BCSC Facility Scheduling System
CREATING A FACILITY USAGE REQUEST
Cheat Sheet

Log on to the system.

Go to Usage > New Request

Step 1: Create a user group.

- Follow all prompts.
- Each event needs to have a user group. If your group isn't already listed, then create a group and follow those prompts. Take care to include the name of your school in your internal groups. If you name your group "Fifth Grade" there is little to differentiate that from Parkside Fifth Grade or Clifty Creek Fifth Grade.
- All BCSC sponsored groups are Class I and non-profit. You don't need to fill out the rest of the details if it is a BCSC sponsored group.
- Non-BCSC sponsored groups need to put in all details.

Step 2: Name your Event

- **Event Name** is mandatory.
- **Event Description** is relatively unimportant.
- **Event Type, Event Category** and **Number of People Expected** are mandatory.
- **Special Requests** can be anything that the user feels needs to be included, **BUT if you are requesting a specific class room number it must be included here**. All public spaces (gyms, cafeterias, commons areas, media centers, etc.) will be listed out separately later, but all classrooms are lumped under one banner.

Step 3: User Agreement and Insurance Letter Upload

All parties need to agree to the agreement. All BCSC groups can select **Skip Upload and Continue to Step 4**. All non-BCSC groups can make either choice.

Step 4: Pick Your Space and Date(s)

- The filter is key here, and every filter must toggled. It should remember the last settings you checked the next time you log in.
- Don't forget to **Apply Filter** to get list of spaces.
- If your group wants more than one space, you will add that **after the next step**.
- Select your first space and the screen will reload giving you a choice to select a date.
- Multiple dates/times can be added on this same screen after a space is selected.
- Pay attention to the **Frequency drop down menu**. It is much easier to choose Weekly and set an end date for a group that meets every week than to manually load in each day.
- When you have added all the dates/times for that particular space, check them to make sure they are available. In the list of dates, there will be a checkmark under Available and one under Request Allowed. If so, **proceed to the next step** where you can add a second space or finalize your request.
- If there is a red circle with a line through it under Available or Request Allowed, then there was a conflict with the information you entered. It could be with the space, times or date. You can enter other information and try again or **go to the calendar function**, toggle the filter to see the space you are requesting and see what the conflict is.

Step 5: Finalize The Request or Add Another Space.

- If you only need the one space, then review the document (you can make deletions by using the red X on the right) and then **Submit Request**.
- At the bottom of this screen in a blue bar is an option button to **Add Another Space** to the request. This will keep everything you have done thus far but allow you the opportunity to book another space in the same building on the same request. The system will only take you back two steps and will remember the last day and time you entered.

The system will not allow a request to be filed for a space that is already reserved. If there are conflicts that need to be resolved, or you need to cancel something that has already been approved, then contact John Johnson and he will mediate/cancel the conflicting events.