

# BCSC Facility Scheduling System

## User General Cheat Sheet

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All events (both internal school groups and external community users) that happen in our buildings outside the regular school day will need to be entered into this scheduling system.

This system will communicate all physical needs for the building to the custodians, inform the HVAC people of all usages and illuminate security needs to the appropriate personnel.

Please submit a request for space for any event/meeting that happens in any BCSC space (including classrooms) for more than 2 people outside of the regular 8:00am-3:00pm school day.

### I. Web Site:

- <http://www.bcsc.districtcalendar.org> Please bookmark
- Each BCSC homepage will have a direct link after January 7, 2013.
- You must request access to the site before you can sign in. BCSC employees are already registered.

### II. Sign In:

- Your login will be the full email address associated with your account.
- John Johnson (376-4236) can reset your password if you forget it.

### III. Calendars:

- There are 2 calendars: a public calendar (Usage > Calendar-Public or the calendar icon on the right side of the home bar) and an event calendar (Usage > Calendar-Event). The **Public Calendar** will only show events that have been approved by all appropriate parties in the system. The **Event Calendar** can show the events that are pending approval, depending on how you set your filters.
- Both Calendars have category filters; you must set the filters for both calendars. Setting the filters for the Event Calendar will not set the filters for the Public Calendar, and vice versa.
- You must open the filter and set every variable to what you want to see. **This must be done for all options.** Make sure to then apply the filter or click update. The system should remember your personal settings the next time you log in.