



MasterLibrary™ **ML Schedules™**
Community Facility Use Request Software

Community User Quick Start Guide

Hi community member, and welcome to MasterLibrary™ Software. Our ML Schedules™ software is easy to use with online instructions that guide you through the process of setting up an account and reserving spaces with your participating school district.

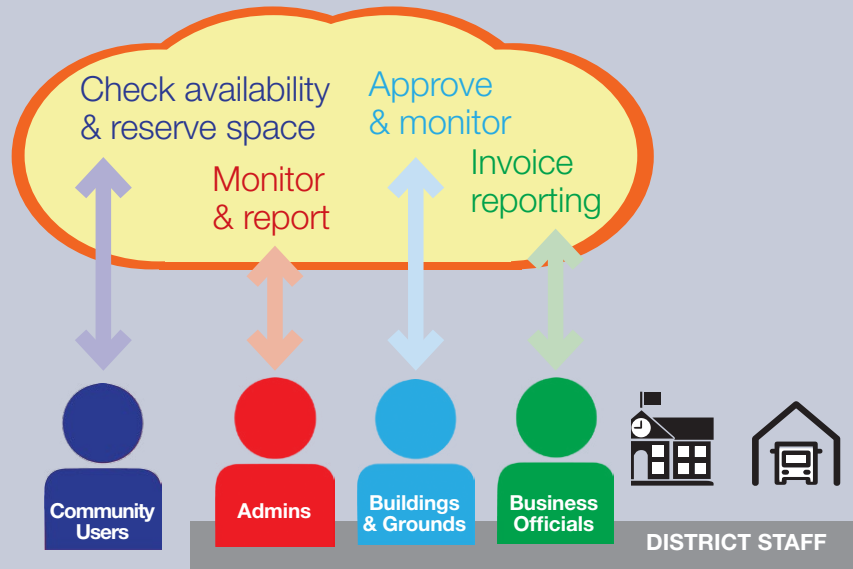
For those users who want additional guidance, this *Quick Start Guide* provides a brief overview of the reservation process as well as step-by-step instructions for account setup and reserving spaces by various type.

We're sure you'll find ML Schedules™ software both easy to use and beneficial in terms of saving time and energy... not to mention reducing your district's carbon footprint.

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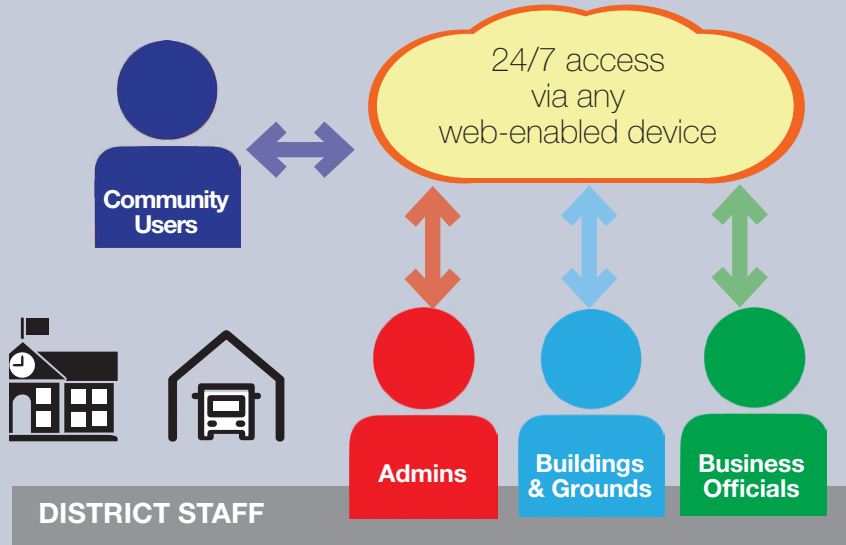
How the software works



ML Schedules™ software moves the process you use to reserve facility space from your school district's office to **“the cloud”** which brings many benefits to you:

- **Saves time** with ability to search and reserve available District spaces 24/7 via a secure website.
- **Reduces approval times** based on automated email notifications to appropriate District officials.
- **Saves money** with reduced need for phone calls, hard copies, postage costs, and trips to District offices.
- **Reduces environmental impact** by eliminating the need for paper copies.

People in the process



ML Schedules™ software puts everyone involved with District Facility Use Requests on the same page including:

1. **Community users** like you
2. **School administrators** responsible for managing the Facility Use Request process.
3. **School Buildings and Grounds staff** responsible for the maintenance of District spaces
4. **School Business Officials** who need to approve all Facility Use Requests and who also manage invoices and payments for reserved spaces.

Everyone involved in the process has instant access to real-time data via any web-connected device such as a home computer, tablet or smartphone.

Supporting Media

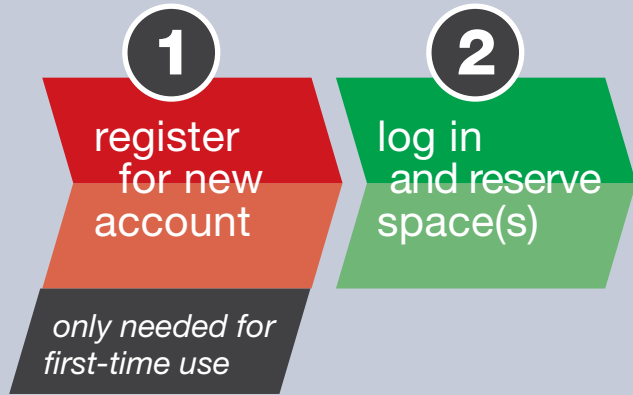


A wide variety of media are usually used by a District to process Community Facility Use Requests including:

- **Printed forms** such as a Facility Use Request
- **Spreadsheets** to track spaces
- **Phone calls** when requested spaces are not available
- **Emails** as another means of communication
- **Ledgers** to enter invoices and payments received
- **Log books** to track spaces
- **Snail mail** to send forms and invoices
- **Signatures** of Business Officials

ML Schedules™ software consolidates data into one secure place—the cloud.

First-Time Overview



The first time you use ML Schedules™ software, you will need to register for a new User account with a Group Name (e.g., for a youth sports team or Girl Scout troop).

You can also create multiple Group Names under one user account. Adding New Groups is described in the Log In procedure

This Account set step is only necessary the first time you use the software. After that, all you'll need to do is log into ML Schedules™ software using your e-mail address and password to search for and reserve your space(s).

1. Register new account

ML Schedules web home page

Create Account

The screenshot shows the ML Schedules web home page. At the top, there is a navigation bar with the MasterLibrary logo and links for 'User Resources' and 'About Us'. Below this is a main banner with a large orange '2' icon and the text 'Reserve School District Spaces with ML Schedules™ Facility Use Request Software'. Underneath the banner is a section titled 'Log In or Create New Account' with a subtext 'Select the U.S. state in which you have an ML Schedules™ user account or create a new account.' Two buttons are visible: 'Select U.S. State' and 'Create Account'. An orange vertical line points from the 'Create Account' button in the header to the 'Create Account' button in this section. Below the banner is a section titled 'Learn more about MasterLibrary ML Schedules™ Facility Use Request Software' with a paragraph of text and three thumbnail images: 'Before and After Infographic', 'Reserving Spaces Video', and 'Five Criteria Guidelines'. At the bottom of the page, there is a footer with contact information and a copyright notice.

Access the ML Schedules™ software online

From any web browser connected to the internet:

1. Go to www.MLSchedules.com.
2. Select the **Create Account** drop-down menu from the home page: then select the U.S. state in which your school district is located (e.g., New York).

A Register screen will be displayed (see next page) where you can enter information about yourself and the Group you represent.

Note: ML Schedules™ software operates using state-specific websites. Once your account is set up, you may want to bookmark the URL for your state's log-in page in your web browser.

(continued on next page)

1. Register new account (cont.)

ML Schedules™ Register screen

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Create New ML Schedules™ User Account

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

User Information

First Name Last Name

E-mail Address Confirm E-mail Address

Password Confirm Password

Default Provider

Group Information

Group Name Phone Number

Street / Mailing Address City

State Zip Code

Submit

You are currently in the New York section of MasterLibrary ML Schedules™. Select another U.S. state: PA

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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Submit button

Enter User and Group information

From the Register screen:

3. Enter all of the requested data including:

User Information

- First and Last Name
- Email address including confirmation
- Password with confirmation
- Your Default Provider (i.e., the school district to automatically associate with your account)

Group Information

- Your Group's Name
- A phone number with Area Code in specified format
- Street mailing address including ZIP Code

When all the data is entered:

4. Select the **Submit** button.

An email message confirming your registration will be sent to the email address entered in the Register screen. Keep this message for your records.

2. Log in

ML Schedules™ Log-in screen

Log In command

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User Resources - All Reservations About Us -

Contact 585.270.6676 Log In

2 Login to Reserve Spaces with ML Schedules™ Software

Please enter your email address and password to Log In.

E-mail Address Password

Log In Other Options [Create New Account](#)
[Send Password Reminder](#)

You are currently in the New York section of MasterLibrary ML Schedules™. Select another U.S. state: PA

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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Log In button

U.S. State indicator strip

Log into ML Schedules™ software

You can now start making space reservations using the software. From any ML Schedules™ website screen:

1. Select **Log In** command at the upper right of the screen.
The ML Schedules™ Log-in screen will be displayed.
2. Enter your email address and password, then select the **Log In** button.

Note the U.S. State indicator strip on the log in page: be sure you are in the correct ML Schedules™ state website when you log into your account.

The Select Reservation Type screen will be displayed (see next page) where you can start the process of searching for and reserving District spaces.

(continued on next page)

3. Reserve spaces

ML Schedules™ Select Reservation Type screen

progress graphic Group drop-down menu

1 select type 2 search spaces 3 reserve space 4 confirm reservation

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

— Select Group —

By specific date and time

By specific space (calendar view)

As a recurring event

Multiple spaces at the same time

see pg. 11 see pg. 15 see pg. 17 see pg. 21

You can make four different types of Facility Use Requests using ML Schedules™ software:

- A. By specific time and date (see pg. 11)
- B. By a specific space (calendar view) (see pg. 15)
- C. As a recurring event in the same space (see pg. 17)
- D. Multiple spaces at the same time (e.g., gym, locker rooms and concession area) (see pg. 21)

Note the progress graphic that shows the four steps to make a reservation regardless of type. The current step is shown in **orange** to help guide you through the process.

Select a Reservation Type

1. **If managing more than one Group:** Select the appropriate name from the **Group** drop-down menu.
2. Select the type of space reservation you want to make. Go to the page number shown on the graphic at left for instructions on making that type of reservation.

3-A. Reserve by Date and Time (cont.)

ML Schedules™ Search Spaces screen

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2 FIND AND RESERVE PUBLIC SPACES IN YOUR COMMUNITY WITH ML SCHEDULES™ SPACE RESERVATION SOFTWARE

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schedule

1 select type 2 search spaces 3 reserve space 4 confirm reservation

MAKE RESERVATION:

1. Select a Start and End Date and Time.
2. Optionally select Provider(s) and Space Type(s).
3. Select VIEW to see available spaces matching your criteria.

> Go back to previous screen

Start Date / Time
[] []

End Date / Time
[] []

Provider
[]

Space Type
Auditorium
Baseball Field
Baseball Field with Lights
Basketball Court
Cabin

View

View button

A. Reserve by Specific Date and Time

All reservation types require three basic steps:

1. Search spaces by date(s) for availability
2. Reserve the available space(s)
3. Confirm your reservation information

Search Spaces

1. Select the **Start Date** field.

A calendar will be displayed that you can advance through to select the desired Start Date.

2. Repeat for the **End Date** field.
3. Select **Start** and **End Times** from the drop-down menu. Start and End times are available in 30 minute intervals.
4. Select the desired space **Provider** (e.g., School District)

(continued on next page)



By specific
date and time

3-A. Reserve by Date and Time (cont.)

ML Schedules™ Search Spaces screen with available spaces shown

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schedule

1 select type 2 search spaces 3 reserve space 4 confirm reservation

MAKE RESERVATION:

1. Select a Start and End Date and Time.
2. Optionally select Provider(s) and Space Type(s).
3. Select VIEW to see available spaces matching your criteria.

> Go back to previous screen

Start Date / Time 10/08/2015 11:00am

End Date / Time 10/15/2015 12:00pm

Provider

Space Type
Auditorium
Baseball Field
Baseball Field with Lights
Basketball Court
Cabin

View

Type	Provider	Site	Name	Max Occupancy	Cost	Reserve
Auditorium	Dans Provider	Sample Middle School	Sample Auditorium	225	\$50.00 / Hour	Reserve

available spaces

Reserve command

5. Select a **Space Type**.

Note: You can select multiple Providers and/or Space Types by holding the following keys while selecting additional menu items:

- PC: Ctrl key
- Mac: Apple key

6. Select the **View** button to see if the selected space is available at the desired date(s) and times.

Note: If the desired space is not available, no results will be shown. Try changing one or more of the field settings to find available spaces.

Reserve the Desired Space

7. Select the **Reserve** command on the same line as the desired space, noting its maximum occupancy and hourly rate.



(continued on next page)

3-A. Reserve by Date and Time (cont.)

ML Schedules™ Confirm Reservation screen

schedule

1 select type 2 search spaces 3 reserve space 4 confirm reservation

CONFIRM YOUR RESERVATION:

1. Enter a mandatory Event Name and optional Notes.
2. Check the box indicating you have read and agree to the terms of the Provider.
3. Select RESERVE to complete the reservation request.

> Go back to previous screen

Site: Red Knickers Croquet Group

Space: Fall '15 CNY Croquet Championship

Event Name: AJCEIA sanctioned

Start Date / Time: 10/08/2015 11:00 AM

End Date / Time: 10/15/2015 12:00 PM

Cost *: \$50.00/ Hour

Event Notes:

AED Certified Person In Charge: Pat Jones

AED Certificate Expiration: 8/1/2020

I have read and agree to the terms of this Provider.

Reserve

* additional fees may apply
Note: AED stands for Automated External Defibrillator.

Provider Terms acceptance Reserve command

Confirm Reservation

The **Confirm Reservation** screen will be displayed with the previously selected space and reservation criteria.

Multiple Group Managers: Check that the correct **Group** is displayed for the event. (You can change this setting from the **Group** drop-down menu.)

Other fields are also available to provide more information about the Facility Use Request including:

- **Event Name.** Make the name meaningful to the general public, not just your Group, as all Community Users will see Event Names on calendars.
- **Event Notes.** Visible to general public.
- **Automated Electronic Defibrillator (AED) Certified Person In Charge** and certification **Expiration Date.**



(continued on next page)

3-A. Reserve by Date and Time (cont.)

ML Schedules™ Confirm Reservation screen

schedule

1 select type 2 search spaces 3 reserve space 4 confirm reservation

CONFIRM YOUR RESERVATION:

1. Enter a mandatory Event Name and optional Notes.
2. Check the box indicating you have read and agree to the terms of the Provider.
3. Select RESERVE to complete the reservation request.

> Go back to previous screen

Site: Red Knickers Croquet Group

Space: Fall '15 CNY Croquet Championship

Event Name: AJCEIA sanctioned

Start Date / Time: 10/08/2015 11:00 AM

End Date / Time: 10/15/2015 12:00 PM

Event Notes: AICEIA sanctioned

Cost *: \$50.00/ Hour

AED Certified Person in Charge: Pat Jones

AED Certificate Expiration: 8/1/2020

I have read and agree to the terms of this Provider.

Reserve

* additional fees may apply
Note: AED stands for Automated External Defibrillator.

Provider Terms acceptance Reserve command

8. Complete all fields in the **Confirm Reservation** screen including Event Name and Notes (optional), and event AED person as well as certification expiration date.
9. Select the check box signifying you have read and agree to Provider terms.

Note: Provider Terms are available from the District's website.

10. Select the **Reserve button** to complete the Facility Use Request.

A thank-you screen will be displayed indicating your Request is being processed and that you will be notified of its progress.

Note that the requested space will now appear as **Pending Approval** to other community users when searching spaces.



By specific
date and time

3-B. Reserve by Specific Space

ML Schedules™ Make Reservation Calendar View, Month screen

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schedule

1 select type 2 search spaces 3 reserve space 4 confirm reservation

MAKE RESERVATION:

1. Select a specific Space.
2. Optionally select Space Type, Provider and Site to limit your Spaces.
3. Click the day you want and then the specific starting time if there are no events there already.

> Go back to previous screen

- Select Type - : - Select Provider - : - Select Site - : - Select Space - : You must select a Space to view all its events.

< > today SEPTEMBER 2015 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

space and site drop-down menus

B. Reserve by a Specific Space (Calendar View)

All reservation types require three basic steps:

1. Search spaces by date(s) for availability
2. Reserve the available space(s)
3. Confirm your reservation information

Search Spaces

From the Make Reservation Calendar View screen:

1. Select a **Provider, Type, Site** and **Space** from the drop-down menu selections.
If the selected space is already reserved (or pending approval), the event name will appear on the calendar.
2. Click on the desired **Start Date**.

A **Daily Calendar** view of the selected Start Date will be displayed.



3-B. Reserve by Specific Space (cont.)

ML Schedules™ Make Reservation Daily Calendar View

The screenshot shows the 'Make Reservation' interface in the ML Schedules™ software. At the top, there are navigation links: 'RESERVATIONS My Group View All' and 'OTHER Profile FAQs Contact Us'. Below this is a 'schedule' logo and a progress bar with four steps: 1. select type, 2. search spaces, 3. reserve space, and 4. confirm reservation. The 'MAKE RESERVATION:' section contains three numbered instructions: 1. Select a specific Space, 2. Optionally select Space Type, Provider and Site to limit your Spaces, and 3. Click the day you want and then the specific starting time if there are no events there already. Below the instructions is a '> Go back to previous screen' link. The main interface features a dropdown menu for 'Auditorium' (set to 'Dans Provider'), a dropdown for 'Sample Elementary School', and a dropdown for 'Sample Soccer Field'. Below these are navigation buttons for '<', '>', and 'today', followed by the date 'SEPTEMBER 2, 2015' and view options for 'month', 'week', and 'day'. The calendar view shows 'Wednesday' with a grid of time slots from 'all-day' to '12pm'. The 'all-day' slot is highlighted in yellow.

Reserve Space

3. Click on the desired **Start Time**.

The **Confirm Reservation** screen will be displayed as described on pages 13 – 14 of this Guide.

Confirm Reservation

4. Perform steps 8 – 10 on page 14 to complete the Facility Use Request.



3-C. Make Recurring Reservation

ML Schedules™ Make Recurring Reservation screen

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search

1 select type 2 search spaces 3 reserve space 4 confirm reservation

MAKE A RECURRING RESERVATION:

1. Select Space and Date & Time information.
2. Select VIEW to check availability and to make the recurring reservation.

> Go back to previous screen to select a different reservation type.

Space Information

- Select Provider - Provider

- Select Site - Site

- Select Space - Space

Date & Time Information

Start Date Start Time End Time

Overview & Frequency Information

Sep 2015 October 2015

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Monthly Calendar View
to select Start Date

C. Make a Recurring Reservation

All reservation types require three basic steps:

1. Search spaces by date(s) for availability
2. Reserve the available space(s)
3. Confirm your reservation information

Search Spaces

From the Make Recurring Reservation screen:

1. Select a **Provider**, **Site** and **Space** from the drop-down menu selections.
2. Click on the desired **Start Date**.

A **Monthly Calendar** will be displayed from which a Start Date can be selected.

3. Select a **Start Time** and **End Time** in 30-minute increments from the drop-down menus.

(continued on next page)



3-C. Make Recurring Reservation (cont.)

ML Schedules™ Make Recurring Reservation screen

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search

1 select type 2 search spaces 3 reserve space 4 confirm reservation

MAKE A RECURRING RESERVATION:

1. Select Space and Date & Time information.
2. Select VIEW to check availability and to make the recurring reservation.

> Go back to previous screen to select a different reservation type.

Space Information

Dans Provider Provider

Sample Elementary School Site

Sample Soccer Field Space

Date & Time Information

10/17/2015 Start Date

12:00pm Start Time

1:00pm End Time

Occurrences & Frequency Information

2 # Occurrences

View

✓ Daily
Daily - Weekdays Only
Weekly

Occurrences
drop-down menu

Frequency
drop-down menu

4. Select the **Number of (#) Occurrences** from the drop-down menu. Available selections range from 2 – 20.
5. Select the event **Frequency** from the drop-down menu:
 - Daily (Mon. - Sun.)
 - Daily – Weekday Only (Mon. – Fri.)
 - Weekly (on same day of week)
6. Select the **View button** to check space availability. A list of each occurrence showing an Available status (Yes or No) for the selected space will be displayed.

Note: If the desired space is not available, try changing one or more of the field settings to find available spaces that meet your group's needs.

(continued on next page)



3-C. Make Recurring Reservation (cont.)

ML Schedules™ Make Recurring Reservation/Reserve Spaces screen

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search

1 select type 2 search spaces 3 reserve space 4 confirm reservation

MAKE A RECURRING RESERVATION:

1. Select Space and Date & Time information.
2. Select VIEW to check availability and to make the recurring reservation.

> Go back to previous screen to select a different reservation type.

Space Information

Dans Provider Provider Sample Elementary School Site Sample Soccer Field Space

Date & Time Information

10/19/2015 Start Date 12:00pm Start Time 1:00pm End Time

Occurrences & Frequency Information

5 # Occurrences Weekly Frequency

View Continue

Date	Start Time	End Time	Available
10/19/2015	12:00pm	1:00pm	YES
10/26/2015	12:00pm	1:00pm	YES
11/2/2015	12:00pm	1:00pm	YES
11/9/2015	12:00pm	1:00pm	YES
11/16/2015	12:00pm	1:00pm	YES

available spaces

Reserve Space

If the desired space is available for the selected start date, times and frequency, it will show a **Yes** status in the **Available** column. In the sample screen at left, the Elementary School's Soccer Field is available from 12 – 1 p.m. on 5 consecutive Mondays starting Oct. 19.

7. Select the **Continue** button to confirm the recurring reservation.

Notes: To search spaces using different parameters, enter new field data and select the **View button**. To select a different Reservation type, select the **Go back to previous screen...** command under the online instructions.

You can edit the **Date**, and **Start** and **End Time** fields before sending the request.



3-C. Make Recurring Reservation (cont.)

ML Schedules™ Confirm Recurring Reservations screen

Confirm Reservation

The Confirm Recurring Reservation screen includes the selected spaces, dates and times, as well as the fields described on pages 12 – 13.

8. Complete all fields in the **Confirm Reservation** screen including Event Name and (optional) Notes, and AED event person and certification expiration date.
9. Select the check box signifying you have read and agree to Provider terms (available from its website).

Multiple Group Managers: Check that the correct **Group** is displayed for the event. (You can change this setting from the **Group** drop-down menu.)

10. Select the **Reserve button** to complete the Request. A thank-you screen will be displayed.

Note that the requested space will now appear as **Pending Approval** to other community users when searching spaces.



3-D. Reserve Multiples Spaces at Once

ML Schedules™ Search Multiple Spaces screen

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search 1 select type 2 search spaces 3 reserve space 4 confirm reservation

RESERVE MULTIPLE SPACES AT THE SAME TIME:

1. Select Start and End Dates and Times.
2. Select Provider to see available Sites and Spaces.
3. Select desired Sites and Spaces. To select multiple PCs, use Ctrl key; Mac, use Apple key.
4. Select VIEW to check availability
5. Check the Spaces you want to reserve. Then select CONTINUE to make the reservations

> Go back to previous screen to select a different reservation type.

Start Date / Time 10/21/2015 3:00pm	Provider - Select Provider -	Site Canastota Office Nicole Site 1 Sample Elementary School Sample High School Sample Middle School	Space Type Auditorium Baseball Field Baseball Field with Lights Basketball Court Cabin	View
--	---------------------------------	---	---	------

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.](#)

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Start and
End Dates

Provider

View button

Start and End Times

D. Reserve Multiple Spaces at Once

This procedure allows you to search for and select multiple sites and spaces based on specific dates and times. There are a few ways you can search for spaces using this reservation type:

- Any site or space from one provider (pg. 21)
- Specific sites and/or spaces from one provider (pg. 22)
- Any site and space from any providers (pg. 23)

Search All Sites and Spaces from one Provider

1. Enter a **Start** and **End Date** from the calendar menu.
2. Enter a **Start** and **End Time** from the drop-down menus.
3. Select a **Provider** from the drop-down menu.
4. Select the **View** button to see what sites and spaces are available from the selected Provider for the specified dates and times.

Go to page 24 to complete this procedure.



3-D. Reserve Multiples Spaces at Once

ML Schedules™ Search Multiple Spaces screen

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FIND AND RESERVE PUBLIC SPACES IN YOUR COMMUNITY WITH ML SCHEDULES™ SPACE RESERVATION SOFTWARE

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search 1 select type 2 search spaces 3 reserve space 4 confirm reservation

RESERVE MULTIPLE SPACES AT THE SAME TIME:

1. Select Start and End Dates and Times.
2. Select Provider to see available Sites and Spaces.
3. Select desired Sites and Spaces. To select multiple: PCs, use Ctrl key; Mac, use Apple key.
4. Select VIEW to check availability
5. Check the Spaces you want to reserve. Then select CONTINUE to make the reservations

> Go back to previous screen to select a different reservation type.

Start Date / Time
10/21/2015 3:00pm

End Date / Time
10/21/2015 4:00pm

Provider
Dans Provider

Site
Sample Elementary School
Sample High School
Sample Middle School

Space Type
Basketball Court
Cabin
Cafeteria
Classroom
Field

View

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.](#)

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multiple spaces
selected at same site

View button

Search for Specific Sites and Spaces from One Provider and/or at One Site

1. Enter a **Start** and **End Date** from the calendar menu.
 2. Enter a **Start** and **End Time** from the drop-down menus.
 3. Select a **Provider** from the drop-down menu.
 4. Select a **Site** from the drop-down menu if all spaces will be at the same site. Otherwise leave it blank.
 5. Select the first **Space Type** you want.
 6. Extend your **Space Type** selections by holding the following keys while clicking on additional items:
 - PC: Ctrl key
 - Mac: Apple key
 7. Select the **View** button to see if the selected spaces are available for the desired date(s) and times.
- Go to page 24 to complete this procedure.



3-D. Reserve Multiples Spaces at Once

ML Schedules™ Search Multiple Spaces screen

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2 FIND AND RESERVE PUBLIC SPACES IN YOUR COMMUNITY WITH ML SCHEDULES™ SPACE RESERVATION SOFTWARE

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search 1 select type 2 search spaces 3 reserve space 4 confirm reservation

RESERVE MULTIPLE SPACES AT THE SAME TIME:

1. Select Start and End Dates and Times.
2. Select Provider to see available Sites and Spaces.
3. Select desired Sites and Spaces. To select multiple PCs, use Ctrl key; Mac, use Apple key.
4. Select VIEW to check availability
5. Check the Spaces you want to reserve. Then select CONTINUE to make the reservations

> Go back to previous screen to select a different reservation type.

Start Date / Time	Provider	Site	Space Type
10/21/2015 3:00pm	- Select Provider -	Canandagula Office	Auditorium
10/21/2015 4:00pm	- Select Provider -	Nicole Site 1	Baseball Field
		Sample Elementary School	Baseball Field with Lights
		Sample High School	Basketball Court
		Sample Middle School	Cabin

View

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.](#)

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Start and
End Dates

Start and End Times

View button

Search All Sites and Spaces from Any Provider

1. Enter a **Start** and **End Date** from the calendar menu.
2. Enter a **Start** and **End Time** from the drop-down menus.
3. Select the **View** button to see all sites and spaces available from any Provider for the specified dates and times.

Go to page 24 to complete this procedure.



3-D. Reserve Multiples Spaces at Once

ML Schedules™ Search Multiple Spaces screen

RESERVE MULTIPLE SPACES AT THE SAME TIME:

1. Select Start and End Dates and Times.
2. Select Provider to see available Sites and Spaces.
3. Select desired Sites and Spaces. To select multiple: PCs, use Ctrl key; Mac, use Apple key.
4. Select VIEW to check availability
5. Check the Spaces you want to reserve. Then select CONTINUE to make the reservations

> Go back to previous screen to select a different reservation type.

Start Date / Time	Provider	Site	Space Type	View	Continue
10/22/2015 3:00pm	- Select Provider -	Canandaigua Office Nicole Site 1	Auditorium		
End Date / Time		Sample Elementary School Sample High School Sample Middle School	Baseball Field with Lights Basketball Court Cabin		
10/22/2015 4:00pm					

Site	Space	Type	Cost	Available
<input type="checkbox"/>	Canandaigua Office Conference Room	Meeting Room	25 / Hour	YES
<input type="checkbox"/>	Nicole Site 1 Nicole Baseball Field	Baseball Field	10 / Hour	YES
<input checked="" type="checkbox"/>	Sample Elementary School Sample Soccer Field - linked to Toms Conf Room	Field	100 / Hour	YES
<input checked="" type="checkbox"/>	Sample High School Sample Football Field - linked to ML Schedules Tea	Field	10 / Hour	YES
<input checked="" type="checkbox"/>	Sample Middle School Sample Auditorium	Auditorium	50 / Hour	YES

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selected spaces to reserve

Select Spaces and Confirm Reservations

To complete Multiple Reservations:

1. Select the check box next to each space shown as Available that you want to reserve.
2. Select the **Continue** button.

Note: If you want to look for other spaces, enter new search parameters and select the **View** button

A Confirm Multiple Reservations screen will be displayed similar to the one shown for Recurring Reservations on page 20 except it will list the multiple spaces you reserved (see next page).

(continued on next page)



3-D. Reserve Multiples Spaces at Once

ML Schedules™ Search Multiple Spaces screen

CONFIRM YOUR RECURRING RESERVATION:

1. Enter a mandatory Event Name and optional Notes.
2. Check the box indicating you have read and agree to the terms of the Provider.
3. Select RESERVE to complete the reservation request.
4. Note: Any items flagged as unavailable will not be submitted for a reservation request.

> Go back to previous screen

Site	Space	Type	Cost *	Available
Sample Elementary School	Sample Soccer Field - linked to Toms Conf Room	Field	100 / Hour	YES
Sample High School	Sample Football Field - linked to ML Schedules Tes	Field	10 / Hour	YES
Sample Middle School	Sample Auditorium	Auditorium	50 / Hour	YES

10/22/2015 3:00pm Start Date / Time
10/22/2015 4:00pm End Date / Time

U12 Travel Soccer : Group
Event Name

Notes

AED Certified Person in Charge
AED Certificate Expiration

I have read and agree to the terms of this Provider.

* additional fees may apply
Note: AED stands for Automated External Defibrillator.

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Select Spaces and Confirm (cont.)

3. Complete all fields in the **Confirm Reservation** screen including Event Name and (optional) Notes, and AED event person and certification expiration date.
4. Select the check box signifying you have read and agree to Provider terms (available from the District's website).

Multiple Group Managers: Check that the correct **Group** is displayed for the event. (You can change this setting from the **Group** drop-down menu.)

5. Select the **Reserve button** to complete the Request. A thank-you screen will be displayed.

Note that the requested space will now appear as **Pending Approval** to other community users when searching spaces.



Editing Profiles & Adding Groups

ML Schedules™ User Profile screen

Submit

toolbar

Edit Group icon

To Edit Group Manager (User) information

1. Select **Profile** from the gray toolbar.
The Edit User Profile screen will be displayed.

To edit Group Manager (User) information

2. Select and enter the new data in the desired fields.
3. Select the **Submit** button.
The updated information will be displayed.

To edit Group information

1. Select the edit (pencil) icon next to the Group name to display a new window with your current information.
2. Enter the new data in the desired fields.
3. Select the **Submit** button.
The User Profile screen will display the updated data.

Editing Profiles & Adding Groups (cont.)

ML Schedules™ User Profile screen

Contact 585.270.8676 pjones@emailaddress.com Log Out

MASTERLIBRARY.
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2 FIND AND RESERVE PUBLIC SPACES IN YOUR COMMUNITY
WITH ML SCHEDULES™ SPACE RESERVATION SOFTWARE

RESERVATIONS My Group View All OTHER Profile FAQs Contact Us

edit Reserve Space

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.

Group Manager Information

Pat
First Name

Jones
Last Name

pjones@emailaddress.com
E-mail Address

mark
Password

Submit

Group Information
You are currently managing the following groups:

Red Knickers Croquet
(555)555-5555
1 Main Street
Anywhere, NY 14500

Add New Group

Add New Group

Reserve Space

To add a New Group

1. Select the **Add New Group** button.
An Add New Group window will be displayed.
2. Enter the new Group information in all fields.
3. Select the **Submit** button.

The User Profile screen will be displayed with the new Group information.

To make a new Facility Use Request:

1. Select the **Reserve Space** button.
The Select Reservation Type screen will be displayed.
See page 10 for instructions.

Other Resources

ML Schedules™ Online instructions and step-by-step graphic indicator

RESERVATIONS My Group View All OTHER Profile FAQs Contact Us

schedule

1 select type 2 search spaces 3 reserve space 4 confirm reservation

MAKE RESERVATION:

1. Select a Start and End Date and Time.
2. Optionally select Provider(s) and Space Type(s).
3. Select VIEW to see available spaces matching your criteria.

> Go back to previous screen

Start Date / Time Provider Space Type
End Date / Time

Auditorium
Baseball Field
Baseball Field with Lights
Basketball Court
Cabin

View

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.](#)

online instructions

step-by-step indicator

Thanks for using ML Schedules™ software and we hope you found this *Quick Start Guide* helpful. If you want to learn more about the software or help MasterLibrary™ improve our products, please check out the following additional resources:

- On-screen instructions and step-by-step phase graphics that indicate your place in the process.
- MasterLibrary's [Resources](#) page for case studies, best practice tip sheets and more.
- MasterLibrary's [blog site](#) with articles about new features, new customers, and other items of interest.
- ML Schedules™ User e-newsletter

If you have a suggestion on how to improve the usability of ML Schedules™ software or this *Quick Start Guide*, please send an email or call **1-585-270-6676**.