Facility Scheduling – FSDirect

Site Administrator

Quick Step Guide

~This is for school-sponsored events. All outside organizations need to contact Glenette Neal (803-981-1151 Gneal@rhmail.org) for Facility Rental Information.

*Logging in

Go to https://login.schooldude.com/login.asp?productid=FSD

Or

Type **fsd.schooldude.com** in your web browser's address bar.

- Enter your username and password. Make sure FSDirect is selected in the Go To Box.
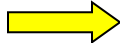- Click on ➡sign-in

Your homepage

Once you've logged in on the top of the page, you will find a breakdown of all the events in your school by their status. Any of the numbers in red next to the statuses will take you to a list of those schedules.

```
  5 Submitted
187 Approved
172 Active
     39 Recurring
  6 Pending
      1 Recurring
  9 Inactive
      2 Recurring
```

After the next page loads, you can click on any field that has this symbol ▣ to sort that list.
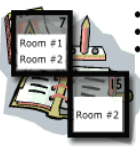
```
Schedule ID ▣
Title ▣
No of Events ▣
Declined Reason ▣
Current Route To ▣
```

*Click once to sort lowest to highest (1-9, A to Z), click a second time for highest to lowest (9-1, Z to A)

Entering a Schedule Request

Click on the New Schedule tab 〔 **New Schedule** 〕 **to get started**

Normal Schedule
- Single date
- Multiple dates
- Same Location/areas

Recurring Schedule
- Daily
- Weekly
- Monthly
- Same Location/areas

Irregular Schedule
- Single date
- Multiple dates
- Multiple Rooms/areas

There are 3 Schedule Types.

Normal Schedule: most commonly used. Pick the dates from a calendar or type them in manually. Up to 20 events can be selected. All events occur in the same room(s) at the same time.

Recurring Schedule: Up to 100 events can be added. Events occur in a pattern; "Every Monday and Wednesday for a semester", or "the 3rd Friday of the Month for the entire school year." All events occur in the same room(s) at the same time.

Irregular Schedule: used for oddball events that move rooms or times. Only 20 events can be entered. Events scheduled in one room for one time, then move to a different room/time. An example would be a Boy Scout troop who uses the Gym one morning and the following night could be entered using Irregular Schedule.

When filling out the New Schedule Request form there are some required fields. For simplicities sake this guide covers the Normal Schedule.

- ☑ **Schedule ID-** a permit number will generate once the schedule has been saved successfully
- ☑ **Status-** default status is Submitted
- ☑ **Event Title-** describes the event, (Soccer Practice, Play Rehearsals, PTA Meeting)
  Area (not required)
- ☑ **Location-** where will the event be held?
- ☑ **Rooms-** the specific rooms, fields, or other spaces at the field where the event will be held. Click on binoculars 👓 for list of available rooms.
- ☑ **Event Date(s)-** Click the dates off the calendar or type them in. Be sure to use the MM/DD/YYYY format.
- ☑ **Start Time and End Time-** Must be entered in 15 minute increments.

**Its very important that you click the Check Availability Button. A pop up window will look at the Rooms, Dates and Times you entered and check to see if there are any approved schedules that may conflict with your request.

Additional Information **- Click on Yes**

Additional Information

☑️Is this a school-sponsored event? ⭕ Yes
If yes, the school is responsible for
assigning all workers and total ⭕ No
coordination of the event. If no, all
schedules for facility rental must be
entered by the Facilities Use
Coordinator.

☑️Will rebounding devices (bounce ⭕ Yes
houses and other inflatables
commonly used in school extra- ⭕ No
curricular activities) or portable
rock climbing walls be used during
the event? If yes, a vendor must
supply, inspect, install, and
supervise use of the device and
provide a certificate of insurance.

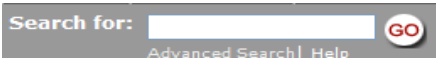## *Organization Information*

☑ **Organization-** Click on the binoculars to find your Organization.
   - **Contact First Name, Last Name, Email Address, Phone # & Address-** these fields are
     important to notifying the group of changes in status. (If your name is not listed in the
     dropdown menu, check "☐ Yes, add this contact to the organization's contact list.")

Setup Requirements:

☑ **Check the Custodial box** to alert that there are tasks to be done prior to this event. You must
   describe what you would like to have done in the box. Someone assigned to the task will
   receive an email 5 days before the event.

Review the schedule form and when you are ready click the Save [Save] button.

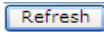   - After the schedule has saved, a Schedule ID number will be generated.

- There should also be an email confirmation that is sent back to the person making the request (referred to as the Booked By in FSDirect)
- You can make changes to the schedule while it is still in submitted status. After the schedule has been approved, you will need to contact Facilities Services to make changes.
- You can use the 'Search for' box to access schedules, or view them on the Calendar.

Viewing the Calendar

Click on the Calendar Tab to view the monthly calendar.

Use the Calendar Shortcuts to see different views of the calendar.

Use the filters to see different locations, rooms, organizations, etc. on the calendar. Be sure to click the Refresh button after making your selection.

Event Calendar for June 2008

View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 🟢 Baseball Practices 🟢 Soccer Practices 🔴 Orioles Baseball Camp	3 🟢 Baseball Practices	4 🟢 Soccer Practices	5 🟢 Mentor Tutoring 🟢 Baseball Practices 🟢 Soccer Practices	6 **Graduation** 🟢 Soccer Practices $🟢☑ Acapella Singers on the Lawn 🟢 Graduation Reception	7
8	9 🟢 Baseball Practices 🟢 Soccer Practices 🔴 Orioles Baseball Camp	10 🟢 Baseball Practices	11 🟢 Soccer Practices	12 🟢 Mentor Tutoring 🟢 Baseball Practices 🟢 Soccer Practices	13 🟢 Soccer Practices ⊗ Acapella Singers on the Lawn	14
15 🟡 Benefit Fundraiser-a-thon	16 🟢 Baseball Practices 🟢 Soccer Practices 🔴 Orioles Baseball Camp 🟢 Football Mock Draft	17 🟢 Baseball Practices 🟢 Mock Draft	18 🟢 Soccer Practices 🟢 Cheerleader- Mock Draft- moved	19 🟢 Mentor Tutoring 🟢 Baseball Practices 🟢 Soccer Practices	20 🟢 Soccer Practices 🟢 Acapella Singers on the Lawn 🟢 Music on the Lawn	21

- When viewing the calendar, you can move your mouse pointer over the event title to see the time of the event.
- Click on the event title to see more information about the event.
- Click on the date to see a Daily View of the Calendar.
- A legend of the calendar symbols is at the bottom of the page.

You can Print the Calendar by click on the ***Print This!*** (Icon above the calendar). Whenever you see "*Print This!*" or "*Print Now*" in FSDirect, don't worry – it won't print anything right away. It will bring up the report for you to review before printing.

1) Select your reporting period:
Custom Begin   Custom End
2/1/2009   2/28/2009

2) Choose a report type for viewing:
◉ Summary Report
○ Summary Report 2 - sort by: Schedule ID ▾
○ Calendar Report

3) Select your events option:
☑ Print Event Tasks

4) Select your room option:
☐ Print Rooms

5) Choose a report format:
◉ PDF
○ HTML

6)
🖨 **Print Now!**

Questions?

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or

support@schooldude.com

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