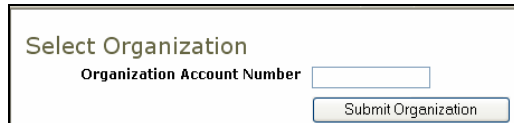


## Quick Step Guide for Requesters

1. Open your Internet Browser (Internet Explorer, Netscape etc...) and type in [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in the address bar and press Enter or click on **Go**.

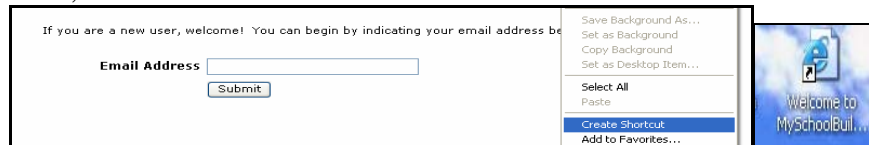
- *Follow steps 2 if you are a first time user or if asked to enter an Organization Account Number.*
  - a. If it is the first time your computer has been to the website, enter the Organization your account number is **779265604**



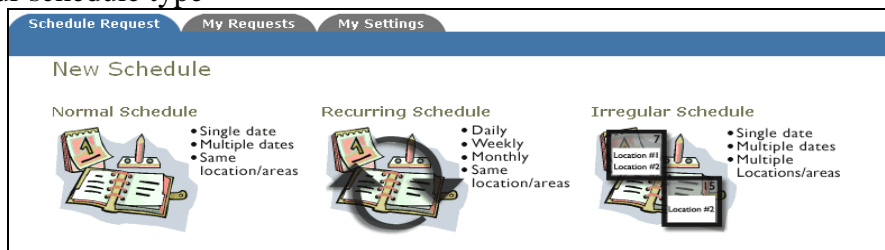
You may also copy this link and paste it into the web address window for your browser:

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=779265604>

2. Find a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an icon on your desktop that you can double click the next time you want to sign in. Enter your email and click **Submit**. If prompted to enter your first and last name, do so.



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



4. Fill out all boxes with a  mark beside it. Type in your Event name. Click on the drop down arrows to see your selection choices for each box. 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.

**Event Title**

**Area** -- Select Area --

**Location** Franklin HS

**Rooms** -- Select Room --  
Field House

(Use the CTRL key to select multiple rooms.)

**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?

5. Follow the same process to fill in the sections on the form making sure to fill in the boxes with the red check mark. At the bottom, enter the submittal password of Bombers and then click the save button.

**Password**

6. Click on the My Request Tab, then Schedule Request. Here you can find up to date information on your requests and what status they are currently in.

Request | **Schedule Request** | My Requests | My Settings | Help

Requests | My Schedule Requests |

### My Schedule Requests

Click to sort table by that column.

Search for ""

Search this results for:   Show All

1 - 20 of total 163 listed Add New Schedule  
◀ Previous 20 Next 20 ▶

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<br>8th Grade Celebration<br>1             | Approved<br>Yes<br>PCMS Admin                | Pembroke Community<br>Middle School<br>Theatre, Auditorium | Non-recurring<br><br>6/10/2005  | \$0.00<br>\$0.00<br>\$0.00 |
| 38232<br>8th Grade Patriot League<br>bball<br>1 | Approved<br>Yes<br>Patriot League Basketball | Pembroke High School<br>Gym                                | Non-recurring<br><br>12/3/2004  | \$0.00<br>\$0.00<br>\$0.00 |
| 34797<br>Boy Scout Troop #105<br>37             | Approved<br>Yes<br>Boy Scouts                | North Pembroke<br>Elementary School<br>Cafeteria           | Weekly<br>9/14/2004<br>6/7/2005 | \$0.00<br>\$0.00<br>\$0.00 |