

Facilities Scheduler for Athletic Directors

February 2025

The Facilities Scheduler is a program that allows the school to organize their bookings and schedule their events in a very expedited and easy way.


The Facilities Scheduler for Athletic Directors allows them to see and manage the availability of their school facilities, and events are coming from the Activity Scheduler program. The rSchoolToday Set-Up Team is in-charged of adding all the buildings, building types, locations, and location types. If approved by the Administrators, Coaches may request bookings (which will allow them to directly add their practice schedules in the Facilities Scheduler instead of doing it in the Activities Scheduler).

The Athletic Director has access to the following features:

- ✓ Facilities Calendar
- ✓ Scheduling (Reservation History Tab, View Only)
- ✓ Requests
- ✓ Reports
- ✓ Setup


Log in

The Athletic Director logs in to the Facilities Scheduler program or may use the Single Sign-on when they are in the Activity Scheduler.



BLUEGRASS HIGH SCHOOL

**FACILITIES
REQUEST SYSTEM**

 [View the Facilities Calendar](#)

The Public and District Staff can make online Facilities Requests from this page. First, you need to register to Become a Requester. Once approved, you can make Facilities Requests by logging in here. This will also let you see your previous requests, view permits, and make payments securely via credit card if applicable.

Bluegrass High School can still cater paper requests, but we prioritize requests submitted online. Thanks!

If you have any questions, please contact:
contact_facilitiesupport@bhs.k12.us

Bluegrass Highschool

Username
mattnewland

Password

Login


[Reset Password](#)

[Become a Requester](#)

[Sign in with Google](#)

Enter your **credentials** and click **Login**

After logging in, the Athletic Directors are redirected to the **Main Screen** where they can find all the program modules they can access.

Welcome mattnewland

Sign Out

Facilities CalendarSchedulingFacilities Set-up ReportReportsRequestSetupHelp

Facility Scheduler Ver. 4.0

Welcome User...

These are the top tabs available for the Athletic Directors

Facilities Calendar

The **Facilities Calendar** displays bookings and available locations. It allows you to display events for a certain Period, Building, Location, or Client.

Athletic Directors can check here their School Only and Athletic Home events:

Bluegrass High School Facilities Scheduler

Startup GuidePrint

Hide Filters

Start Time:0600AM

End Time:1145PM

Location Type:

-All-

Building Type:

-All-

Building:

Bluegrass High School

Location:

-All-

Client:

-All-

Show/Include

☐ Remember my Settings

Check Availability

Today

MARCH 2025

Showing schedules for: 06:00am to 11:45pm

Month

Week

Day

List

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

23

24

25

26

27

28

29

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5

6

7

8

9

10

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31

1

2

3

4

5

Select the filters and click the **Check Availability** button to display the events

You can select a Month, Week, Day, or List View

Prev Month

Next Month

Scheduling - Reservation History tab (View Only)

Go to the **Scheduling** tab to display the events that were transferred from the Activity Scheduler.

Facilities Calendar

Scheduling

Facilities Set-up Report

Reports

Scheduling

Choose a Client Type:

All

☐ Set as my default

Choose a Client:

Search by:

Client

Bluegrass High School AS

Search

Clear Search

#:

View Permit

View Pay History

Invoice #:

View

Global Postpone

Show all

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Client Name	Contact	Contact Email	Contact Number
Bluegrass High School AS	Leslie, Kelly	kelly.leslie@bhs.k12.us.org	

Click the dropdown menu to choose the Organization names, or use the Search bar and type the Client name

Online requests – Approving / Denying Submitted Requests

All online Facility Requests (submitted by the Coaches) display in the **Request Tab**.

Note: This topic must be discussed with the Athletic Director if they wish to use this feature.

Facilities Calendar

Scheduling

Facilities Set-up Report

Reports

Request

Setup

Help

Facility Request for:

-- All Clients --

Filter By:

Approver:

-- All --

Date From:

Select

Show Date Range

Range:

To:

Select

☐ Set as my default view

Price Tier:

-- All --

Building:

-- Select Building --

☒ Show New ☒ Show In-Process ☐ Show Approved ☐ Show Denied ☐ Show Resubmitted

Delete Selected

Submit Date	Client Name	Building	Location	Date	Status	Edit/View	Delete
10/10/2024 @ 2:07pm	Pierce Cruise Requester: Pierce Cruise Activity: (Staff Meeting)						
10/10/2024 @ 2:04pm	Pierce Cruise Requester: Pierce Cruise Activity: (Staff Meeting)						
7/31/2024 @ 1:05am	Pierce Cruise Requester: Pierce Cruise Activity: (Sports Booster Meeting)	Bluegrass High School Administration Building	Conference Room	Conference Room	MULTIPLE	New	
4/3/2024 @ 8:57am	Business Association Group Requester: John Samuel Activity: (Board Meeting)	Bluegrass High School Administration Building	Board Room	Conference Room	Mon 4/29/2024	New	
1/6/2023 @ 7:24am	Connor Requester: Connor Michaelson Activity: (University Fair)	Bluegrass High School	MULTIPLE	MULTIPLE	MULTIPLE	In Process	

Filter the requests by Client, Price tier, Approver, Building, or Date

Reports

Athletic directors are given access to the following reports:

- ✓ Events Writing to Activity Scheduler
- ✓ Participant Contact Hours Report
- ✓ Facilities Set-Up Report
- ✓ Facilities Use Report

Facilities CalendarSchedulingFacilities Set-up ReportReportsRequestSetupHelp

Reports

Report

Events writing to AS

Report

Facilities Contact Hours Report

Facilities Set-up Report

Facilities Use Report

Events Writing to Activity Scheduler

Use this option to generate reports for events that are writing to the Activity Scheduler.

Facilities CalendarSchedulingFacilities Set-up ReportReportsRequestSetupHelp

Reports - Events Writing to AS

By Quarter:Fall 2024

Date Range:From01/01/2025To03/31/2025

☐ Save as my default settings

BackGenerate Report

Click here to filter the information by Quarter or Date Range

ClosePrintExport DataEmail This

Events Writing to ASGenerated: 2/27/2025 @ 4:09pm

Activity Name	Permit	AS Client Name	Building/Location	Date/Time
Aces Youth Basketball Practice	2409-0003	Bluegrass High School AS	Bluegrass High School Gymnasium - Basketball Court	10/2/2024 4:00pm - 6:00pm
Aces Youth Basketball Practice	2409-0003	Bluegrass High School AS	Bluegrass High School Gymnasium - Basketball Court	10/3/2024 4:00pm - 6:00pm
Aces Youth Basketball Practice	2409-0003	Bluegrass High School AS	Bluegrass High School Gymnasium - Basketball Court	10/4/2024 4:00pm - 6:00pm
Sports Booster Meeting	2410-0008	Bluegrass High School AS	Bluegrass High School Administration Building - Board Room	10/11/2024 8:00am - 11:00am
Sports Booster Meeting	2410-0008	Bluegrass High School AS	Bluegrass High School Administration Building - Board Room	10/18/2024 8:00am - 11:00am
Soccer Youth Club Meeting	2411-0003	Bluegrass High School AS	Bluegrass High School - Main Auditorium	11/1/2024 8:00am - 10:00am

Participant Contact Hours Report

Use this report to generate the total contact hours usage for the selected group, number of permits and sessions.

Facilities CalendarSchedulingFacilities Set-up ReportReportsRequestSetupHelp

Reports - Facilities Contact Hours

Choose a Building:Bluegrass High School

Choose a Building Type:Gym

Choose a Location:Football Field

Choose a Location Type:- All -

Choose a Client Type:- All -

Choose a Price Tier:- All -

Choose a Client:- All -

Date Range:From09/26/2022To10/26/2022

By Quarter:-- All Quarters --

By Year:Calendar Year 2019

Display Options:

☒ Don't include Activity Scheduler Activities (School Activities)

☐ Don't include Facilities Bookings from 7am-3pm weekdays

☐ Include Financial Summary for Space Rental

☐ Include Financial Summary for Extra Charges

☐ Include Financial Summary for Other Needs Rental

☒ Include Detailed List

☐ Include set-up and tear down times

☐ Include Summary for Customized Question

☐ Save as my default settings

BackGenerate Report

Select here to filter the information

Choose from the Display options

Here's an example of the generated report:

Click here to generate the report

ClosePrintExport DataEmail This

Participant Contact Hours Report

Generated: 10/26/2022 @ 9:27am

Building(s): Bluegrass High School
Building Type(s): Gym
Location(s): Football Field
Location Type: All
Client Type: All
Price Tier: All
Client: All
Date Range: 9/26/2022 - 10/26/2022

Summary

Price Tier:	# of Groups	# of Permits	Est. # of Participants	# of Sessions	Hours Per Session	Total Hours	Participant Contact Hours	Participant Contacts
No Type	1	1	0	5.00	3.42	17.10	0.00	0
Totals:	1	1	0	5.00	3.42	17.10	0.00	0

Detailed List

Price Tier	Client	Permit #	Activity Date	# of Participants	# of Hours	Contact Hours	Pct (%)
No Type	Phil Andrews	2209-0002	10/13/2022	0	3.42	0.00	0.00%
		2209-0002	10/17/2022	0	3.42	0.00	
		2209-0002	10/20/2022	0	3.42	0.00	
		2209-0002	10/10/2022	0	3.42	0.00	
		2209-0002	10/24/2022	0	3.42	0.00	
							0.00%

Facilities Set-Up Report

Generate this report to display the list of facilities for each booking with its set-up and teardown times.

Facilities CalendarSchedulingFacilities Set-up ReportReportsRequestSetupHelp

Reports - Facilities Setup

Report an IssueYou have 0 Issue Reported. Reported Issues

Choose a Building: Bluegrass High School X

Choose a Building Type: Gym X

Choose a Location Type: Sports Field X

Choose a Location: - All -

Choose a Client Type: - All -

Choose a Price Tier: - All -

Choose a Client: - All -

Display options:

Event Start/End date

Permit Created date

Last Edited date

Date Options:

By Week: October 24-30, 2022

Date Range:

From 10/26/2022 To 10/26/2022

Weekdays Only

Weekends Only

All Days of the Week

Choose

M

T

W

Th

F

Sa

Su

Time Range

0800AM-0500PM

By Month: October 2022

Save This Report

BackGenerate Report

Save as my default settings

Select the parameters

Include:

☒ Permit Number

☐ Client Contact

☐ Client Contact Phone

☐ Client Email Address

☐ Expected Attendance

☐ Client Notes

☐ Building/Location Capacity

☐ Other Needs Only

☒ Location Permits

☐ Building Type

☐ Room Layout

☐ MAP URL

☐ GPS Coordinates

☐ AS Events Public Comments

☐ Activity Scheduler - School Only

☐ Events Contacts

☐ Show Cancelled Events

☐ Cancelled by Admin

☐ Cancelled by Clients

☐ Show Both

Viewing Options:

☒ Group Set-up/Teardown and Permit

Check off the box to include more information

Facilities Set-Up Report

Generated: 10/26/2022 @ 9:15am

Building(s): Bluegrass High School
Building Type(s): Gym
Location Type(s): Sports Field
Location(s): All
Client Type: All
Price Tier: All
Client: All
Display option: Event Start/End date
Date Range: 10/24/2022 - 10/30/2022

Mon 10/24/2022

Setup	Start-End Time	Tear Down	Event	Building/Location	Client	# of Hrs	Permit
7:50am	8:00am-11:00am	11:15am	Basketball match	Bluegrass High School / Football Field	Phil Andrews	3.00	2209-0002
	3:00pm- 5:00pm		Football: N/A Varsity - Fall 2022	Bluegrass High School / Football Field	Bluegrass High School AS	2.00	2210-0027
	5:00pm- 7:00pm		Cheerleading Practice	Bluegrass High School / Football Field	Bluegrass High School AS	2.00	2210-0006

Tue 10/25/2022

Wed 10/26/2022

Thu 10/27/2022

Fri 10/28/2022

Sat 10/29/2022

Sun 10/30/2022

Facilities Use Report

Generate this report to display the confirmed buildings and locations for booked events.

Facilities Calendar

Scheduling

Facilities Set-up Report

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Reports - Facilities Use

Choose a Building:

Bluegrass High School X

Choose a Building Type:

Gym X

Choose a Location Type:

Sports Field X

Choose a Location:

- All -

Choose a Client Type:

- All -

Choose a Price Tier:

- All -

Choose a Client:

- All -

Include:

☐ Set-up/Tear Down Times

☐ Percentage of Use

☐ Expected Attendance

☐ Building/Location Capacity

☐ Room Layout

☐ MAP URL

☐ GPS Coordinates

☐ Show Cancelled Events

☐ Cancelled by Admin

☐ Cancelled by Clients

☐ Show Both

Display options:

☒ Event Start/End date

☐ Permit Created date

☐ Last Edited date

Date Options:

☒ By Week:

October 24-30, 2022

☐ Date Range:

From

10/26/2022

To

10/26/2022

☐ Weekdays Only

☐ Weekends Only

☐ All Days of the Week

☒ Choose

M☒

T☐

W☐

Th☐

F☐

Sa☐

Su☐

☐ Time Range

08

00

AM

-

05

00

PM

☐ By Year:

Calendar Year 2019

☐ By Month:

October 2022

☐ Save as my default settings

Save This Report

Back

Generate Report

Select the parameters and click **Generate Report**

Choose the time period for your report

Close

Print

Export Data

Email This

Facilities Use Report

Display option: Event Start/End date
10/24/2022 to 10/30/2022

Generated: 10/26/2022 @ 9:22am

Building(s): Bluegrass High School

Building Type(s): Gym

Location Type(s): Sports Field

Location(s): All

Client Type: All

Price Tier: All

Client: All

Mon 10/24/2022

Start-End Time	Building/Location	Building Type	Client/Event	Permit #	# of Hrs
8:00am - 11:00am	Bluegrass High School / Football Field	Cafeteria Gym High School Building Main Building	Phil Andrews / Basketball match	2209-0002	3.00
3:00pm - 5:00pm	Bluegrass High School / Football Field	Cafeteria Gym High School Building Main Building	Bluegrass High School AS / Football: N/A Varsity - Fall 2022	2210-0027	2.00
5:00pm - 7:00pm	Bluegrass High School / Football Field	Cafeteria Gym High School Building Main Building	Bluegrass High School AS / Cheerleading Practice	2210-0006	2.00
Total Hours:					7.00
Number of Permits:					3

Setup

Under the **Setup tab**, Athletic directors have access to **Blocked dates** and **Send Recurring Email** options.

1. **Blocked dates** can be added by clicking on the **Add New** button. It allows the Athletic Directors to add dates that are not bookable or for a certain time period. These dates are checked for conflicts when the Activity Scheduler transfers an event and is displayed as gray in the calendar.

Facilities Calendar

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Blocked Dates

Add NewSave Changes

Name of Blocked Dates	Start Date	End Date	Edit	Reservations	Delete
New Year's Day	1/1/2021	1/1/2021	Edit	Y	<input type="checkbox"/>
Memorial Day	5/31/2021	5/31/2021	Edit	Y	<input type="checkbox"/>
Independence Day	7/5/2021	7/5/2021	Edit	Y	<input type="checkbox"/>
Labor Day	9/6/2021	9/6/2021	Edit	Y	<input type="checkbox"/>
Maintenance	9/21/2021	9/20/2021	Edit	N	<input type="checkbox"/>
Thanksgiving	11/21/2021	11/25/2021	Edit	N	<input type="checkbox"/>
Christmas	12/21/2021	12/25/2021	Edit	N	<input type="checkbox"/>

Add NewSave Changes

Blocked Dates (Holidays, etc.)

This feature allows you to disallow reservations or bookings for all your campuses, buildings and locations. It also lets you allow bookings on these dates but prompts the user that this is a special day, then allows them to choose to continue or change their date.

Name of Date/Holiday

Starting Date:

10/26/2022

Ending Date:

10/26/2022

☐ This occurs each year on this date or these dates

Time:

☐ All Day

☒ Time Range:

06

00

AM

 to

11

45

PM

☐ Disallow bookings on this date/dates

☒ Allow bookings but prompt the user with a notice about the special nature of this date and allow them to change the date if desired.

Back

Save & Add Another

Save & Exit

Click here to add the dates

Set up the dates here

Set the time your facilities are not available and if bookings are allowed

Click here to save

2. **Send Recurring Email** option allows you to send reports (to selected Administrators) for certain organizations/locations for a period. Go to **Reports> Send Recurring Email** to set it up.

Facilities Calendar

Scheduling

Facilities Set-up Report

Reports

Request

Setup

Help

Send Recurring Email

Add NewSave Changes

Subject	Viewing Options	Occurring Dates & Times	Delete
<input checked="" type="checkbox"/> BHS-Conference	Edit	Daily	<input type="checkbox"/>
<input checked="" type="checkbox"/> Facilities Set-up Report	Edit	Daily	<input type="checkbox"/>
<input checked="" type="checkbox"/> Auditorium Usage	Edit	Daily	<input type="checkbox"/>

Note: If you check off a box in the Subject column, that data will appear in the subject line of the email notice you receive.

Click here to Add New Recurring emails

1. Add the Email's subject, select the report parameters, its recurrence and recipients

2. Click Save

Send Recurring Email

1. Subject:

2. Select Report:

-Select Report-

Set report parameters

3. Set recurrence:

Regularly Occurring Dates & Times

Repeat

Repeats: Daily

Repeat every: 1 days

Starts on: 10/26/2022

Ends: ☒ Never

☐ After 1 occurrences

☐ On 10/26/2022

☐ Send this report at around: 06 AM

Summary: Daily at 06:00AM CST

4. Recipients:

Enter recipients

*Enter the email of the recipients separated by comma.

Name	Email	Action
No Results.		
Add admin		

Cancel

Save Changes

