

3-C. Make Recurring Request

ML Schedules™ Make Recurring Request screen

REQUESTS Upcoming Past Make Request Profile FAQs Contact Us Select Language

search 1 select type 2 search spaces 3 request space 4 confirm request

Make A Recurring Request: Erie Kayaking Team

1. Select Space and Date & Time Information.
2. Select the Frequency and then either the # Occurrences or the End Date.
3. Select VIEW to check availability and to make the recurring request.

> Go back to previous screen to select a different request type.

Space Information

- Select Site - Site - Select Space - Space

Date & Time Information

Start Date Start Time (incl. Setup) End Time (incl. Breakdown)

Occurrences & Frequency Information (Select either End Date or # Occurrences)

Daily Frequency End Date # Occurrences

View

Monthly Calendar View to select Start Date

C. Make a Recurring Request (either in the same or in different spaces)



All request types require four basic steps:

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

Search Spaces

From the Make A Recurring Request screen:

1. Select a **Site** and **Space** from the drop-down menus.

Note: To add a different space in the same recurring request, select the desired space from the **Add Another Space** drop-down menu and continue to step 2.

2. Click on the desired **Start Date** field.

A **Monthly Calendar** will be displayed from which a Start Date can be selected.

3. Select a **Start Time** and **End Time** in 15-minute increments from the drop-down menus.

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3-C. Make Recurring Request (cont.)

ML Schedules™ Make Recurring Request screen

View button

Frequency menu

Occurrences menu

4. Either:

- Select the **Number of (#) Occurrences** from the drop-down menu. Available selections range from 2 – 20.

Or:

- Select the event **Frequency** from the drop-down menu:
 - Daily (Mon. - Sun.)
 - Daily – Weekdays Only (Mon. – Fri.)
 - Weekly (on same day of week)
 - Every Other Week
 - Multiple Days Per Week
 - Monthly



As a recurring event

Daily
Daily – Weekdays Only
Weekly
✓ Every Other Week
Multiple Days Per Week
Monthly

- Select the **View** button to check space availability.

A list of each occurrence showing an Available status (Yes or No) for the selected space will be displayed.

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.

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3-C. Make Recurring Request (cont.)

ML Schedules™ Make Recurring Reservation/Request Spaces screen

Make A Recurring Request: Erie Kayaking Team

1. Select Space and Date & Time information.
2. Select the Frequency and then either the # Occurrences or the End Date.
3. Select VIEW to check availability and to make the recurring request.

> Go back to previous screen to select a different request type.

Space Information

Site: ML High School Space: HS Gym

Date & Time Information

Start Date: 03/18/2017 Start Time (incl. Setup): 3:30pm End Time (incl. Breakdown): 5:45pm

Occurrences & Frequency Information (Select either End Date or # Occurrences)

Frequency: Weekly # Occurrences: 6

View Continue

Date	Start Time (incl. Setup)	End Time (incl. Breakdown)	Available
X 3/18/2017	3:30pm	5:45pm	YES
X 3/25/2017	3:30pm	5:45pm	YES
X 4/1/2017	3:30pm	5:45pm	YES
X 4/8/2017	3:30pm	5:45pm	YES
X 4/15/2017	3:30pm	5:45pm	YES
X 4/22/2017	3:30pm	5:45pm	YES

available spaces automatically selected

Available status

Request Space

If the desired space **is available** for the selected start date, times and frequency, **Yes** will be displayed in the **Available** column. In the sample screen at left, the High School's Gymnasium is available from 3:30 – 5:45 p.m. on 6 consecutive Saturdays starting March 18.

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

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 a different Date and/or Start and End Times to try to find an available time slot.
- The Available status will change to Yes if available
- Select the available space and proceed to step 6 above.

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3-C. Make Recurring Request (cont.)

ML Schedules™ Make Recurring Reservation/Request Spaces screen

Go back to previous screen command

Make a Recurring Request: Erie Kayaking Team

1. Select Space and Date & Time Information.
2. Select the Frequency and then either the # Occurrences or the End Date.
3. Select VIEW to check availability and to make the recurring request.

> Go back to previous screen to select a different request type.

Space Information

ML High School Site HS Gym Space

Date & Time Information

03/18/2017 Start Date 3:30pm Start Time (incl. Setup) 5:45pm End Time (incl. Breakdown)

Occurrences & Frequency Information (Select either End Date or # Occurrences)

Weekly Frequency 6 # Occurrences

View Continue

Date	Start Time (incl. Setup)	End Time (incl. Breakdown)	Available
3/18/2017	3:30pm	5:45pm	YES
3/25/2017	3:30pm	5:45pm	YES
4/1/2017	3:30pm	5:45pm	YES
4/8/2017	3:30pm	5:45pm	YES

View button

Notes:

- To search using different parameters, enter new field data and select the **View** button.
- To select a different request type, select the **Go back to previous screen...** command under the online instructions.
- You can edit the **Date**, and **Start** and **End Time** fields before confirming the request.

3-C. Make Recurring Request (cont.)

ML Schedules™ Confirm Recurring Requests screen

ML High School
Site

Classroom - RM 1
Space

02/24/2017 06:00 PM
Setup Start Date / Time

02/24/2017 07:15 PM
Breakdown End Date / Time

02/24/2017 6:00pm
Event Start Date / Time

02/24/2017 7:15pm
Event End Date / Time

\$0.00/ Hour
Estimated Cost ⓘ

No
Is this a Fundraising Activity?

Erie Kayaking Team
My Group

Event Name

Notes (Set Up Directions, Other Instructions, etc)

No
Will Prepared Food Be Sold?

ADDITIONAL INFORMATION ⓘ

EQUIPMENT ⓘ

PERSONNEL ⓘ

ATTACHMENTS ⓘ

I have made a request with MasterLibrary CSD before

I have read and agree to the District Terms & Conditions (view)

Request

K-12 school districts, municipalities and other facility owners with public-use spaces are reducing operating costs, improving community satisfaction, and reducing their carbon footprints with ML Schedules™ software. Learn more or recommend a District.

District Terms acceptance

Request button

Provide Additional Information and Submit Request

Once all mandatory and desired sections have been completed:

7. Select the check box 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.

8. Select the **Request** button to submit the Facility Use Request for review and approval.

A thank-you screen will be displayed indicating your Request is being processed and that you will be notified of its progress.

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.



As a recurring event