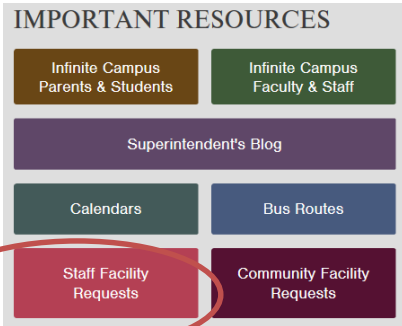


# Litchfield School District SAU #27

## Staff Facility Requests Quick Step Guide for Registered Requesters

- Go to the Litchfield School District website and click on the Staff Facility Requests button under Important Resources.



- It will take you right to the login page.

Litchfield School District SAU 27



Got a problem? [Email us](#)

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

Email  Password

[Forgot Password?](#)

Never Submitted a SchoolDude Request? [Register Here!](#) ▼

- Select your schedule.

The screenshot shows the 'New Schedule' page with three main options: Normal Schedule, Recurring Schedule, and Irregular Schedule. A callout box on the right provides the following details:

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

At the bottom of the page, there are navigation tabs: 'Maint Request', 'IT Request', 'Schedule Request', 'My Requests', 'My Settings', and 'Help'. The 'Schedule Request' tab is currently selected.

**(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).)

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**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

- 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.

**Event Date(s)** 8/22/2011  
8/27/2011  
9/15/2011

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

← August 2011 September 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".

## Litchfield School District SAU #27

- 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.

**YOU ARE REQUIRED TO CHECK AVAILABILITY BEFORE SUBMITTING THE REQUEST!**

Check Availability

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.

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. (NOTE: if there are no services checked off, no services will be provided for your request).

**Setup Requirements**

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

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

**Number Attending** 45

Number of Adults 40

Number of Children 5

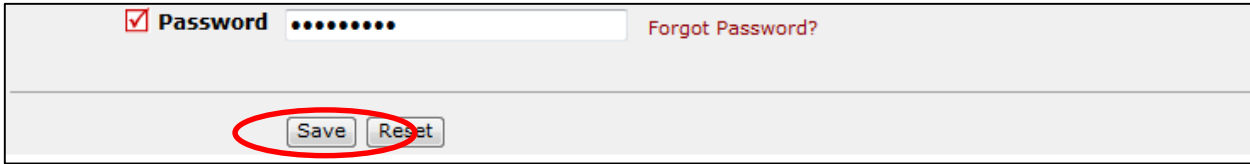
Number of extra chairs

Number of parking spaces

**Other Needs**

# Litchfield School District SAU #27

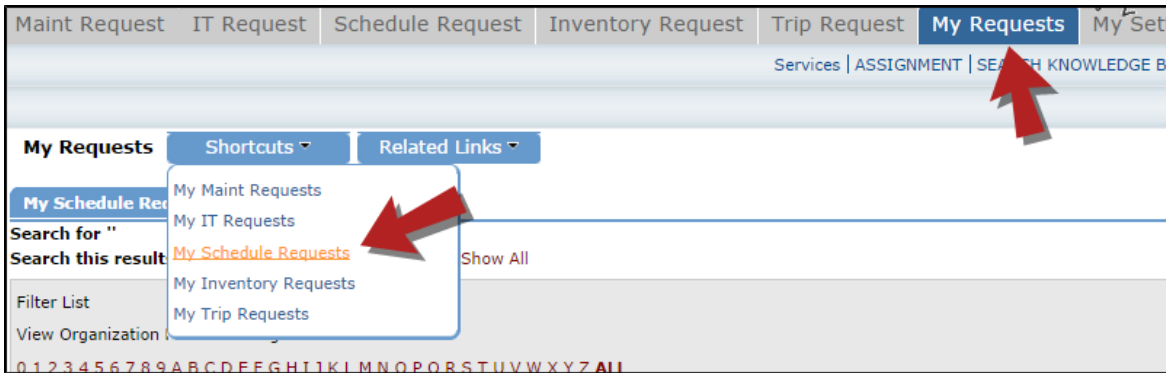
- At the bottom, enter the **Submittal Password (sau27help)** and click the **SAVE** button.



A screenshot of a web form. At the top, there is a checked checkbox labeled "Password" followed by a text input field containing seven dots. To the right of the input field is a link that says "Forgot Password?". Below the input field, there are two buttons: "Save" and "Reset". The "Save" button is circled in red.

## Reviewing Your Requests

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

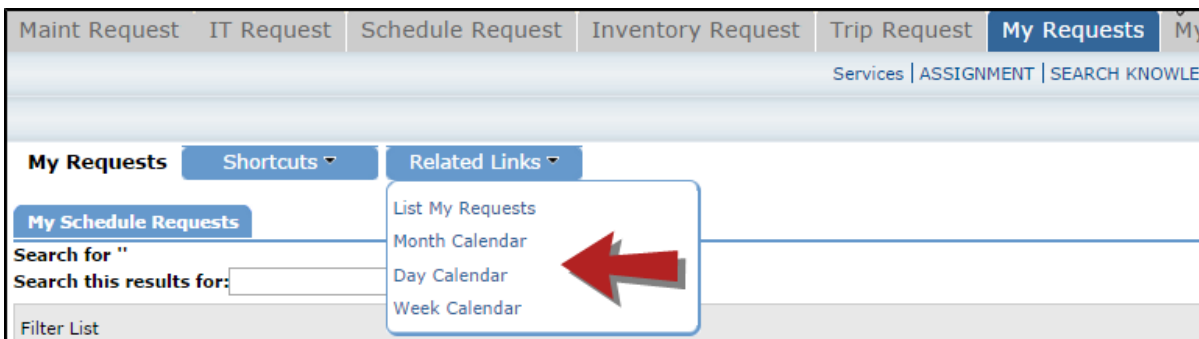


Hover your mouse over the **Shortcuts** link and click on **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests to PDF or Excel by using the icons at the bottom of the lists.

## 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**.




## Litchfield School District SAU #27

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. Select your location and REFRESH the calendar.

**My Schedule Requests**

**Select Month/Year**  
 June 2015

 Print This!

**INSTRUCTIONS:** To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar?"

**Area** -- Select Area --

**Location** ORGANIZATION WIDE

**Building** -- Select Building --

**Room** -- Select Room--

**Start Time** (Use the CTRL key to select multiple rooms.)  
 1 00 AM and greater

**Event Status** ALL events

**Organization** -- Include ALL Organizations --

Refresh Calendar

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	27 ● Small Meeting
28	29 ● Meeting	30 ● Meeting	31 ● Meeting  Get Weather			