How to make facilities reservation at MHS

- 1. Go to Home Page: <u>http://www.sdmaonline.com/</u>
- 2. Click on "Community" on the top of the page.



3. Click on "Facilities Scheduling" link on left side of the page



*****Before you proceed to make a reservation please double check the calendar and see if your dates, times and locations are available first.

4. Highlight which building, location and then click Check Avaliabity.

-	Facilities Calendar						Viev
	Downsville Elementary Knapp Elementary Knapp Elementary		Show Location	¥			
-	Menomonie High School HS 110 Hs 112 Hs 112		Show Activity	neck Availability			Cho
-	Oaklawn Elementary HS 118		Show End Time				l
MAN.					Do	wnsville Fler	< Previous Mon
	Sunday Monday	Tuesday			Thursday	Friday	licitary
		1	2	3	4		Junior Clas
	6 7	8	9	10	11		12
	13 14	15	16	17	18		19
	20 21	22		23 24	25		26
			District Early Rele	ase			
	07	20					
	Holiday (No School)	25	30	1			

*****Before you proceed to make a reservation please double check the calendar and see if your dates, times and locations are available first.

5. After checking dates, times and location Click on "Request Facilities"

Facilities Calenda Iding: Loc wrasville Elementary HS nomanie High School HS nomanie Middle School HS er Heights Elementary HS	r ation: toworktine Building: 110 112 112 118 118 119	Show Location Show Activity Show End Time	eck Availability	Request Facilities			
					Meno	monie High School	- September 2012
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1 • I:00 PM - 4:00 PM Open Rec CLOSED HS Weight Room 194 HS Pool 199 HS Field House 187
	2 1.00 PM - 4.00 PM Open Rec COSED 19 WegR Room 194 49 Field House 187	9 6400 AM - 10:00 PM Holiday (No School)	6 4 4 4.115 PM - 5:30 PM 50cm Rec Frail 21:2 4.115 PM - 6:00 PM 50rm Street Frain Street 50rm Street	5 6 6(30 AM - 7:00 AM AM Aquedie 5:15 PM - 5:30 PM Donn Rec. Fall 2112 by Weight Recm 194 7:50 PM - 7:13 PM 6:30 PM - 7:13 PM 6:30 PM - 7:00 PM 7:40 AM - 7:40 AM - 7:40 PM 7:40 AM - 7:40	6 4 5 313 PM - 5130 PM 5 Open Rec Full 212 5 405 PM - BIOD PM 5 405 PM - BIOD PM 5 405 PM - 5000 PM 5 404 PM - 7135 PM 5 404 PM - 7135 PM 5 404 PM - 7135 PM 5 404 PM - 7105 PM 5 404 PM - 900 PM 5 404 PM - 900 PM 5 406 PM 5	7 8-00 AM - 7:00 AM Morning Lip Swin/Lap Walk Fail 2012 Morning Lip Swin/Lap Walk Fail 2012 16-00 AM - 7:00 AM A Aquacide 1-300 PM - 6:00 PM High School Sport 1-300 PM - 6:00 PM High School Sport 1-300 PM - 7:00 PM High School Sport 1-300 PM - 7:00 PM High Aquacide 15-00 PM - 7:00 PM High Aquacide 15-00 PM - 7:00 PM High Aquacide 15-00 PM 15-00	9 9 9 9/30 AM - 1100 AM Cross Country, NA Vanity - Fall NE Cross Country NA VA Fall 2012 18 Cross Country NA VA Fall 2012 1000 CM - 1000 CM + 1000 PM 900 HOC Fall 2112 HS Pool 199
	9 100 PM - 4:00 PM Open Rec. Fall 2112 HS Fool 199 1:00 PM - 4:00 PM Open Rec. Fall 2112 HS Field House 187 - 4:00 PM - 5:00 PM Family Swim HS Fool 199	10 6:00 AM - 7:00 AM Morning Lap Swim/Lap Walk Fall 2012 HS Pield House 187 6:00 AM - 7:00 AM AM Aquacise HS Pield House 187 HS Pield HS - 6:00 PM High School Sport Practices	11 215 PM - 5:30 PM Open Rec. Fall 2112 HS Weight Room 194 5:30 PM - 6:00 PM Girls Swim/Dive Practice HS Pool 199 4:00 PM - 6:00 PM -6:00	12 6:00 AM - 7:00 AM Morning Lap Swim/Lap Walk Fall 2012 HS Poid 199 HS Field House 187 6:00 AM - 7:00 AM Aquacise HS Poid 199 3:00 PM - 6:00 PM High School Sport Practices	13 2:30 PM - 3:05 PM ETS Senior Meeting HS Auditorium 150 3:15 PM - 5:30 PM Open Rec. Fail 2:12 HS Veight Room 194 4:00 PM - 5:30 PM Tennis: Girls V- Fail 2012 HS Tennis Courts	14 6:00 AM - 7:00 AM Morning Lap Swim/Lap Walk Fall 2012 HS Poid 199 HS Field House 187 6:00 AM - 7:00 AM Aquates HS Pool 199 3:00 PM - 6:00 PM High School Sport Practices	15 +100 PM - 4:00 PM Open Rec., Fall 2:12 HS Pool 199 +1:00 PM - 4:00 PM Open Rec., Fall 2:12 HS Field House 187

6. If you are already a Facility Requester user put in your username and password, if not click "Become a Requester".



7. Enter the Information needed to become a Facility Requester (all lines with a * by the side) and then click "Submit Registration Form".

	🚽 🤊 🔪	ت ق					Docum	ent1 -	Microsoft Word				-		х
	Home	Insert	Pag	je Layout Referen	ces Mailings	Review	View								0
Paste	∦ Cut ≧⊇ Copy ∛ Format Clipboard	t Painter	Calibr B	Facilities Sche	duler - IRF - Windo nie.rschooltoday.com/re	w <mark>s Inter</mark> quester/inc	net Explorer dex/signuprequestmain					bCc. title	A Find → a Replace Select → Editing		
L		i			Your Organiza	ition Nar	ne & Info:		Contact Person -	Your Name:		* * 7 * * *			Ľ,
· · · · · · · · · · · · · · · · · · ·				Organizati Do y If so, Insu Desir (for Si * Requ None	n/Client Name: Sun Address: City: State, Zip: Insurance?: Tax Exempt #: ed PIN Number: pring Contracts) aired Fields	nmer Voll	eyball League		Salutation: Mr. First Name: Doe Last Name: Doe Cadress: (ONLY) if different) Office Phone: Office Phone: Office Phone: Office Fax: Email: Desired Login Information: User Name: Password: Retype Password: Submit Registration Form		×				
												_			⊙ ∓
Page: 2	of 2 Wo	rds: 60	Ý								04	120%	9		ŧ
🛃 s	tart	6 0	C F	acilities Calendar	Document1 - Mic		6 Facilities Schedule					🖃 🔣 K 🕥	9, 🔝 🔶 🕡	11:48 A	м

8. Once submitted, this screen will show up. Click "Back to Login"

/	
Document1 - Microsoft Word	- = ×
Home Insert Page Layout References Mailings Review View	0
Cut Calibr & Cut Calibr & Facilities Scheduler - IRF - Windows Internet Explorer	b C c. A A Change Change Styles 7
Menomonie High School	7
Facilities Requests	
Thank you for your registration to submit Facilities Requests online. We have received your Registration and you will be polified via email as soon as your registration has been processed.	- * ×
< Back to Login	
	=
	>
Done 🕒 🚱 Internet 🍕 🔹 🔍 100% 🔹	
Napolati monte S	2 0 0 11 14 14 1 2 0 0 11 14 14 14 14 14 14 14 14 14 14 14 14
Page: 3 of 3 Words: 81 🕉	
🛃 Start 🖉 O 💽 🌈 Facilities Calendar 🔯 Document 1 - Microsof 🌈 Facilities Scheduler - I	🔊 📴 K 🕥 🤊 🛃 🔶 👔 11:51 AM

- 9. **NOTE*****Please be patient when moving on with the next step. The information has to be approved and then once that is done, you will be notified and then you can continue with the process. This will not happen immediately.
- 10. Once the information is approved, type in the username and password you created previously when registering.

Facilities Scheduler Ver 4 for Menomonie High School	ool - Windows Interne	: Explorer		
http://fs-menomonie.rschooltoday.com/authentication/credental/r	al/requesterlogout			
		Menomonie High School		
		Facilities Requests		
		Facilities Requester Login		
		Username: doe		
		Password:		
		Forgot your password?		
		You have been logged out.		
	If you would like	to register to become a Facilities Requester, please click the button below		
		Become a Requester		
				Facilities Scheduler Login
			Internet	<i>4</i> 5 ▼ € 100% ▼
🛃 start 🖉 💿 🌈 Facilities Calendar 🗐	Document1 - Microsof	Scheduler V		E ¹⁰ 🔣 🕅 🧶 💭 🔶 👔 11:56 AM

11. This screen will show up. Type in the name of your activity (*be specific) and then click "Add date/time"

ttp://fearmon.org.tetadot/journee.com/fearmon.org.teta/fe	If the number of the back by th	illifies Scheduler Ver 4 for Menomonie High School - IRF for John Doe - Windows Internet Explorer		
Long John Doe Media Golf Y Facilities it New Request Jutorial Egin Clip Social Soc	Drift of An Under Total Sector Facilities Request Sector Facilities Request <th>p://fs-menomonie.rschooloday.com/requester/index/newrequest</th> <th></th> <th></th>	p://fs-menomonie.rschooloday.com/requester/index/newrequest		
Inter tor a block light will be all of resulted and the set of the s		come John Doe	rSchoolloday Facilities	Requeste
New Request History Profile Info Facility Request Form for Summer Volleyball League • or choose from previous activity: Select One 1) Name of Activity: Summer Volleyball League • or choose from previous activity: Select One 2) Requested Bookings: Add Date/Times 3) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: Equipment, Special Needs or Set-Up notes regarding your desired set-up: Image: Submit & Exxi Back Submit & Exxi Submit & Add Another Copy to add another similar reguest 0 2004 Distributed Webar	Request Request History Pointe Information: Reguingment, Special Needs or Set-Up notes regarding your desired set-up: Status Reguingment, Special Needs or Set-Up notes regarding your desired set-up: Status Reguingment, Special Needs or Set-Up notes regarding your desired set-up: Status Status <td>ix here for a video Lutorial</td> <td>Sign dag</td> <td>s Scriedur</td>	ix here for a video Lutorial	Sign dag	s Scriedur
Facility Request Form for Summer Volevent League or choose from previous activity: Select One a) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: REMINDER: Manually, refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Exit Submit & Add Another Copy to add another similar request 2 2004 Distributed Webart	actility Request Form for Summer Voievball League • or choose from previous activity: Select One Requested Bookings: Add Date/Times Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: Equipment, Special Needs or Set-Up notes regarding your desired set-up: Beed Submit & Exit Submit & Exit Submit & Add Another Sopy to add another similar requests Called Distributed Website Cor	New Request Request History Profile Info		
	Name of Activity: Summer Volleyball League -or choose from previous activity: Select One Requested Bookings: Add Date/Times Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: Set Stanually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Exil Submit & Add Another Copy to add another similar request C 2004 Distributed Website Cor	Facility Request Form for Summer Volley ball League	▼ = fill down on that	column
2) Requested Bookings: Add Date/Times 3) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Extl Submit & Add Another Copy to add another similar request C 2004 Distributed Website	Requested Bookings: <u>Add Date/Times</u> Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Beck Submit & Exe Submit & Add Another Copy to add another similar request C 2004 Distributed Website Cor	Name of Activity: Summer Volleyball League -or choose from previous activity: Select One		
a) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Ext Submit & Ext Submit & Add Another Copy to add another similar request	Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: Image: Set	!) Requested Bookings: <u>Add Date/Times</u>		
REMINDER: Manually refreshing or leaving this screan without saving will cause to lose any unsaved changes. Back Submit & Exit Submit & Add Another Copy to add another similar request © 2004 Distributed Weben	REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. [Back] Submit & Exit Submit & Add Anothe) Copy to add another similar reques} © 2004 Distributed Website Cor			
© 2004 Distributed Weberk	C 2004 Distributed Website Cor	b) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up:		< >
	C a 🕸 1999			< >
	Con 🖲 1999	b) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Exil Submit & Add Another Copy to add enother similar request	© 2004 Distributed Webi	site Corpo
	Con 🕏 1000	b) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Bask Gubmit & Excl. Submit & Add Another Copy to add another similar request	© 2004 Distributed Web	site Corpor
	Con 🖲 Davast	b) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: RENINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Exit Submit & Add Another Copy to add another similar request	© 2004 Distributed Web	 v site Corpo
	Contest Contest	b) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Exit Submit & Add Another) Copy to add another similar request	© 2004 Distributed Web	ite Corpo
	Constant and the second and the seco	b) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: REMINCER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Exit Submit & Add Another Copy to add another similar request	© 2004 Distributed Web	site Corpo
	Constant and the second s	b) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Exig Submit & Add Another Copy to add another similar request	© 2004 Distributed Web	site Corpo
	🔿 Tohunat 🖉 🔿 = 😤 1000	b) Other Information: Equipment, Special Needs or Set-Up notes regarding your desired set-up: RENINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes. Back Submit & Excl Submit & Add Another Copy to add another similar request	© 2004 Diatributed Web	ite Corpo

12. This screen will show up. Highlight the dates you need reserved and the time frame it needs to be reserved in. Then click "Save and Continue"

	-																								/	·							
C Facilities S	C Fac	ilitie	s Sc	hed	uler	- IRF	- W	indow	/s Inte	erne	t Exp	lore	r										1	/									
🖉 http://fs-mer	🦲 http	p://fs-	menc	monie	rsch	ooltoo	day.co	om/requ	Jester/	index,	/editd	ates/a	rId/8)/jscal	l/if(win	dow.c	pener	%20!	=%20	null%2	208.843	620wi	dow.o	pener	.getBo	oking	s)%7E	windo	ow.opene	er.getBookings(1);%7D/a	/lode/0		
Welcome		Click	on a lack	all da Out	tes t Date	hat y with	w uo	ant, ti Ilower	nen Si 1 hool	ave 8 king	k Cor	ntinue	. Ch	K W	to sel	ect a	ll Wed	inesc	lays.	Shift	+click	a ra	nge o	t con	secut	ive da	ates.				1	^	quester
Click Here (в	lack	Out	Date	with	allov	wed be	ooking	,										/													Scheduler
		<< P	revi	ous														/										Nex	ct >>	_			
New R																	/	·												V V	,		
Facili				Ма	iy 20	012					Ju	ne 2	012					Ju	ly 20	012					Aug	ust 2	012						lumn
, activ		S	М	Т	W	Т	F	S	S	М	Т	W	Т	F	S	S	M	Т	W	Т	F	S	S	м	Т	W	Т	F	S	Start Tir	ne		
1) Name				1	2	3	4	5				_		1	2	1	2	3	4	5	6	7				1	2	3	4	04 💌: 00	PM Y		
-,		6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	End Tin	ie		
		13	14	15	16	1/	18	19	10	11	12	13	14	15	16	15	16	1/	18	19	20	21	12	13	14	15	16	1/	18	06 💙 : 00	PM Y		<u> </u>
2) Requ		20	21	22	23	24	25	26	1/	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
		2/	28	29	30	31	-		24	25	26	27	28	29	30	29	30	31					26	21	28	29	30	31		Save & Cont	inue>>		
		_	_				<u> </u>	_		<u> </u>	<u> </u>	-	-				-													<< Ba	2k		
3) Othe			Se	epte	mbe	r 20	12				Octo	ober	201	2			P	love	mbe	r 201	12			D	ecer	nber	201	2					
		s	м	т	w	т	F	s	s	М	т	w	т	F	s	s	м	Т	w	т	F	s	s	м	т	w	т	F	s				
Equ								1		1	2	3	4	5	6					1	2	3							1				
		2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8				
		9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15				1
		16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22				
		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29				
		30																					30	31									
			1	Janu	ary	2013	3				Febr	uary	201	3				Ma	rch 2	2013					Ар	ril 20)13						e Corporation
		s	м	т	w	т	F	s	s	м	т	w	т	F	s	s	м	т	w	т	F	s	s	м	т	w	т	F	s				
				1	2	3	4	5						1	2						1	2		1	2	3	4	5	6				
		6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13				
		13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20				
		20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27				
		27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30								
																31																	
Done																												6	Intern	et 🖌	• • 100%	•	100% -
📕 start	6	0	6	Faciliti	ies Ca	lenda	r		ল্যী Ma	kinn a	Rese	rvatio		6	Earilit	ies Sc	redule	. V		<u> </u>	ciltioc	Sched	uler -								*) K K M A		12:02 RM
Juan			0						2					10						Corra	ieacies	Scheu	alor										- server in

13. Next click on "Edit" under "Location" to reserve which area you need reserved. Scroll down to "Menomonie High School". *If the room you would like is NOT listed. This means it is already reserved on that date so it is unavailable*. More than one room may be checked if need be for the event. Then click "Save and Continue" on the bottom of the page.

								/	
💼 🖬 🤊 - 🙂 🗧		Making	a Reservation 101.docx - Microsoft Wo	ird				/- ·	×
Home Insert	Page Layout 🎸 Fac	ilities Scheduler - IRF - Windows Interne	t Explorer						0
🚔 🔏 Cut		://fs-menomonie. rschooltoday.com /requester/inde:	cleditbookings/erId/4303/arId/80/bookFor/dates	all/bId/0/rId//hasBookings/	D/autoPost/D/isca	all/if(wind		Find -	
Copy	Calibri (body)	X				~	Cc. 📮 🔁	ab, Replace	
Paste	B I U -		s	Show Availability for:			le = Change Styles	Select -	
Clipboard 🕞		Building Menomonie High School	 Book this whole building 	All dates in this rec	uest (2)			Editing	
				 Only this date (06/ Pick specific dates 	02/2012)				-
		Location Type	Show All Locations	 Proc apecific dates 					
						_			
-			see Save & Continue >>			-	/		
						X	·		
						_ /			
~	Sho	wing all Locations							
	Loca	ation Name	Building	# of Conflicts	Select				
•	HS 1	103 (HS Classroom (103))	Menomonie High School	0					
-	HS 1	110	Menomonie High School	0					
	HS I	116	Menomonie High School	0					
•	HS 1	118	Menomonie High School	0					
	HS 1	125	Menomonie High School	0					
	HS 1	127	Menomonie High School	0					
•	HS 2	214 (HS Classroom (214))	Menomonie High School	0					
-	HS 2	228 (HS Classroom (228))	Menomonie High School	0					
•	HS 2	232	Menomonie High School	0					
	HS 2	252 (HS Classroom (252))	Menomonie High School	0					
	HS A	Ale Cente (UC Ale Cente)	Menomonie High School	2					
*		Ala Carte (HS Ala Carte)							
• • •	HS A	Art Room 120 (HS Classroom Art (120))	Menomonie High School	0					
• • •	HS A HS A	Art Room 120 (HS Classroom Art (120)) Art Room 123 (HS Classroom Art (123))	Menomonie High School Menomonie High School	0					
· • •	HS A HS A HS A	Art Room 120 (HS Classroom Art (120)) Art Room 120 (HS Classroom Art (120)) Art Room 123 (HS Classroom Art (123)) Auditorium (HS Auditorium) Auditorium (Back Stace) (HS Auditorium)	Menomonie High School Menomonie High School Menomonie High School	0 0 2					
- - - - - -	HS A HS A HS A (Bac	Ala Carte (FS Ala Carte) Art Room 120 (HS Classroom Art (120)) Art Room 123 (HS Classroom Art (123)) Auditorium (HS Auditorium) Auditorium (Back Stage) (HS Auditorium & Stage))	Menomonie High School Menomonie High School Menomonie High School Menomonie High School	0 0 2 2					
	HS A HS A HS A (Bac HS A (From	Art Room 120 (HS Ala Carte) Art Room 120 (HS Classroom Art (120)) Art Room 120 (HS Classroom Art (123)) Auditorium (HS Auditorium) Auditorium (Back Stage) (HS Auditorium k Stage)) Auditorium (Front Stage) (HS Auditorium of Stage))	Menomonie High School Menomonie High School Menomonie High School Menomonie High School Menomonie High School	0 0 2 2 2					
	HS A HS A HS A (Bac HS A (Fron HS B	val Carles (HS And Carles) Ark Room 120 (HS Classroom Ark (120)) Ark Room 123 (HS Classroom Ark (123)) Auditorium (HS Auditorium Auditorium (HS Ack Stage) (HS Auditorium X Stage)) Auditorium (Front Stage) (HS Auditorium Int Stage)) Jand Room 155	Menomonie High School Menomonie High School Menomonie High School Menomonie High School Menomonie High School Menomonie High School	0 0 2 2 2 2 0					
• • • • • • •	HS A HS A HS A (Bac HS A (From HS E HS E HS E	ual Carle (n.5 Nad Carle) Kr Room 120 (K Classroom Art (120)) Art Room 120 (K Classroom Art (123)) Juditorium (Back Stage) (H S Auditorium S CStage)) Juditorium (Fron Stage) (H S Auditorium nt Stage)) Jand Room 156 Jusiness Ed 106 (HS Classroom Business	Menomonie High School Menomonie High School Menomonie High School Menomonie High School Menomonie High School Menomonie High School	0 0 2 2 2 0					
	HS A HS A HS A (Bac (Froi HS E HS E Ed ()	ual Cate (ns. Nai Cate) (nt. Room 120 (HS Classroom Art (120)) Art Room 120 (HS Classroom Art (123)) Audkorium (HS Audkorium) Audkorium (HS Audkorium) Audkorium (HS Audkorium) Audkorium (HS Audkorium) As Stage)) Band Room 155 Jusiness Ed 105 (HS Classroom Business 105))	Menomonie High School Menomonie High School Menomonie High School Menomonie High School Menomonie High School Menomonie High School	0 0 2 2 2 0 0		×			
- - - - - - - - - - - - - - - - - - -	HS A HS A HS A HS A (Bac (Bac (Froi HS E Ed () Done	ual Carle (15 Aud Carle) Kar Roem 120 (HS Classroom Art (120)) Art Roem 120 (HS Classroom Art (123)) Auditorium (Back Stage) (HS Auditorium Auditorium (Fort Stage) (HS Auditorium front Stage)) Sand Room 155 Band Room 156 (JS)	Nenomonie High School Nenomonie High School Nenomonie High School Menomonie High School Menomonie High School Menomonie High School	0 0 2 2 2 0 0 0		×			
- - - - - - - - - - - - - - - - - - -	HS A HS A HS A HS A (Bac HS A (For HS E HS E E d () Done	ual Carle (HS AUG Carl) KR Room 120 (HS Classroom Art (120)) Art Room 120 (HS Classroom Art (123)) Audtorium (Back Stage) (HS Auditorium Audtorium (Back Stage) (HS Auditorium K Stage)) Jauditorium (From Stage) (HS Auditorium rt Stage)) Jand Room 156 Jusinesse Ed 106 (HS Classroom Business 106))	Menomonie High School Nenomonie High School Menomonie High School Menomonie High School Menomonie High School Menomonie High School Menomonie High School	0 0 2 2 2 0 0 0		×			

- 14. *Please note Enter all information pertaining to your reservation.
- 15. This final screen will show up with all the information that you just edited about the date/time/location of the area that you need reserved. If everything is correct click "submit and exit".

New Request Red	uest History	Profile Info					>> Go to	Facilities Sch
) Name of Activity: Su	Form for Su	mmer Vol	-or choose	from previous activity:	Select One	▼ =	fill down o	n that colur
) Requested Bookings	Add Date/Times Event Start Time ♥	Add information Event End Time 🔻	n to all needed fie Set Up Time ♥	alds on the first date first Tear Down Time 🛡	Location	Location Types	Attend- ance ⊽	Delete
Sat 06/02/2012	4:00PM	6:00PM	Edit	Edit	Menomonie High School - HS Field House	HS Field House	Edit	
Sun 06/03/2012	4:00PM	6:00PM	Edit	Edit	Menomonie High School - HS Field House	HS Field House	Edit	
Other Information: Equipment, Special N	eeds or Set-Up notes	s regarding your	desired set-up:					<
		REMINDER: Mi	anually refreshing k Submit & Ex	g or leaving this screen v kit Submit & Add Anot	ithout saving will cause to lose any unsaved chang her [Copy to add another similar request]	ies.		
						© 2	:004 Distribut	ed Website Co

16. What you just reserved should show up on the next screen. This next needs to be approved again before it is officially reserved. If the information is correct you are done until further notice!!

C Facilities So	cheduler Ve	r 4 for Menomonie High S	ichool - IRF for Jo	hn Doe - W	(indows Internet E)	cplorer							
🙆 http://fs-meni	omonie rschool	today.com/requester/index/req	Jesthistory										
Welcome	John D	oe								rSchool Toda	/ Facilities	Requester	
Click Here fo	or a Video Tu	utorial								Sign Out >>	Go to Facilitie	s Scheduler	
New Re	quest	Request History	rofile Info										
Facilit	y Reque	est History for S	ummer Voll	leyball	League				With	questions or cha	nges, conta	ct us at:	
										Kale Prokale pro	ksch@msd.k	32-1197 12.wi.us	
Time Perio	od: All Qu	arters	~										
O Show A	O Show Approved Only O Show In-Process Only O Show All Delete Selected												
Sub	mitted	Activity Na	ime	E	Building	Location	Location Type	Event Date	Status	As Of	Request	Delete	
05/01/20	12 12:30PM	Summer Volleyball League	e M	1enomonie H	High School H	HS Field House	HS Field House	MULTIPLE	Open	05/01/2012	Edit		
Charles Ma													
Opei In-P Appi Deni	n Process roved ied	Your request has not beer Your request being revi Your request has been ap Your request has been de	seen yet by an Ac weed by the Admin proved by the Adminis	dministrator isistrator. strator						© 2004 D	stributed Web	site Corporation	
Done										Internet	- (A)	🔍 100% 🔹 🚊	
🛃 start	60	🖉 Schaub, Karina - Outl	Making a Reserv	ation (🖉 Facilities Scheduler V					🖃 🛃	K 🗃 0, 🖬 (🔊 👔 12:31 PM	

Thank you, and if you have any questions or concerns please contact Kale Proksch at 715-232-1197 or <u>kale_proksch@msd.k12.wi.us</u>.