

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.

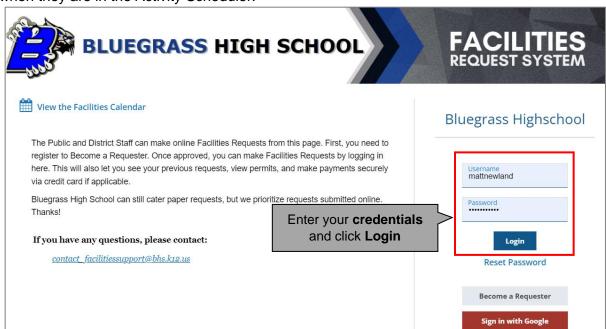
The Facilities Scheduler for Athletic Directors allows them to see and manage the availability of their school facilities, and events are coming from the Activity Scheduler program. The rSchoolToday Set-Up Team is in-charged of adding all the buildings, building types, locations, and location types. 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:

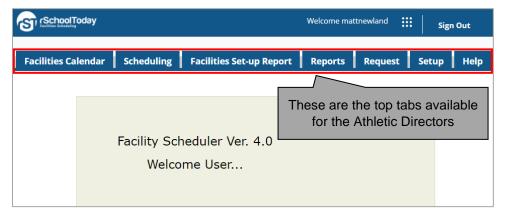
- √ Facilities Calendar
- ✓ Scheduling (Reservation History Tab, View Only)
- ✓ Requests
- ✓ Reports
- ✓ Setup

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.



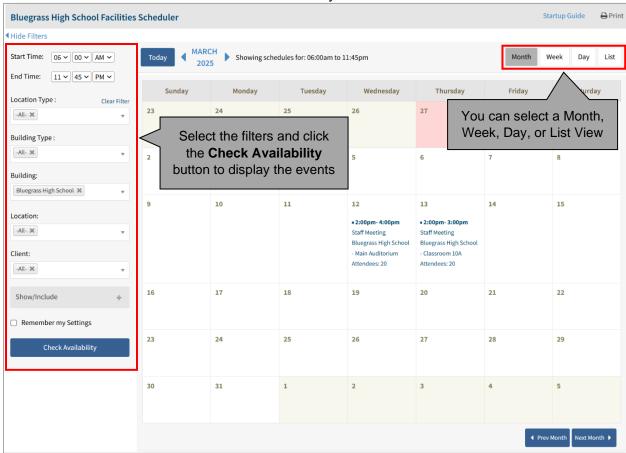
After logging in, the Athletic Directors are redirected to the **Main Screen** where they can find all the program modules they can access.



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:



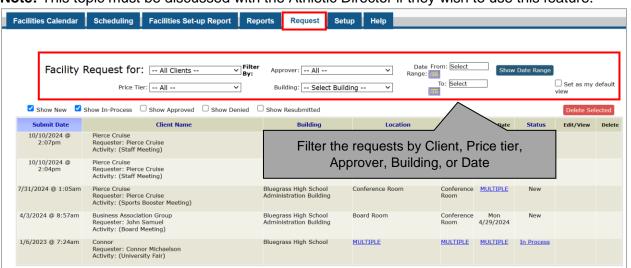
Scheduling - Reservation History tab (View Only)

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



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.



Reports

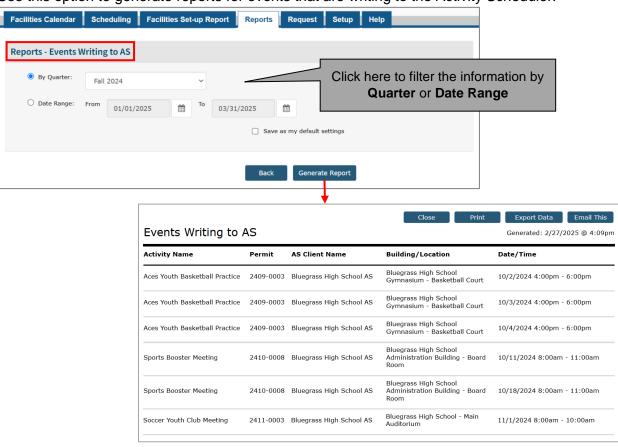
Athletic directors are given access to the following reports:

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



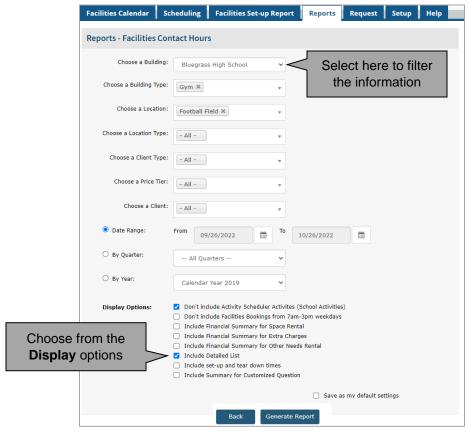
Events Writing to Activity Scheduler

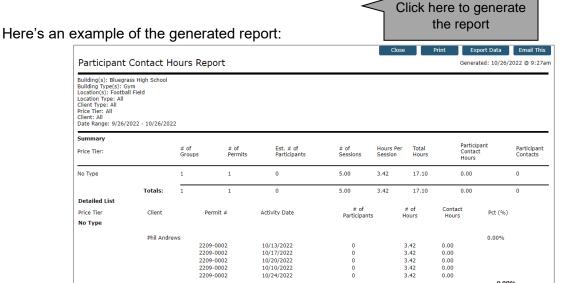
Use this option to generate reports for events that are writing to the Activity Scheduler.



Participant Contact Hours Report

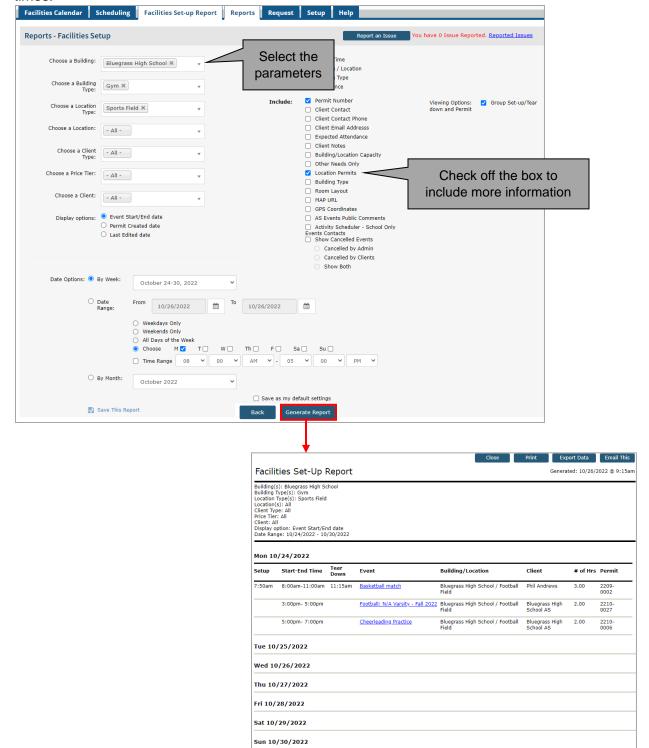
Use this report to generate the total contact hours usage for the selected group, number of permits and sessions.





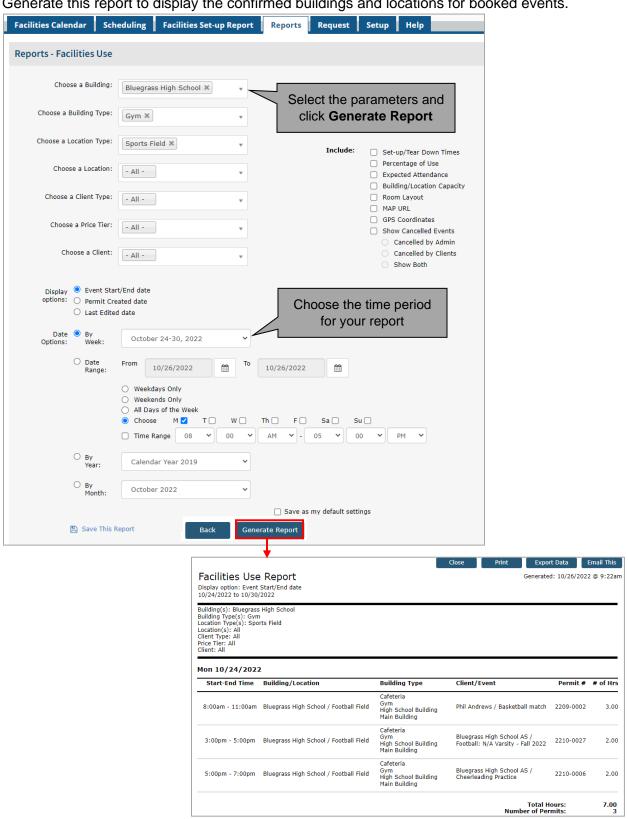
Facilities Set-Up Report

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



Facilities Use Report

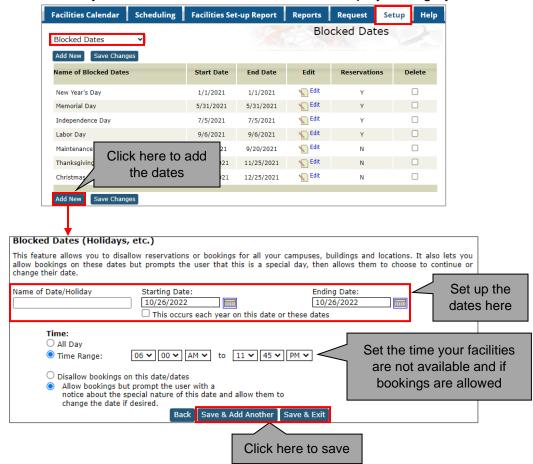
Generate this report to display the confirmed buildings and locations for booked events.



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.



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.

