Staff Facility Use How-to Guide

Updated Oct. 2020

All staff facility reservations are accepted through 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, your event has 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.

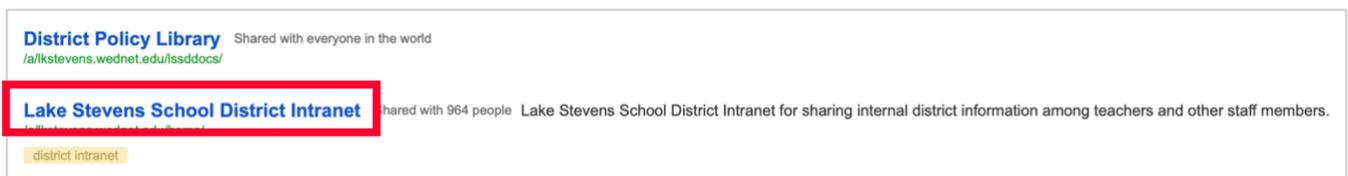## *Accessing SchoolDude through the Staff Intranet*

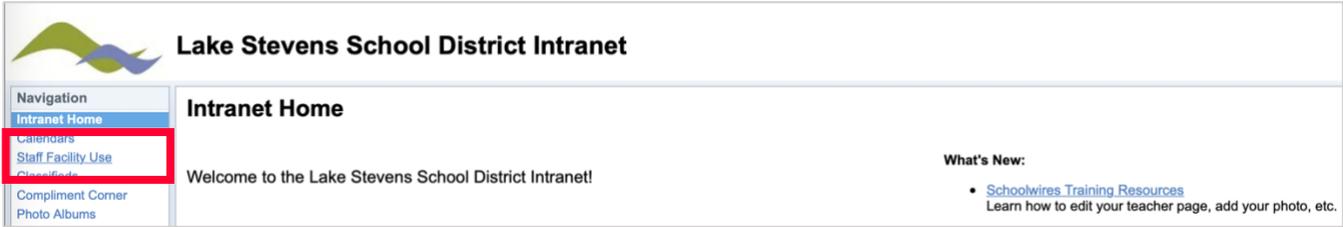1. From the district homepage, click **For Staff**.

2. In the directory, under the letter S, click on **Staff Intranet**. If you are not already signed in to your district email account, you will be prompted to sign in first.
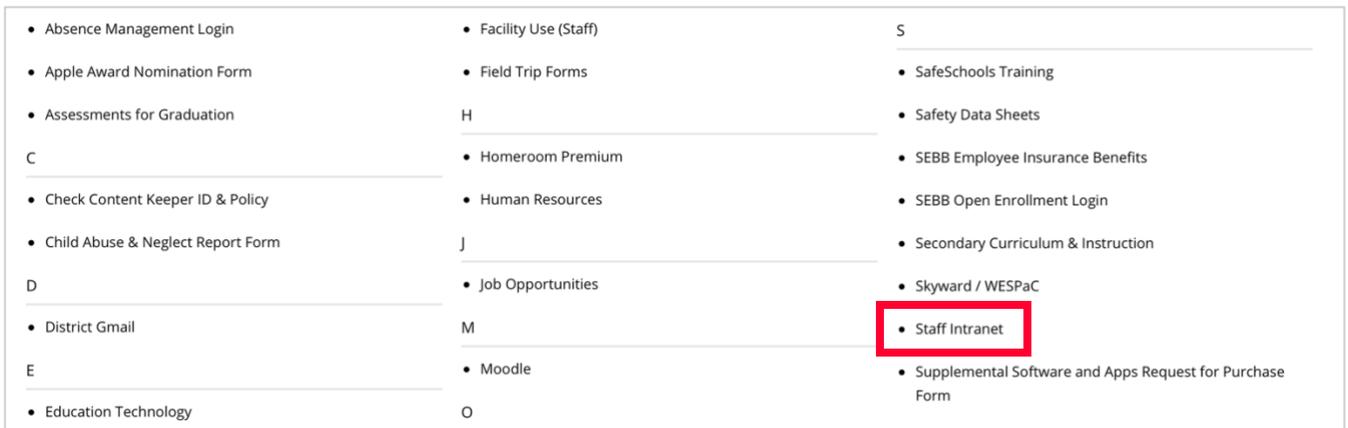
3. Click **Lake Stevens School District Intranet**.

4. You are now on the **Staff Intranet** page. From here, click **Staff Facility Use** in the left-hand menu.

5. If you have **previously reserved a facility**, your sign-in information will auto-populate the fields. You just have to confirm it's you. If the system does not recognize you, please email Kim_Askevold@lkstevens.wednet.edu. She will be able to quickly add you.

    If this is your **first time reserving a facility**, you will need to fill out the registration form. Registration will be complete after you submit your first request.

    Note: New users are not saved until their first request has been submitted.

6. For subsequent requests, you may access SchoolDude from here: https://www.lkstevens.wednet.edu/staff-facility

Normal Schedule Request

1. 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.

2. 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.

3. Use the **calendar icon** 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 a.m. and p.m. If you need additional time for set-up and clean-up, please note that accordingly.

4. 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 Kim Askevold, facility coordinator, to assist you if a conflict exists.

Recurring Schedule Request

1. 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 a.m. and p.m.

2. You will then select the start day of your event by clicking the **calendar icon** 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.

3. Once your weekly recurrence is selected, you need to select the days of the week. If your event is monthly, click **Monthly** 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 months, 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.

4. 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 **Check Availability**. This is to verify that there are no conflicts. If there are, adjust your reservation accordingly or you can ignore the conflicts and communicate with the facility coordinator to work through the conflicts.

Additional Details for Normal & Recurring Requests

1. 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). You may **skip the insurance information**.

2. 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 **Custodial**. Climate control will ensure heating/cooling and Custodial 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. **Wi-fi** needs can also be specified.

3. 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 password for all staff facility use is "facility."** The system will not allow you to continue if you missed something as part of the reservation.

4. Click **Save**. Once your reservation has been submitted, you'll see a message at the top of the screen and receive a confirmation email.