How to Become a Community Requester on CCSD Facilities Scheduler

The Office of Facility Rental utilizes a web-based scheduling system called Facilities Scheduler for submitting and approving requests for facilities use. Following is the process for submitting a Facility Rental request for a CCSD facility. If you need more information than this sheet provides, please click on this link for a video tutorial: http://www.screencast.com/t/QDMwADd7Z06r.

If you have any questions concerning your request, please contact:

Julia Kozdron (jkozdron@cherrycreekschools.org, 720-554-4416) for the Cherry Creek, Smoky Hill and Overland feeder areas; OR

Lori LaChapelle (llachapelle2@cherrycreekschools.org, 720-554-4500)
for the Cherokee Trail, Eaglecrest and Grandview feeder areas

Step 1 – Accessing the system

Click this link to get to the individual school calendars:

http://fs-cherrycreek.rschooltoday.com/calendar/index/index/viewtype/1
(Warning: clicking on this link when using Internet Explorer sometimes results in a Java error. If you are having difficulty clicking on this link, copy and paste it into your default browser.)

This link will take you to a calendar page, where you can navigate to the school of your choosing. There you can look at the availability of certain dates and rooms. When searching a calendar, always make sure to click on the “Check Availability” button to refresh the page after you’ve designated your search parameters.

Step 2 - Logging in to the system

At the top of the calendar page is a button labeled Request Facilities. Click it to take you to the main login page.

You can browse the calendar page by school, by location within the school, and by month. After you have selected your school and room location, click Check Availability to refresh the calendar.
Click on this link for an eight-minute video tutorial of how to log in and how to submit a request.

If you have already registered as a requester, go ahead and login. Skip to Step 3. If you've forgotten your password, click on **Forgot your password?** and the system will email it to you.

If you have not used the system before, click on the button **Become a Requester. NOTE: You will not be able to log in until you have been notified via email that you have been approved as a requester.**

Fill out the required * fields with your information.

When choosing a client name, please choose a client name that accurately reflects your organization’s name, i.e., “Girl Scout Troop 1234” as opposed to “Girl Scouts”. Please do not use your own name as the client name.

For a **PIN number**, choose your own alphabetical or numerical sequence. This PIN number will serve as your electronic signature.

For a **password**, choose a password of your liking. (If you forget either your PIN number or your password, the system can help you remember it the next time you log in.)

Click on **Save and Continue to Request Screen** when you are done entering your organization's information.

After you have submitted your registration information, you will need to be approved as a requester before you log back in. Please note that this may take a few minutes or up to a day. Thank you for your patience.
Step 3 – The Facility Request Form

On this page, you’ll be asked to provide details about the activity you’re scheduling and the space, time and date you’d like to schedule.

1) Name of Activity: 
   - Choose one from the list or add a new one.

2) Requested Bookings: Add Date/Times
   - Click on Add Dates/Times to open a pop-up window where you can select your desired dates and times.
   - Click on the date(s) you would like to request. Dates highlighted in red have been selected. There is no limit to the number of dates you may choose, but you may only choose dates that fall within the next school year.

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

Click on the date(s) you would like to request. Dates highlighted in red have been selected. There is no limit to the number of dates you may choose, but you may only choose dates that fall within the next school year.

To the right of the calendar is the place to select your Start Time and End Time. Please make sure your AM’s match your PM’s. Once done, click on Save and Continue.
You will notice that your date(s) and time(s) now appear on this screen. These dates are editable – click on the date or time and an edit box will appear.

You may also add Set Up and Tear Down times on this screen. Click on Select below the parameter.

At this point, add your Location. Click on Select below the column heading Location.

You now have a pop-up window for selecting rooms available for rental at a particular building.

First, choose your Building from the dropdown menu. This is the school at which you want to hold your activity.

**DO NOT SELECT A LOCATION TYPE. This only narrows down the listing of rooms available to a specific type.**

Click on VIEW, just next to the Location Type menu.
You now have a listing of all the rooms available for rental at the school of your choice.

Click on the box next to the room you wish to select, scroll to the bottom of the window, and click Book.

**CONFLICTS:**
If you cannot find a particular location or a location shows up in red, it may signify a conflict – the location you’re trying to reserve is already booked or otherwise unavailable. You may need to change your time, date or location in order for your request to be accommodated. Check back on the Facilities Calendar for more information.

You may now use the same procedure for your Equipment needs and your Attendance numbers for the request. PLEASE include how many people will be attendance at your event, even if it is an estimate.

**Other Information** is where you add any notes for school staff, custodial, security, theater manager, etc. Please indicate here your equipment needs, your set up needs, and any other information needed for the physical layout of your event.

When you are done adding all your information, click on Submit and Exit, unless there are additional requests you’d like to submit at this time.
After you have submitted your registration information, you will need to be approved as a requester before you log back in. Please note that this may take a few minutes or up to a day. Thank you for your patience.

At this point, the system will take you to a page called Facility Request History. Here is where you can track the progress of your request(s). You may log in at any time to see this information.

At the bottom of this page is a Status Key so that you may identify the stage each of your requests is in.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Your request has not been seen yet by an Administrator.</td>
</tr>
<tr>
<td>In-Process</td>
<td>Your request is being reviewed by the Administrator.</td>
</tr>
<tr>
<td>Approved</td>
<td>Your request has been approved by the Administrator.</td>
</tr>
<tr>
<td>Denied</td>
<td>Your request has been denied by the Administrator.</td>
</tr>
</tbody>
</table>