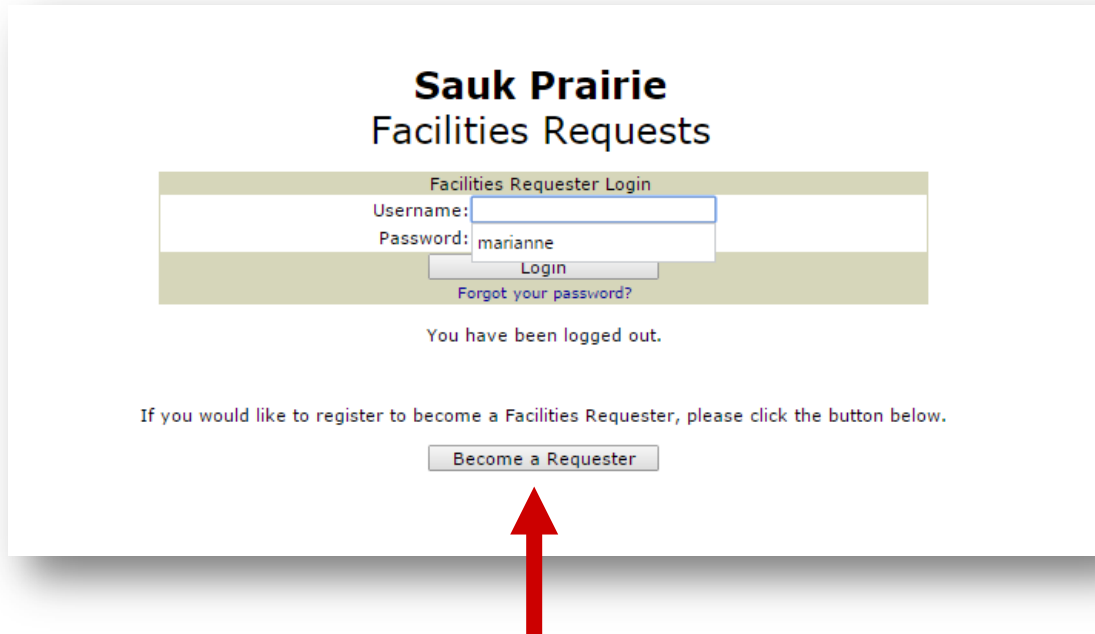


# Sauk Prairie School District Facilities Scheduler Requesters Guide

## Requester Login Website

<http://fs-spsd.rschoolday.com/authentication/credential/requesterlogin>

As a first step the 'requester' must be logged into the system:



**Sauk Prairie**  
Facilities Requests

Facilities Requester Login

Username:

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.

If you are not a requester, click on the **Become a Requester** button.

Wait for your approval email. Once approved, request facilities online and you will be notified via email if your facility requests have been approved or denied. If approved, an electronic contract will be sent via email to be signed with the pin you created on your account.

## Creating a Facilities Request

Once you start the process you will be able to see three options:  
Activity Name, Date/Time, and Other Information.

Welcome Marianne Rauls  
[Click Here for a Video Tutorial](#) Login to Client: Marianne Rauls Sign Out Request Facilities for Another Group

Facilities Calendar New Request Request History Profile Info

Facility Request Form for Marianne Rauls = fill down on that column

1) Name of Activity:  -or choose from previous activity: Select One

2) Requested Bookings: [Add Date/Times](#) Add information to all needed fields on the first date first

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:  
Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: [Upload](#)  
[Attach more](#)

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## Adding Name of Activity

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Facilities Calendar New Request Request History Profile Info

Facility Request Form for Marianne Rauls = fill down on that column

1) Name of Activity:  -or choose from previous activity: Select One

2) Requested Bookings: [Add Date/Times](#) Add information to all needed fields on the first date first

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:  
Equipment, Special Needs or Set-Up notes regarding your desired set-up:

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While selecting the Activity Name if this is the first time you are adding a request, you will have an empty box to type in.

If you already generated other requests in the past there will be an additional option to select from previous activities.

## Add Dates and Times

Click on **Add Date/Times** to open the calendar window.

Welcome Marianne Rauls  
Login to Client: Marianne Rauls  
rSchoolToday Facilities Requester  
Sign Out Request Facilities for Another Group

Facilities Calendar New Request Request History Profile Info

Facility Request Form for Marianne Rauls

1) Name of Activity:  -or choose from previous activity: Select One

2) Requested Bookings: **Add Date/Times** Add information to all needed fields on the first date first!

Estimated Cost Before Personnel or Extra Charges: \$0.00

Other Information:  
Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: Upload  
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Back Submit & Exit Submit & Add Another Copy to add another similar request

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Click on the dates you are requesting. The dates you select will be highlighted.

Add the times (make sure to select AM or PM).

Pick Dates and Times  
Click on all dates that you want, then Save & Continue. Click W to select all Wednesdays. Shift+click a range of consecutive dates.  
Black Out Date with no allowed booking  
Black Out Date with allowed booking

<< Previous Next >>

December 2015	January 2016	February 2016	March 2016
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	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	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	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 2016	May 2016	June 2016	July 2016
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	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	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	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 2016	September 2016	October 2016	November 2016
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	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	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	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  
: 00 AM

End Time  
: 00 PM

Save & Continue >>  
<< Back

When finished, click **Save & Continue**

If needed, add Early Arrival (set up time) – Leave time (clean up time)

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[Facilities Calendar](#) [New Request](#) [Request History](#) [Profile Info](#)

Facility Request Form for Marianne Rauls ▼ = fill down on that column

1) Name of Activity:  -or choose from previous activity:

2) Requested Bookings: [Add Date/Times](#)

	Event Start Time ▼	Event End Time ▼	Set Up Time ▼	Tear Down Time ▼	Location	Location Types	Attendance ▼	Delete
Wed 12/30/2015	2:00PM	3:00PM	<a href="#">Select</a>	<a href="#">Select</a>	Community Center - Gym	Gym	<a href="#">Select</a>	<input type="checkbox"/>

[Delete Selected](#)

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: [Upload](#)  
[Attach more](#)

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Facilities Scheduler - IRF - Google Chrome

fs-spsd.rschoolday.com/requester/index/edittimes/erid/65968/arid/6956/jscall/!{window.opener%20!-%20null%20&&%20window.open

Event Time: 2:00 PM - 3:00 PM

Set-Up / Early Arrival Time:     Include

Tear Down / Out of the location at:     Include

Make this change for ALL Dates that use these times

## Add Location

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### Facility Request Form for Marianne Rauls

1) Name of Activity:  -or choose from previous activity:

2) Requested Bookings: [Add Date/Times](#)

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Attendance	Delete	
Wed 12/30/2015	2:00PM	3:00PM	<a href="#">Select</a>	<a href="#">Select</a>	Community Center - Gym	Gym	<a href="#">Select</a>	<input type="checkbox"/>

[Delete Selected](#)

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

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### Facility Request Form

1) Name of Activity:

2) Requested Bookings: [Add Date/Times](#)

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Attendance	Delete
Wed 12/30/2015	2:00						

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: [Upload](#)  
[Attach more](#)

Building:

Location Type:

- ALL --
- Bridges Elementary
- Community Center
- Devils Head Resort
- District Office
- Grand Avenue Elementary
- Maintenance Building
- Merimac Baseball Diamond
- Merimac Community Charter School
- Pool
- Sauk Prairie High School
- Sauk Prairie Middle School
- SPSD Outdoor Campus
- St Norbert's Ball Diamond
- Tower Rock Elementary
- Village of PDS Outdoor Campus
- Village of SC Outdoor Campus

[Save & Continue >>](#)

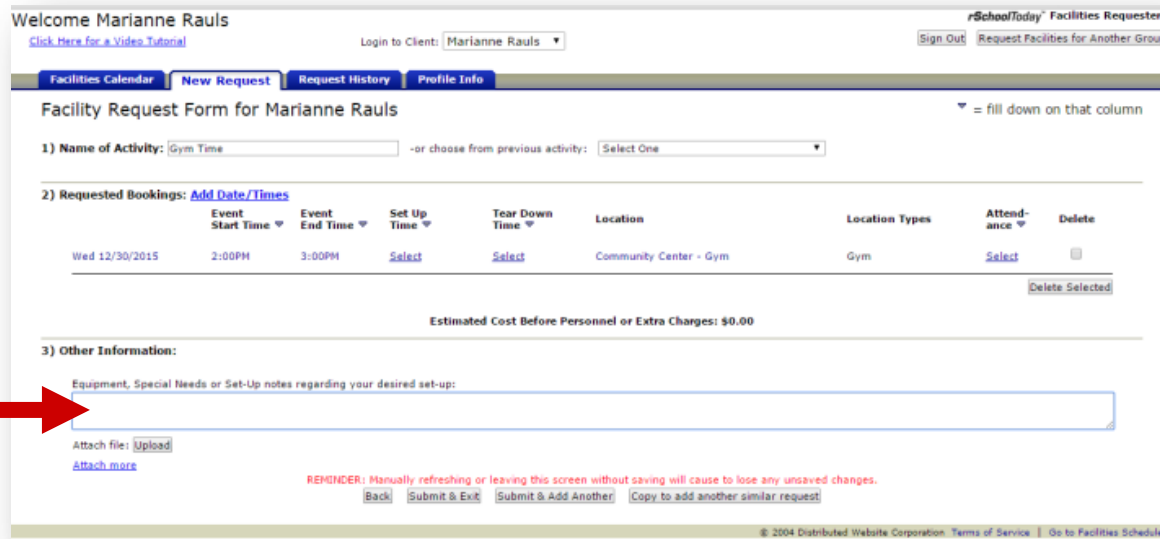
\*Text in RED indicates building/location unavailability

[Close](#) [Save & Continue >>](#)

Select the location from the list of available locations.

## Add Equipment (if needed)

Once the location is selected you may also specify if any special equipment will be needed as well as quantity. Bear in mind this may generate an extra cost.



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### Facility Request Form for Marianne Rauls

1) Name of Activity: Gym Time -or choose from previous activity: Select One

2) Requested Bookings: [Add Date/Times](#)

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Attendance	Delete
Wed 12/30/2015	2:00PM	3:00PM	Select	Community Center - Gym	Gym	Select	<input type="checkbox"/>

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:

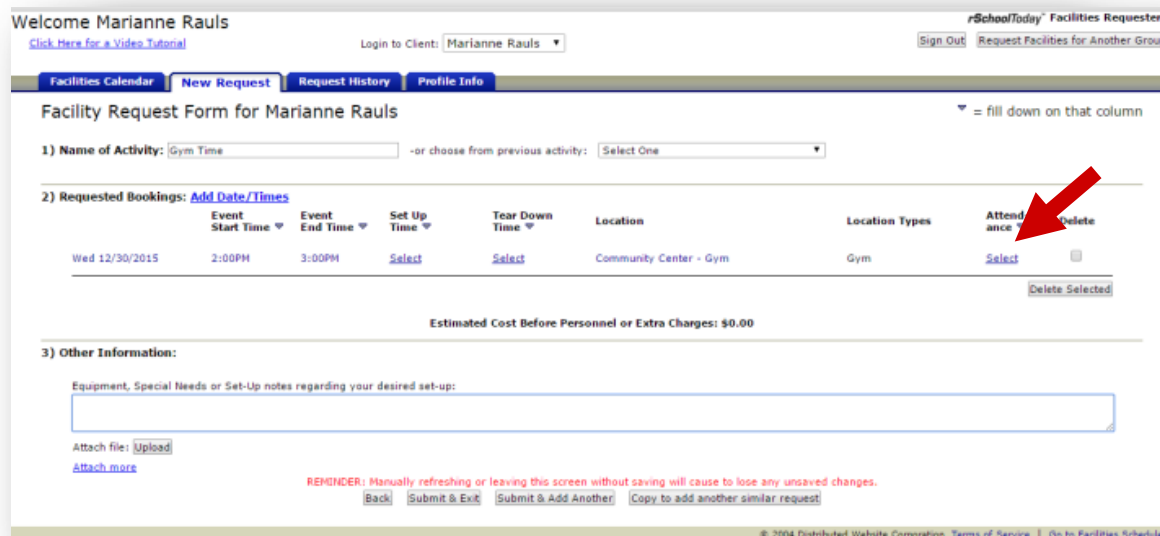
Equipment, Special Needs or Set-Up notes regarding your desired set-up:

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### Facility Request Form for Marianne Rauls

1) Name of Activity: Gym Time -or choose from previous activity: Select One

2) Requested Bookings: [Add Date/Times](#)

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Attendance	Delete
Wed 12/30/2015	2:00PM	3:00PM	Select	Community Center - Gym	Gym	Select	<input type="checkbox"/>

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

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## Add Attendance

You need to add this in order to make a request.

## Submit for Approval

Now you have the request ready. Click **Submit and Exit**.

Welcome Marianne Rauls

Login to Client: Marianne Rauls

Facilities Calendar | **New Request** | Request History | Profile Info

Facility Request Form for Marianne Rauls

1) Name of Activity: Gym Time -or choose from previous activity: Select One

2) Requested Bookings: [Add Date/Times](#)

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Attendance	Delete
Wed 12/30/2015	2:00PM	3:00PM	Select	Community Center - Gym	Gym	Select	<input type="checkbox"/>

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: [Upload](#)  
[Attach more](#)

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If you have more dates to request, you can click **Submit and Add Another**.

Welcome Marianne Rauls

Login to Client: Marianne Rauls

Facilities Calendar | **New Request** | Request History | Profile Info

Facility Request Form for Marianne Rauls

1) Name of Activity: Gym Time -or choose from previous activity: Select One

2) Requested Bookings: [Add Date/Times](#)

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Attendance	Delete
Wed 12/30/2015	2:00PM	3:00PM	Select	Community Center - Gym	Gym	10	<input type="checkbox"/>

Estimated Cost Before Personnel or Extra Charges: \$0.00

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: [Upload](#)  
[Attach more](#)

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Once you click to submit, you will see a pop-up box. You will receive an email when your request has been approved or denied.

Until it gets approved you will still have time to modify it, once it is approved you will only have the option to view it.