

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/QDMwaDd7ZO6r>.

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 (lachapelle2@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.rschoolday.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

The screenshot shows the 'Facilities Calendar' interface. At the top, there is a 'Request Facilities' button. Below it, there are options to 'Show Location', 'Show Activity', and 'Show End Time', with a 'Check Availability' button next to 'Show Activity'. On the left, there is a list of buildings including Antelope Ridge Elementary, Arrowhead Elementary, Aspen Crossing Elementary, Belleview Elementary (selected), Buffalo Trail Elementary, and Campus Middle School. Below the building list, there is a 'Location' dropdown menu showing options like 'Art Room - Room C148', 'Cafeteria - C127', 'Computer Lab - C143', 'Conference Room - N123/N125', 'Field Use', and 'Foyer - N100'. On the right, there is a 'View: Month View' dropdown, a 'Go to Advanced View' button, and a 'Choose Month & Year' dropdown set to 'May 2012'. Below these options is a calendar grid for Belleview Elementary for May 2012. The calendar shows various reserved rooms and activities, such as '3:35 PM - 4:25 PM RESERVED Room N131 - Kindergarten Enrichment' and '5:30 PM - 7:30 PM RESERVED Cafeteria - C127'. A red arrow points from the 'Request Facilities' button to the 'Check Availability' button.

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.

Cherry Creek School District

Username
Password

Login

[Forgot your password?](#)

Become a Requester

Powered by rSchoolToday

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.**

Click on this link for an eight-minute video tutorial of how to log in and how to submit a request.



Cherry Creek
Facilities Requester Registration Form

I am requesting as a School Staff Member

<p>Your Organization Name & Info:</p> <p>Organization/Client Name: *</p> <p>Address: *</p> <p>City: *</p> <p>State, Zip: *</p> <p>Do you have Liability Insurance?: Yes</p> <p>If so, Insurance Exp Date: -- not entered --- Help</p> <p>Insurance Policy: Upload</p> <p>Do you Pay Sales Tax?: Yes</p> <p>Tax Exempt #: *</p> <p>Desired PIN Number: * Help (for Signing Contracts)</p>	<p>Contact Person – Your Name:</p> <p>Salutation: Mr. *</p> <p>First Name: *</p> <p>Last Name: *</p> <p>Address: (ONLY if different)</p> <p>City: *</p> <p>State, Zip: *</p> <p>Office Phone: *</p> <p>Home Phone: *</p> <p>Mobile Phone: *</p> <p>Office Fax: *</p> <p>Email: *</p>
<p>Desired Login Information:</p> <p>User Name: *</p> <p>Password: *</p> <p>Retype Password: *</p>	

* Required Fields

Type the characters you can see in the image below

<< Back to Login Save & Continue to Request Screen

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

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 make 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.

Facilities Scheduler Ver 4 for Cherry Creek - IRF for Julia Kozdron - Windows Internet Explorer

http://fs-cherrycreek.rschoolday.com/requester/index/newrequest

Welcome Julia Kozdron

rSchoolToday Facilities Requester

Click Here for a Video Tutorial

Sign Out

>> Go to Facilities Scheduler

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

Facility Request Form for Facility Rental

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

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 & Exit Submit & Add Another Copy to add another similar request

Name of Activity. "Troop Meeting," "HOA Meeting," "Basketball Practice"... all of these are examples of activity names.

Requested Bookings is the place where you add your specific information.

Click on **Add Dates/Times**. This will open a pop-up window where you can select your desired dates and times.

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 >>

Start Time: 00 AM

End Time: 00 PM

Save & Continue >>

<< Back

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**.

Welcome Julia Kozdron rSchoolToday™ Facilities Requester

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

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

Facility Request Form for Facility Rental

= fill down on that column

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

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

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Equip.	Setup-Notes	Attendance	Delete	
Tue 08/09/2016	11:00AM	12:00PM	Select	Select	Select	----	Select	Select	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:

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**.

Facilities Scheduler - IRF - Mozilla Firefox

https://fs-cherry creek.rschoolday.com/requester/index/editbookings/erid/1970682/arid/68378/bookFor/dates_all/bld/0/rid/5/hasBookings/0/autoPost/0

Select Location

Building: Location Type:

Show Availability for

- All dates in this request (8)
- Only this date (07/05/2017)
- Pick specific dates

Showing all Locations

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Sample Auditorium (Auditorium (High))	\$0.00 hourly	Sample Building	0	<input type="checkbox"/>	<input type="button" value="View"/>
Sample Classroom (Classroom)	\$0.00 hourly	Sample Building	0	<input type="checkbox"/>	<input type="button" value="View"/>

**Text in RED indicates building/location unavailability*

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.

Facilities Scheduler - IRF - Mozilla Firefox

https://fs-cherrycreek.schooltoday.com/requester/index/editbookings/erid/1970682/arid/68378/bookFor/dates_all/bid/0/rid/5/hasBookings/0/autoPost/0

Select Location

Building: Sample Building Location Type: -- ALL -- View

Show Availability for

All dates in this request (8)

Only this date (07/05/2017)

Pick specific dates

Book Add Selected & Add more Remove Location

Showing all Locations

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Sample Auditorium (Auditorium (High))	\$0.00 hourly	Sample Building	0	<input type="checkbox"/>	View
Sample Classroom (Classroom)	\$0.00 hourly	Sample Building	0	<input type="checkbox"/>	View

*Text in RED indicates building/location unavailability

Book Add Selected & Add more Remove Location

<< Back

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.

Facilities Calendar New Request Request History Profile Info

Facility Request Form for Facility Rental

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

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

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Equip.	Attend-ance	Delete
Fri 05/11/2012	7:00PM	8:00PM	6:45PM	8:15PM	Cimarron Elementary - Gym	Gym (Elem)	Edit Edit	<input type="checkbox"/>

Delete Selected

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:
If you have any questions, please make sure to call the Office of Facility Rental!

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

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.

Welcome Julia Kozdron rSchoolToday™ Facilities Requester

[Sign Out](#)
[Go to Facilities Scheduled](#)

[Click Here for a Video Tutorial](#)

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

Facility Request History for Facility Rental

With questions or changes, contact us at:
Cheryl Workman 720-554-4500
workman3@cherrycreekschools.org

Time Period:

Show Approved Only Show In-Process Only Show All [Delete Selected](#)

Submitted	Activity Name	Building	Location	Location Type	Event Date	Status	As Of	Request	Delete
04/24/2012 10:26AM	Test Request for Linda McTee	Sunrise Elementary	Gym - Large	Gym (Elem)	Mon 04/30/2012	Denied	04/24/2012	View	
04/06/2012 4:59PM	Test for Email Notification	Overland High School	Cafeteria	Cafeteria (High)	Mon 04/30/2012	Denied	04/10/2012	View	
04/06/2012 1:50PM	Test for Email Notification	West Middle School	Cafeteria	Cafeteria (Middle)	Mon 04/30/2012	Denied	04/06/2012	View	
04/06/2012 1:50PM	Test for Email Notification	Walnut Hills Elementary	Cafeteria	Cafeteria (Elem)	Mon 04/30/2012	Denied	04/06/2012	View	
04/06/2012 1:49PM	Test for Email Notification	Village East Elementary	Gym	Gym (Elem)	Mon 04/30/2012	Denied	04/06/2012	View	
04/06/2012 1:49PM	Test for Email Notification	Trails West Elementary	Gym - Room 184	Gym (Elem)	Mon 04/30/2012	Denied	04/06/2012	View	
04/06/2012 1:48PM	Test for Email Notification	Thunder Ridge Middle School	Cafeteria	Cafeteria (Middle)	Mon 04/30/2012	Denied	04/06/2012	View	
04/06/2012 1:48PM	Test for Email Notification	Sunrise Elementary	Gym - Large	Gym (Elem)	Mon 04/30/2012	Denied	04/16/2012	View	
04/06/2012 1:47PM	Test for Email Notification	Smoky Hill High School	Cafeteria	Cafeteria (High)	Mon 04/30/2012	Denied	04/06/2012	View	

Status Key

- Open** Your request has not been seen yet by an Administrator
- In-Process** Your request is being reviewed by the Administrator.
- Approved** Your request has been approved by the Administrator.
- Denied** Your request has been denied by the Administrator

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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.

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 make take a few minutes or up to a day. Thank you for your patience.