Cheat Sheet for Coaches entering Internal Athletic Schedules in FSDirect

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- Go to the GISD Facility Scheduling & Rental webpage: https://www.georgetownisd.org/departments/business-services/facility-scheduling-rental
- You will need to be signed in to your GISD email account. Under the "SCHOOL EVENTS (Staff)" section, see the Instructions for Staff and use the link entitled "Link for Requesters".
  Note: This link will be used to submit schedules for your internal athletic events, as well as request any other spaces you'd like to use on your campus or throughout the district.

Tips:

- Home scrimmages, games, tournaments and meets should be entered within FSDirect (not practices)
- Only use the Normal Schedule type (not Recurring or Irregular)
- Format for Event Title: ***Campus + Sport + Type of Event***
  - If hosting an event, include "Host" at the beginning
  - If event is at multiple locations, include "@ location" at the end
  - Examples:
    EVHS JV Football Scrimmage; TMS Volleyball Games
    Host BMS Varsity Track Meet @ GHS
    GHS Girls Basketball Tournament *@ Benold*
- Don't Select Area - Select Location and Rooms, click on the binoculars for the options
- **When all details are the same, select up to 20 dates on one request**
- Start/End/Setup/Breakdown Time***: All 4 time-areas need to show the full timeframe the space will be used.***
  - **Start Time** and **Setup Begin Time** should be the same time, **End Time** and **Breakdown End Time** should be the same time.
  - Duration - automatically calculates, **never adjust!**
- Additional Information: gym/court info or N/A, All requests section: **answer each question with a time only**
- Organization: click binocular image to open pop-up window; select your home campus
- Insurance: skip
- Setup Requirements:
  - CUSTODIAL: include things like - special cleaning requests and/or setup needs (# and placement of tables, bleachers in/out, etc.), which INTERIOR doors need to be unlocked (restrooms, press box, concessions, etc.)
  - HVAC: select if event is outside of normal school hours
    - General athletic areas where HVAC can be programmed:
      Benold: gyms, locker rooms, hallways/restrooms/concessions
      Forbes: gyms, locker rooms, hallways/restrooms/concessions (new for 23-24)
      Tippit: gyms, locker rooms, hallways/restrooms/concessions, weight room
      Wagner: gyms, locker rooms, hallways/restrooms/concessions, weight room, outdoor concession/restroom building
      EVHS: gyms, gym lobby, locker rooms, weight rooms, fieldhouse, stadium press box & concessions, baseball/softball building, tennis building
      GHS: gyms, locker rooms, hallways/restrooms/concessions, weight room, fieldhouse
      GHS Annex: gyms, locker rooms, hallways/restrooms/concessions, weight room
      Athletic Stadium: press box, locker rooms
  - LIGHTING (OUTDOOR): select if outdoor **field** lighting will be needed
    - General athletic areas where Lighting can be programmed: Parking lot lights can NOT be programmed
      Benold: football field & bleachers
      OLD Benold field: *no need to select Lighting - field is on manual/onsite controls*
      Forbes*:* football field & bleachers
      Tippit: football field & bleachers
      Wagner: football field & bleachers
      EVHS: stadium field & side fields, baseball, softball, tennis courts
      GHS: turf practice field, tennis courts, baseball field, softball field
      Athletic Stadium: field
  - PERSONNEL: please do not complete (this is for External Rentals only)
  - ELECTRONIC DOOR/LOCK ACCESS: This refers to **EXTERIOR** electronic doors. **Please provide which exterior door number and the timeframe you want the door unlocked**, if the event is outside normal school hours.
  - TECH SERVICES: Technology needs, if necessary.

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