

Facilities Scheduler Start-Up Guide



Requesters View February 2025

This Start-Up Guide provides the steps on how to [Become a Requester](#) and [Request a Facility](#).

Becoming a Requester

To become a Requester, go to the Web address provided to you by the School or District.

From there, you can log in with your username and password (if a Requester account has been created) or click the 'Become a Requester' button to register.

The screenshot shows the login interface for Bluegrass High School's Facilities Request System. The header includes the school logo and the text 'BLUEGRASS HIGH SCHOOL' and 'FACILITIES REQUEST SYSTEM'. A link 'View the Facilities Calendar' is visible. The main content area contains instructions for users and a contact email: contact_facilitiesupport@bhs.k12.us. On the right, there is a login form with fields for 'Username' and 'Password', a 'Login' button, and a 'Reset Password' link. Below the login form are buttons for 'Become a Requester' and 'Sign in with Google'. Two callout boxes are present: one pointing to the login fields with the text 'Log in here if you already have a Requester account' and another pointing to the 'Become a Requester' button with the text 'Click here to register as a new Requester'.

Clicking the 'Become a Requester' button will take you to the **Facilities Requester Registration Form**. Fill in the form with the necessary information and click the 'Save and Continue to Request Screen' button to create a Facilities Request.

[Click Here for a Video Tutorial](#)

Bluegrass High School Facilities Requester Registration Form

I am requesting as a School Staff Member

Fields with an asterisk (*) are mandatory

<p>Your Organization Name & Info</p> <p>Organization/Client Name: * Soccer Youth Club</p> <p>Address: * 13300 Sunset Drive</p> <p>City: * Minneapolis</p> <p>State: * Minnesota</p> <p>Zip: * 55416</p> <p>Do you have Liability Insurance?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If so, Insurance Expiration Date: 10/21/2025</p> <p>Liability Insurance Provider: All about Liability</p> <p>Upload Insurance Certificate</p> <p>Attach File</p> <p>Do you pay sales tax? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Tax Exempt #: 567144801818</p>	<p>Contact Person - Your Name</p> <p>First Name: * John</p> <p>Last Name: * Roberts</p> <p>Address (ONLY if different):</p> <p>City:</p> <p>State: <input type="text"/> Zip: <input type="text"/></p> <p>Office Phone: (215) 387-4871</p> <p>Home Phone:</p> <p>Mobile Phone:</p> <p>Office Fax:</p> <p>Email Address: * john.roberts@syc.com</p> <p>Desired Pin Number * (for Signing Agreements) 2130</p>
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Desired Login Information:


User Name:
jroberts

Password:
.....

Password Requirements

- ✓ 10 character minimum with
- ✓ uppercase letter
- ✓ lowercase letter
- ✓ number
- ✓ special character

✓ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

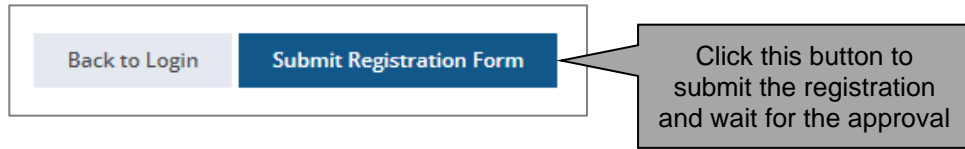
[Back to Login](#)**Save & Continue to Request Screen**

Click this button to submit the registration and continue to the Request Screen

Create a username and password for your desired login information

Click here to authenticate that you are a real person accessing the site

Note: Some Schools/Districts require the approval of Registration Forms before a Requester can submit a Facilities Request. In this case, at the end of the form, you may find a different button:



You will be notified when you are approved as a Requester and can make Facilities Requests.

Requesting a Facility

After completing the Registration Form (or being approved as a Requester), you will be able to make your Facility Request.

As a Requester, you must fill in the information on each screen before submitting the Request.

Screen 1: Time/Date – Add the desired dates and times for your event.

New Facility Request **Time / Date** Facilities Event Details Other Information Confirm

Click all your Event Dates on the calendar below

Click W to Select all Wednesday in the month. Shift+click to select a range of consecutive dates.
Blocked Dates with no allowed booking
Blocked Dates with allowed booking

Previous Next

October 2024	November 2024	December 2024	January 2025
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
February 2025	March 2025	April 2025	May 2025
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
June 2025	July 2025	August 2025	September 2025
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Start Time: 08 : 00 AM
End Time: 10 : 00 AM

Back **Save & Continue**

Select the dates and times for your booking

Click this button to proceed to the next screen

Screen 2: Facilities – Add the desired location for your booking.

New Facility Request Time / Date **Facilities** Event Details Other Information Confirm

Choose Your Facility by:

1. Click here and show the Facility options by **Type**, **Building**, or **both**

2. Select your Facility from the drop-down (displays according to the chosen filter above)

Select Buildings :

3. Click the **Continue** button to show the list of Locations

Select your desired Facilities

Select	Facility Name	Building	Rate	Conflicts	Additional Info
<input type="checkbox"/>	Auditorium X (Auditorium)	Bluegrass High School	\$95.00 hourly	0	View
<input checked="" type="checkbox"/>	Main Auditorium (Auditorium)	Bluegrass High School	\$150.00 hourly	0	View

MINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.
* Text in RED indicates building/location unavailability

4. Select the location you want to book

5. Click **Continue** to proceed to the next screen

Screen 3: Event Details – Add the Event Name, Group Size, and Setup Notes. You may also attach a file to this request.

New Facility Request

Time / Date > Facilities > **Event Details** > Other Information > Confirm

Enter your event details below

Event Name *
Soccer Youth Club Meeting

Group Size *
50

Setup Notes *
Please provide extra chairs in case we have additional participants.

Click below if you want to attach a file(s) to this request

Drop files here to upload or click to upload

Back Continue

Click **Continue**

Type in the event details here

Click here to upload the file you wish to include in the Request

Screen 4: Other Information – Add the general information of this Request.

New Facility Request

Time / Date > Facilities > Event Details > **Other Information** > Confirm

Other Information for this Request

Contact Info *
John Roberts, john.roberts@syc.co

Back Continue

Click here to type in the details

Screen 5: Confirm – Check and verify the added information from previous screens. You may add or delete dates and times here. This is the last screen before submitting the Request.

New Facility Request Time / Date > Facilities > Event Details > Other Information > **Confirm**

Confirm & Submit Request

Click here if you need to add more dates and times Add Dates & Time

Hover the mouse over to see the setup notes

Date	Event Name	Event Time	Location	Layout	Notes	Group Size	Delete
Fri 11/1/2024	Soccer Youth Club Meeting	8:00am / 10:00am	Bluegrass High School - Main Auditorium	Select	Yes	50	<input type="checkbox"/>
Fri 11/8/2024	Soccer Youth Club Meeting	8:00am / 10:00am	Bluegrass High School - Main Auditorium	Select	Yes	50	<input type="checkbox"/>
Fri 11/15/2024	Soccer Youth Club Meeting	8:00am / 10:00am	Bluegrass High School	Select	Yes	50	<input type="checkbox"/>

Please provide extra chairs in case we have additional participants.

Attach file:

Other Information

Contact Info *

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

Once processed, you will receive an email with the status of your request.

NEW REQUEST **REQUEST HISTORY**

Facility Request History for Soccer Youth Club

Choose an Time Period: -- All Quarters -- Show All Show Approved Only Show in Process Only

Contact us with questions or changes at:
David Smith (651) 942-6933
davidsmith090281@gmail.com

Submitted	Event Name	Building	Location	Event Date	Status	As of	
10/29/2024 @ 5:13pm	Soccer Youth Club Meeting	Bluegrass High School	Main Auditorium	MULTIPLE	Open	10/29/2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Status Key

- Open** Your request has not been seen yet by an Administrator
- In-Process** Your request is being reviewed by the Administrator.
- Approved** Your request has been approved by the Administrator.
- Denied** Your request has been denied by the Administrator
- Resubmitted** Your request has been resubmitted by the Administrator.

Shows the status of your Request

Click here to edit it

Note: A Facility Request that has already been processed (tagged in the following status: In-Process, Approved, or Denied) can no longer be edited.