more](#) or [recommend a District](#).

the ML Schedules Log In page. Creating a new account is started by clicking on the blue highlighted link named: ***Creat New Account (video)***

Once you have clicked on **Create New Account (video)**, the following page will appear on your screen.

 **ML Schedules** K12 Facility Request Software

User Resources

Welcome to the Facility Use Request System for Marcellus CSD

Register: Please complete and submit this form to start using the ML Schedules™ software and to create your first group profile.

Note: If you are an internal district staff member that will be making requests on your own behalf (i.e. not for a group, team, club, etc.), use your first and last name as the Group Name.

User Information

First Name

Last Name

E-mail Address

Confirm E-mail Address

Password

Confirm Password

Group Information

Group Name

Phone Number

Street / Mailing Address

City

State

Zip Code

- Please Select -

Classification

Submit

Now that you have gotten to this page, you will need to fill in every blank space. Please, **DON'T** forget to select from the classification drop down menu whether you are from the *Community / Outside Groups* or *Marcellus CSD Staff*.

NOTE: If you are on an internal district staff member that will making requests on your own behalf (i.e. not for a group, team, club, etc.), use your first and last name as the Group Name.

Once all information has been entered and you have selected your classification, please click on the Submit button at the bottom center of the page.

 **ML Schedules™** K12 Facility Request Software

User Resources

Welcome to the Facility Use Request System for Marcellus CSD



Register: Please complete and submit this form to start using the ML Schedules™ software and to create your first group profile.

Note: If you are an internal district staff member that will be making requests on your own behalf (i.e. not for a group, team, club, etc.), use your first and last name as the Group Name.

User Information

Harry

First Name

HPotter@gmail.com

E-mail Address

Password

Potter

Last Name

HPotter@gmail.com

Confirm E-mail Address

Confirm Password

Group Information

HarryPotter

Group Name

12 Grimmauld Place

Street / Mailing Address

New York

State

(555)545-5155 x321

Phone Number

London

City

13108

Zip Code

Marcellus CSD Staff

Classification

Class	Description
Community / Outside Groups	Community Members and Outside Groups
Marcellus CSD Staff	Employees of the Marcellus Central School District

Submit

Note: Your Group can only have 1 Classification per District and not all Districts use Classifications. Contact your District for more information.

After submitting all of your information, you will receive a Thank You message like the one below.

“Thank You

You should receive an e-mail confirming you are registered shortly. You may now log in and begin making requests.” (Picture Below)

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MLSchedules

K12 Facility Request Software

User Resources

My Requests

Admin

Reports

Requestor Help

District Help

Welcome to the Facility Use Request System for Marcellus CSD

REQUESTS

Upcoming

Past

Make Request

Profile

FAQs

Contact Us

Select Language

Thank You

You should receive an e-mail confirming you are registered shortly. You may now log in and begin making requests.

K-12 school districts, municipalities and other facility owners with public-use spaces are reducing operating costs, improving community satisfaction, and reducing their carbon footprints with ML Schedules™ software. [Learn more](#) or [recommend a District](#).

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Once you have completed the previous steps, you will use the e-mail address and password that you entered during the registration process of creating a new account as your login.

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MLSchedules

K12 Facility Request Software

User Resources

Welcome to the Facility Use Request System for Marcellus CSD

Please enter your username and password to Log In.

HPotter@gmail.com

Username

.....


Password

Log In

Other Options [Create New Account \(video\)](#)
[Send Password Reminder](#)

K-12 school districts, municipalities and other facility owners with public-use spaces are reducing operating costs, improving community satisfaction, and reducing their carbon footprints with ML Schedules™ software. [Learn more](#) or [recommend a District](#).

When logging in for the first time, you will need to read and accept the terms and conditions of ML Schedules.


**MLSchedules™**

K12 Facility Request Software

User Resources

My Requests


Requestor Help ▾

Welcome to the Facility Use Request System for Marcellus CSD


REQUESTS Upcoming Past Make RequestProfile FAQs Contact UsSelect Language ▾

Thank you for using ML Schedules™ K12 Facility Request Software. Please read our [Terms and Conditions](#) and select the Accept button below to signify your acceptance of these terms for your use of ML Schedules™ Software.

AcceptDecline

K-12 school districts, municipalities and other facility owners with public-use spaces are reducing operating costs, improving community satisfaction, and reducing their carbon footprints with ML Schedules™ software. [Learn more](#) or [recommend a District](#).

After having read and accepted the terms of ML Schedules, you will need to review your group information, enter your password, and click on the submit button.


**MLSchedules™**

K12 Facility Request Software

User Resources

My Requests

Requestor Help ▾

Welcome to the Facility Use Request System for Marcellus CSD

REQUESTS Upcoming Past Make RequestProfile FAQs Contact UsSelect Language ▾

Manage Profile: Please edit your Group Manager profile information, then select SUBMIT to save your changes to make them available immediately. You can also edit your Group information or add a new group you manage.

Request Space

Group Manager Information

Harry

First Name

Potter

Last Name

HPotter@gmail1.com

E-mail Address

Password

Submit

Group Information

You are currently managing the following groups:

HarryPotter ✓

(555)545-5155 x321

12 Grimmauld Place

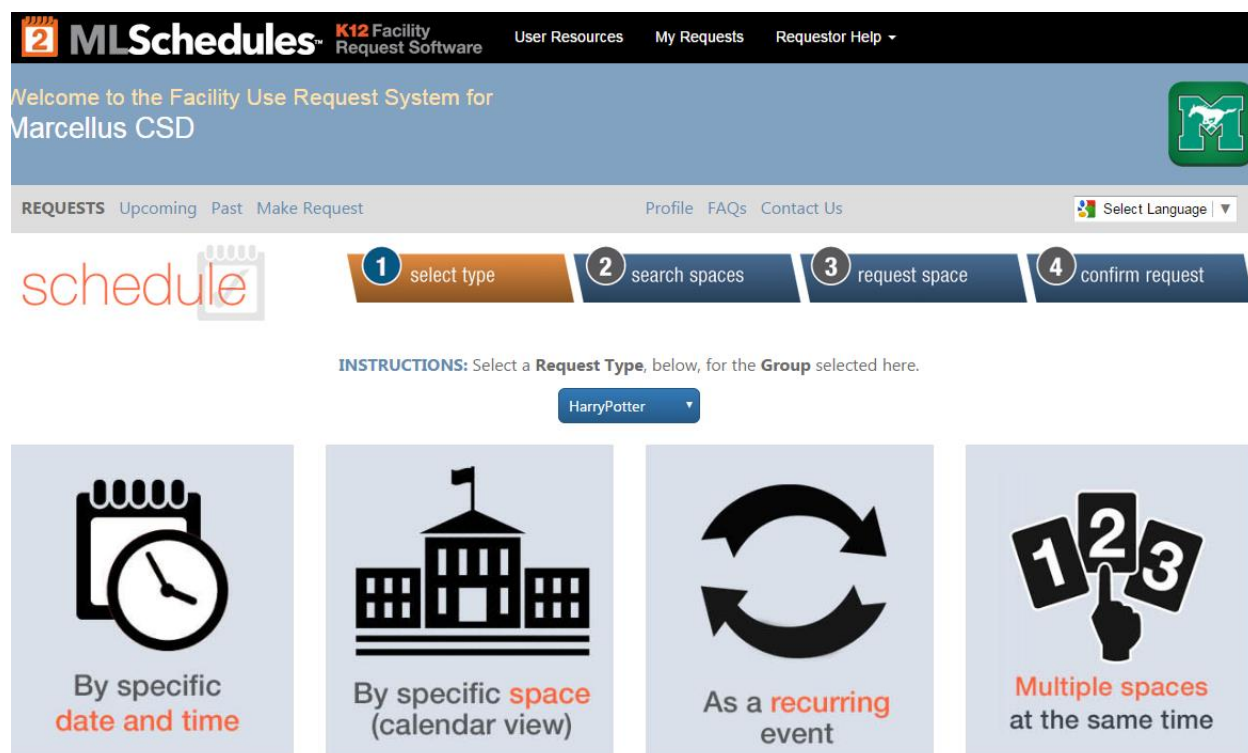
London, NY 13108

Marcellus CSD Staff

Add New Group

Now that you have reviewed your group information and clicked submit, you are ready to begin entering requests.

You will need to select your group prior to being allowed to select what type of request you would like to make. After selecting your group, you will then need to select whether you would like to enter a request as follows: By specific **date and time**, By specific **space** (calendar view), As a **recurring** event, or **Multiple Spaces** at the same time.



2 ML Schedules K12 Facility Request Software

User Resources My Requests Requestor Help

Welcome to the Facility Use Request System for Marcellus CSD

REQUESTS Upcoming Past Make Request Profile FAQs Contact Us Select Language

1 select type **2** search spaces **3** request space **4** confirm request

INSTRUCTIONS: Select a **Request Type**, below, for the **Group** selected here.

HarryPotter


By specific **date and time**

By specific **space** (calendar view)

As a **recurring** event

Multiple spaces at the same time

The next few screen shots are of the requests page, where you will be required to enter information that is pertinent to the event and the people that will need to approve the use of each space.



schedule

1 select type **2** search spaces **3** request space **4** confirm request

Confirm Your Request:

1. Enter a mandatory Event Name and optional Notes.
2. Check the box indicating you have read and agree to the terms of the District.
3. Select the REQUEST button to submit the form for approval.

> Go back to previous screen

EVENT INFORMATION

C.S. Driver Middle School
Site

Aitchson Auditorium
Space

07/06/2017 10:00 AM
Setup Start Date / Time

07/06/2017 10:30 AM
Breakdown End Date / Time

07/06/2017 10:00am
Event Start Date / Time

07/06/2017 10:30am
Event End Date / Time

TBD
Estimated Cost

No
Is this a Fundraising Activity?

HarryPotter
My Group

Event Name

Notes (Set Up Directions, Other Instructions, etc)

No
Will Prepared Food Be Sold?

ADDITIONAL INFORMATION ⓘ

<div>No ▾</div> <div>Will You Be Bringing Food</div>	<div>No ▾</div> <div>Exterior Doors To Be Unlocked (Specify Time)</div>
<div>AED / First Aid / CPR Certified Person</div>	<div>AED / First Aid / CPR Certificate Exp.</div>
<div>Number of People</div>	<div>Admission Charge / Use of Fee</div>
<div># Children Attending</div>	<div># Adults Attending</div>
<div>No ▾</div> <div>Outside Company / Vendor</div>	<div>Purpose of Activity</div>
	<div>Person Responsible for Setup/Cleanup</div>

EQUIPMENT ⓘ

<div># of Tables / Notes</div>	<div>No ▾</div> <div>Podium / Notes</div>
<div>No ▾</div> <div>Microphone / Notes</div>	<div>No ▾</div> <div>Screen / Notes</div>
<div>No ▾</div> <div>Projector / Notes</div>	<div>No ▾</div> <div>Scoreboard / Notes</div>
<div>No ▾</div> <div>Light/Sound Board / Notes</div>	<div>Other Equipment Needed</div>
	<div>Other Equipment Bringing</div>

PERSONNEL ⓘ

<div>No ▾</div> <div>Custodial / Notes</div>	<div>No ▾</div> <div>Food Service / Notes</div>
<div>No ▾</div> <div>Snow Removal / Notes</div>	<div>No ▾</div> <div>IT Support / Notes</div>
<div>No ▾</div> <div>AV Support / Notes</div>	

ATTACHMENTS

<div>Choose File No file chosen</div> <div>File Attachment 1 / Note</div>	<div>Choose File No file chosen</div> <div>File Attachment 4 / Note</div>
<div>Choose File No file chosen</div> <div>File Attachment 2 / Note</div>	<div>Choose File No file chosen</div> <div>File Attachment 5 / Note</div>
<div>Choose File No file chosen</div> <div>File Attachment 3 / Note</div>	<div>Choose File No file chosen</div> <div>File Attachment 6 / Note</div>

☐ I have read and agree to the District Terms & Conditions (view)

Request

It is the policy of the Marcellus Central School District to require **14 days advance notice** of any facility use. If you submit a request for a space that is less than the required 14 day notice, you will receive a message similar to what is pictured below and will not be allowed to continue with your request until you adjust your dates accordingly.

The screenshot shows the ML Schedules K12 Facility Request Software interface. The header includes the logo, navigation links (User Resources, My Requests, Requestor Help), and a welcome message for Marcellus CSD. Below the header is a navigation bar with links for REQUESTS, Upcoming, Past, Make Request, Profile, FAQs, and Contact Us. A language selector is also present. The main content area displays a progress bar with four steps: 1. select type, 2. search spaces, 3. request space, and 4. confirm request. The 'confirm request' step is highlighted. Below the progress bar, the 'Confirm Your Request:' section lists three instructions: 1. Enter a mandatory Event Name and optional Notes. 2. Check the box indicating you have read and agree to the terms of the District. 3. Select the REQUEST button to submit the form for approval. A link '> Go back to previous screen' is provided. A red error message is displayed, stating: 'Sorry, Marcellus CSD requires at least 14 days notice in order to make a request and your request is only 6 away. Please go back and modify your reservation.'

When you submit a request that meets the 14 day policy of the Marcellus Central School District, you will receive a Thank You notice similar to that pictured below.

The screenshot shows the ML Schedules K12 Facility Request Software interface after a successful request. The header includes the logo, navigation links (User Resources, My Requests, Admin, Reports, Requestor Help, District Help), and a welcome message for Marcellus CSD. Below the header is a navigation bar with links for REQUESTS, Upcoming, Past, Make Request, Profile, FAQs, and Contact Us. A language selector is also present. The main content area displays a 'Thank You' message: 'Thank you for your request. It is going through the necessary approval steps now and you will be notified when it has been approved. Please use the links above to continue or logout if you are done for now.'

Now that you are done, your request will enter the approval process within Marcellus Central School District. If for some reason your request is denied or put on hold due to an issue, you will receive an e-mail from ML Schedules stating what is happening with your request. Once the request has made its way through the approval process and has been approved by District, you will receive an e-mail stating that your request was granted or denied with a reason attached.