



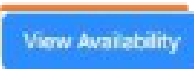





Facilities Schedules

Commonly used Icons in Facilities Schedules

-  **Add/Create** new item (e.g., add Group)
-  **Edit** an existing item (e.g., a User or Group profile)
-  **Help** to open the online Help website
-  **Cancel** procedure or delete selected item

Commonly used Buttons in Facilities Schedules

-  **View Availability** to verify that a space(s) is available to request based on the criteria entered.
-  **Confirm & Submit Request** to submit a completed Request form for approval by the district.
-  **Continue** to select available spaces during a Recurring or Multiple Spaces at the Same Time requests
-  **Add New Group** in the User Profile page

Basic User Quick Start Guide

First-time overview	2
Register new account	3
Log in	6
•Add Group Insurance Information	7
Submit Facility Requests	9
•Three ways to request a facility.	9
•Accessing the <i>Make A Request</i> screen.	10
•Make a New Request	11
•Provide Additional Information	17
• Submit Request	18
Edit a User Profile and Add Groups	19
Edit Group Information	20
Online Documentation	21

First-Time Overview



The first time you use Facilities Schedules, you will need to register for a new user account with a Group Name (e.g., for a district club or Girl Scout troop).

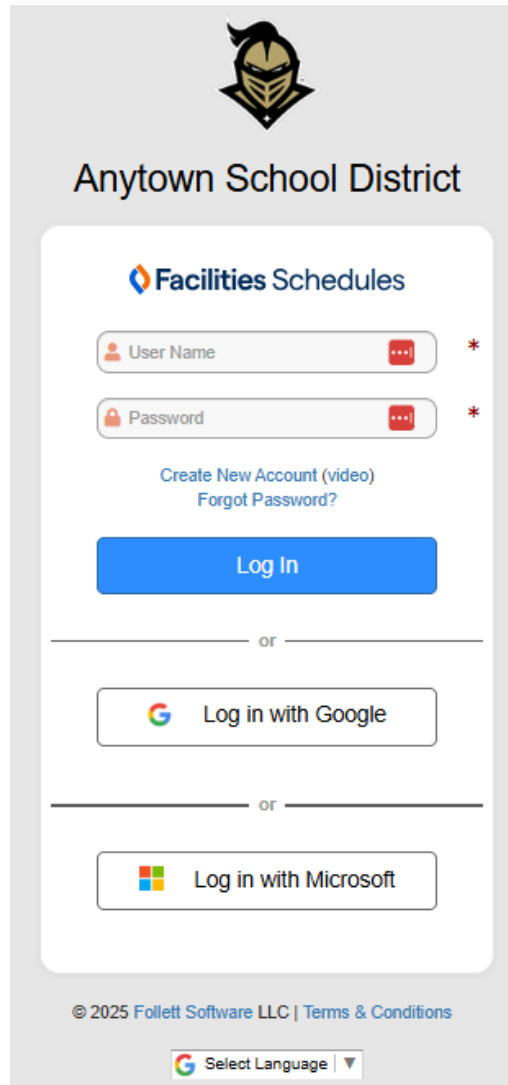
You can also create multiple Group Names under one user account. Adding new Groups is described in the Log In procedure.

This Account setup step is only necessary the first time you use the platform. After that, you will be able to log into your district's Facilities Schedules' account using your email address and password to submit requests for a desired space(s).

Many districts require external (community) Group Managers to upload the Group's insurance certificate (in PDF or JPG format) and enter the insurance expiration date the first time you log into the system as described later in this Guide.



1. Register a new account



Access Facilities Schedules from your district's website

1. Access the Facilities Schedules login screen using your district-specific URL.

Note: The format of the district-specific URL is a two-character State Abbreviation followed by a number-dot-mlschedules.com. E.g.: **http://www.ny9.mlschedules.com.**

The Facilities Schedules login screen similar to the one shown at left will be displayed.

2. Select the **Create New Account** command.

A Register screen will be displayed (see next page) to enter information about yourself and your Group(s).

Note: Once your account is set up, you may want to bookmark the URL for your district's log-in page.



1. Register a new account (cont.)

New Account Setup

Please complete all fields and upload the requested documents (in PDF or JPG format) to create a new Facilities Schedules™ S

•Please note that MasterLibrary CSD requires your Group to have a valid insurance certificate on file. Please upload a

Classification *

- Please Select -

Class	Description
District Groups	District Staff Members
For-Profit Groups	Private parties, commercial, business and profit-making organizations. A rental fee and payment of pers gain.
Government Agencies	All Government Agencies
Non-Profit Groups	The group or organization has been approved by the Superintendent as an "approved school-related gro required. Class 2 groups will be charged a custodial fee if a custodian is required outside of normal worki

User Information

First Name *

Last

Phone Number

E-mail Address *

Con

Password *

Con

Group Information

If you are an internal staff member who will be submitting requests on your own behalf (i.e. not for a group, team, club, etc),

Enter User and Group information

From the Register screen:


3. Enter all of the requested data including:

User Information

- First and Last name
- Email address including confirmation
- Password with confirmation

Group Information

- Your Group's Name
- A phone number with area code included
- Street and Mailing address

Facilities Suite
formerly MasterLibrary

4

1. Register a new account (cont.)

Additional Group Information

External / Outside Groups: Upload the Group's Certificate of Insurance and its Expiration Date.

<input type="button" value="Choose File"/> No file chosen	Expiration Date <input type="text"/>
---	---

Additional Group Files

Proof of Non-Profit Status ⓘ	<input type="button" value="Choose File"/> No file chosen
Group Roster ⓘ	<input type="button" value="Choose File"/> No file chosen

Files marked with ★ are required.

☐ I'm not a robot



reCAPTCHA
Privacy · Terms

Create User Account

Additional Group Information Select a Group Classification from the drop-down menu. If you will be submitting requests on behalf of a **nondistrict group** (e.g., scout troop, community athletic league), it is highly recommended that you:

- Use the **Choose File** button to upload a copy of the group's current insurance certificate (PDF or JPG), and;
- Enter the insurance **Expiration Date**.

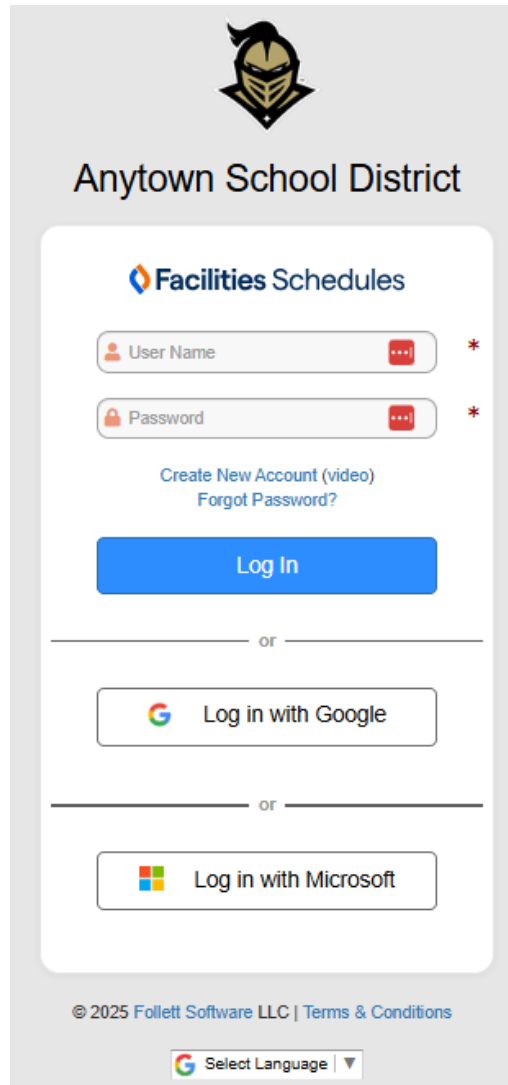
Note: If the Classification you have chosen requires insurance, you will need to upload insurance before selecting **Create User Account**.

When all the data is entered:

4. Select the **Create User Account** button at the bottom of the screen.

An email message confirming your registration will be sent to you. Please keep this message for your records.

2. Log in



The screenshot shows the login interface for the Anytown School District Facilities Schedules system. At the top is the district's logo and name. Below is the 'Facilities Schedules' header. The login form includes fields for 'User Name' and 'Password', both marked with red asterisks. There are links for 'Create New Account (video)' and 'Forgot Password?'. A blue 'Log In' button is prominently displayed. Below the button, there are options to 'Log in with Google' and 'Log in with Microsoft', separated by 'or' text. At the bottom, there is a copyright notice for Follett Software LLC and a language selection dropdown.

Log into Facilities Schedules You can now start making space reservations. If you are not already in your account:

1. Access the Facilities Schedules login page by going to your district specific URL
2. Enter your **Username** (i.e., email address) and **password**.
3. Select the **Log In** button



Add Group Insurance Information

User Information

First Name

ML

Last Name

Admin

E-mail Address

admin@masterlibrary.com

Phone Number

Email Reminder: This will send a daily email for events scheduled for the following # of days

7

Default Homepage

Calendar

Profile Picture

Upload Image

Reset Password

Save User Information

Receive Individual Request Approved Emails

Group Information

+ Add New Group

Group Name	Group Classification	Group Status	
Allentown Youth Baseball	Non-Profit Groups	Approved	<div><div></div><div></div></div>

If your district requires non-district group insurance information, your User Profile screen will be displayed the first time you log into the software.

The Group Information section of the screen lists all the groups for which you have administrator privileges. To add the required group insurance information:

1. Select the **Edit** button next to the Group name to display a new window with the selected Group’s current information.

In the **Insurance Information** section of the Group Information screen:

Add Group Insurance Information (cont.)

Insurance Information
[\(View Current File\)](#) [Remove File](#)

Choose File

No file chosen

7/31/2024

Insurance Expiration Date

Additional Files

Proof of Non-Profit Status	<div>Choose File</div> No file chosen
Group Roster	<div>Choose File</div> No file chosen

Files marked with ★ are required.

Classification
MasterLibrary CSD - Non-Profit Groups
Group Status Approved

Group Managers

Name	E-mail	Phone	
Allen Barry	abarley09+01@gmail.com	(585)948-3700	
ML Admin	admin@masterlibrary.com		

Add Group Manager

Group Contacts

Name	E-mail	Phone
------	--------	-------


Add Contact to Group

Save Group

2. Select the **Choose File** button and navigate to the desired file from your local drive. Select **OK**.
3. Enter the **Insurance Expiration Date** field.
4. Select the **Save Group** button.

Your User Profile screen will be displayed.

Notes:

- You will only need to perform this procedure once per Group that you manage
- The red flag icon  will be displayed after login next to your email address in the top white bar if your Group's insurance information is about to or has already expired.

3. Submit Facility Requests

Three ways to Request a Facility There are three ways to submit a Facility Use Request with the Facilities Schedules:

- A. By selecting a specific time and date.
- B. By selecting a specific space (calendar view).
- C. Viewing multiple spaces at the same time (e.g., gym, locker rooms, and concession area).

Regardless of the way you make your request, the same procedure is used from the **Make A Request** screen (as shown at left). This screen can be accessed in a number of ways as described on the next page.

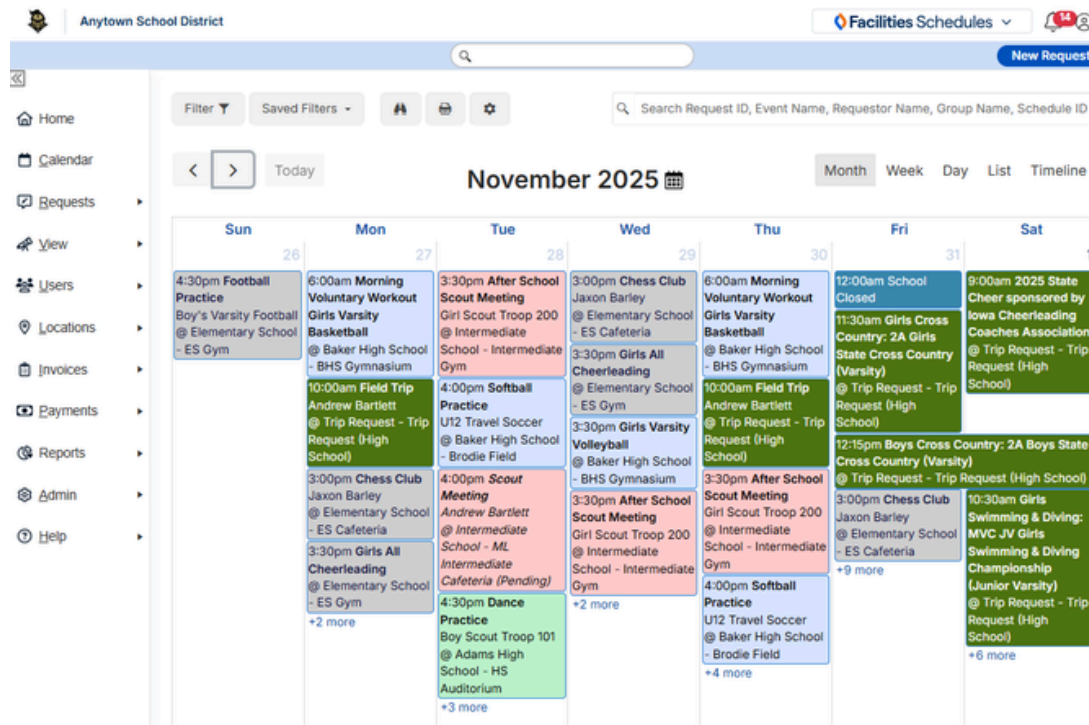
The screenshot shows the 'Make A Request' form in the Facilities Schedules system. The form is titled 'Make A Request' and includes a sidebar with navigation links: Home, Calendar, Requests, View, Users, Locations, Invoices, Payments, Reports, Admin, and Help. The main form area contains the following fields:

- Select Group** (dropdown menu) or **Request on Behalf of** (dropdown menu)
- Site(s)** (dropdown menu: - Select Site -)
- Space(s)*** (dropdown menu: - Select Space -)
- Frequency*** (dropdown menu: One Time Event)
- Date & Time Information**
 - Start Date *** (text input)
 - End Date *** (text input)
 - Start Time *** (text input, including Setup)
 - End Time *** (text input, including Breakdown)

A blue button labeled 'View Availability' is located at the bottom left of the form. A note at the bottom right states: 'Note : Entries marked with (*) denotes a required field'.



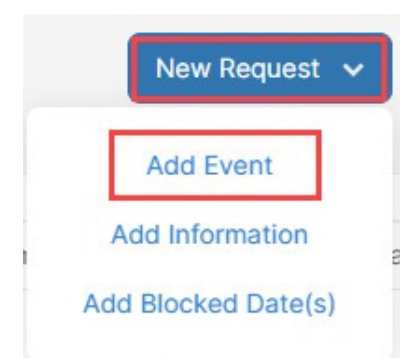
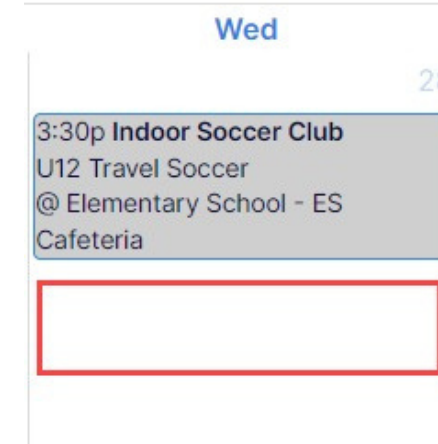
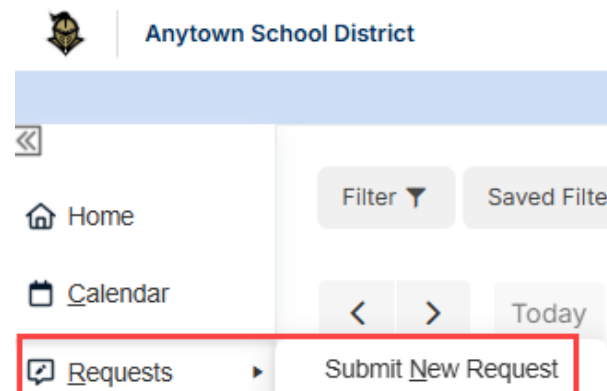
3. Submit Facility Requests (cont.)



Accessing the *Make A Request* Screen

There are a number of ways to access the **Make A Request** screen:

1. By selecting **Requests > Submit New Request** from the left-panel toolbox on any screen (*below left*).
2. By double clicking an **open day/time slot** on the calendar panel (*below center*) from the default screen (*shown at left*).
3. By selecting **New Request > Add Event** at the top right of the screen on any screen (*below right*).



3. Submit Facility Requests (cont.)

The screenshot shows the 'Make A Request' interface. At the top, there's a header for 'Anytown School District' and 'Facilities Schedules'. A search bar and a 'New Request' button are also present. The main form area has several sections: 'Make A Request' with a 'Select Group' dropdown and a 'Request on Behalf of' dropdown; 'Site(s)' with a '- Select Site -' dropdown; 'Space(s)*' with a '- Select Space -' dropdown; 'Frequency*' with a 'One Time Event' dropdown; and 'Date & Time Information' with four input fields: 'Start Date*', 'End Date*', 'Start Time* (including Setup)', and 'End Time* (including Breakdown)'. A 'View Availability' button is located at the bottom left of the form. A note at the bottom right reads: 'Note : Entries marked with (*) denotes a required field'.

Make a New Request

All request types require three basic steps:

1. **Search** spaces by date(s) for availability.
2. **Provide** additional information including the need for support personnel and/or equipment.
3. **Confirm** and submit your Request.

To request an available space:

1. Select **New Request > Make New Request** from the upper right of the screen or use one of the other two access methods shown on page 15.

The **Make A Request** screen will be displayed. If you only manage one group, the group name will be displayed in the *Select Group* menu.

3. Submit Facility Requests/Make A New Request (cont.)

Site(s)

- 2a. **If managing more than one Group:** Select the desired group from the *Select Group* drop-down menu.
- 2b. **If submitting the Request on behalf of another user:** Select the user from the *Request on Behalf of* menu.
3. Select the location(s) of the space you want to reserve from the **Site(s)** drop-down menu.

Multiple Selections: To select multiple options in the **Site(s)**, **Space(s)** and other menus:

- Select your first option. A tag with the selected name will appear at the top of the menu.
- Select the Site(s) field again to select other options.
- Each selected site will appear as a tag at the top of
- Select the **x** in each tag to delete the selection.

3. Submit Facility Requests/Make A New Request (cont.)

4. Select the desired space(s) from the **Space(s)** drop-down menu. Make multiple selections, if desired.
5. Select a request **Frequency** from the drop-down menu. Available options include:
 - One Time Event (*default*)
 - Every Other Week
 - Daily
 - Multiple Days Per Week
 - Daily - Weekdays only
 - Monthly
 - Weekly
 - Custom Frequency

5a. **Multiple Days Per Week:** Select the desired days for the weekly event (*left center*).

5b. **Custom Frequency:** Select the desired dates from the drop-down calendar (*left bottom*) selecting as many dates as needed.

3. Submit Facility Requests/Make A New Request (cont.)

Anytown School District

Facilities Schedules

New Request

Make A Request

Boys JV Football ((ML Admin)) or Request on Behalf of

Site(s)

× Adams High School × Elementary School

Space(s)*

- Select Space -

Frequency*

One Time Event

Date & Time Information

Start Date* End Date*

Start Time* End Time*

(including Setup) (including Breakdown)

View Availability

Note : Entries marked with (*) denotes a required field

The application will calculate all other Frequency settings based on the **Starting Date** selected in step 6.

6. Select **Start and End Dates** from the drop-down calendars.

Note: If the **Make A Request** screen was accessed from the calendar panel, these fields will be prefilled with the date selected on the calendar.

7. Select **Start and End Times** from the drop-down menus. Be sure to include all setup and breakdown times in these settings.
8. Select the **View Availability** button.



3. Submit Facility Requests/Make A New Request (cont.)

4:45pm

Start Time *
(including Setup)

5:15pm

End Time *
(including Breakdown)

Space(s) Available?

Space	Start Date	Start Time (incl. Setup)	End Date	End Time (incl. Breakdown)	Available
<input type="checkbox"/> ES Cafeteria	<input type="text" value="5/23/2024"/>	<input type="text" value="4:45pm"/>	<input type="text" value="5/23/2024"/>	<input type="text" value="5:15pm"/>	YES
<input type="checkbox"/> ES Gym	<input type="text" value="5/23/2024"/>	<input type="text" value="4:45pm"/>	<input type="text" value="5/23/2024"/>	<input type="text" value="5:15pm"/>	YES
<input type="checkbox"/> MS Auditorium	<input type="text" value="5/23/2024"/>	<input type="text" value="4:45pm"/>	<input type="text" value="5/23/2024"/>	<input type="text" value="5:15pm"/>	YES
<input type="checkbox"/> MS Cafeteria	<input type="text" value="5/23/2024"/>	<input type="text" value="4:45pm"/>	<input type="text" value="5/23/2024"/>	<input type="text" value="5:15pm"/>	YES

View Availability

Continue

Note : Entries marked with (*) denotes a required field

A list of each occurrence showing an **Available** status (YES or NO) for the selected space will be displayed. If the desired space is available for the selected start date, times and frequency, **YES** will be displayed in the **Available** column.

Note: If the desired space is not available, try changing one or more of the field settings to find available spaces that meet your group’s needs.

6.If you searched for multiple sites/spaces:

Select the Delete icon (☐) for any spaces that you don’t want included on the request.

7. Select the **Continue** button to confirm the request. You will now be able to add more event data.

3. Submit Facility Requests/Make A New Request (cont.)

If the desired space is not available for the selected start date, times and frequency, **NO** will be displayed in the Available column. To find available spaces:

- Enter different dates and/or Start and End Times.
- The **Available** status will change to **YES** if available.
- Select the available space and proceed to step 6 above.

Notes:

- To search using different parameters, enter new field data and select the **View Availability** button.
- You can edit the **Start and End Date and Time** fields before selecting **Continue** to confirm your entries and proceed to the next step of the request process.

3. Submit Facility Requests (cont.)

Confirm Your Request:

> [Go back to previous screen](#)

[View Requested Events](#)

[View Photos](#)

EVENT INFORMATION*

Event Name*

0 Minutes for Setup 0 Minutes for Breakdown

Select Event Type

Event Notes (Set Up Directions, Other Instructions, etc)

ADDITIONAL INFORMATION* (Some field(s) are required in this section)

Purpose of Trip

Will Prepared Food Be Sold?

Number of People Attending*

of Children Attending

Do you need Heating or Cooling?

Are you requesting access to the Concession Stand?

Do you need the basketball hoops lowered?

AED / First Aid / CPR Certified Person

Provide Additional Information

After confirming that the requested space(s) meet your needs, a screen will be displayed where you can:

- Provide additional information for the district including how the event should be displayed on its calendar.
- Select required seating, equipment and support staff.
- Upload attachments such as setup drawings, event registration forms, attendee lists, etc.
- Confirm that you agree to all terms and conditions, sign the form, and submit it for processing.

Note: Use the arrow buttons to the upper right of each section to view its contents. Available options will vary by district based on local preferences.

8. Complete the **Event Information, Additional Information, Calendar Information,** and **Attachments** sections as needed.

Submit Request

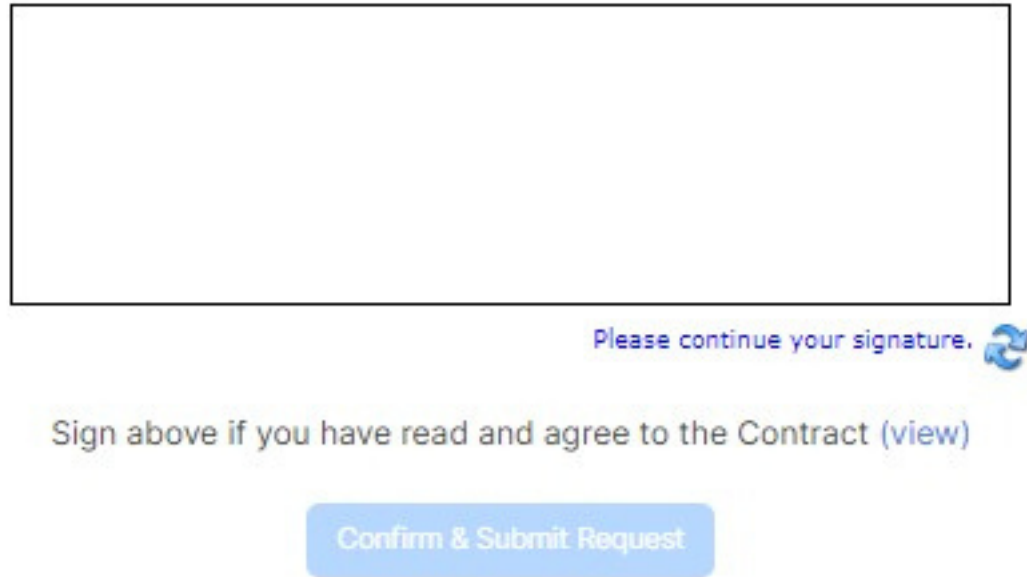
Once all desired additional event information has been completed:

9. Select the checkbox signifying you have read and agree to the district's terms of use.

Note: The Terms of Use are usually available from the district's website.

10. Using a mouse (or your finger on a tablet or phone), sign your name in the box.

11. Select the **Confirm & Submit Request** button to submit the Request for review and approval.



The screenshot shows a digital signature interface. At the top is a large, empty rectangular box for signing. Below the box, the text "Please continue your signature." is displayed in blue, followed by a small blue circular icon with a white arrow. Below this, a line of text reads "Sign above if you have read and agree to the Contract (view)". At the bottom of the form is a blue button with the text "Confirm & Submit Request" in white.

A thank-you screen will confirm that your Request is being processed. You will be notified of its progress via email.

Note that the requested space will now appear as **Pending Approval** to other basic users when searching spaces if your district has enabled this feature.

Edit a User Profile / Add Groups

Anytown School District

Facilities Schedules

14

HomeCalendarRequestsViewUsersLocationsInvoicesPaymentsReportsAdminHelp

Manage Profile

Group insurance on file is invalid, please edit your Group and update your Insurance file and expiration date.

User Information

First Name

ML

Last Name

Admin

E-mail Address

admin@masterlibrary.com

Phone Number

Email Reminder: This will send a daily email for events scheduled for the following # of days

7

Default Homepage

Calendar

Profile Picture

Upload Image

Receive Individual Request Approved Emails

Receive Individual Request Pending Emails

Reset Password


Save User Information

Group Information

+ Add New Group

Group Name	Group Classification	Group Status
Allentown Youth Baseball	Non-Profit Groups	Approved

Edit Group Manager (User) information

1. Select the Profile icon () located at the top right of the screen. The **Manage Profile** screen will be displayed.
2. Select and enter the new data in the desired fields.
3. Select the **Save User Information** button. The updated information will be displayed.

Add a New Group

1. Select the **Add New Group** button. An **Add New Group** window will be displayed (see example on next page).
2. Enter the new Group information in all fields.
3. Select the **Save Group** button. The User Profile screen will be displayed with the new Group information.

Edit Group Information

1. Select the **Edit** button next to the Group name (see previous page) to display a new window with your current information.
2. Enter the new data in the desired fields.
3. Select the **Save Group** button.

The User Profile screen will display the new Group which will also appear in your Group drop-down menu when submitting a Facility Use Request.

Facilities Schedules - Update Group Information

Group Information
Please enter all fields for the Group you are managing.

Allentown Youth Baseball
Group Name

123 Main St.
Group Mailing Street Address

New York
State

(585)858-5859
Group Phone Number

Allentown
City

12345
Zip

Insurance Information
(View Current File) Remove File
Choose File No file chosen

Anytown School District requires an insurance certificate for all community users. Each organization must have \$1,000,000 in general liability coverage. The district must be listed as the certificate holder. Please use the following address: Anytown School District 123 Main St. Rochester, NY, 14623

7/31/2024
Insurance Expiration Date

Additional Files

Proof of Non-Profit Status	Choose File	No file chosen
Group Roster	Choose File	No file chosen

Files marked with ★ are required.

Classification
MasterLibrary CSD - Non-Profit Groups
Group Status Approved

Online Documentation

When you're logged into Facilities Schedules, comprehensive online documentation can be accessed from any screen by selecting the Help Icon (?) from the gray header menu displayed at the top of all pages..

If you have a suggestion on how to improve the usability of Facilities Schedules or this *Quick Start Guide*, please use the Contact Us form.

Thanks for using Facilities Schedules!

Thanks for trusting your district's facility use requests to Facilities Schedules. We hope you found this *Quick Start Guide* helpful.

Remember to follow the step-by-step text instructions and graphics that indicate your place in the process.