

Carver Facility Requests

Quick Step Guide for Requesters

1. Open your Internet Browser (Internet Explorer, Netscape etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.

-Or-

Click on the link below to take you directly to the Schedule Request Tab on the MySchoolBuilding page:

http://www.myschoolbuilding.com/myschoolbuilding/myscheduleneu_wiz1.asp?acctnum=278127120

- *Follow steps 2-6 if you are a first time user or if asked to enter an Organization Account Number.*
 - a. If it is the first time your computer has been to the website, enter the Organization your account number is **278127120**



2. Find a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an icon on your desktop that you can double click the next time you want to sign in.
3. Enter your email and click **Submit**. If prompted to enter your first and last name, do so.



4. Click on Schedule Request Tab if you do not see the screen below. Select your schedule type



5. Fill out all boxes with a mark beside it. Type in your Event name. Click on the drop down arrows to see your selection choices for each box. Choose your event dates by

clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the **Check Availability** button to verify you are not double booking a room.

The screenshot shows a scheduling form with the following fields and options:

- Event Title**: Boy Scouts
- Area**: -- Select Area --
- Location**: Franklin HS
- Rooms**: -- Select Room --, Field House
- Event Date(s)**: 11/16/2004, 11/24/2004
- Start Time**: 4:00 PM
- End Time**: 5:00 PM
- Duration**: 1 hours 00 minutes. Spans over 1 days.
- Tentative Booking?**
- Through Date**

Buttons: View Bookings, View Room Details, Check Availability (multiple instances).

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

Calendar view shows November and December 2004. The date 11/24 is highlighted.

- Follow the same process to fill in the sections on the form making sure to fill in the boxes with the red check mark. At the bottom, enter the submittal password of **carver** and then click the save button.

The screenshot shows a password field with a red checkmark next to the label "Password". Below the field are "Save" and "Reset" buttons.

- Click on the My Request Tab, then Schedule Request. Here you can find up to date information on your requests and what status they are currently in.

The screenshot shows a web application interface with the following elements:

- Navigation tabs: Request, Schedule Request, My Requests, My Settings, Help
- Page title: My Schedule Requests
- Search for: [Search box]
- Search this results for: [Search box] GO Show All
- 1 - 20 of total 163 listed
- Sort Schedules by Organization: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All
- Table of My Schedule Requests:

FSSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Active Schedule	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	
37321	Approved	Pembroke Community Middle School Theatre, Auditorium	Non-recurring	\$0.00
8th Grade Celebration	Yes			\$0.00
1	PCMS Admin		6/10/2005	\$0.00
38232	Approved	Pembroke High School Gym	Non-recurring	\$0.00
8th Grade Patriot League bball	Yes			\$0.00
1	Patriot League Basketball		12/3/2004	\$0.00
34797	Approved	North Pembroke Elementary School Cafeteria	Weekly	\$0.00
Boy Scout Troop #105	Yes		9/14/2004	\$0.00
37	Boy Scouts		6/7/2005	\$0.00