

FACILITY USE HOW TO GUIDE FOR STAFF

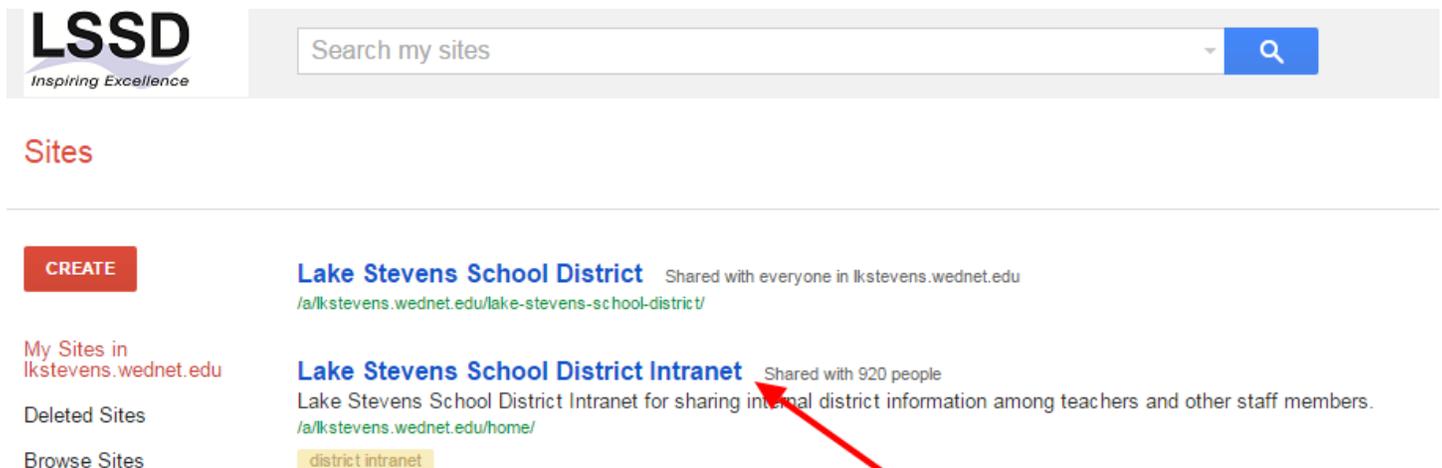
All staff facility reservations are accepted through the staff Intranet using, SchoolDude, an online facility scheduling service. **All facility use is required to have a reservation in SchoolDude.** This includes all school events, after school clubs, staff yoga, meetings, practice, games, etc. If the building is being used entering it in SchoolDude is a must. Using SchoolDude will ensure that your classroom, meeting space, cafeteria, gym, field, etc. is available for your use, you're your event has ensure heating/cooling and lights, and communicates with custodial staff any extra needs. If you are reserving space for an outside organization you must use the community side of the reservation system through the district website under the "Community" tab.

Accessing School Dude for Staff

SchoolDude is accessed through the Staff Intranet. Click on "Staff Intranet" under the "For Staff" tab of the district homepage.



Click on Lake Stevens School District Intranet



Once you are to the Staff Intranet, click on "Staff Facility Use."

Lake Stevens School District Intranet

Navigation

- Intranet Home**
- In District News
- Calendars
- Staff Facility Use**
- Classifieds
- Compliment Corner
- Photo Albums
- Forms Repository
- Personnel Directory
- Building Phone Lists
- Safety
- Technology Help Desk
- Staff Handbooks
- Sitemap

LSSD Intranet Links

- [District Website](#)
- [Business / HR Group](#)
- [Special Services](#)
- [Elementary T & L](#)

Intranet Home

Welcome to the Lake Stevens School District Intranet!

QuickLinks:

[Calendar Video Tutorial](#) | [Docs & Spreadsheets Video Tutorial](#)

Docs & Spreadsheets Google Calendar

[Skyward WESPac](#)

The next screen will have your information already populated-you just have to confirm it's you, or you will have to enter your email address. If the system does not recognize you, please email Tiffini_Schlosser@lkstevens.wednet.edu. She will be able to quickly add you.

First time users will see this screen.

Lake Stevens School District

Welcome! To begin, please enter your email address below.

Email Address

Frequent users will see this screen with your information.

Lake Stevens School District

Welcome Tiffini Schlosser!

First Name

Last Name

Email Address

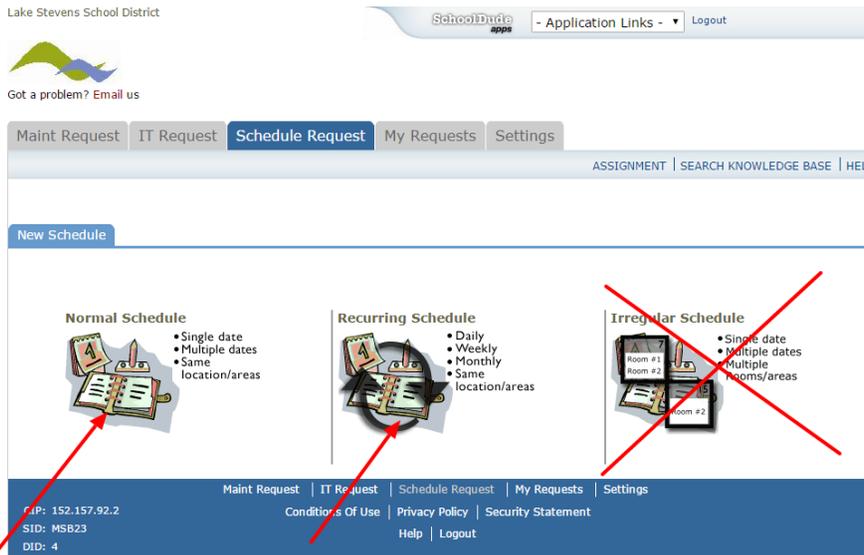
Phone Number

Pager

Mobile Phone

Are you Tiffini Schlosser?

Once you are logged in you will be able to select your schedule preference. You never want to select irregular schedule. You can select normal schedule or recurring schedule. Normal schedule is multiple dates using the same time and same location (up to 20). Recurring schedule is the same days of the (weekly or monthly) using the same time and same location. Select the option that best suits your event.



Enter event info using the Normal Schedule Option. Your event should have a clear title. Select your building, then rooms within that building. Skip the Area option. You can select multiple rooms within a building by holding the CTRL key while selecting rooms. For example, if your event is in a classroom and the commons, you can select both rooms in the same reservation. Use the calendar to add dates to your reservation. Multiple dates can be selected (up to 20) if you are using the same location and times for all days. Enter the start and end time paying close attention to AM & PM. If you need additional time for set-up and clean-up, please note that accordingly. Once all dates and times are selected, click "Check Availability." All district events take priority over community events. If more than one district event is scheduled, then the event scheduled first will take priority. It is recommended that you contact Tiffini Schlosser, facility coordinator, to assist you if a conflict exists.

Booked by

 Email:

 Please be yourself, click here if you are not Tiffini Schlosser

Event Title

 Event Description

Area

 Location

 Rooms

 (Use the CTRL key to select multiple rooms.)

Event Date(s)

March 2016							April 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							1
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Start Time

 End Time

 Setup Begin Time

 Breakdown End Time

 Duration hours minutes. Spans over days.

Enter event info using the **Recurring Schedule Option**. Your event should have a clear title. Select the building, then rooms within that building. You can select multiple rooms within a building by holding the CTRL key while selecting rooms. Select the start and end time paying close attention to AM & PM. You will then select the start day of your event by clicking on the calendar and selecting the start dates. Then you will select the recurrence pattern. The daily option should not be used. You can select weekly or monthly options. If you select weekly you will need to select how often this event should happen. For example, if your event is every week you will enter "1", every two weeks you will enter "2" and for every three weeks you will enter "3". Anything more than every three weeks should use the monthly option. Once your weekly recurrence is selected you need to select the days of the week.

If your event is monthly click the "Monthly" option and select what day of the month (1-31). Then enter how often you want to meet (1-12). For example, your event if your event is the 5th of the month every three month you will enter 5 (for 5th of the month) of every 3 months. If your event is first Tuesday of every month you will use the second monthly option. For example, select first from drop down box and Tuesday and 1 for the every month option.

Lastly, you will select the last day of the recurrence by clicking the correct date within the calendar. You are limited to 100 dates with this option. You may need to enter multiple reservations keeping track of your start and end dates.

Once all information is entered, click "Search." You are verifying that there are no conflicts. If there are, you will need to adjust your reservation accordingly or you can ignore the conflicts and communicate with the facility coordinator to work through the conflicts.

Got a problem? [Email us](#)

Maint Request | IT Request | **Schedule Request** | My Requests | Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend ▾

New Schedule

Welcome! If an outside organization, for profit company is providing services or training then the insurance portion needs to be completed and a Certificate of Liability Insurance needs to be sent to Tiffini Schlosser at the ESC. Please do not use Irregular Schedule when making your request.

Booked by **First Name** **Last Name**

Email

Please be yourself, click [here](#) if you are not Tiffini Schlosser

Event Title

Event Description

Area

Location

Rooms

(Use the CTRL key to select multiple rooms.)

Start Time

End Time

Setup Begin Time

Breakdown End Time

Duration hours minutes. Spans over days.

Start Recurrence

Recurrence Pattern **Daily**

Weekly Recur every week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Monthly Day of every month(s)

The day of every month(s)

End Recurrence

Once your dates, times and location have been entered you will need to select your organization and input contact info. Your organization is your school. If you are at LSHS or CMHS you can select programs. For example, band at LSHS will select LSHS Band or LSHS. **Do not add a new organization.** If you don't see one specific to your club, select your school. You will need to put in your contact information (name, email, extension).

Organization Information

Organization

or new **Type** -- Select Organization Type --

Contact Name -- Select Contact Name --

First Name **Last Name**

Email

Day-Time Phone

Evening Phone

Cellular Phone

Billing Address

Use Organization Billing Address

Document Number (e.g. contract or permit number)

PO Number

Insurance Information

Company

Company **Policy No**

Coverage

Coverage Dates **To**

If you require special assistance during your event please check the appropriate box and add a description in the dialogue coordinating dialogue box. The most commonly used options are Climate Control and Custodian. Climate control will ensure heating/cooling and Custodian will communicate with custodial staff any needs or inform them that room will be in use. You can also communicate the need for extra tables or chairs, etc. Staff/buildings must provide their own laptops for and audio/visual needs. Not all buildings/rooms are equipped to accommodate such requests. WiFi needs can also be specified.

Setup Requirements

Required Maintenance Services

- Athletic Fields
- Climate Control
- Concession Stand
- Custodial
- Food Services
- Performance Management

Required IT Services

- Audio / Visual
- Internet Connection
- PA System
- Projector

Service description

Service description

Rental Requests

Charge Type WiFi Access

Quantity

Rental Description

The last part of the reservation request is entering the number of people attending, other needs (if any), entering the password and clicking save. The system will not allow you to continue if you missed something as part of the reservation.

The password for all staff facility use is "facility." Click "Save."

Number Attending
Number of Adults
Number of Children
Other Needs
Event Visibility Display events on the facilities use calendar Yes No
File Attachments Add New File

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

 Submittal Password [Forgot Password?](#)

Legend

<input checked="" type="checkbox"/>	Required Information
<input checked="" type="checkbox"/>	Insurance Expired

Once your reservation has been submitted the top of the screen will have a message as shown below. You will also receive a confirmation email.

Maint Request | IT Request | **Schedule Request** | My Requests | Settings
ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP
Legend ▾
New Schedule
Welcome! If an outside organization, for profit company is providing services or training then the insurance portion needs to be completed and a Certificate of Liability Insurance needs to be sent to Tiffini Schlosser at the ESC. Please do not use Irregular Schedule when making your request.
Renew Schedule
Schedule has been saved.
 Booked by

First Name	Last Name
Tiffini	Schlosser

Email
tiffini_schlosser@lkstevens.wednet.edu
 Event Title Test