3-C. Make Recurring Request

ML Schedules™ Make Recurring Request screen

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ML Schedules[™] Software Community User Quick Start Guide

(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).

C. Make a Recurring Request

- 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:

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.

ML Schedules™ Make Recurring Request screen

REQUESTS Upcoming Past Make Rec	quest	Profile FAQs Contact	Us	Select Language V
Search Make A Recurring Request: Erie Kayaking 1. Select Space and Date & Time informa 2. Select Tipe Vice Kayalahility and 1 3. Select VIEW to check availability and 1	Team tion. to make the recurring request.	2) search spaces	request space	Confirm request
> Go back to previous screen to select a diff	erent request type.			
Space Information		- Calant Grane - A		
Site		Space		
Date & Time Information Start Date	Start Time (incl. Setup))	End Time (incl. Break	:down)
Occurrences & Frequency Information (Se	elect either End Date or # Occurr	rences)	0 0	
Frequency	End Date		# Occurrences	
View				
K-12 school districts, municipalities and othe reducing their carbon lootprints with ML Sch	er facility owners with public-use s sedules™ software. Learn more or	paces are reducing operating recommend a District.	costs, improving commu	nity satisfaction, and
_			"	
Frequency	/ menu		# Occurr	ences menu
View button				

4. Either:

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

Or:

- b. 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
- 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.

As a recurring

event

Daily - Weekdays Only

Every Other Week
 Multiple Days Per Week

Daily

Weekly

Monthly

26

ML Schedules™ Make Recurring Reservation/Request Spaces screen

	A necurning neques	: Erie Kayaking Tean	n				
1. 2. 3.	Select Space and Date Select the Frequency a Select VIEW to check a	& Time information. nd then either the # O wailability and to mak	ocurrences or the End Date.				
> Go	back to previous scree	n to select a different	request type.				
Space	e Information						
ML H Site	High School \$			HS Gym Space	0		
Date	& Time Information						
03/18 Start I	03/18/2017 3:30pm Start Date Start Time (ir			5:45pm Setup) End Time (incl. Br			kdown)
Occu	rrences & Frequency	Information (Select g	aither End Date or # Occurrent	ces)			
Wee	idy 🗘						
Frequ	ency		End Date			6 Cocurrences	
Frequ	ency		End Date		1	6 Cocurrences	
Vie	ency w Continue		End Date			6 0 Cocurrences	
Vie	w Continue Date	Start Time (in	End Date	End Time (Incl.	Breakdow	6 Cocurrences	Available
Vie	Continue Dete 3/18/2017	Start Time (in 3:30pm	End Date	End Time (incl. 5:45pm	Breakdow	8 Cocurrences	Available YES
Vie	Continue Date 3/18/2017 3/25/2017	Start Time (In 3:30pm 3:30pm	End Date	End Time (incl. 5:45pm 5:45pm	Breakdow	8 Cocurrences	Available YES YES
Vie	Continue Date 3/18/2017 3/25/2017 4/1/2017	Start Time (in 3:30pm 3:30pm 3:30pm	End Date	End Time (Incl. 5:45pm 5:45pm 5:45pm	Breakdow	8 Cocurrences	Available YES YES YES
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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.

(on next page)

ML Schedules™ Make Recurring Reservation/Request Spaces screen

Go back to previous screen command

S	earch		Select type	2 search spaces	3 request space	Confirm request
Make	A Recurring Reques	t: Erie Kayaking Tear	m			
1. 2. 3.	elect Space and Data elect the Frequency a elect VIEW to check	e & Time information. and then either the # 0 availability and to mak	Occurrences or the End ke the recurring request.	Date.		
> Go I	back to previous scree	en to select a different	request type.			
Space	Information					
MLH	ligh School \$			HS Gym	0	
Site				Space		
Date	& Time Information					
03/18	/2017		3:30pm		5:45pm	
Start (Date		Start Time (incl. S	ietup)	End Time (incl. Breakd	own)
Occu	rrences & Frequency	Information (Select	either End Date or # O	courrences)		
Weel	dy \$				6 \$	
Frequ	ency		End Date		# Occurrences	
Vie	w Continue					
	Date	Start Time (in	nci. Setup)	End Time (incl. B	reakdown)	Available
×	3/18/2017	3:30pm		5:45pm		YES
×	3/25/2017	3:30pm		5:45pm		YES
	and the second s	0.00		5:45pm		1000
	4/1/2017	a:aupm		0.40011		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.

ML Schedules™ Confirm Recurring Requests screen

		Erie Kayaking Team	-
Site		My Group	
Classroom - RM 1			
Space			
02/24/2017 06:00 PM	02/24/2017 07:15 PM	Event Name	
Setup Start Date / Time	Breakdown End Date / Time		12
02/24/201 6:00pm	02/24/201 7:15pm		
Event Start Date / Time	Event End Date / Time		
\$0.00/ Hour			A
Estimated Cost		Notes (Set Up Directions, Other Instructions, etc)	
No	¢	N0 Will Prepared Food Be Sold?	¢.
Is this a Fundraising Activity?			
ADDITIONAL INFORM	ATION		
			- 6
QUIPMENT			
PERSONNEL			
TAQUMENTO			1
ATTACHMENTS			
		with Mastari Ibrary CSD hofers	
		nurmaterionary coo before	
	I have read and agree to the	District Terms & Conditions (view)	
	Re	quest	
	Re	iqueet	
	Re	106-02	
K-12 school districts, municipalities a reducing their carbon footprints with I	nd other facility owners with public-use sp /IL Schedule ™ software. Learn more or re	quest aces are reducing operating costs, improving community satisfaction, and sconmend a District.	0
K-12 school districts, municipalities a reducing their carbon footprints with !	Re nd other facil ty owners with public-use sp VIL Schedules Th software. Learn more or re	aces are reducing operating costs, improving community satisfaction, and accommend a District.	0
K-12 school districts, municipalities a reducing their carbon footprints with	Re nd other facility owners with public-use sp ML Schedules ¹¹⁴ software. Learn more or n	equest acces are reducing operating costs, improving community satisfaction, and economiend a District.	0
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K-12 school districts, municipalities a reducing their carbon footprints with I	nd other facility owners with public-use ap ML Schedules ¹⁴⁴ software. Learn more or n	aces are reducing operating costs, improving community satisfaction, and economend a District.	0
K-12 school districts, municipalities a reducing their carbon footprints with I strict Terms ac	nd other facility owners with public-use ap ML Schedules M software. Learn more or n	Request button	0
K-12 school districts, municipalities a reducing their carbon footprints with t strict Terms ac	nd other facility owners with public-use sp ML Schedulee ^{IM} software. Learn more or n	Request button	0

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.