# facilitron®  **Creating Schedules**  Quick Start Guide
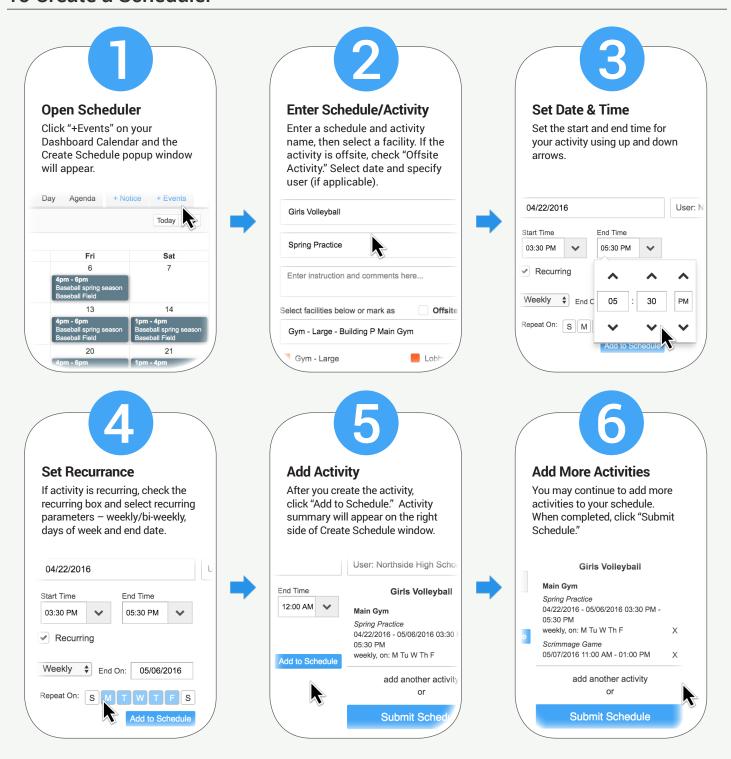
After your account is setup, your most frequent operating functions will consist of **Creating Schedules** and Administering Reservations.  Schedules should be made by accessing your account's Dashboard.

## To Create a Schedule:

**1**

### Open Scheduler

Click "+Events" on your Dashboard Calendar and the Create Schedule popup window will appear.



**2**

### Enter Schedule/Activity

Enter a schedule and activity name, then select a facility. If the activity is offsite, check "Offsite Activity." Select date and specify user (if applicable).

Girls Volleyball

Spring Practice

Enter instruction and comments here...

Select facilities below or mark as    Offsite

Gym - Large - Building P Main Gym

Gym - Large    Lobb

**3**

### Set Date & Time

Set the start and end time for your activity using up and down arrows.

04/22/2016    User: N

Start Time 03:30 PM    End Time 05:30 PM

☑ Recurring

Weekly    End C

Repeat On: S M

05 : 30 PM

Add to Schedule

**4**

### Set Recurrance

If activity is recurring, check the recurring box and select recurring parameters – weekly/bi-weekly, days of week and end date.

04/22/2016

Start Time 03:30 PM    End Time 05:30 PM

☑ Recurring

Weekly    End On: 05/06/2016

Repeat On: S **M** **T** **W** **T** **F** S

Add to Schedule

**5**

### Add Activity

After you create the activity, click "Add to Schedule."  Activity summary will appear on the right side of Create Schedule window.

User: Northside High Scho

End Time 12:00 AM

**Girls Volleyball**

**Main Gym**

*Spring Practice*
04/22/2016 - 05/06/2016 03:30 05:30 PM
weekly, on: M Tu W Th F

Add to Schedule

add another activity
or

Submit Sched

**6**

### Add More Activities

You may continue to add more activities to your schedule. When completed, click "Submit Schedule."

**Girls Volleyball**

**Main Gym**

*Spring Practice*
04/22/2016 - 05/06/2016 03:30 PM - 05:30 PM
weekly, on: M Tu W Th F    X

*Scrimmage Game*
05/07/2016 11:00 AM - 01:00 PM    X

add another activity
or

Submit Schedule

Scheduling requests stay in the "pending" state until approved.  As an Administrator, your own requests may be set to be approved automatically. For approving pending schedules or for other reservation administration functions, see **Quick Start Guide - Administering Reservations**.