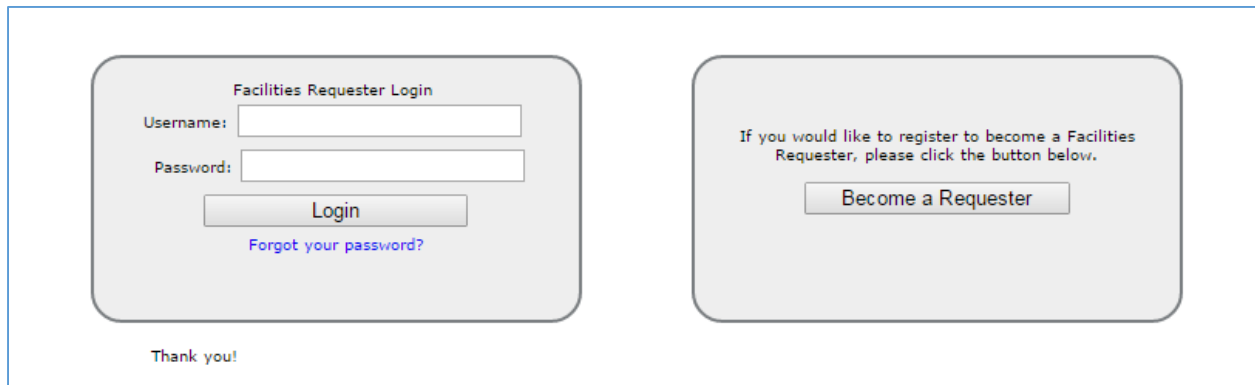


# An Introduction to Plymouth's Facility Scheduler, rSchoolToday

## Becoming a Requester


1. To become a requester, go to the following web address: <http://fs-plymouth.rschoolday.com>
2. **\*\*Important\*\*** In order to get to the screen pictured below, simply click on the "Requester's Login" in blue on the right hand side of the page.

### To Create a User:



The screenshot shows two side-by-side panels. The left panel is titled "Facilities Requester Login" and contains a "Username:" field, a "Password:" field, a "Login" button, and a blue link "Forgot your password?". Below this panel is the text "Thank you!". The right panel contains the text "If you would like to register to become a Facilities Requester, please click the button below." and a "Become a Requester" button.

3. You can become a requester by clicking on the "Become a Requester" button. Once you have clicked on the button, a window will appear with the Facilities Requester Registration Form (shown below). Here, fill out all the required fields marked with an asterisk symbol. Upon completion, you will be prompted to verify your email address.



The screenshot shows the "Plymouth Community Facilities Requester Registration Form" and a "VERIFY" dialog box. The registration form includes a "Contact Person - Your Name:" section with fields for "Salutation:" (dropdown menu with "Mr." selected), "First Name:", "Last Name:", and "Email:". Below this is a CAPTCHA section with the text "Type the characters you can see in the image below" and an image containing the word "ANGARRON" and a "Reach" logo. A "reCAPTCHA" logo is also present. At the bottom of the form are buttons for "<< Back to Login" and "Create an Account". The "VERIFY" dialog box contains the text "An email has been sent to the address you provided. Please follow the link inside to verify your Requester's Account." and an "OK" button.

4. Click "OK" and then go to your email to verify your account. **Note:** It may be in spam.

- Upon verification of your email address, a new window will open. In this window, shown below, you will see a box on the left side of the screen that says "I am requesting as a school staff member" – DO NOT check this box. Continue completing the required information. Create your pin number (hover over the word "help" to the right of this box for explanation). When you have completed the form, click on the "Save & Continue to Request Screen".

## Plymouth Community Facilities Requester Registration Form

I am requesting as a School Staff Member

**Your Organization Name & Info:**

Organization/Client Name:  \*

Address:  \*

City:  \*

State, Zip:   \*

Do you have Liability Insurance?:  \*

If so, Insurance Exp Date:  [Help](#)

Insurance Policy:

Do you Pay Sales Tax?:  \*

Tax Exempt #:  [Help](#)

Desired PIN Number:  \* [Help](#)  
(for Signing Contracts)

\* Required Fields

**Contact Person – Your Name:**

Salutation:  \*

First Name:  \*

Last Name:  \*

Address:  \*

(ONLY if different)

City:

State, Zip:   \*

Office Phone:  \*

Home Phone:

Mobile Phone:

Office Fax:

Email:  \*


**Desired Login Information:**

User Name:  \*




Password:  \*

Retype Password:  \*

Type the characters you can see in the image below



Type the text

[Privacy & Terms](#)   

### Making a Facility Request

After you have completed the Registration Form, you will be able to make your facility request.

A new window will appear with another form to fill out in order to make the facility request.

#### 1. Name of the activity

Dear **Connor**,

Screen: 1 • 2 • 3

Make your Facility Request by filling out the form below.

1) Name of Activity:  -or choose from previous activity:

2. Requested Bookings: Add date/times.

- a. A pop up window will appear showing a calendar (shown below) where you will select the day or days of the activity, and then, on the right hand side you are able to set the start time and end time of the event (please note: this is the actual start/end time – NOT set up/tear down time – you will be able to enter this in a later screen)

**Pick Dates and Times**  
 Click on all dates that you want, then Save & Continue. Click W to select all Wednesdays. Shift+click a range of consecutive dates.  
 Black Out Date with no allowed booking  
 Black Out Date with allowed booking

<< Previous Next >>

December 2016							January 2017							February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11
4	5	6	7	8	9	10	8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18
11	12	13	14	15	16	17	15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25
18	19	20	21	22	23	24	22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31	
25	26	27	28	29	30	31	29	30	31																		

April 2017							May 2017							June 2017							July 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15
9	10	11	12	13	14	15	14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
16	17	18	19	20	21	22	21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	
23	24	25	26	27	28	29	28	29	30	31										30	31						
30																											

**Start Time**  
 Start Time: [00] AM

**End Time**  
 End Time: [00] PM

Save & Continue >>  
 << Back

- b. After date(s) are selected and times are filled out, click on the “save and continue” button.
- c. You will then be taken back to your initial “Facility Request Form”. The list of dates and times for your event will now be filled in on the form.

Dear **Connor**,

Screen: 1 • 2 • 3

Facilities Details:  
 << Back

Make your Facility Request by filling out the form below.

**Journey to Citizenship w/Rommy Herrera**  
[Add Date/Times](#) Note: Add information to the FIRST date and it will auto-populate the other dates.

Date	Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Setup-Notes	Attendance	Delete
Wed 02/08/2017	6:00PM	7:30PM	<a href="#">Select</a>	<a href="#">Select</a>	<a href="#">Select</a>	----	<a href="#">Select</a>	<a href="#">Select</a>	<input type="checkbox"/>

[Delete Selected](#)

**Other Information:**

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: [Upload](#)  
[Attach more](#)

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

- d. Please note that the text in blue is what is editable: It is here on this form that you will be able to enter the remaining information (location, set up, tear down, attendance etc.). You are also able to edit the times you initially chose from this page. If you wish to delete a date, check the corresponding box in the “delete” column and then click the “delete selected” button on the right of your screen.

- i. When selecting your location, click on the “select” in the Location column. You will then see a new pop up window open where you can check the locations available and choose the building and location type for your event.
  1. Start by selecting a building from the dropdown.
  2. Next, choose a location type.
  3. After clicking “Show All Locations”, you will be able to see the matching locations based upon your chosen criteria.
  4. You should then see a screen similar to the one below – you should be able to see any possible charges or conflicts here as well. If the space is available, and no conflicts are found, you will be able to check the box in the “Select” column.
  5. Click “Save & Continue” after doing so.

Building: Plymouth High School [Book this whole building](#)

Show Availability for:  Only this date (02/08/2017)

- OR -

Location Type: Auditorium

[Show All Locations](#)

[Add Selected Locations and Continue Adding More](#) [Remove Locations](#)

[Close](#) [Save & Continue >>](#)

Showing all Locations					
Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Auditorium (Auditorium)	\$0.00 hourly	Plymouth High School	0	<input type="checkbox"/>	<a href="#">View</a>

[Close](#) [Save & Continue >>](#)

*\*Text in RED indicates building/location unavailability*

6. You will then be taken back to your “Facilities Request Form” (pictured on the previous page) and will see that the location has now been filled in.

3. Other Information: this box, found on the bottom of your “Facilities Request Form”, would be where you would include any equipment, special needs/requests or set up notes regarding your event.

Once these steps are completed, you can either “Submit & Exit” , “Submit & Add Another Request” or “Copy to Add to Another Similar Request” (this last option would come in handy if you have both am & pm practices on the same nights, or in similar situations).

***You have now submitted your form!***

Keep an eye out for an email with the details of your approved/denied request (this may end up in your spam folder). Be sure to “whitelist” the domain in which the email is sent from to ensure that you are able to find future emails more easily.

## Once You Are a Requester

After your account is setup and your first request is submitted, you will no longer have to go through the registration process. Simply login using your username and password on the left hand side of the following screen.



The screenshot displays two side-by-side panels. The left panel, titled "Facilities Requester Login", contains a "Username:" label followed by a text input field, a "Password:" label followed by a text input field, a "Login" button, and a blue link labeled "Forgot your password?". Below this panel is the text "Thank you!". The right panel contains the text "If you would like to register to become a Facilities Requester, please click the button below." and a "Become a Requester" button.

We appreciate you using this system and learning the ins and outs along with us to make the transition to this new system run smoothly.

Always feel free to call our office with questions, concerns, ideas or feedback [920-892-5068](tel:920-892-5068) or ext. [1300](tel:920-892-1300).