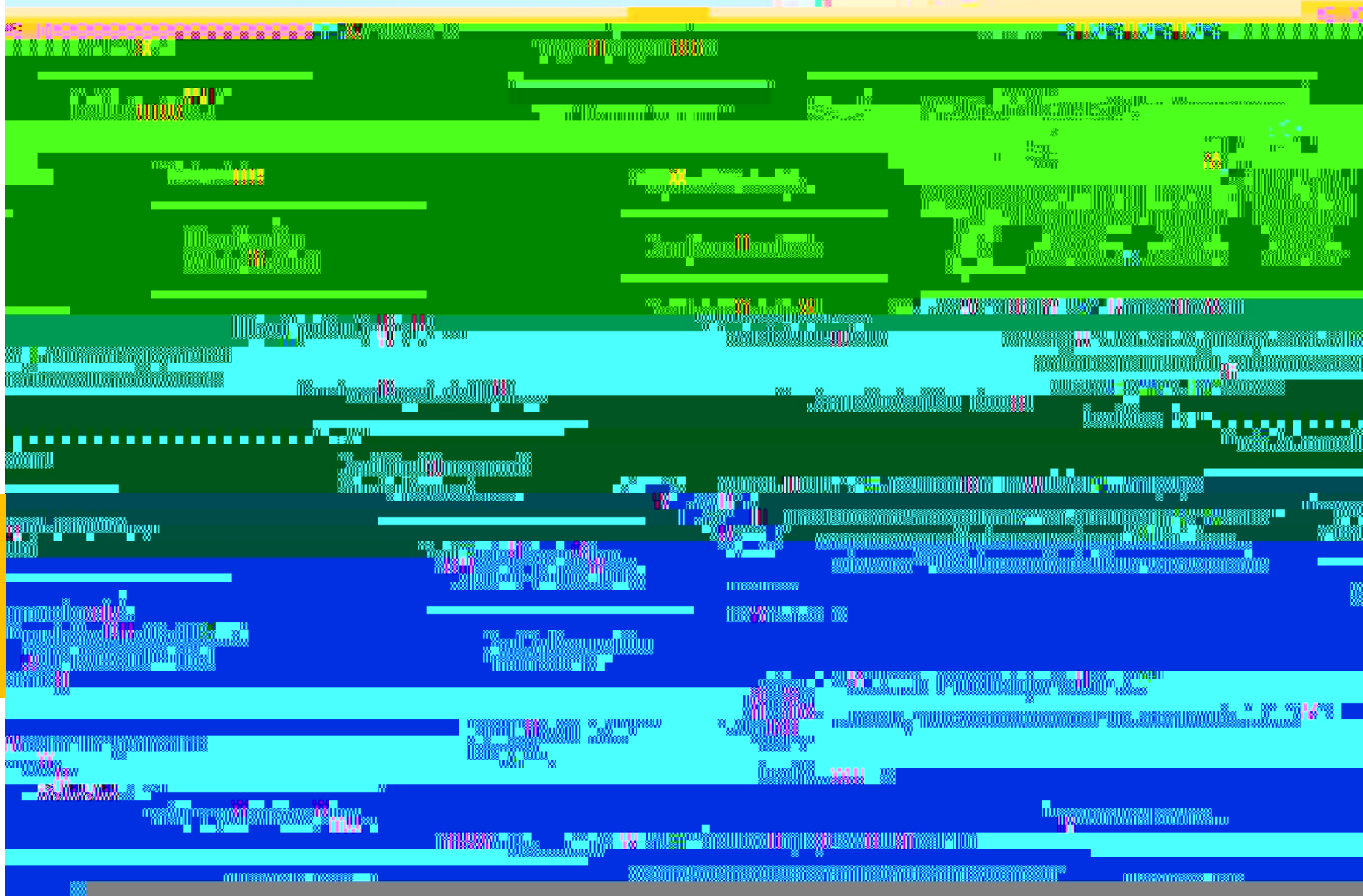


FACILITY RESERVATION REQUESTS

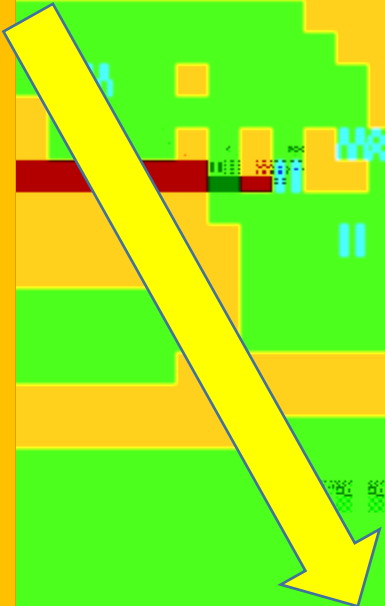
For BISD Employees and Independent district requesters



To make an internal district facility reservation request, go to the "Staff" tab on the BISD website



- Click on Normal Schedule icon (for schedules up to 20 dates and many different rooms, if the location and time are the same)
- Click on Recurring Schedule if you have a schedule that recurs i.e. a meeting that is every Monday for the entire school year.
- Click on Irregular Schedule for schedules that have many different times, dates, rooms



The screenshot displays the 'School Dude' software interface. At the top, there is a header with 'Birdville ISD' on the left and 'School Dude 2005' in the center. Below the header is a navigation bar with several icons. The main area is a calendar grid with dates from 8/27 to 10/1. Each date has a small icon representing a schedule type. A yellow arrow points from the top-left text area to the 'Normal Schedule' icon (a blue square with a white circle) on the date 9/1. The interface also shows a 'Location/areas' dropdown menu with 'Same' selected, and a 'Room' dropdown menu with '000' selected. The bottom of the screen shows a status bar with 'Page 1 of 1' and '10/1/2005 10:00 AM'.



Need Help? Click Here!
Got a problem? Email us

Schedule Request My Requests Settings

HEB 3/10/19
Legend

New Schedule



- Complete only cells that are marked with a red checked box. Your name and email will auto-populate



Name	Last Name	First Name	HEB	Year	Class	Notes
Cathy			<input type="checkbox"/>			
Cathy			<input checked="" type="checkbox"/>			

Email:
 Please be yourself, 'click' here if you are not Cathy

HEB **3/10/19**

Name	Last Name	First Name	HEB	Year	Class	Notes
Cathy			<input type="checkbox"/>			
Cathy			<input checked="" type="checkbox"/>			

Name	Last Name	First Name	HEB	Year	Class	Notes
Cathy			<input type="checkbox"/>			
Cathy			<input checked="" type="checkbox"/>			
Cathy			<input type="checkbox"/>			
Cathy			<input type="checkbox"/>			

• Enter event title



• Select location



• Select Fine Arts Wing or Athletics Wing in Building (to refine to only Fine Arts or gym areas at HHS)



DO NOT CHANGE AREA!

• Click on binoculars to find and select room(s). Type the most common room name in "Quick Search" and click "Go." Check the box next to the room. If you need more rooms, continue using the Quick Search until all rooms are selected, then click OK when done.



July 2018							August 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4			
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29			

Fine Arts Wing

OK Cancel

- Choose one or more dates from the calendar, by clicking on the day.

Use the CTRL key

- Complete start and end times. Be sure to have the correct AM and PM

- DURATION AUTO-POPULATES FOR YOU!!
Do not change it.

- Check room availability: IF THERE IS AN "X" IN THE YELLOW SECTION (YOUR REQUESTED TIME), IT IS NOT AVAILABLE



Organization Information

08

Address

(e.g. contract or permit number)

PO Number

Insurance Info

Company

Coverage

Setup Require

Required Maintenance Services

Contract Administration

Management System

Break Down

Sub

- Choose the appropriate group from the Organization drop down list, or, if your group is not in the list, choose "Campus" from the drop down list, then complete First, Last, email, phone and address. You can also email _____ to add your "organization" to the list and your information will auto-populate when selected.

- Click Custodial box if you need custodial, set up or break down help with your event
- Click Energy Management System if you want heat or A/C



• Click if IT services will be needed.



Required IT Services
 Kitchen Equipment
 Security
 AV Equipment
 Tech Services

• And describe what you need



Service description

•

Number of Adults
Number of Adults
Number of Children

• You can add a file with event details or instructions, if needed



Add Attachment

Add Attachment

• Click "Save" and you are done! Your screen will say, "Your schedule has been saved". You will receive an email when your request is approved



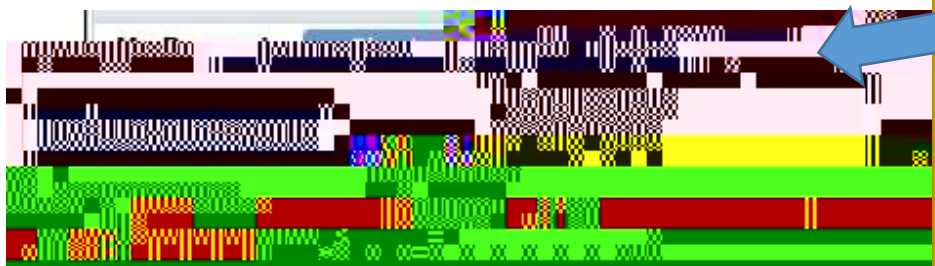
Save

VIEWING THE RESERVATION CALENDAR

For BISD Employees and Individual district requesters

The screenshot displays a calendar interface with a grid of days. Each day contains colored blocks representing scheduled events. A blue arrow points to a specific event block in the middle-left section of the calendar. The interface includes a header with 'Birdville ISD', 'SchoolDude', and 'APPS'. Below the calendar, there are sections for 'Location/areas' and 'Priority' with radio button options for 'Same' and 'Different'. The bottom of the screen shows a list of event details with columns for 'Event Name', 'Location', and 'Priority'.

- To view the calendar of events that have been scheduled, click on "My Requests"



- Hover your mouse over Related Links (next to the Shortcuts menu), then click on Month Calendar, Day Calendar, or Week Calendar



Refresh Calendar

Event Calendar for December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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The chart displays a series of tasks and events across the days of the week. Key tasks include:

- General Crafts (multiple instances)
- Work Order Review (multiple instances)
- Work Order Review (multiple instances)

The chart is color-coded with various colors like blue, green, yellow, and red. There are also some icons and numbers scattered throughout the chart.