

## Quick Step Guide for Requesters

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar:

<http://schools.webster.k12.mo.us/facilityrequest>

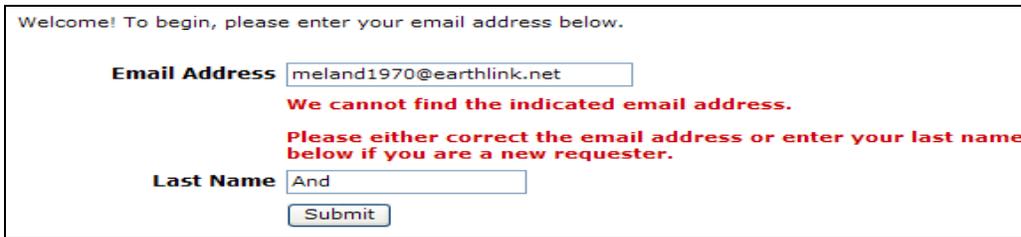
- If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.



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

**Email Address**

- 2) On 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.

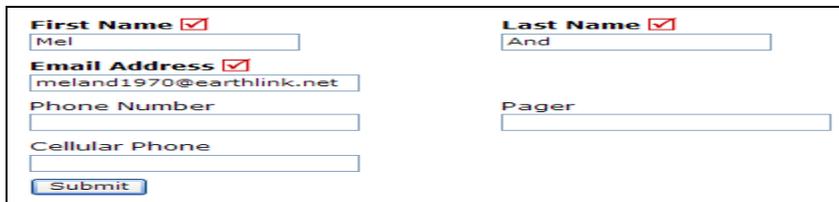
**Email Address**

**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 the following information then click submit.



**First Name**

**Last Name**

**Email Address**

**Phone Number**

**Pager**

**Cellular Phone**

- 4) Click on Schedule Request Tab if you do not see the screen below. Select your schedule type.



Schedule Request My Requests My Settings

New Schedule

**Normal Schedule**

- Single date
- Multiple dates
- Same location/areas

**Recurring Schedule**

- Daily
- Weekly
- Monthly
- Same location/areas

**Irregular Schedule**

- Single date
- Multiple dates
- Multiple Locations/areas

- 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”**.

The screenshot shows a web form for booking an event. The form includes the following fields and options:

- Event Title**: Boy Scouts
- Area**: -- Select Area --
- Location**: Franklin HS
- Rooms**: -- Select Room -- (Field House)
- Event Date(s)**: 11/16/2004, 11/24/2004
- 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

A red arrow points to the **Duration** field. A calendar widget is visible for the event dates, showing November and December 2004. A note below the calendar states: "Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation." Buttons for "View Bookings", "View Room Details", and "Check Availability" are also present.

Follow the same process to fill out the remaining sections on the request form. At the bottom of the page, you will be prompted to enter the submittal password. The password is **webster**, type that in password box then click save.

The screenshot shows a password field with a red checkmark icon and the label **Password**. Below the field are two buttons: **Save** and **Reset**.

- 6) 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.

### My Schedule Requests

 Click  to sort table by that column.

Search for "



Search this results for:   Show All

[Add New Schedule](#)

[Previous 20](#) [Next 20](#)

1 - 20 of total **163** listed  
 Sort Schedules by Organization  
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

FSSchedule ID 	Status 	Location 	Recurrence 	Schedule Fees 
Title 	Active Schedule 	Room 	Start Date 	Total Invoiced 
No of Events 	Organization 		End Date 	Total Collected 
	Declined Reason 		Event Date 	
37321 8th Grade Celebration 1	Approved Yes PCMS Admin	Pembroke Community Middle School Theatre, Auditorium	Non-recurring  6/10/2005	\$0.00 \$0.00 \$0.00
38232 8th Grade Patriot League bball 1	Approved Yes Patriot League Basketball	Pembroke High School Gym	Non-recurring  12/3/2004	\$0.00 \$0.00 \$0.00
34797 Boy Scout Troop #105 37	Approved Yes Boy Scouts	North Pembroke Elementary School Cafeteria	Weekly 9/14/2004 6/7/2005	\$0.00 \$0.00 \$0.00