

Quick Step Guide for REQUESTERS with Calendar Feature

DOCUMENT CHECK:

Applicants shall submit the valid certificate of insurance with CVUSD listed as additional insured and proof of non-profit status if you are a non-profit organization before applying for facilities use. Fax the documents to the District at 909.548.6034. It is the responsibility of the applicants to update insurance coverage for the duration of intended events. Approval of facilities use will be delayed or declined if updated documents are not in the District's file.

- 1) Log on to online application web address – Use the link on the District web site: www.chino.k12.ca.us – “Departments” – “Facilities Planning” – “Online Facilities Use Application.” Review and then click “I Accept Terms and Conditions.”
 - If you have been to this website before and have entered a schedule request into the system, you are already registered as a requester. You just need to enter your email address at this time then proceed to step 4.

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

Email Address

- 2) The next screen, you will be prompted to enter your email address click “Submit,” enter your last name then click “Submit” again.

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

Email Address

We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.

Last Name

- 3) Enter your first name then click “Submit.” Please provide a contact phone number (pager, etc. are optional).

First Name <input checked="" type="checkbox"/>	Last Name <input checked="" type="checkbox"/>
<input type="text" value="Mel"/>	<input type="text" value="And"/>
Email Address <input checked="" type="checkbox"/>	
<input type="text" value="meland1970@earthlink.net"/>	
Phone Number	Pager
<input type="text"/>	<input type="text"/>
Cellular Phone	
<input type="text"/>	
<input type="button" value="Submit"/>	

- 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. These are required fields. The system will not save your request if they are not filled out. The Event Description is the title of your event. Click on the drop down arrows to see your selection choices: location, rooms, etc. 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 “Duration” and “Spans Over” (shown below the Setup/Breakdown time) typically will not need to be changed. Most events typically span over 1 day. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are choosing the correct time of day such as “AM” or “PM”.

Event Title Boy Scouts

Area -- Select Area --

Location Franklin HS

Rooms -- Select Room --
Field House

Event Date(s) 11/16/2004
11/24/2004

November 2004							December 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

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

Start Time 4:00 PM

End Time 5:00 PM

Setup Begin Time 4:00 PM

Breakdown End Time 5:00 PM

Duration 1 hours 00 minutes. Spans over 1 days.

Tentative Booking? Through Date

- Follow the same process to fill out the remaining sections on the request form. Be sure to provide all insurance information. At the bottom of the page, you will be prompted to enter the submittal password of (all caps) CVUSD, then click “Save.”

A screenshot of a web form section. It features a checked checkbox labeled "Password" next to a text input field. Below the input field are two buttons: "Save" and "Reset".

- You can review any requests that you have entered into the system. Click on the My Requests Tab then **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

The screenshot shows the "My Schedule Requests" page. At the top, there are navigation tabs for "Request", "IT Request", "Schedule Request", "Inventory Request", "Trip Request", and "My Requests". Under "My Requests", there is a sub-tab for "ASSIGNMENT". Below this, there are links for "My Schedule Requests", "My IT Requests", "My Inventory Requests", and "My Trip Requests".

The main content area is titled "My Schedule Requests" and includes tabs for "List My Requests", "Month Calendar", "Day Calendar", and "Week Calendar". An information icon provides instructions: "Click [arrow] to sort the schedules table by that column. Click [magnifying glass] to view details of the associated schedule. Click on schedule title to cancel/change the schedule."

Below the instructions is a "List of Requested Schedules" section with a "Search for" field and a "GO" button. A red arrow points to a print icon on the right. There are also "Add New Schedule", "Previous 20", and "Next 20" links.

A table lists the schedules with columns: FSSchedule ID, Title, No of Events, Status, Schedule State, Organization, Declined Reason, Location, Room, Recurrence, Start Date, End Date, Event Date, Schedule Fees, Total Invoiced, and Total Collected.

FSSchedule ID	Title	No of Events	Status	Schedule State	Organization	Declined Reason	Location	Room	Recurrence	Start Date	End Date	Event Date	Schedule Fees	Total Invoiced	Total Collected
44344	5th grade Meeting	3	Approved	Activated	5th Grade		Dude High School		Non-recurring				View Fees	\$0.00	\$0.00
44208	5th Grade Play	1	Approved	Activated	5th Grade Class		Dude Elementary School	Gym	Non-recurring			2/23/2008	View Fees	\$0.00	\$0.00

- You can view an event calendar while in the My Requests area. Click on Month, Day, or Week Calendar. When accessing the month calendar, for example, the default will be on the current month/year. You are able to change either of these by clicking on the blue down arrow.

The screenshot shows the "Event Calendar" interface. On the left, there is a "Select Month/Year" section with a dropdown menu for months (March, January, February, March, April, May, June, July, August, September, October, November, December) and a dropdown for years (2008). A red arrow points to the year dropdown. Below the dropdowns is a note: "To display schedules on the below select your search criteria shown on the click 'Refresh Calendar'."

On the right, there are several filter options: "Area" (dropdown), "Location" (dropdown), "Building" (dropdown), "Room" (dropdown), "Start Time" (dropdowns for hour, minute, and AM/PM), "Event Status" (dropdown), and "Organization" (dropdown). A "Refresh Calendar" button is at the bottom.

At the bottom of the interface, it says "Event Calendar for March 2008".

- 8) For the events to show on the month calendar you will need to choose the location (school name) then “Refresh Calendar.” You can also filter your calendar view according to room, organization, etc.

Select Month/Year
 March 2008
 Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".

Area: -- Select Area --
 Location: ORGANIZATION WIDE
 Building: -- Select Building --
 Room: -- Select Rooms --
 (Use the CTRL key to select multiple rooms.)
 Start Time: 1:00 AM and greater
 Event Status: ALL events
 Organization: -- Include ALL Organizations --
 Refresh Calendar

Event Calendar for March 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Presidential Rally Book Swap Powder Puff Football Game Marching Band Tryouts Timberwolves arsity Practice Dance Pregame Bonfire FSBC Team - 2nd schedule

- 9) After you click “Refresh Calendar,” you will see the event titles on the calendar. If you would like more information about a particular event, simply click on the title to view those details.

Schedule ID #44294
Presidential Rally
 Saturday, March 01, 2008
 9:00 AM - 12:00 PM

Event Description

Location PLF-Andy Griffith High School

Building

Room(s) • Auditorium

Organization Andy Griffith Internal Events

Contact(s) • Paul Fletcher,

Last Updated 2/26/2008 9:28:32 AM

Status Approved/active

Tell A Friend Print Event Close Window