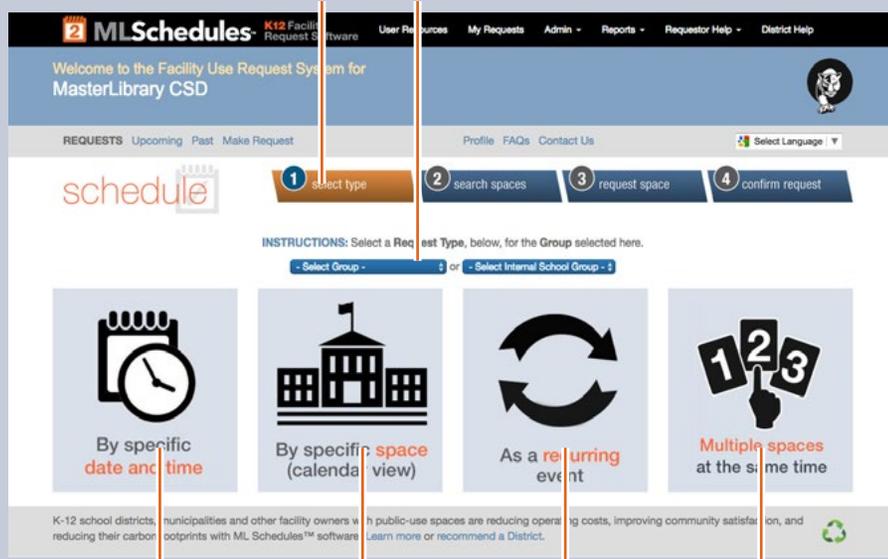


3. Submit Facility Requests

ML Schedules™ Select Request Type screen

progress graphic Group drop-down menu



see pg. 12

see pg. 21

see pg. 25

see pg. 30

You can submit **four different types** of Facility Use Requests using ML Schedules™ Software:

- A. By specific time and date (see pg. 12)
- B. By a specific space (calendar view) (see pg. 21)
- C. As a recurring event either in the same or in different spaces (see pg. 25)
- D. Multiple spaces at the same time (e.g., gym, locker rooms and concession area) (see pg. 30)

Note the progress graphic that shows the four steps to make a reservation regardless of type. The current step is shown in **orange** to help guide you through the process.

Select a Request Type

1. **If managing more than one Group:** Select the appropriate name from the **Group** drop-down menu.
2. Select the type of Facility Request you want to submit. Go to the page number shown on the graphic at left for instructions on submitting that type of request.

3-A. Request a Date and Time

ML Schedules™ Search Spaces screen

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

Make Request : Erie Kayaking Team

1. Select a Start and End Date and Time.
2. Optionally select District and Space Type(s). To select multiple: PCs, use Ctrl key; Mac, use Apple key.
3. Select VIEW to see available spaces matching your criteria.
4. Select REQUEST on the specific space you'd like to request.

> Go back to previous screen

Start Date / Time (incl. Setup)
02/24/2017 | 6:00pm

End Date / Time (incl. Breakdown)
02/24/2017 | 7:15pm

Site
ML High School

Space Type
Auditorium
Baseball / Softball Field
Cafeteria
Classroom
Field

View

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](#).

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Start and
End Dates

Site
menu

Space Type
menu

View button

A. Request a Specific Date and Time

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

1. Select the **Start Date** field.
A calendar will be displayed that you can advance through to select the desired Start Date.
2. Repeat for the **End Date** field.
3. Select **Start** and **End Times** from the drop-down menu. Start and End times are available in 15-minute intervals.
4. Select a **Site** and/or **Space Type**.



By specific
date and time

(continued on next page)

3-A. Request a Date and Time (cont.)

ML Schedules™ Search Spaces screen with available spaces shown

REQUESTS Upcoming Past Make Request Profile FAQs Contact Us Select Language

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

Make Request : Erie Kayaking Team

1. Select a Start and End Date and Time.
2. Optionally select District and Space Type(s). To select multiple: PCs, use Ctrl key; Mac, use Apple key.
3. Select VIEW to see available spaces matching your criteria.
4. Select REQUEST on the specific space you'd like to request.

> Go back to previous screen

Start Date / Time (incl. Setup) 02/24/2017 6:00pm Site ML High School Space Type Auditorium Baseball / Softball Field Cafeteria Classroom Field View

End Date / Time (incl. Breakdown) 02/24/2017 7:15pm

Type	Site	Name	Max Occupancy	Cost	
Classroom	ML High School	Classroom - RM 1	0	\$0.00 / Hour	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](#).

available spaces

Request button

Note: You can select multiple Space Types by holding the following keys while selecting additional menu items:

- PC: Ctrl key
- Mac: Apple key

5. Select the **View** button to see if the selected space is available at the desired date(s) and times.

Note: If the desired space is not available, no results will be shown. Try changing the settings in one or more of fields to find available spaces.

Request the available Space

6. Select the **Request** button on the same line as the desired space, noting its maximum occupancy and hourly rate.

(continued on next page)



By specific
date and time

3-A. Request a Date and Time (cont.)

ML Schedules™ Confirm Request screen

REQUESTS Upcoming Past Make Request Profile FAQs Contact Us Select Language

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

Confirm Your Request:

1. Enter a mandatory Event Name and optional Notes.
2. Check the box indicating you have read and agree to the terms of the District.
3. Select the REQUEST button to submit the form for approval.

> Go back to previous screen

EVENT INFORMATION

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 8:00am Event Start Date / Time
02/24/2017 7:15pm Event End Date / Time
\$0.00 Hour
Estimated Cost
No Is this a Fundraising Activity?

Elite 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.

Event information section

Other sections (collapsed view)

Request button

Provide Additional Request Information

The **Confirm Request** screen will be displayed with the previously selected space and reservation criteria already completed.

The **Confirm Request** screen provides five sections to provide more data about the requested event including:

- A. **Event Information** (see pg. 15)
- B. **Additional Information** (see pg. 15)
- C. **Equipment** (see pg. 17)
- D. **Personnel** (see pg. 18)
- E. **Attachments** (see pg. 19)

Note that your district may not use all the fields described.

(continued on next page)



By specific date and time

3-A. Request a Date and Time (cont.)

Event Information section of the Confirm Request screen

Estimated Cost and
More Info button

My Group

Event Name

EVENT INFORMATION

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?

Fundraising activity?

Will prepared food be sold?

Event Notes
visible to public

A. Event Information fields

These fields allow you to provide basic information about the Request including:

- **Event Name.** Make the name meaningful to the general public, not just your Group, as all users will see Event Names on calendars.
- **Event Notes.** May be visible to the general public if the district chooses to display event details.
- **Is this a fundraising event?**
- **Will prepared food be sold?**

Multiple Group Managers: Check that the correct **My Group** is displayed for the Request. If the wrong Group is selected, select your browser's Back button to go back to the initial Request form where you can select the correct Group.

(continued on next page)



By specific
date and time

3-A. Request a Date and Time (cont.)

Additional Information section of the Confirm Request screen

ADDITIONAL INFORMATION

Children Attending # Adults Attending # Chaperones Attending

\$ Adult Admission Fee \$ Child Admission Fee

Number of People Admission Charge / Use of Fee

No Outside Company / Vendor Sponsoring Organization

AED/First Aid/CPR Certified Person AED/First Aid/CPR Certificate Exp.

No Event Signage No Event Directions

No Will You Be Bringing Food No Will You Be Requesting Food

No Grades Who Can Attend Do You Need Keys?

Exterior Doors To Be Unlocked (specify time) Purpose of Activity

Person Responsible for Setup/Cleanup

Note that your district may not use all the fields shown here.

B. Additional Information fields

These fields allow you to provide more detailed information about the event. Some of these fields may be required by your district to submit the Request.



By specific
date and time

- No. of children, adults and chaperones attending
- Adult and Child admission fees
- Total No. of people expected and admission charge
- AED/First Aid/CPR Certified Person with certification expiration date

Other fields in this section:

- Let you request signage, directions, room keys, and for the space to be unlocked at a specific time.
- Define other Request parameters including food-related questions, grade levels who can attend, event purpose and person responsible for setup/cleanup.

Note: The available field displayed on Request forms are based on district selections. Not all the fields listed here may be available from your district.

(continued on next page)

3-A. Request a Date and Time (cont.)

Equipment section of the Confirm Request screen

EQUIPMENT

No [dropdown] [input] Podium / Notes	No [dropdown] [input] Microphone / Notes
No [dropdown] [input] Screen / Notes	No [dropdown] [input] Projector / Notes
No [dropdown] [input] Scoreboard / Notes	No [dropdown] [input] Light/Sound Board / Notes
No [dropdown] [input] Access to Water / Notes	No [dropdown] [input] Access to Electric / Notes
[input] Air Conditioning	[input] # of Tables / Notes
[input] # of Chairs / Notes	[input] # of Golf Carts / Notes
[input] Other Equipment Needed	[input] Other Equipment Bringing

Note that your district may not use all the fields shown here.

C. Equipment fields

These fields allow you to request supporting seats, tables, AV equipment and other items for the event. Notes including quantities needed can be entered for each item.

- Presentation items including podium, microphone, screen, projector, and light/soundboard
- Access to water, electric and/or air conditioning
- No. of tables, chairs and golf carts needed
- Other Equipment Needed and Bringing

Your district may charge an additional fee for the use of supporting equipment.

Note: The available field displayed on Request forms are based on district selections. Not all the fields listed here may be available from your district.

(continued on next page)



3-A. Request a Date and Time (cont.)

Personnel section of the Confirm Request screen

PERSONNEL ⓘ	
No ↓ Parking Lot Attendant / Notes	No ↓ Security / Notes
No ↓ Custodial / Notes	No ↓ Scoreboard Operator / Notes
No ↓ Food Service / Notes	No ↓ Snow Removal / Notes
No ↓ IT Support / Notes	No ↓ AV Support / Notes
No ↓ Lifeguard / Notes	No ↓ Chaperone / Notes
No ↓ Event Administrator / Notes	No ↓ Event Disciplinarian / Notes

Note that your district may not use all the fields shown here.

D. Personnel fields

These fields allow you to request supporting district staff to assist with your event. Notes including quantities of support staff needed can be entered for each item. Possible fields include:

- Parking Lot Attendant
- Security
- Custodial
- Scoreboard Operator
- Food Service
- Snow Removal
- IT Support
- AV Support
- Lifeguard
- Chaperone
- Event Administrator
- Event Disciplinarian

Your district may charge an additional fee for requested support staff.

Note: The available field displayed on Request forms are based on district selections. Not all the fields listed here may be available from your district.

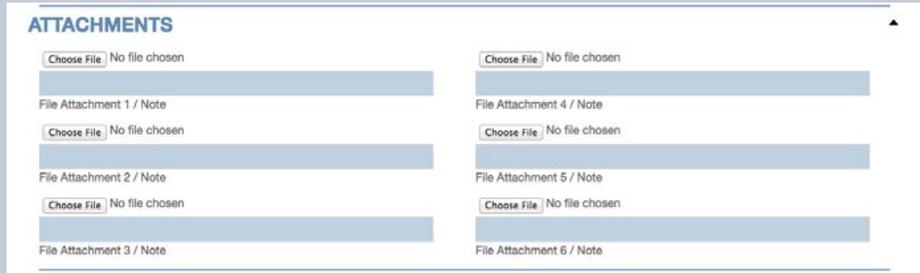
(continued on next page)



By specific
date and time

3-A. Request a Date and Time (cont.)

Attachments section of the Confirm Request screen



The screenshot displays a section titled "ATTACHMENTS" with six rows. Each row contains a "Choose File" button, the text "No file chosen", and a blue horizontal bar representing the file upload area. The rows are labeled "File Attachment 1 / Note" through "File Attachment 6 / Note".

Note that your district may not use all the fields shown here.

E. Attachments fields

The Attachments fields allow you to upload and add notes for PDF and other files, some of which may be required by your district to submit a Request. Examples of attachments include:

- Anti-hazing forms
- How you want the space setup for your event
- Event participant rosters

Note: Group Insurance certificates should be uploaded with other Group data using the procedure shown on pages 11 – 12 of this Guide.

(continued on next page)



By specific
date and time

3-A. Request a Date and Time (cont.)

ML Schedules™ Confirm Request screen, bottom

The screenshot shows the bottom portion of the 'Confirm Request' screen. It includes several form fields: 'Site' (ML High School), 'My Group' (Erie Kayaking Team), 'Event Start Date / Time' (02/24/2017 06:00 PM), 'Event End Date / Time' (02/24/2017 07:15 PM), 'Estimated Cost' (\$0.00/ Hour), and 'Is this a Fundraising Activity?' (No). Below these are expandable sections for 'ADDITIONAL INFORMATION', 'EQUIPMENT', 'PERSONNEL', and 'ATTACHMENTS'. At the bottom, there are two checkboxes: 'I have made a request with MasterLibrary CSD before' and 'I have read and agree to the District Terms & Conditions (view)'. A red line points from the 'Request' button to the 'I have read and agree to the District Terms & Conditions' checkbox. The 'Request' button is a blue rectangular button with white text.

District Terms acceptance

Request button

Confirm and Submit your Request

Once all mandatory and desired sections have been completed:

6. Select the check box signifying you have read and agree to district's Terms of Use.

Note: The Terms of Use are available from the District's website.

7. 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.



By specific
date and time