MLSchedules™

K12 Facility Request Software

Basic User Quick Start Guide

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ML Schedules™ Software Commonly Used Icons

Add/Create *new item (e.g., add Group)*

Edit *an existing item (e.g., a User or Group profile)*

Help *to open the online Help website*

Cancel *procedure or delete selected item*

ML Schedules™ Software Commonly Used Buttons

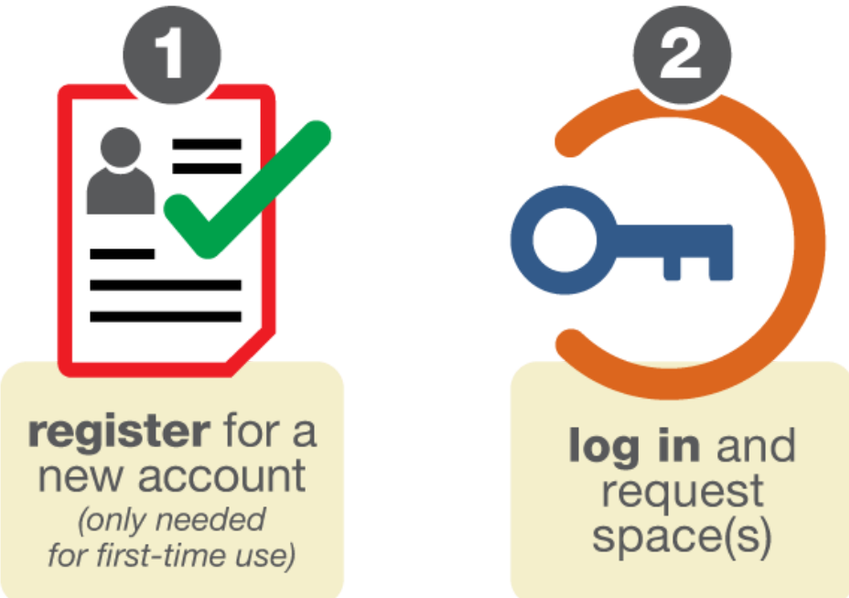
View Availability — ***View Availability*** *to verify that a space(s) is available to request based on the criteria entered.*

Confirm & Submit Request — ***Confirm & Submit Request*** *to submit a completed Request form for approval by the district.*

Continue — ***Continue*** *to select available spaces during a Recurring or Multiple Spaces at the Same Time requests*

Add New Group — ***Add New Group*** *in the User Profile page*

First-Time Overview



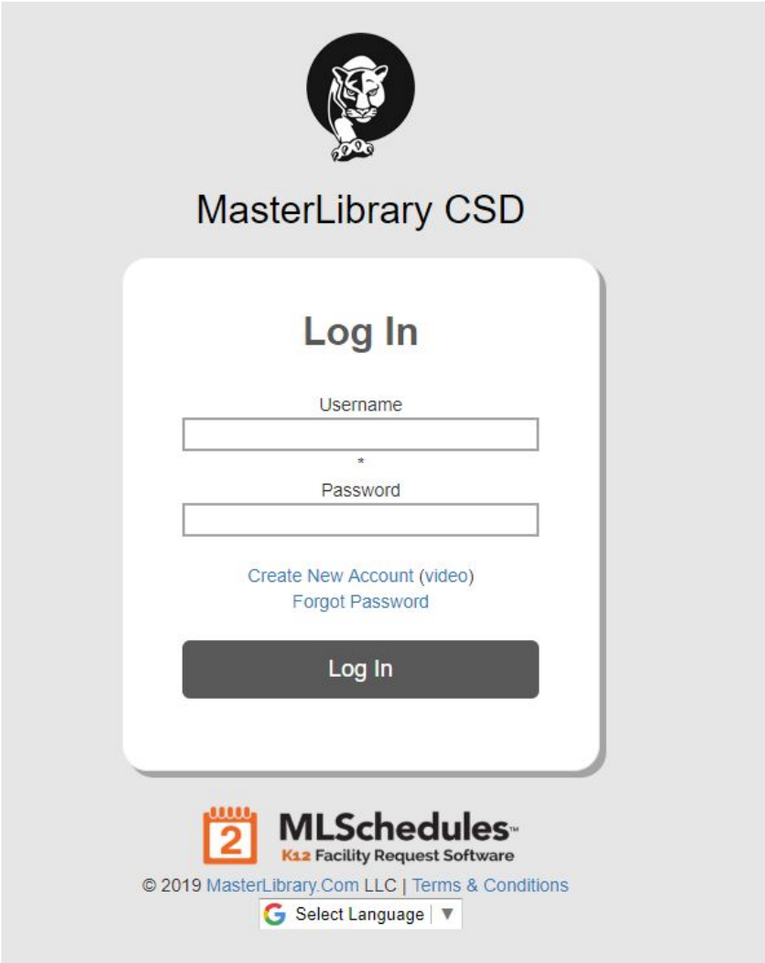
The first time you use ML Schedules™, you will need to register for a new user account with a Group Name (e.g., for a district club or Girl Scout troop).

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

This Account setup step is only necessary the first time you use the platform. After that, you will be able to log into your district's ML Schedules' account using your email address and password to submit requests for a desired space(s).

Many districts require external (community) Group Managers to upload the Group's insurance certificate (in PDF or JPG format) and enter the insurance expiration date the first time you log into the system as described later in this Guide.

1. Register a new account



Access ML Schedules from your district's website

1. Access the ML Schedules login screen using your district-specific URL.

Note: The format of the district-specific URL is a two-character State Abbreviation followed by a number-dot-mlschedules.com. E.g.: **http://www.ny9.mlschedules.com.**

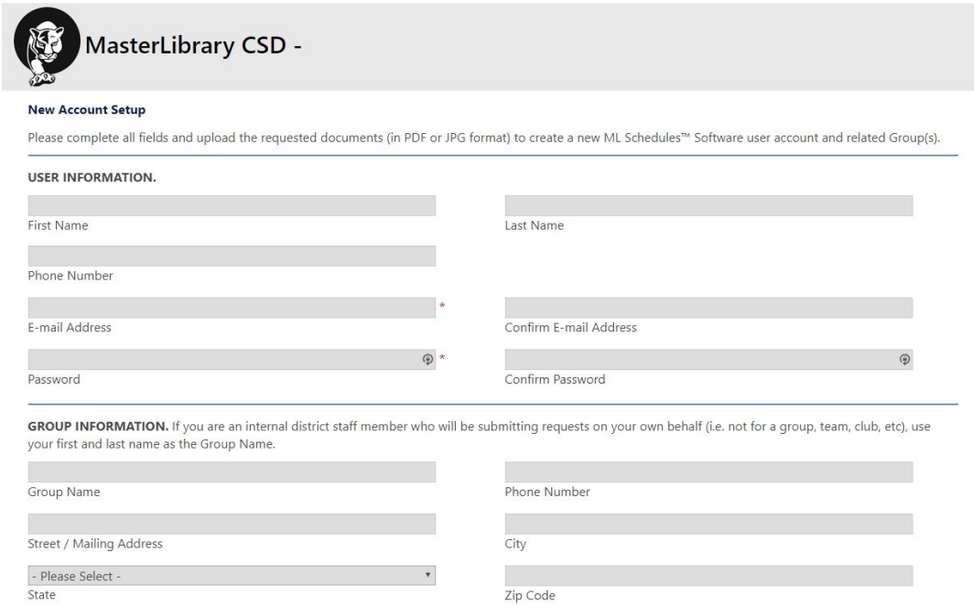
The ML Schedules login screen similar to the one shown at left will be displayed.

2. Select the **Create New Account** command.

A Register screen will be displayed (see next page) to enter information about yourself and your Group(s).

Note: Once your account is set up, you may want to bookmark the URL for your district's log-in page.

1. Register a new account (cont.)



Enter User and Group information

From the Register screen:

3. Enter all of the requested data including:

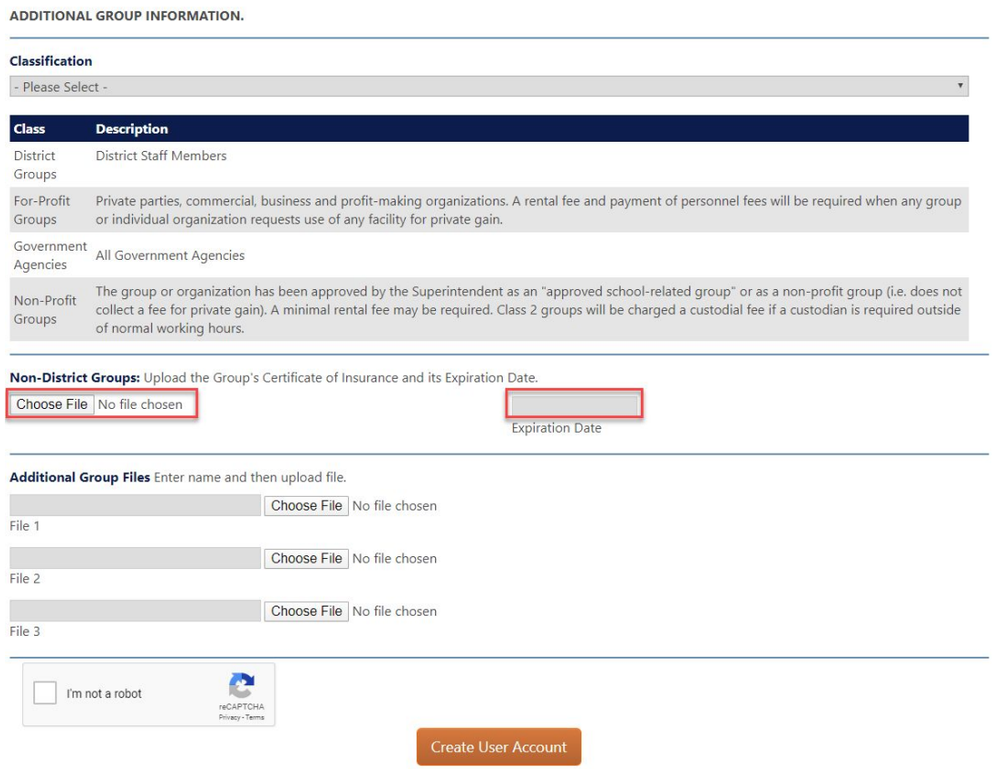
User Information

- First and Last Name
- Email address including confirmation
- Password with confirmation

Group Information

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

1. Register a new account (cont.)



Additional Group Information

Select a Group Classification from the drop-down menu.

If you will be submitting requests on behalf of a **non-district group** (e.g., scout troop, community athletic league), it is highly recommended that you:

- Use the **Choose File** button to upload a copy of the group's current insurance certificate (PDF or JPG), and;
- Enter the insurance **Expiration Date.**

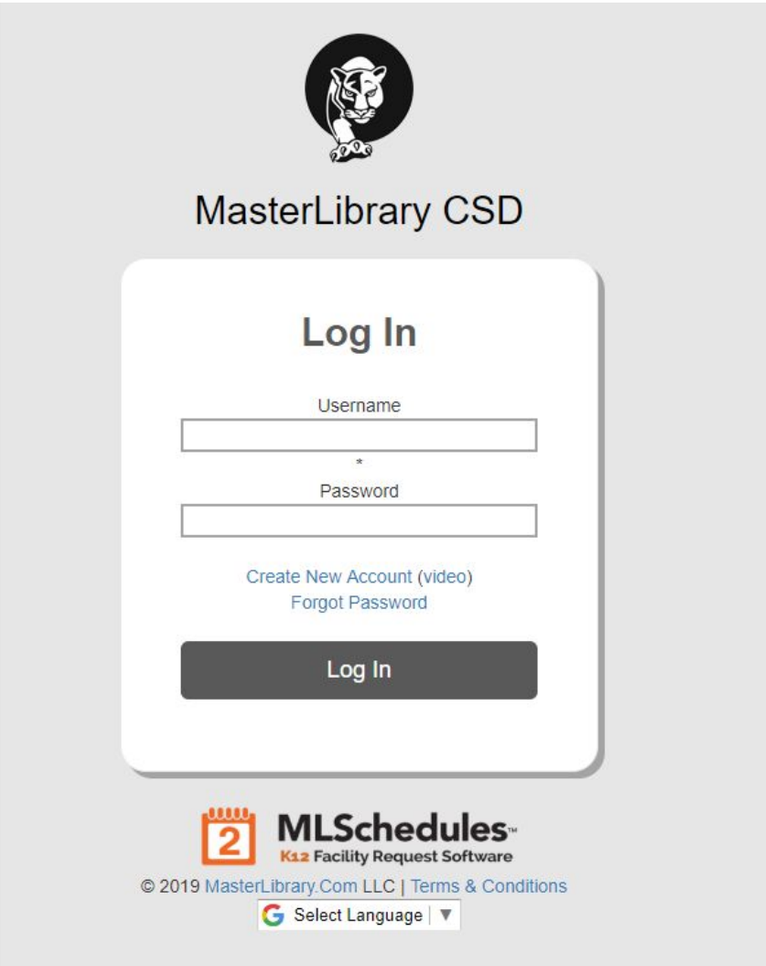
Note: If the Classification you have chosen requires insurance, you will need to upload insurance before selecting **Create User Account.**

When all the data is entered:

4. Select the **Create User Account** button at the bottom of the screen.

An email message confirming your registration will be sent to you. Please keep this message for your records.

2. Log in

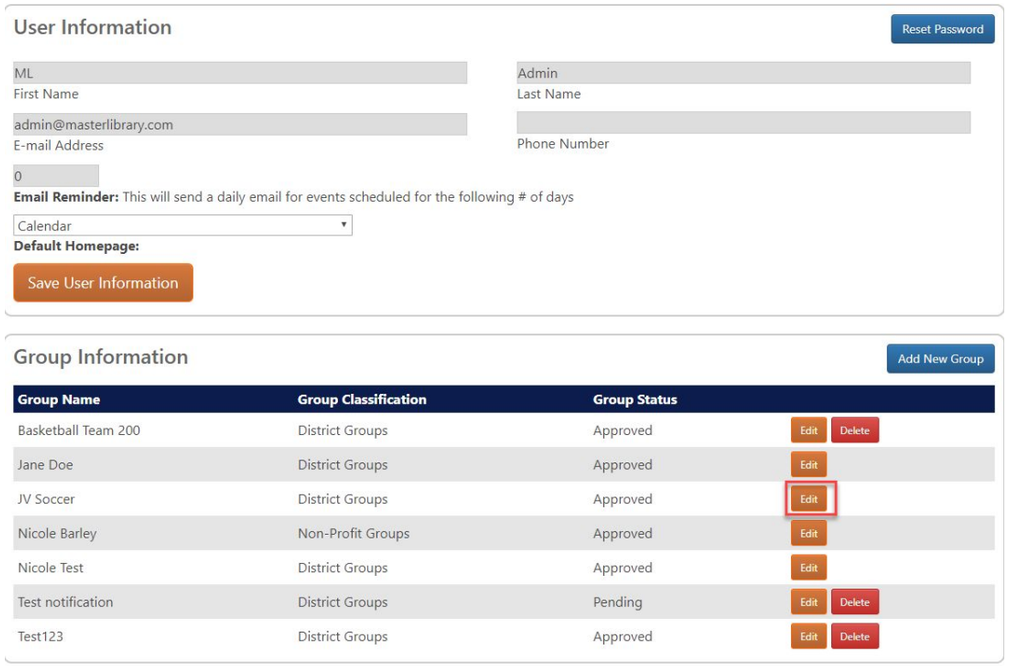


Log into ML Schedules™

You can now start making space reservations. If you are not already in your account:

1. Access the ML Schedules login screen using your district-specific URL.
2. Enter your **Username** (i.e., email address) and **Password.**
3. Select the **Log In** button.

Add Group Insurance Information



If your district requires non-district group insurance information, your User Profile screen will be displayed the first time you log into the software.

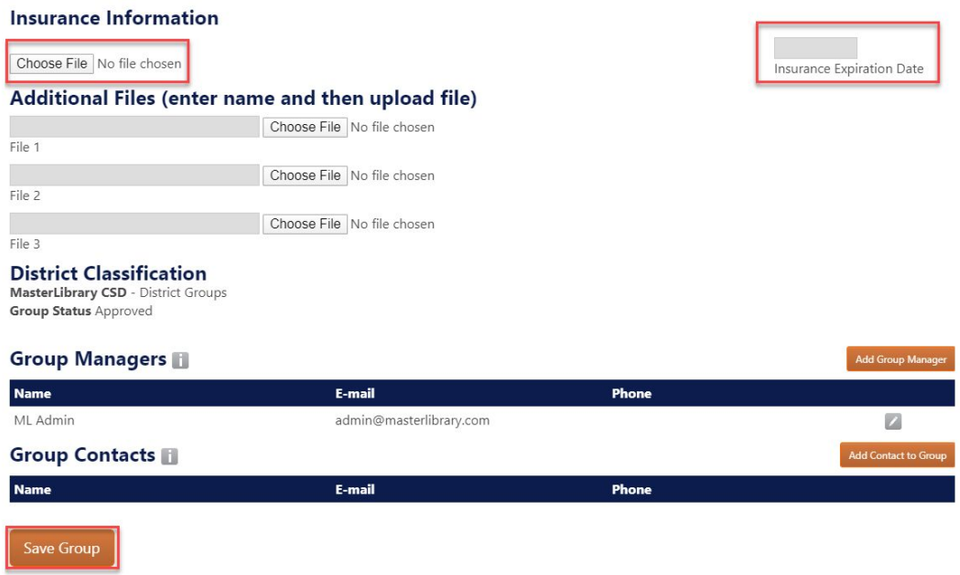
The Group Information section of the screen lists all the groups for which you have administrator privileges.

To add the required group insurance information:

1. Select the **Edit** button next to the Group name to display a new window with the selected Group's current information.

In the **Insurance Information** section of the Group Information screen:

Add Group Insurance Information (cont.)



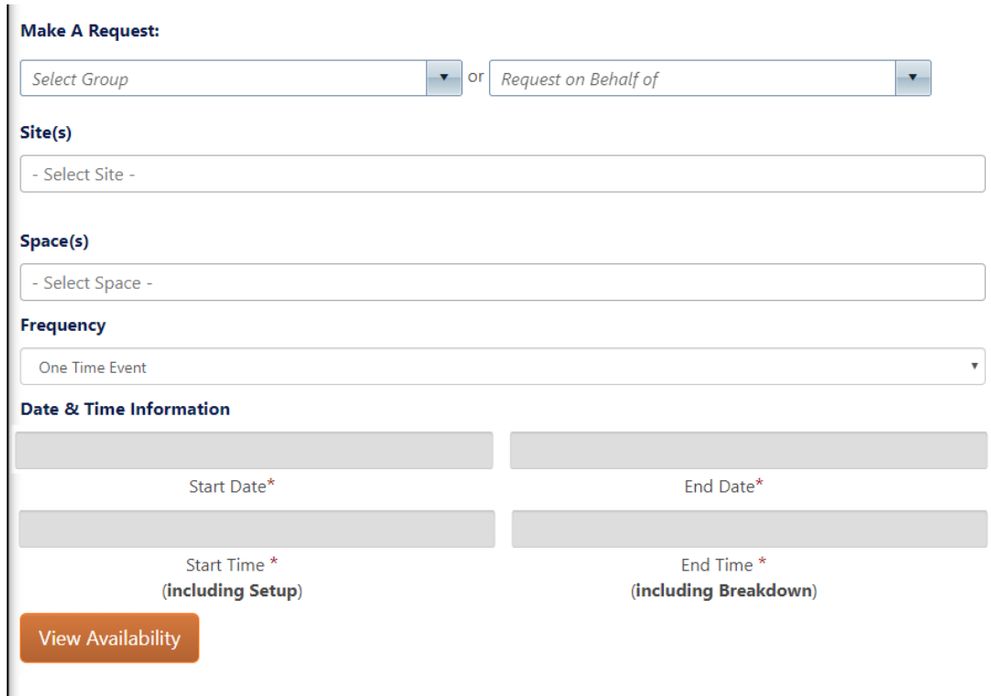
2. Select the **Choose File** button and navigate to the desired file from your local drive. Select **OK.**
3. Enter the ***Insurance Expiration Date*** field.
4. Select the **Save Group** button.

Your User Profile screen will be displayed.

Notes:

- You will only need to perform this procedure once per Group that you manage.
- The red flag icon ( ) will be displayed after login next to your email address in the top white bar if your Group's insurance information is about to or has already expired.

3. Submit Facility Requests



Three ways to Request a Facility

There are three ways to submit a Facility Use Request with the ML Schedules:

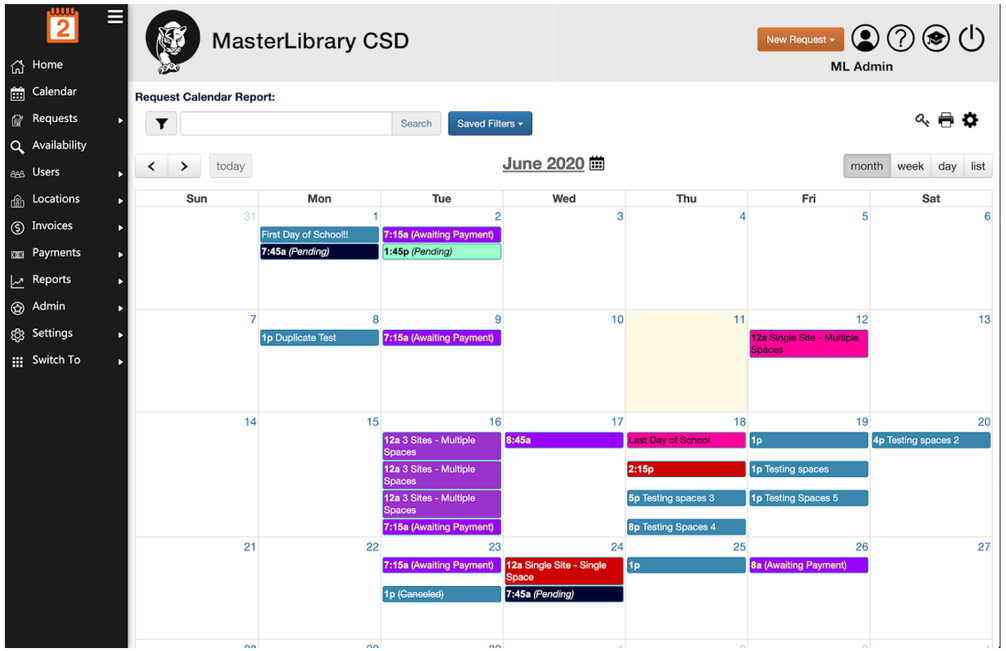
A. By selecting a specific time and date.

B. By selecting a specific space (calendar view).

C. Viewing multiple spaces at the same time (e.g., gym, locker rooms, and concession area).

Regardless of the way you make your request, the same procedure is used from the **Make A Request** screen (as shown at left). This screen can be accessed in a number of ways as described on the next page.

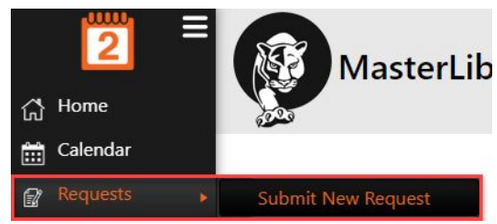
3. Submit Facility Requests (cont.)

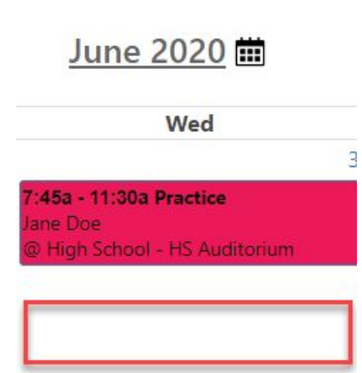


Accessing the *Make A Request* screen

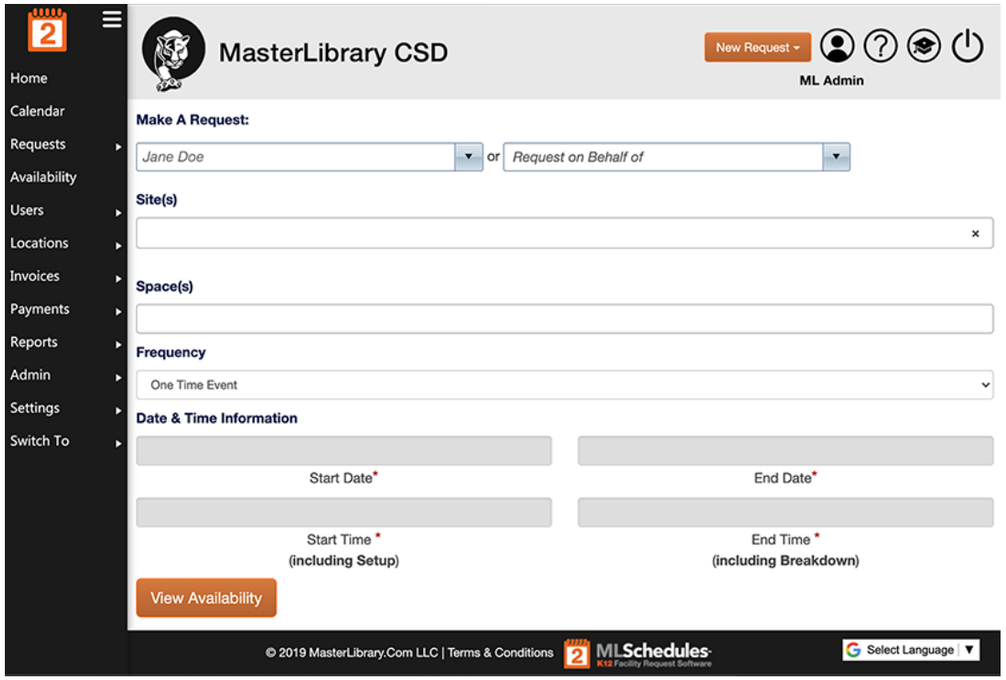
There are a number of ways to access the **Make A Request** screen:

1. By selecting **Requests > Submit New Request** from the left-panel toolbox on any screen *(below left).*
2. By double clicking an **open day/time slot** on the calendar panel *(below center)* from the default screen *(shown at left).*
3. By selecting **New Request > Add Event** at the top right of the screen on any screen *(below right).*





3. Submit Facility Requests (cont.)



Make a New Request

All request types require three basic steps:

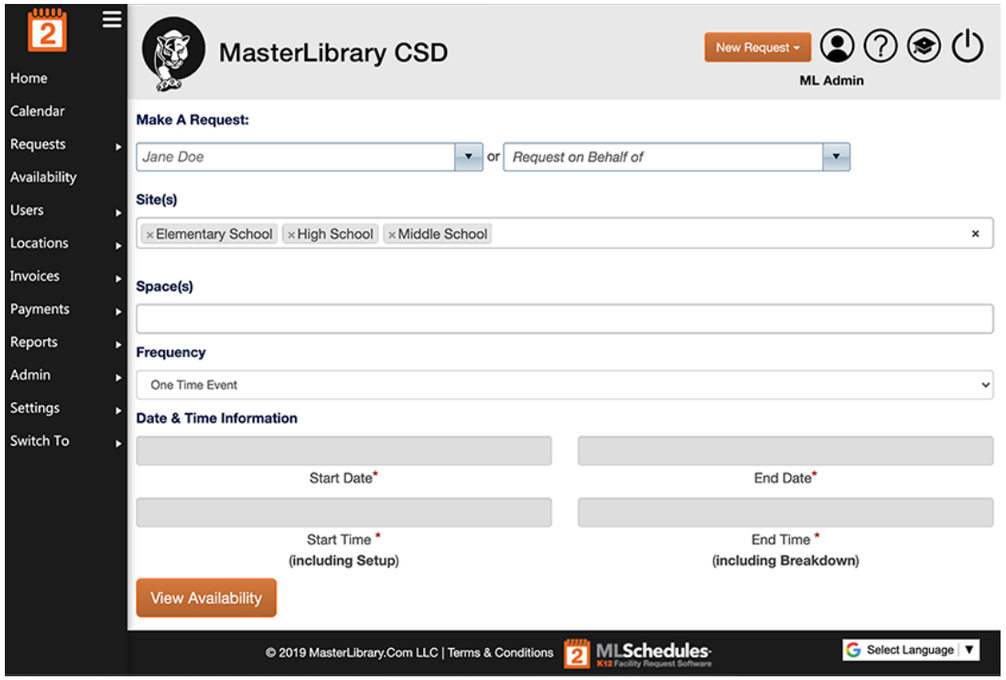
1. **Search** spaces by date(s) for availability.
2. **Provide** additional information including the need for support personnel and/or equipment.
3. **Confirm** and submit your Request.

To request an available space:

1. Select **New Request > Make New Request** from the upper right of the screen or use one of the other two access methods shown on page 15.

The **Make A Request** screen will be displayed. If you only manage one group, the group name will be displayed in the *Select Group* menu.

3. Submit Facility Requests/Make A New Request (cont.)



2a. **If managing more than one Group:** Select the desired group from the *Select Group* drop-down menu.

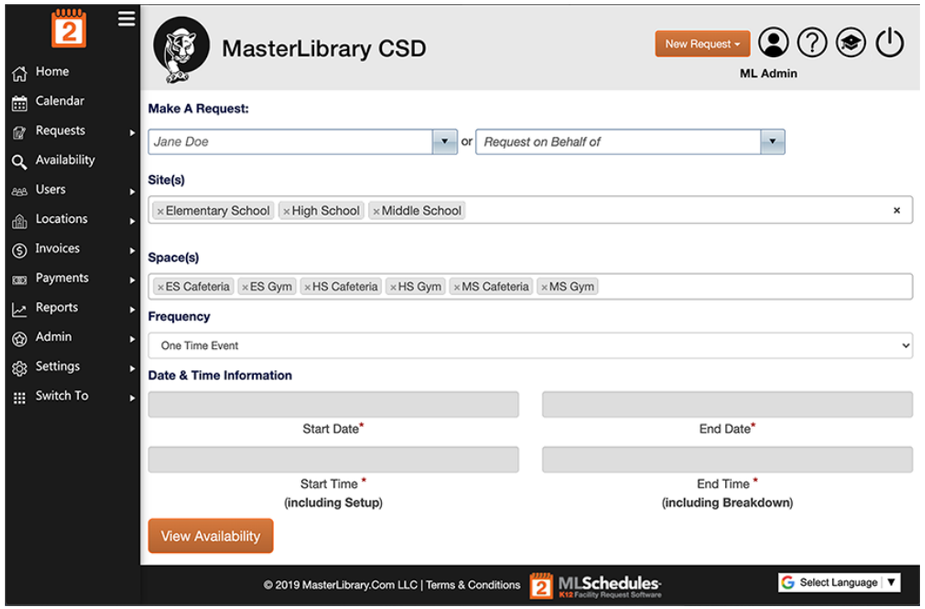
2b. **If submitting the Request on behalf of another user:** Select the user from the *Request on Behalf of* menu.

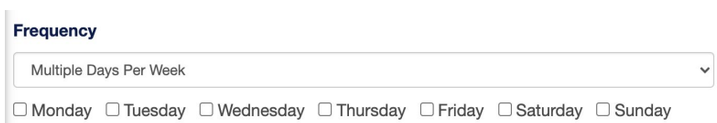
3. Select the location(s) of the space you want to reserve from the **Site(s)** drop-down menu.

Multiple Selections: To select multiple options in the **Site(s), Space(s)** and other menus:

- Select your first option. A tag with the selected space name will appear at the top of the menu.
- Select the Site(s) field again to select other options. Each selected site will appear as a tag at the top of the menu as shown at lower left.
- Select the **x** in each tag to delete the selection.

3. Submit Facility Requests/Make A New Request (cont.)





4. Select the desired space(s) from the **Space(s)** drop-down menu. Make multiple selections, if desired.

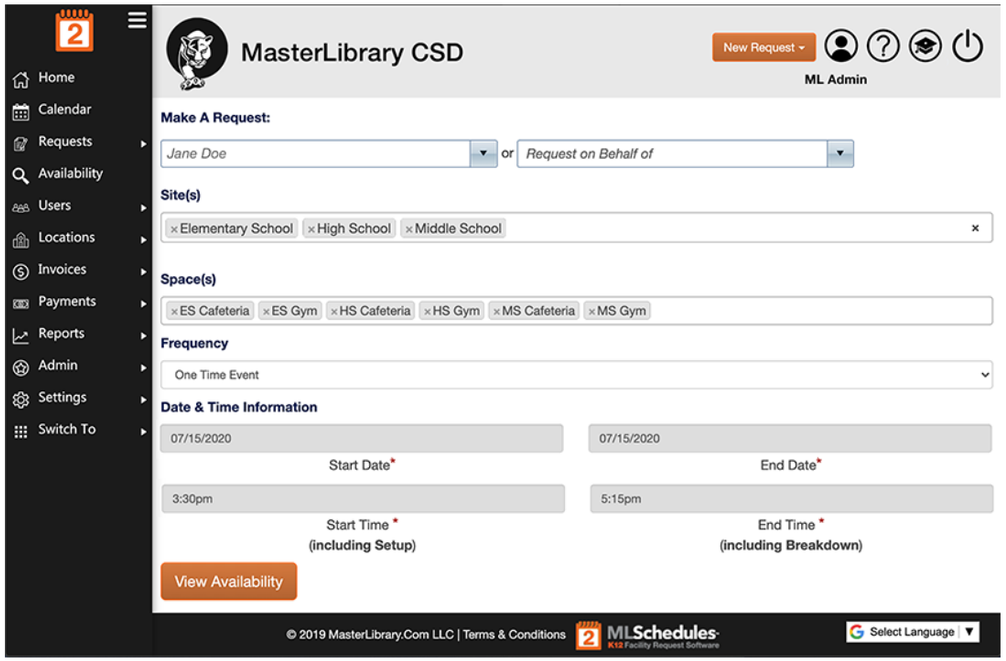
5. Select a request **Frequency** from the drop-down menu. Available options include:

- One Time Event *(default)*	-Every Other Week
-Daily	-Multiple Days Per Week
-Daily - Weekdays only	-Monthly
-Weekly	-Custom Frequency

5a. **Multiple Days Per Week:** Select the desired days for the weekly event *(left center).*

5b. **Custom Frequency:** Select the desired dates from the drop-down calendar *(left bottom)* selecting as many dates as needed.

3. Submit Facility Requests/Make A New Request (cont.)



The application will calculate all other Frequency settings based on the **Starting Date** selected in step 6.

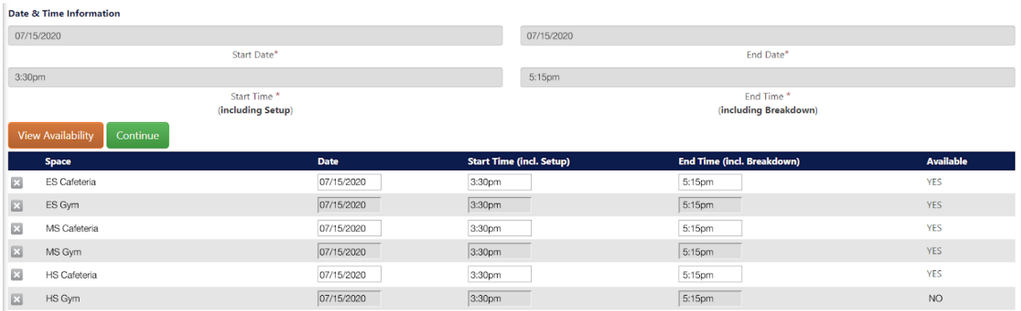
6. Select **Start and End Dates** from the drop-down calendars.

   Note: If the **Make A Request** screen was accessed from the calendar panel, these fields will be prefilled with the date selected on the calendar.

7. Select **Start and End Times** from the drop-down menus. Be sure to include all setup and breakdown times in these settings.

8. Select the **View Availability** button.

3. Submit Facility Requests/Make A New Request (cont.)

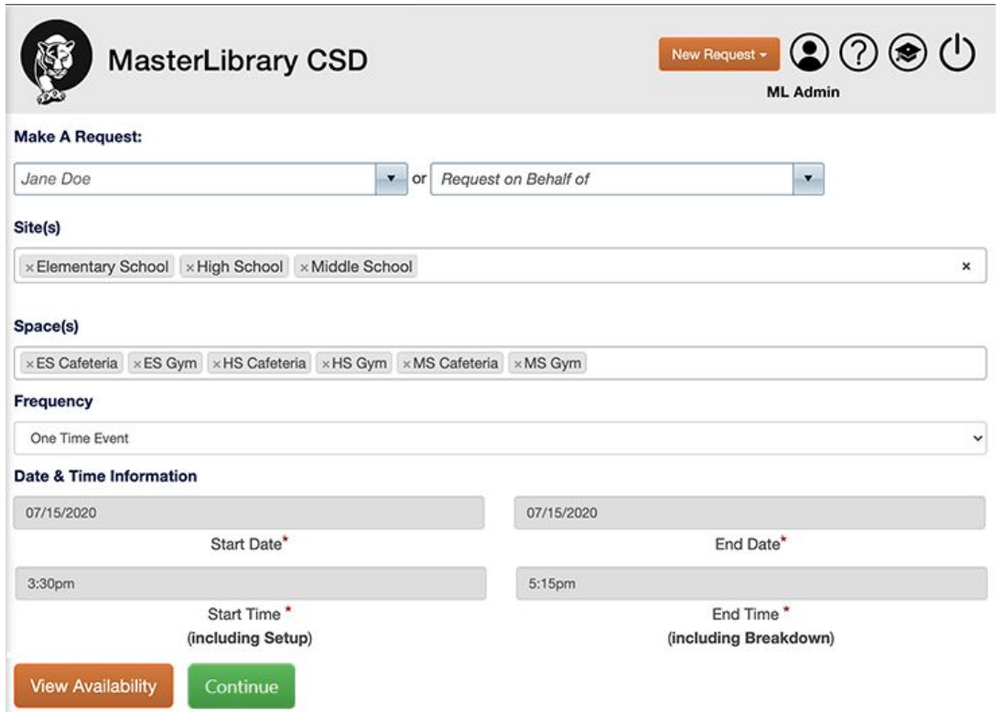


A list of each occurrence showing an **Available** status (YES or NO) for the selected space will be displayed.
If the desired space is available for the selected start date, times and frequency, **YES** will be displayed in the **Available** column.

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.

6. **If you searched for multiple sites/spaces:**
   Select the Delete icon (✕) for any spaces that you don't want included on the request.
7. Select the **Continue** button to confirm the request.
   You will now be able to add more event data.

3. Submit Facility Requests/Make A New Request (cont.)



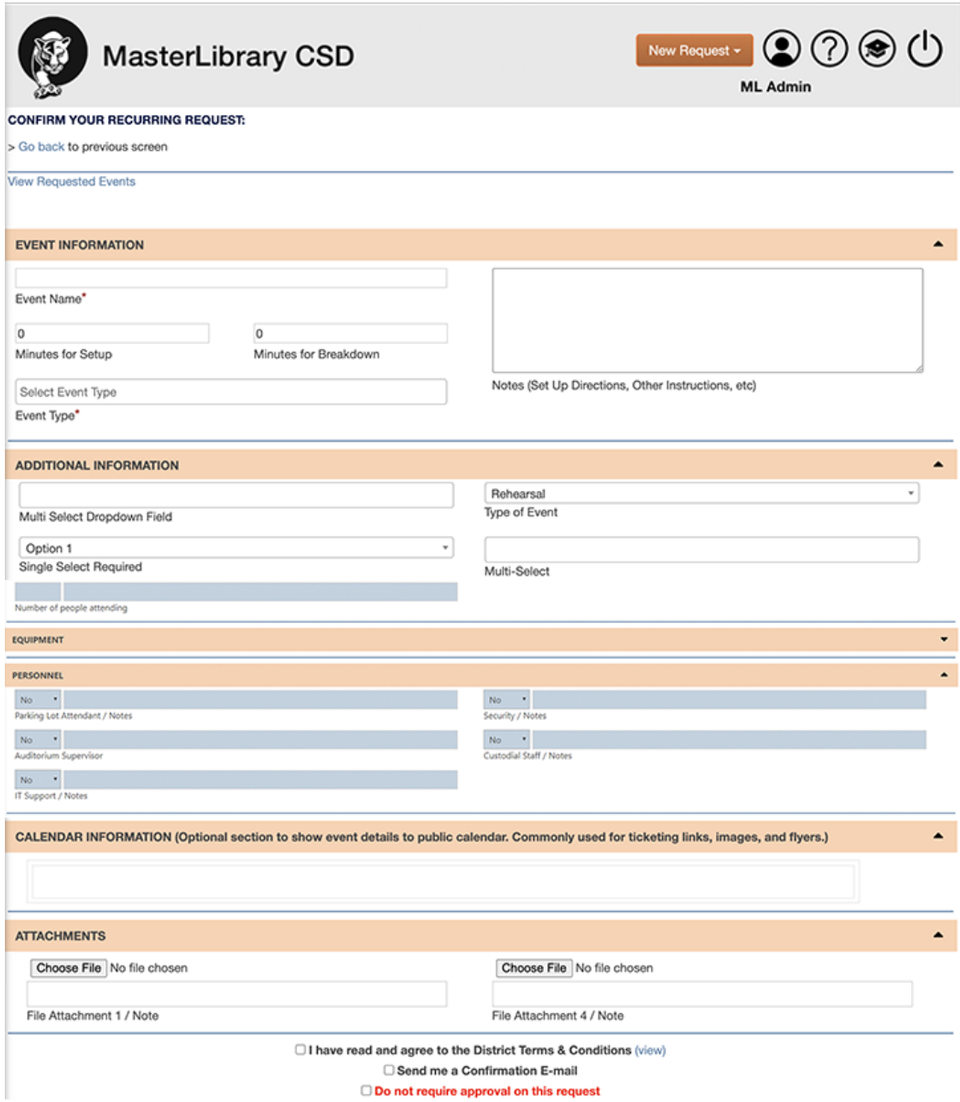
If the desired space is not available for the selected start date, times and frequency, **NO** will be displayed in the Available column. To find available spaces:

- Enter different dates and/or Start and End Times.
- The **Available** status will change to **YES** if available.
- Select the available space and proceed to step 6 above.

Notes:

- To search using different parameters, enter new field data and select the **View Availability** button.
- You can edit the **Start and End Date and Time** fields before selecting **Continue** to confirm your entries and proceed to the next step of the request process.

3. Submit Facility Requests (cont.)



Provide Additional Information

After confirming that the requested space(s) meet your needs, a screen will be displayed where you can:

- Provide additional information for the district including how the event should be displayed on its calendar.
- Select required seating, equipment and support staff.
- Upload attachments such as setup drawings, event registration forms, attendee lists, etc.
- Confirm that you agree to all terms and conditions, sign the form, and submit it for processing.

Note: Use the arrow buttons to the upper right of each section to view its contents. Available options will vary by district based on local preferences.

8. Complete the **Event Information, Additional Information, Calendar Information,** and **Attachments** sections as needed.

Submit Request

Once all desired additional event information has been completed:

9. Select the checkbox signifying you have read and agree to the district's terms of use.

Note: The Terms of Use are usually available from the district's website.

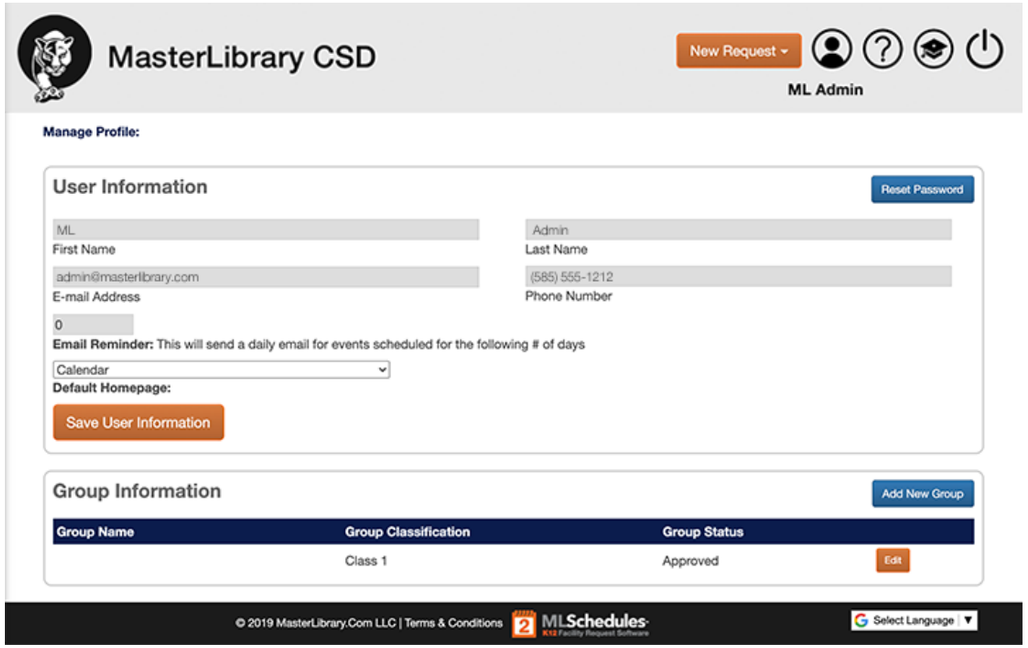
10. Using a mouse (or your finger on a tablet or phone), sign your name in the box.

11. Select the **Confirm & Submit Request** button to submit the Request for review and approval.

A thank-you screen will confirm that your Request is being processed. You will be notified of its progress via email.

Note that the requested space will now appear as ***Pending Approval*** to other basic users when searching spaces if your district has enabled this feature.

Edit a User Profile / Add Groups



Edit Group Manager (User) information

1. Select the Profile icon ( ) located at the top right of the screen. The **Manage Profile** screen will be displayed.
2. Select and enter the new data in the desired fields.
3. Select the **Save User Information** button.

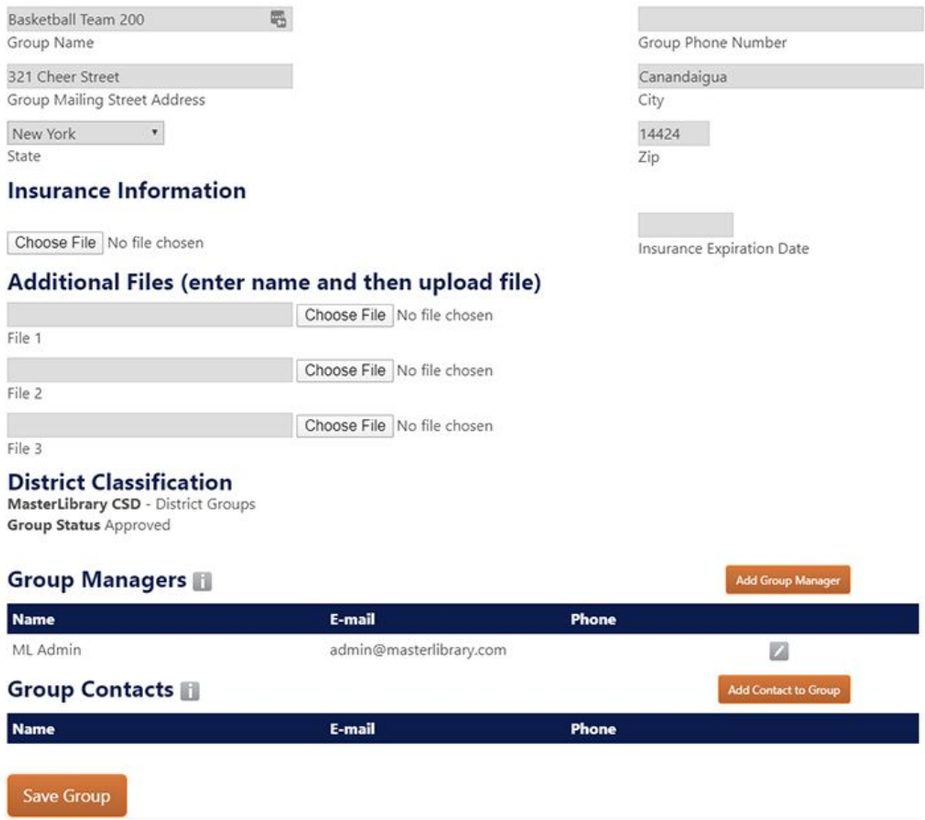
The updated information will be displayed.

Add a New Group

1. Select the **Add New Group** button. An **Add New Group** window will be displayed (see example on next page).
2. Enter the new Group information in all fields.
3. Select the **Save Group** button.

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

Edit Group Information



1. Select the **Edit** button next to the Group name (see previous page) to display a new window with your current information.
2. Enter the new data in the desired fields.
3. Select the **Save Group** button.

The User Profile screen will display the new Group which will also appear in your Group drop-down menu when submitting a Facility Use Request.

Online Documentation

When you're logged into ML Schedules, comprehensive online documentation can be accessed from any screen by selecting the Help icon ⓘ from the gray header menu displayed at the top of all pages.

If you have a suggestion on how to improve the usability of ML Schedules or this *Quick Start Guide,* please let us know using the Contact Us form.

Thanks for using ML Schedules!

Thanks for trusting your district's facility use requests to ML Schedules. We hope you found this *Quick Start Guide* helpful.

Remember to follow the step-by-step text instructions and graphics that indicate your place in the process.

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