rSchoolToday Quick Start Guide

Becoming a Requester

To become a requester, go to:

http://fs-cheney.rschooltoday.com/authentication/credential/requesterlogin

From there, you can login with your username and password if you have already created an account or you can become a requester by Clicking on the 'Become a Requester' tab.

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.

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 (all Outside Requesters must sumbit a current insurance form for the current year/s)

4 . Ignore the sales tax

5. Tax Exempt # (if you have one – non-profit organizations)

6. Desired PIN Number for signing contracts* (create your own pin)

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*

The last section is your Login Information

1. Username*

2. Password*

When you have completed this form, click on Save & Continue to the Facility Use Request Screen.

Note: there is a video tutorial on this page.

Cheney Public Schools
Facilities Requester Registration Form

☐ I am requesting as a School Staff Member

Your Organization Name & Info:

Organization/Client Name: Demo *
Address: 12414 S Andrus *
City: Cheney *
State, Zip: Washington ▼ 99004 *
Do you have Liability Insurance?: Yes ▼
If so, Insurance Exp Date: --- not entered --- 🗓 Help
Insurance Policy: Upload
Do you Pay Sales Tax?: No ▼
Tax Exempt #: Help
Desired PIN Number: 0000 * Help
(for Signing Contracts)

Required Fields

This is where you put your ORGANIZATION'S NAME, information, and upload your insurance policy.

Contact Person – Your Name:

Salutation: Ms. ▼ *
First Name: Angela
Last Name: Pischel
Address: (ONLY if different)
City:
State, Zip: ▼
Office Phone: (509) 559-4902 *
Home Phone:
Mobile Phone: (509) 742-0840 *
Office Fax:
Email: apischel@cheneysd.org *

This is where you put YOUR NAME, and contact information.

Desired Login Information:

User Name: demo *
Password: ●●●●● *
Retype Password: ●●●●● *

Type the characters you can see in the image below

HOLLY

Holly
Privacy & Terms
reCAPTCHA™

<< Back to Login   Submit Registration Form

Submitting a Facility Use Request

After you have completed the Registration Form and it has been approved, you will be able to submit your facility use request.

A new window will appear with tabs across the top.

- **Facility Calendar: s**hows activities scheduled in all locations. This may be helpful to check the availablility of a particular location.

- **New Request**: Use to submit a request.
- **Request History:** Shows your previous requests.
- **Profile Information**: Use to update any profile and contact information

To submit a request:

1. Name of the Activity
2. Requested Bookings: Add Date/ Times. You have to Click on the Add Date/Times link in order to set the date and times for your activity.

- A pop-up window will appear showing a calendar where you will select the day or days of your event. When selected the date will appear in RED. On the right hand side you can set the Start time and End time of the event.

- Then click Save & Continue.

- You will then be taken back to the Facility Request Form. The list of dates and times for your event will now appear in blue on the request.

- You must then click Select under Location. A new pop-up window will open where you can choose a building, and location type. You can also click Show All Locations and choose from the list.

- You can edit any of the information, including the Dates, Event Start Time, Event End time, Set up Time, Tear Down Time, Location, and Attendance. You can also Delete the event and start again if necessary.

- Then click Save and Continue.

fs-cheney.rschooltoday.com/requester/index/editbookings/erId/96/arId/13/bookFor/dates_all/bId/0/rId/8/hasBookings/0/autoPost/0/jscall/if(window.opener%20!=%20null%20&&%20win

Building Windsor Elementary Scho ▼   Book this whole building   ◉ Only this date (10/19/2016)

- OR -

Location Type -- Choose Location Type - ▼

This is to help narrow your search for locations

Show All Locations

Add Selected Locations and Continue Adding More   Remove Locations

If the location is **RED**, that location is not available. If the location is BLACK, the location is available.

Close   Save & Continue >>

Showing all Locations

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Classroom (Classroom)	$2.50 hourly	Windsor Elementary School	0	☐	View
Commons (Commons)	$5.00 hourly	Windsor Elementary School	0	☐	View
Field 1	$0.00 hourly	Windsor Elementary School	0	☐	View
Field 2	$0.00 hourly	Windsor Elementary School	0	☐	View
Field 3	$0.00 hourly	Windsor Elementary School	0	☐	View
Gym Court 1 (Court 1)	$5.00 hourly	Windsor Elementary School	0	☑	View

You MUST check this box to select that location.

Close   Save & Continue >>

Make your Facility Request by filling out the form below.

1) Name of Activity: Basket Ball Demo   -or choose from previous activity:

Select One ▼

Set Up/Tear Down Time (use this when you need to request use outside of the actual event time)

2) Requested Bookings: Add Date/Times

Event Start Time ▼	Event End Time ▼	Set Up Time ▼	Tear Down Time ▼	Location	Location Types ▼	Setup-Notes ▼	Attend-ance ▼	Delete

Windsor Elementary School - Gym Court 1

Inputting attendance is mandatory before submitting request.

Wed 10/19/2016   6:00PM   8:00PM   Select   Select   Court 1   Select   35

Delete Selected

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

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

Once request is completed, you can either Submit & Exit the form, Submit & Add Another Request or Copy to add to another similar request.

When the Events Scheduler has approved your facility use request, you will receive a confirmation email.