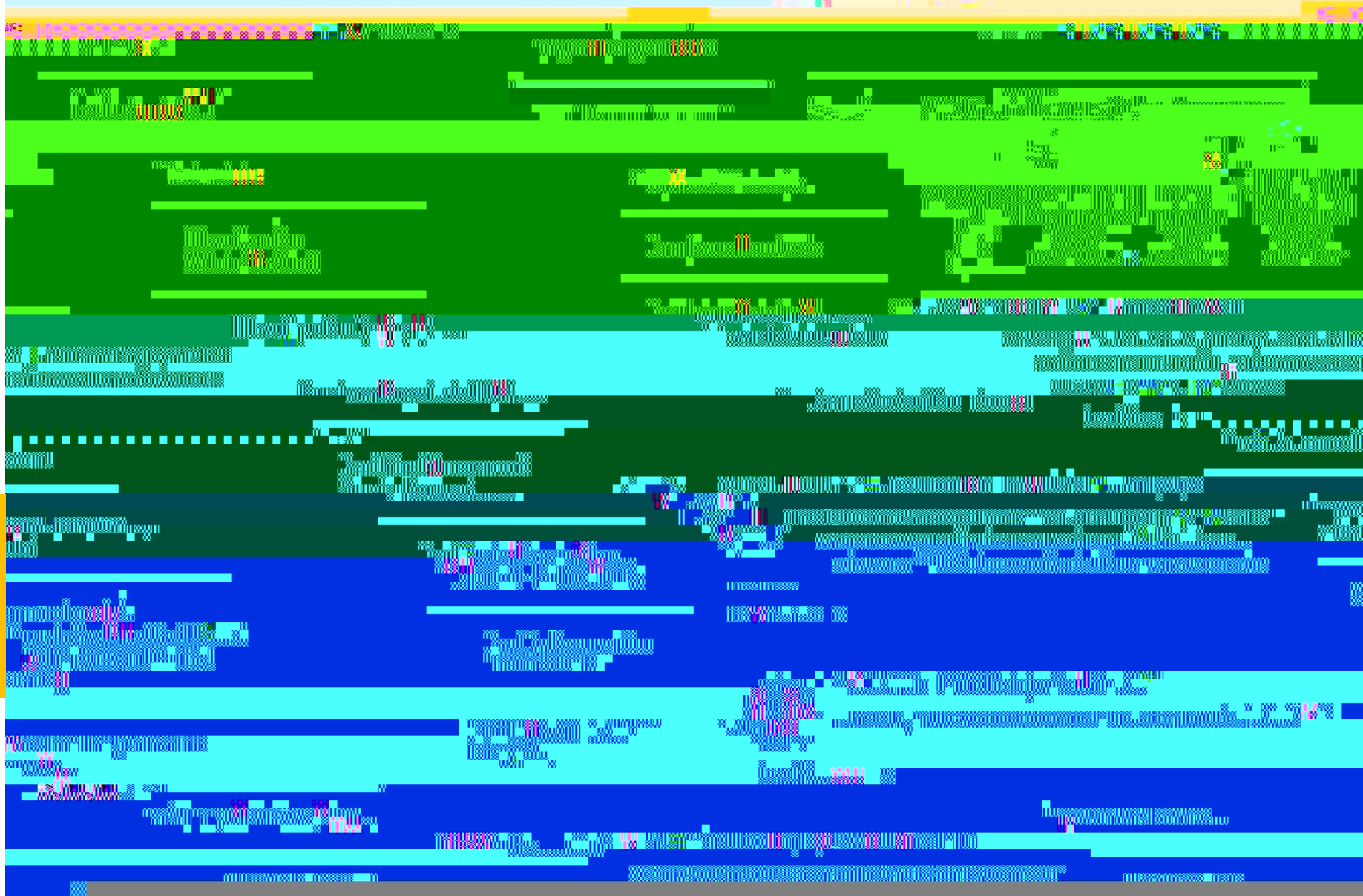


# FACILITY RESERVATION REQUESTS

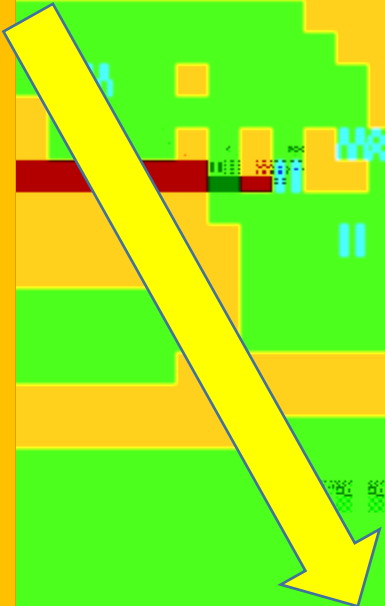
For BISD Employees and Independent district requesters



To make an internal district facility reservation request, go to the "Staff" tab on the BISD website



- Click on Normal Schedule icon (for schedules up to 20 dates and many different rooms, if the location and time are the same)
- Click on Recurring Schedule if you have a schedule that recurs i.e. a meeting that is every Monday for the entire school year.
- Click on Irregular Schedule for schedules that have many different times, dates, rooms



The screenshot displays the 'School Dude' software interface. At the top, there is a header with 'Birdville ISD' on the left and 'School Dude 2005' in the center. Below the header is a navigation bar with several icons. The main area is a calendar grid with dates from 8/27 to 10/1. Each date has a small icon representing a schedule type. A yellow arrow points from the top-left text area to the 'Normal Schedule' icon (a blue square with a white circle) on the date 9/1. The interface also shows a 'Location/areas' dropdown menu with 'Same' selected, and a 'Room' dropdown menu with '000' selected. The bottom of the screen shows a status bar with 'Page 1 of 1' and a small icon.



Need Help? Click Here!  
Got a problem? Email us

Schedule Request

My Requests

Settings

Legend

New Schedule

- Complete only cells that are marked with a red checked box. Your name and email will auto-populate



First Name

Last Name

Cathy

Email

cathy.riley@birdvilleschools.net

Please be yourself, 'click here

If you are not Cathy

Request ID	Request Name	Status	Start Date	End Date	Start Time	End Time	Location	Room	Teacher	Notes
1	Math	Completed	10/1/2023	10/1/2023	8:00	9:00	Room 101	101	Cathy Riley	
2	Science	Pending	10/2/2023	10/2/2023	9:00	10:00	Room 102	102	Cathy Riley	
3	Reading	Pending	10/3/2023	10/3/2023	8:00	9:00	Room 103	103	Cathy Riley	
4	Math	Pending	10/4/2023	10/4/2023	9:00	10:00	Room 104	104	Cathy Riley	
5	Science	Pending	10/5/2023	10/5/2023	8:00	9:00	Room 105	105	Cathy Riley	
6	Reading	Pending	10/6/2023	10/6/2023	9:00	10:00	Room 106	106	Cathy Riley	
7	Math	Pending	10/7/2023	10/7/2023	8:00	9:00	Room 107	107	Cathy Riley	
8	Science	Pending	10/8/2023	10/8/2023	9:00	10:00	Room 108	108	Cathy Riley	
9	Reading	Pending	10/9/2023	10/9/2023	8:00	9:00	Room 109	109	Cathy Riley	
10	Math	Pending	10/10/2023	10/10/2023	9:00	10:00	Room 110	110	Cathy Riley	

• Enter event title



DO NOT CHANGE AREA!

• Select location



• Select Fine Arts Wing or Athletics Wing in Building (to refine to only Fine Arts or gym areas at HHS)



• Click on binoculars to find and select room(s). Type the most common room name in "Quick Search" and click "Go." Check the box next to the room. If you need more rooms, continue using the Quick Search until all rooms are selected, then click OK when done.

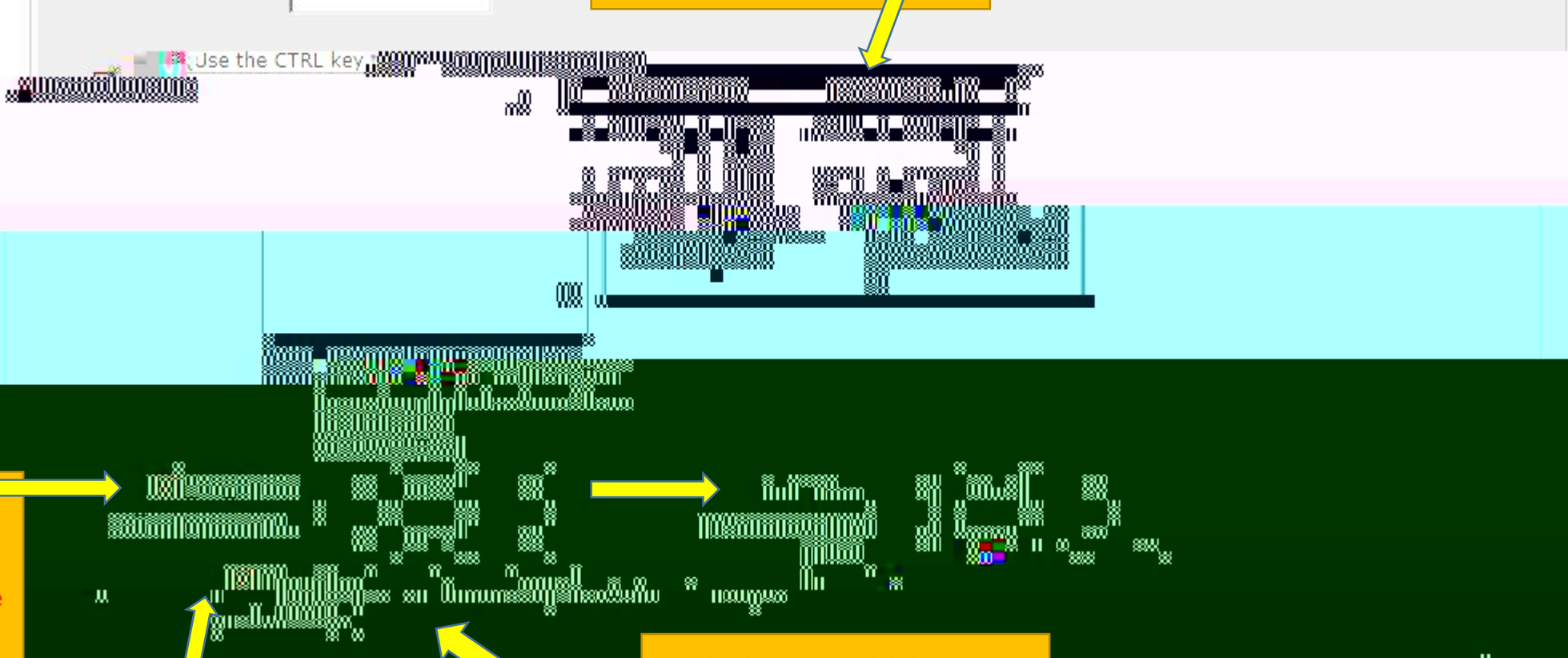


July 2018							August 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4			
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29			

Fine Arts Wing

OK Cancel

- Choose one or more dates from the calendar, by clicking on the day.



- Complete start and end times. Be sure to have the correct AM and PM

- DURATION AUTO-POPULATES FOR YOU!! Do not change it.

- Check room availability: IF THERE IS AN "X" IN THE YELLOW SECTION (YOUR REQUESTED TIME), IT IS NOT AVAILABLE

Organization Information

08

Address

(e.g. contract or permit number)

PO Number

Insurance Info

Company

Coverage

Setup Required

Required Maintenance Services

Service description

Contract Administration

Management System

Break Down

Sub

- Choose the appropriate group from the Organization drop down list, or, if your group is not in the list, choose "Campus" from the drop down list, then complete First, Last, email, phone and address. You can also email \_\_\_\_\_ to add your "organization" to the list and your information will auto-populate when selected.

- Click Custodial box if you need custodial, set up or break down help with your event
- Click Energy Management System if you want heat or A/C





• Click if IT services will be needed.



- Required IT Services**
- Kitchen Equipment
  - Security
  - AV Equipment
  - Tech Services

• And describe what you need



**Service description**

Text input field for service description.

•

**Number of Adults**  
Number of adults   
Number of Children

• You can add a file with event details or instructions, if needed



**Add Attachment**

**Add Attachment**

• Click "Save" and you are done! Your screen will say, "Your schedule has been saved". You will receive an email when your request is approved



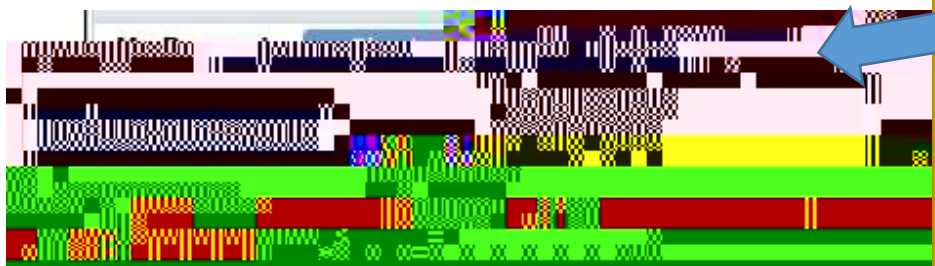
**Save**

# VIEWING THE RESERVATION CALENDAR

For BISD Employees and Individual district requesters

The screenshot displays a calendar interface with a grid of days. Each day contains colored blocks representing scheduled events. A blue arrow points to a specific event block on a particular day. The interface includes a header with 'Birdville ISD', 'School Dude', and 'APPS'. Below the calendar, there are sections for 'Location/areas' and 'Priority'.

- To view the calendar of events that have been scheduled, click on "My Requests"



- Hover your mouse over Related Links (next to the Shortcuts menu), then click on Month Calendar, Day Calendar, or Week Calendar



Refresh Calendar

# Event Calendar for December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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The calendar displays a grid of events for December 2017. The days of the week are labeled at the top. The events are represented by colored rectangles with text labels. The labels include 'General Crafts - Work Order Review', 'Work Order Review', and 'General Crafts - Work Order Review'. The events are scattered across the days, with some appearing on multiple days. The grid is color-coded by day (blue for weekends, light blue for weekdays).