

# How to Login and Submit an Internal Request for Facility Use

## TO LOGIN

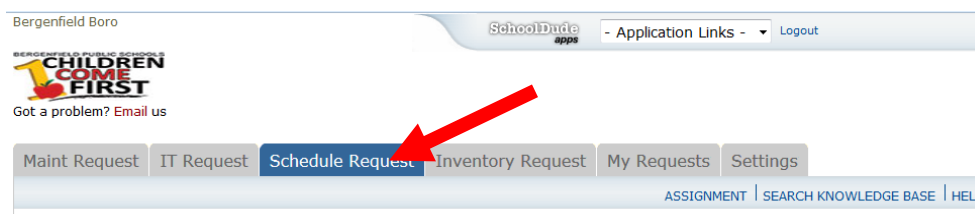
From the BPS website ([www.bergenfield.org](http://www.bergenfield.org)), select **Resources** from the top menu bar, then select **Teacher Resources**. Scroll down and select **SchoolDude.com**. Type in your **email address** and click Submit.

OR

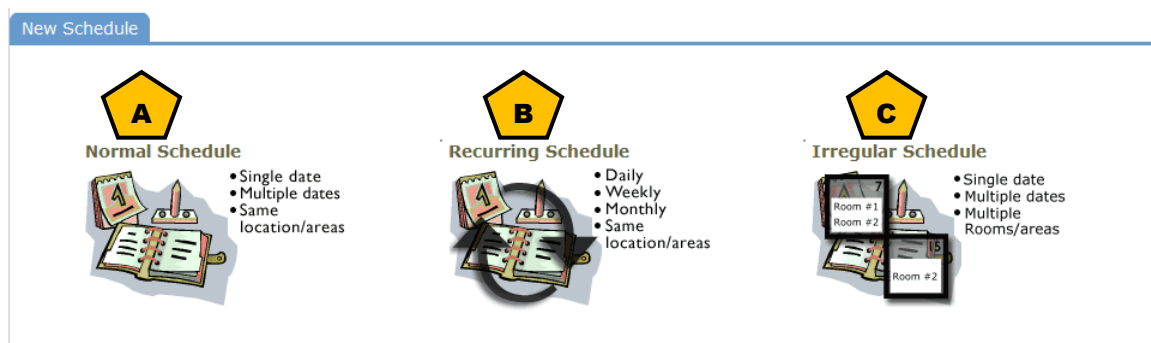
Go to <https://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp>. Type BPS's code (454018256) and click **Submit Organization**. Type in your **email address** and click Submit.

## TO SCHEDULE

1 Click the **Schedule Request** tab.



2 Select the type of schedule that you would like to enter.



### Schedule Types:

- A Normal Schedule:** **Most commonly used** (Up to 20 event dates can be selected).  
This schedule is used when all event dates will share the same time and room(s).
- B Recurring Schedule:** (Up to 100 events can be added).  
This schedule is used for events that follow a pattern (Every Monday and Wednesday for a semester OR the 3rd Friday of the month for the entire year). All event dates will share the same time and room(s).
- C Irregular Schedule:** (Up to 20 events can be selected)  
This schedule is ideal when each event will take place in a different room and/or a different time slot than the other event dates within the schedule. An example: The Dance Club will use the Gym for January 1st from 9am to noon and their next meeting will take place on January 31st in Room 200 from 1pm to 2pm.

## Fill in the Schedule

3 When filling out a new schedule there are some fields that are “required” (**Location, Rooms**). Any required field will have a **red checkmark** beside it. The required fields will be the same for each schedule type.

- Booked by** - Type in the **First Name** and **Last Name** of the requester.
- Event Title** - Describe the event (Soccer Practice, Play Rehearsal, PTA Meeting)  
**Area** (Optional) - The area is used as a filter to sort the room list. **NOTE: If multiple types of rooms are needed, do not use the Area filter.**
- Location** - Where the event will be held (Bergenfield High School, Hoover School, etc.).
- Rooms** - Specific rooms, fields, or other spaces where the event will be held. Hold down the CTRL key on your keyboard while you left click the mouse to select multiple rooms OR you may need to click on the binocular lookup to find the rooms that you need. Up to 50 rooms can be added to any schedule.
- Event Date(s)** - Click the dates from the calendar or type them in the box provided. Be sure to use the MM/DD/YYYY format.
- Start Time/End Time** - Must be entered in 15 minute increments.
- Duration** - This number calculates according to the Start/End Time. The only time that you will need to change this is when you have an event that spans over a 24 hour period. **In most instances this section is left as is.**

It is very important that you click the **Check Availability** button. A pop up window will appear and display any Approved events that are already booked with the same Room(s), Date(s), and Time(s) that you selected. If you see a **black or red X** in the box – there is already an event scheduled at that time. The system **will** allow you to proceed with entering your request even when a conflict is present. However, this will likely slow the processing time of your request, and may result in the request being declined.

Welcome to FS Direct

**Booked by** **First Name**  **Last Name**   
**Email**   
Please be yourself, click [here](#) if you are not Facility Request

**Event Title**  
**Event Description**

**Area** -- Select Area --

**Location** Bergenfield High School

**Rooms** -- Select Room --  
BHS Auditorium  
BHS Back Gym  
BHS Back Parking Lot  
BHS Band Room  
(Use the CTRL key to select multiple rooms.)

**Event Date(s)**

April 2015							May 2015							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	
26	27	28	29	30			24	25	26	27	28	29	30	
													31	

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

**Start Time**   **End Time**

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**Additional Information** - Click Yes or No to the questions.

- Questions** – Click Yes or No. **Please note:** you MUST click YES to the question “**Have you read the REQUEST FOR USE OF FACILITIES and DISTRICT POLICY document located [Here](#) and agree to its Terms and Conditions**” in order to have the application proceed for approval. Click the “Here” link to view the District Policies/Terms & Condition document.

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- Organization** – Click the dropdown arrow to select an Organization name. The Billing Address will populate the address of the organization selected.

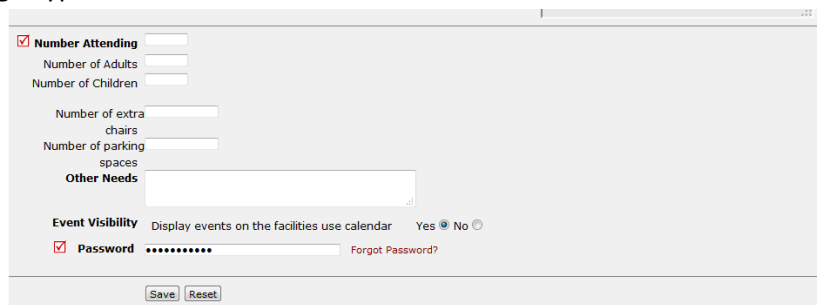
- First Name/Last Name** – Type the contact’s First Name, Last Name, and Day Time Phone Number. These fields are vital contact information and are required.
- Email** – Type in the email address of the requester/contact. The system generates all email notifications to this email address. When the request is Approved/Activated or when the event is canceled, the system will generate an email to this email address.

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### **Setup Requirements**

Setup Requirements are maintenance or IT services such as custodial support or audio visual equipment that may be needed for an event. Check the box next to the item that is needed for your event and type in any additional information in the **Service Description** box. This setup information will trigger an email notification to the designated Service Provider as to what task needs to be performed for your event.

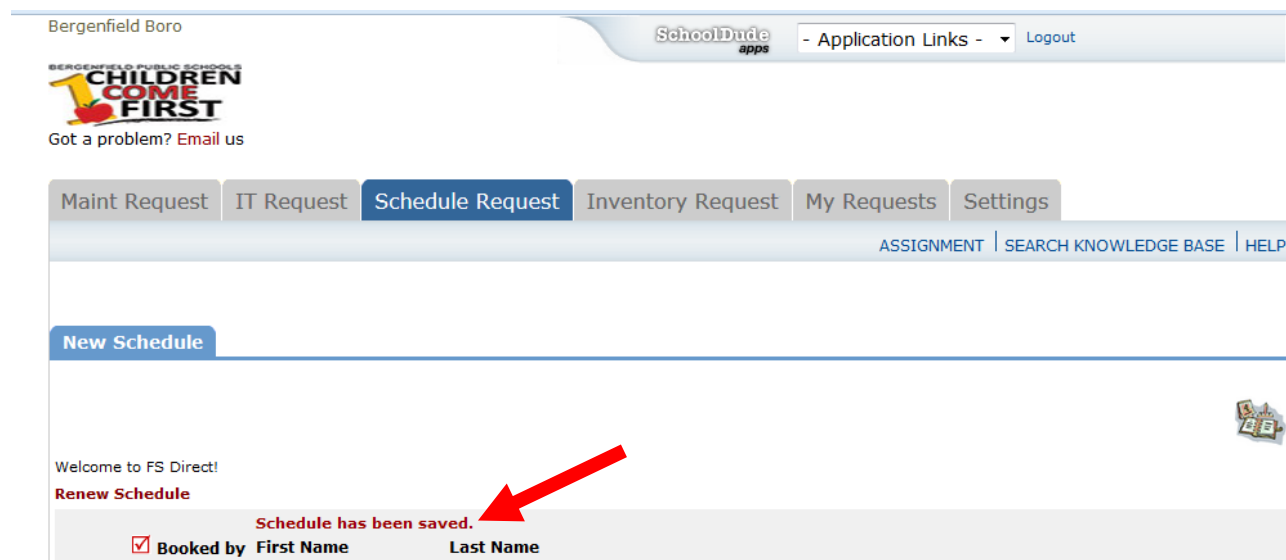
- ☑ **Number Attending** –Type in the total number of estimated attendees and fill in other info if applicable.



- ☑ **Password** –Type in the MySchoolDude password. You can click [Forgot Password?](#) to have the password emailed to your email address.

- 7 Review the schedule request form to ensure all details are correct, then click the **Save** button at the bottom of the screen.

If your request was successfully entered, the webpage will reload and you will see a message: “**Schedule has been saved**” near the top of the page. You will also receive a confirmation email (confirmation is sent to the email address listed in step [5](#) above.)



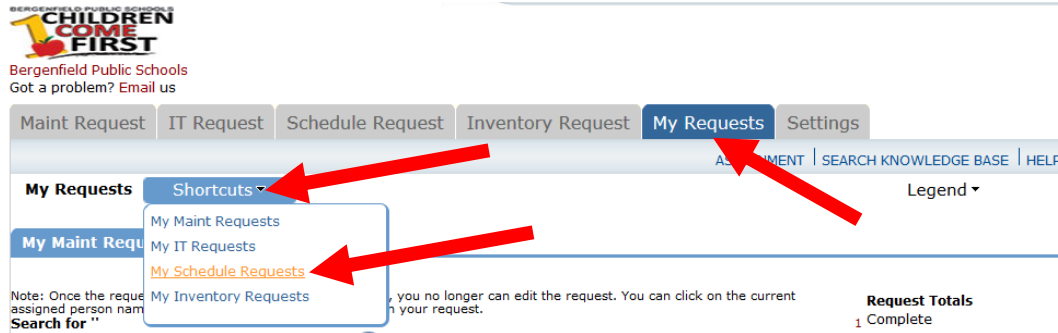
### Approval Process

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  - a. Once your request is successfully entered and you see the confirmation “ **Schedule has been saved**” near the top of the page, you will also receive a confirmation email and an email will automatically be sent to the building principal of the location requested.
  - b. The building principal will approve the request and a notification will be sent to Chris Tully, Business Administrator. The event request will be added to the Board’s agenda for the monthly Board meeting (usually the 4<sup>th</sup> Monday of each month) for Board approval.
  - c. When the Board approves the event request, the event request will be “Approved/Activated” and an email will be sent to you notifying you of the final approval/activation.

# TO VIEW YOUR REQUESTS

## My Requests Tab

Click **My Requests** tab from the top of the MySchoolBuilding page. Then click the **Shortcuts** tab and select **My Schedule Requests**. A list of all your event requests will be displayed.

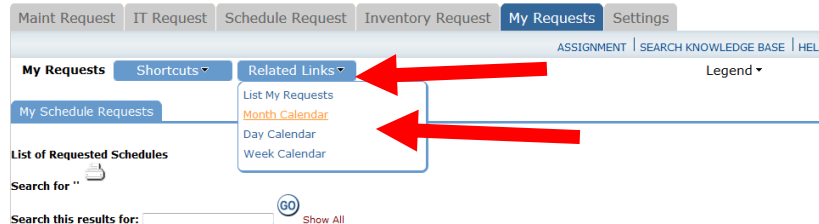


Click on the name of the event (in red text) to view the details of the event.

1011	Submitted	South Presbyterian Church	3/28/2015	<a href="#">View Fees</a>
Event to TEST SD	Inactive	SPC Choir (Test)	Non-recurring	\$0.00
1	Staff			\$0.00

## Calendar View

You can view a Monthly, Weekly or Daily Calendar. Click the **Related Links** tab and select a calendar view.



## Search for a Request

To search for a specific request, type the request schedule number in the “**Search this results for**” box, then click **GO**.



## Cancel/Delete Schedule Requests

**PLEASE NOTE:** To cancel or delete a request, please email [facilityrequest@bergenfield.org](mailto:facilityrequest@bergenfield.org). You **cannot** cancel or delete a Schedule Request from MySchoolBuilding.