

# Litchfield School District SAU #27

## Staff Facility Requests Quick Step Guide for New Requesters

In order to request the use of facilities, you must log into FS Direct (School Dude). There are a few ways to do this:

- Open your Internet browser and in the address bar type [www.myschoolbuilding.com](http://www.myschoolbuilding.com) and press Enter or click on **Go**.
- Click on the link below to take you directly to the Schedule Request Tab on the MySchoolBuilding page: <https://login.myschoolbuilding.com/msb/?acctNum=45151819&productID=FSD>
- Go to the Litchfield School District website and click on the Staff Facility Requests button under Important Resources.



- As a first time user, you will need to register. Click the arrow next to Register Here as shown below.

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Got a problem? [Email us](#)

Current SchoolDude User? [Login Here!](#)

Email  Password

[Forgot Password?](#)

**Never Submitted a SchoolDude Request? Register Here!** 

- Once you click the arrow next to Register Here, you will see a registration screen. The Account Number should be filled in, but if does not contain a number, enter **45151819**.

Never Submitted a SchoolDude Request? Register Here! 

Account Number

First Name  Last Name

Phone Number

Email

New Password

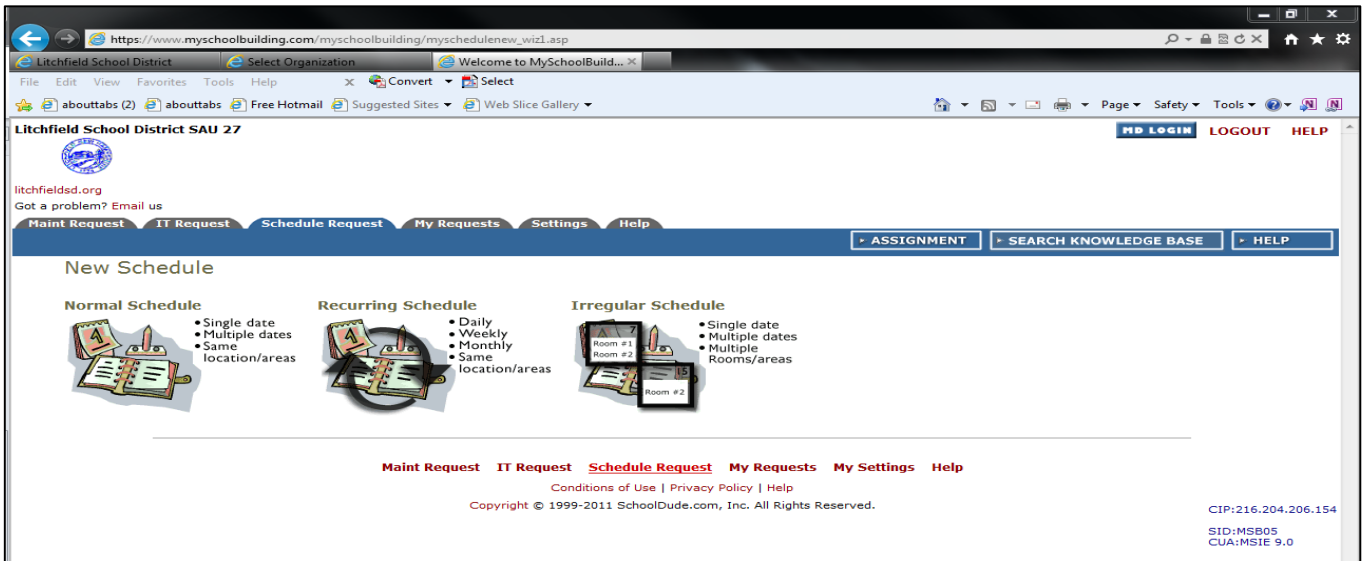
Passwords are case sensitive and must be at least six characters long.

Confirm Password

NOTE: Registration will be complete after you submit your first request. New users are not saved until their first request has been submitted.

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- Once you have completed your registration and confirmed your password, you should see:



- Choose the type of schedule you require for your event(s).

**(Important Note:** If you do not see the screen above, click on the **Schedule Request** tab, then on the **Schedule Type** you require for your event(s).)



**Normal Schedule:** Maximum 20 Event Dates  
**Recurring Schedule:** Maximum 100 Event Dates  
**Irregular Schedule:** *Not applicable for Litchfield School District*

**FILL OUT ALL BOXES WITH A  MARK BESIDE IT. THESE ARE REQUIRED FIELDS.**

- Once in the Schedule Form, put the **Event Title** in first.

**New Schedule**

Indicates required information  
 Insurance has expired

Booked by

**First Name** Michele  
**Last Name** Esposito-Flynn  
**Email** meflynn@litchfieldsd.org  
 Please be yourself, click [here](#) if you are not Michele Esposito-Flynn

**Event Title** School Board Meeting

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- Select the **Location** of your event.

**Location** Campbell High School/SAU #27 ▼

- Select the **Room(s)** where you would like to hold the event.

**Rooms**

- Locker Room GIRLS
- Materials Processing Lab rm.155
- Media Production / Board Room - 128
- Multi-Purpose Class Room C141
- Multi-Purpose Room - B102

*(Hold down the CTRL button on your keyboard to select multiple rooms.)*

- Next, select 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.

*(Use the CTRL key to select multiple rooms.)*

**Event Date(s)**

8/22/2011  
8/27/2011  
9/15/2011

◀ August 2011 ▶

S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6						1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30		

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

- Choose your **Start** and **End** times.

**Start Time** 6:00 PM

**End Time** 10:00 PM

**Setup Begin Time** 6:00 PM

**Breakdown End Time** 10:00 PM

**Duration** 4 hours 00 minutes. Spans over 1 days.

The Spans Over box should always read "1".

- 11A. Remember to check availability when you enter a request to verify that you are not double booking a room. The **Check Availability** box is located just below the **Duration**. The event time you are requesting is in yellow. If there is a black X in the space for your requested time range, you will need to choose a different time that is available.

Close the availability window when you are finished verifying that your time is available and proceed to the **“Organization Information”** section.

- Choose your **Organization** from the dropdown box. If it is not listed, type it out in the **“or new”** box. In the **“or new”** box does not appear and there is no way for you to add your organization, you will need to contact an Administrator to have it added.

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Please be sure to type your name and email address in the First Name, Last Name, and Email boxes for your contact information.

**Organization Information**

**Organization** Litchfield School Board Note  
or new

**Contact Name** **Type** -- Select Organization Type --  
-- No Contacts Available --

**First Name** Michele **Last Name** Flynn

**Email** meflynn@litchfieldsd.org **Day-Time Phone** 603-578-3570

- If Setup Requirements are necessary, check off the boxes next to what you need and enter a short description.

**Setup Requirements**

Required Maintenance Services	Service description
<input type="checkbox"/> Audio/Visual	<input type="text"/>
<input checked="" type="checkbox"/> Custodial	Need 10 tables and 50 chairs.
<input type="checkbox"/> Food Services	<input type="text"/>
<input type="checkbox"/> Grounds	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Security	<input type="text"/>

- Next, enter the number of attendees in the **Number Attending** box, if applicable.

**Number Attending** 45

Number of Adults 40

Number of Children 5

Number of extra chairs

Number of parking spaces

**Other Needs**

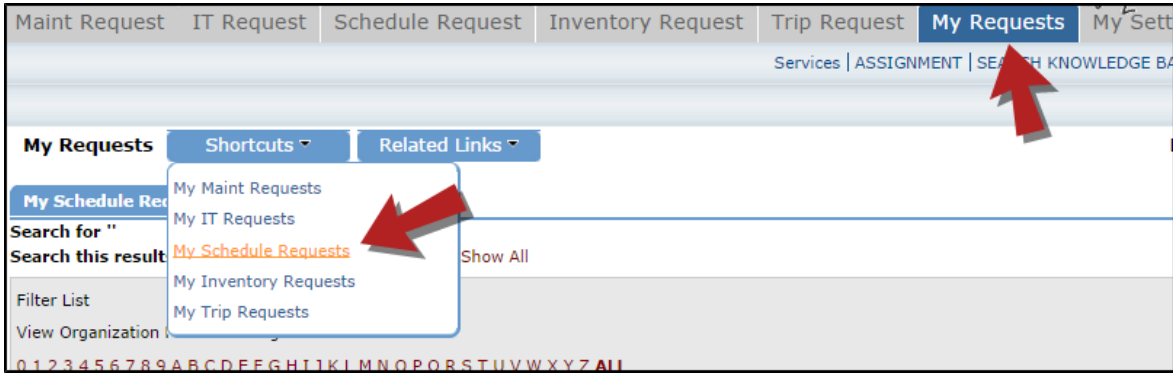
- At the bottom, enter the **Submittal Password (sau27help)** and click the **SAVE** button.

**Password**  [Forgot Password?](#)

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## Reviewing Your Requests

You can review any requests that you have entered into the system. Click on the **My Requests** tab.

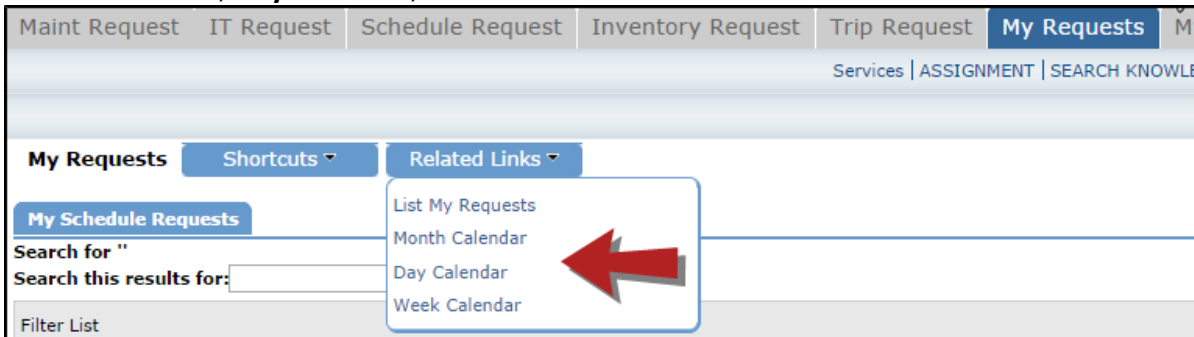


Hover your mouse over the **Shortcuts** link and click on **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests to PDF or Excel by using the icons at the bottom of the lists.

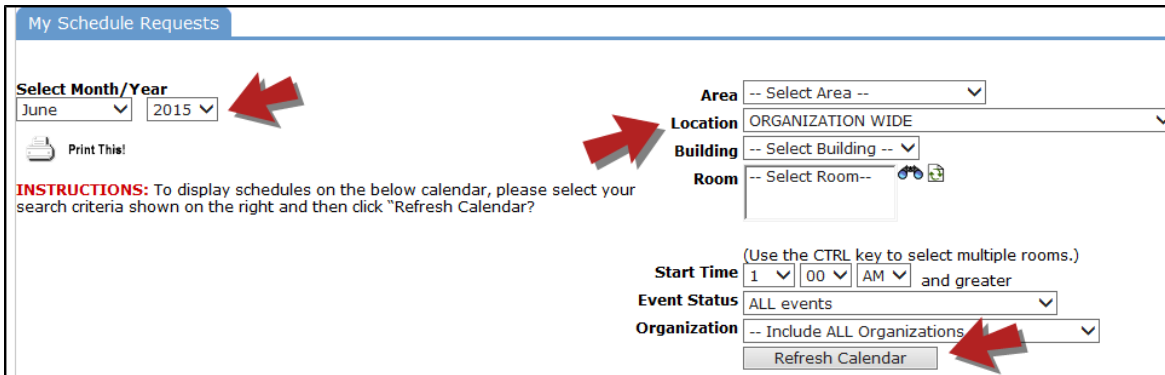
## Viewing the Calendar

You can view an event calendar while in the **My Requests** area.

- Hover your mouse over the **Shortcuts** menu and click on **My Schedule Requests**.
- Hover your mouse over **Related Links** (next to the Shortcuts menu) then click on **Month Calendar, Day Calendar, or Week Calendar**.



When accessing the month calendar, for example, the default view will be on the current month/year. You can change either of these by using the **Select Month/Year** drop downs.



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The items that you will see on the calendar are the events titles. If you would like more information about a particular event, simply click on the title to view the details. There is a Legend under the calendar which indicates what the dots and symbols to the left of the event title represent.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ● After School Care	2	3	4 ● Zumba Classes	5	6
7	8 ● After School Care	9	10	11 ● Zumba Classes	12 ● Small Meeting	13
14	15 ● After School Care	16	17	18 ● Zumba Classes	19	20
21	22 ● After School Care	23	24	25 ● Zumba Classes	26 ● Faculty Meeting ● All Sports Expo	27 ● Small Meeting
28	29 ● Meeting	30 ● Meeting	31 ● Meeting  Get Weather			