

Gloucester County Public Schools

Facility Requests

(In-House or Community Use)

Quick Step Guide for Requesters

1. Open your Internet Browser (Internet Explorer, Firefox etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.

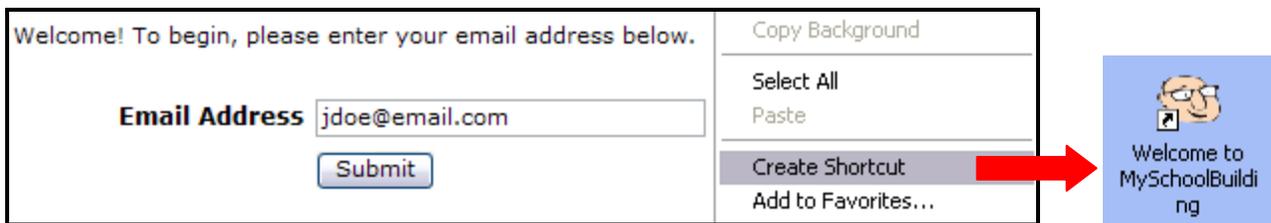
-or-

Follow steps 2-6 if you are a first time user or if asked to enter an Organization Account Number.

2. If it is the first time your computer has been to the website, enter the Organization your account number: **672491419**, and click “**Submit Organization.**”



3. The next screen you will enter your email address.



Tip: (See Example Above)

Find a blank area on the screen that asks for your email address, click your right mouse button and select **Create Shortcut**. This will add an icon on your desktop that you can click the next time you want to sign in to make a request.

4. After you enter your email, click **Submit**. If this is your first time you will be prompted to enter your first and last name. Enter both and click on the Submit button.



Proceed to Step 5

5. Click on **Schedule Request Tab** if you do not see the screen below, then click on the Schedule Type you need for your Event(s).

Normal Schedule

- Single date
- Multiple dates
- Same location/areas

All Events have Same Times

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same location/areas

All Events have Same Times

Irregular Schedule

- Single date
- Multiple dates
- Multiple Rooms/areas

Events Can Have Different Times

Normal Schedule: Maximum 20 Events Dates
Recurring Schedule: Maximum 100 Event Dates
Irregular Schedule: Maximum 20 Event Dates

Fill out all boxes with a mark beside it. These are REQUIRED fields.

- Once in the Schedule Form, put the **Event Title** in first.
- Do not select anything in the **Area** Dropdown box
- In the **Location** Dropdown Menu, choose where your event will take place.
- In the **Room** Dropdown Menu, choose the room(s) you will need.
(Hold down the CTRL Button on your keyboard to select multiple rooms)

This is how the form should look so far, but with your school information:

Event Title My Event

Event Description

Area -- Select Area --

Location -- Select Location --

Rooms -- Select Room --

(Use the CTRL key to select multiple rooms.)

10. Next, choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Then choose your Start and End Times.

Event Date(s) 1/29/2009

January 2009 February 2009

S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	
25	26	27	28	29	30	31								

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time 8:00 AM

End Time 9:00 AM

Setup Begin Time 8:00 AM

Breakdown End Time 9:00 AM

Duration 1 hours 00 minutes. Spans over 1 days.

The Spans Over Box should always read 1

10 A.

Also, click on the **Check Availability** button to verify you are not double booking a room. This is located just below the Duration. The event time you are asking for is in Yellow. If there is a black **X** in that space for your requested time range, you will need to go back and choose a different time that is available. Close out the Availability window when you are finished verify that your time is available and proceed to the “Organization Information” section.

Example:

8 ^{AM}	00	
9 ^{AM}	00	X
10 ^{AM}	00	X
11 ^{AM}	00	
12 ^{PM}	00	
1 ^{PM}	00	
2 ^{PM}	00	X
3 ^{PM}	00	
4 ^{PM}	00	
5 ^{PM}	00	

11. Choose your Organization from the Dropdown Box. If it is not there, type it out in the “or new” box. If there is not a way for you to add your Organization, you will need to contact an Administrator to have it added.

Example:

Organization Information

Organization School Committee

or new School Committee **Type** -- Select Organization Type --

Contact Name -- No Contacts Available --

First Name Bill **Last Name** Doe

Email bdoe@email.com **Day-Time Phone** 555-5555

Evening Phone **Cellular Phone**

Billing Address 123 Main St.
Anytown, USA

12. Next, provide your insurance information if you have it. If not, you may be required to provide it at a later time.

13. If Service Requirements are listed, check off the boxes next to what you need and type out a short description.

Event Setup Need 10 Tables and 50 Chairs

14. Next, skip down to the **Number Attending** box and put the number of people attending the event(s).

15. Finally, at the bottom, enter the submittal password of **password** and then click the **Save** button.

Example:

Password [Forgot Password?](#)

16. Click on the My Request Tab, then Schedule Request. Here you can find up to date information on your requests and what status they are currently in.

FSSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Schedule State	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	
44058 Checkers Tournament 3	Canceled Activated Andy Griffith Internal Events	PLF-Andy Griffith High School Auditorium	Non-recurring 2/13/2008 2/14/2008 2/15/2008	View Fees \$150.00 \$0.00
47264 AGHS vs. PFHS-Soccer Game 1	Approved Activated Andy Griffith Athletics	PLF-Andy Griffith High School Field/Court	Non-recurring 9/8/2008	View Fees \$0.00 \$0.00