

# Facilities Scheduler Start-Up Guide for Requesters



This Start-Up Guide provides the steps on how to become a Requester and request a Facility. Click this link for the video tutorial:

<https://www.rtvbroadcaster.com/archive/video/play/1887&video>

## 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.

**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. After approved, you can make Facilities Requests by logging in here. This will also let you see your past requests, view your permits, and make payments securely via credit card if applicable.

Please stay at home and be safe!

If you have any questions, please contact:  
[contactsupport@supportemail.com](mailto:contactsupport@supportemail.com)

Log in here if you already have a Requester account

Click here to register as a new Requester

Bluegrass Highschool

Username  
Password  
Login  
Reset Password  
Become a Requester  
Sign in with Google

© 2021 - rSchoolToday.com | Policies

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

Your Organization Name & Info	Contact Person - Your Name
Organization/Client Name: * FGIM Association for the Youth	First Name: * Jack
Address: * 13300 Technology Drive	Last Name: * Roberts
City: * Minneapolis	Address (ONLY if different):
State: * Minnesota	City:
Zip: * 55416	State:
Do you have Liability Insurance?:	Zip:

The screenshot shows a registration form with the following fields and callouts:

- Insurance Expiration Date:** 08/16/2023
- Office Phone:** (218) 389-4670
- Upload Insurance Policy** and **Attach File** buttons.
- Home Phone:** (empty)
- Mobile Phone:** (empty)
- Office Fax:** (empty)
- Do you pay sales tax?** Radio buttons for Yes and No (No is selected).
- Tax Exempt #:** 567144801818
- Email Address:** jack.roberts@fgimassociation.com
- Desired Pin Number \* (for Signing Agreements):** 8513
- Desired Login Information:**
  - User Name:** jack.roberts
  - Password:** (masked with dots)
  - Retype Password:** (masked with dots)
- reCAPTCHA:** "I'm not a robot" with a green checkmark.
- Buttons:** "Back to Login" and "Save & Continue to Request Screen".

Callouts provide instructions:

- "Create a username and password for your desired login information" points to the login information fields.
- "Click here to authenticate that you are a real person accessing the site" points to the reCAPTCHA.
- "Click this button to submit the registration and continue to the Request Screen" points to the "Save & Continue to Request Screen" button.

**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:

This screenshot shows an alternative button layout:

- Buttons:** "Back to Login" and "Submit Registration Form".

A callout points to the "Submit Registration Form" button with the text: "Click this button to submit the registration and wait for the approval".

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.

**Facility Request for** 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](#)

July 2021

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

August 2021

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				

September 2021

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		

October 2021

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						

November 2021

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				

December 2021

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	

January 2022

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 2022

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		

March 2022

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		

April 2022

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

May 2022

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 2022

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: 01 : 00 PM

End Time: 03 : 00 PM

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:

  
Type

  
Building

  
Type + Building

Select Buildings :

Building: Bluegrass High School Recreation Center x    Location Type: Hall x

Back Continue

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

2. Select your Facility from the dropdown (displays according to the chosen filter above)

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

**Select your desired Facilities**

Select	Facility Name	Building	Rate	Additional Info
<input type="checkbox"/>	Bluegrass RC Hall (Hall)	Bluegrass High School Recreation Center	\$300.00 hourly	<a href="#">View</a>
<input checked="" type="checkbox"/>	Hall 1 (Hall)	Bluegrass High School Recreation Center	\$150.00 hourly	<a href="#">View</a>
<input type="checkbox"/>	Hall 2 (Hall)	Bluegrass High School Recreation Center	\$150.00 hourly	<a href="#">View</a>

4. Select the location you want

Details – Add the Event Name, Group Size, and you may also attach a file to this request.

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

The screenshot shows the 'Event Details' step of a 'New Facility Request' form. The breadcrumb trail at the top includes 'Time / Date', 'Facilities', 'Event Details' (highlighted with a red box), 'Other Information', and 'Confirm'. The main heading is 'Enter your event details below'. There are two input fields: 'Event Name \*' with the value 'Youth Leadership Conference' and 'Group Size \*' with the value '50'. Below these is a 'Setup Notes \*' text area containing the text 'Please provide extra chairs in case we have additional participants.'. A file upload section is titled 'Click below if you want to attach a file(s) to this request' and contains a large dashed box with the text 'Drop files here to upload or click to upload'. At the bottom are 'Back' and 'Continue' buttons. Callout boxes provide instructions: 'Type in the event details' points to the input fields; 'Click here to upload the file you want to include in the Request' points to the file upload area; and 'Click Continue' points to the 'Continue' button.

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

The screenshot shows the 'Other Information' step of a 'New Facility Request' form. The breadcrumb trail at the top includes 'Time / Date', 'Facilities', 'Event Details', 'Other Information' (highlighted with a red box), and 'Confirm'. The main heading is 'Other Information for this Request'. There is a 'General' section with a text input field containing the text 'We have 50 confirmed registrants'. At the bottom are 'Back' and 'Continue' buttons. A callout box 'Click here to type in the details' points to the text input field. A red arrow points to the 'Continue' button.



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