



SCHOOLDUDE

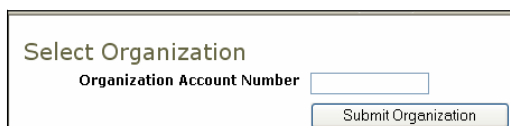


SCHOOL DUDE

Quick Step Guide for Requesters

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

- a. If it is the first time your computer has been to the website, enter the Organization your account number is 371825683

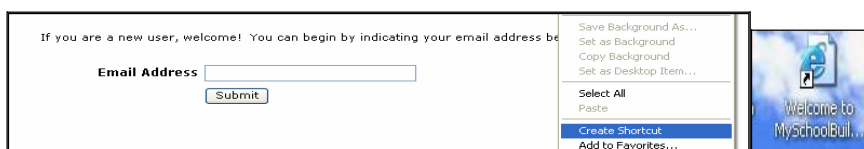


Select Organization

Organization Account Number

Or you can click on the following link to access the request/registration form:
http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=371825683

2. Find a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an icon on your desktop that you can double click the next time you want to sign in. Enter your email and click **Submit**. If prompted to enter your first and last name, do so.



If you are a new user, welcome! You can begin by indicating your email address by

Email Address

Save Background As...
Set as Background
Copy Background
Set as Desktop Item...
Select All
Paste
Create Shortcut
Add to Favorites...

Welcome to MyschoolBuil...

3. Click on Schedule Request Tab if you do not see the screen below. Select your schedule type

The screenshot shows a web interface with three tabs: 'Schedule Request', 'My Requests', and 'My Settings'. The 'Schedule Request' tab is active, displaying a 'New Schedule' section. This section contains three icons and their corresponding schedule types:

- Normal Schedule**: Represented by an icon of a calendar. It includes the following options:
 - Single date
 - Multiple dates
 - Same location/areas
- Recurring Schedule**: Represented by an icon of a calendar with a circular arrow. It includes the following options:
 - Daily
 - Weekly
 - Monthly
 - Same location/areas
- Irregular Schedule**: Represented by an icon of a calendar with multiple location labels. It includes the following options:
 - Single date
 - Multiple dates
 - Multiple Locations/areas

4. Fill out all boxes with a ☒ mark beside it. Type in your Event name. Click on the drop down arrows to see your selection choices for each box. 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. Also use the **Check Availability** button to verify you are not double booking a room.


















The screenshot shows a detailed event booking form. The fields and their current values are as follows:

- Event Title**: ☒ Boy Scouts
- Area**: -- Select Area --
- Location**: ☒ Franklin HS
- Rooms**: ☒ -- Select Room --
Field House
- Event Date(s)**: ☒ 11/16/2004, 11/24/2004
- Event Date(s) Calendar**: A calendar view for November and December 2004. The date 11/24/2004 is highlighted.
- Note**: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.
- Check Availability**: A button.
- Start Time**: ☒ 4:00 PM
- End Time**: 5:00 PM
- Setup Begin Time**: 4:00 PM
- Breakdown End Time**: 5:00 PM
- Duration**: ☒ 1 hours 00 minutes. Spans over 1 days.
- Check Availability**: A button.
- Tentative Booking?**: ☐ Through Date: []

5. Follow the same process to fill in the sections on the form making sure to fill in the boxes with the red check mark. At the bottom, enter the submittal password of **Password** and then click the save button.

<input checked="" type="checkbox"/> Password	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

6. 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.

Request	Schedule Request	My Requests	My Settings	Help
Requests My Schedule Requests				
My Schedule Requests				
Click  to sort table by that column.				
Search for "				
Search this results for: <input type="text"/>  Show All				
1 - 20 of total 163 listed				
Sort Schedules by Organization				
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 All				
FSSchedule ID 	Status 	Location 	Recurrence 	Schedule Fees 
Title 	Active Schedule 	Room	Start Date 	Total Invoiced 
No of Events 	Organization 		End Date 	Total Collected 
Declined Reason 			Event Date 	
37321	Approved	Pembroke Community	Non-recurring	\$0.00
8th Grade Celebration	Yes	Middle School		\$0.00
1	PCMS Admin	Theatre, Auditorium	6/10/2005	\$0.00
38232	Approved	Pembroke High School	Non-recurring	\$0.00
8th Grade Patriot League	Yes	Gym		\$0.00
bball	Patriot League Basketball		12/3/2004	\$0.00
1				
34797	Approved	North Pembroke	Weekly	\$0.00
Boy Scout Troop #105	Yes	Elementary School	9/14/2004	\$0.00
37	Boy Scouts	Cafeteria	6/7/2005	\$0.00