ML Schedules™ Make Recurring Request screen

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.

MASTERLIBRARY
Construction and Facilities Software

3-C. Make Recurring Request (cont.)

ML Schedules™ Make Recurring Request screen

Frequency menu

Occurrences menu

View button

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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

5. 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.

3-C. Make Recurring Request (cont.)

ML Schedules™ Make Recurring Reservation/Request Spaces screen

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.

3-C. Make Recurring Request (cont.)

ML Schedules™ Make Recurring Reservation/Request Spaces screen

Go back to previous screen command

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

District Terms acceptance   Request button

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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