Facilities Scheduler (FS) Help App

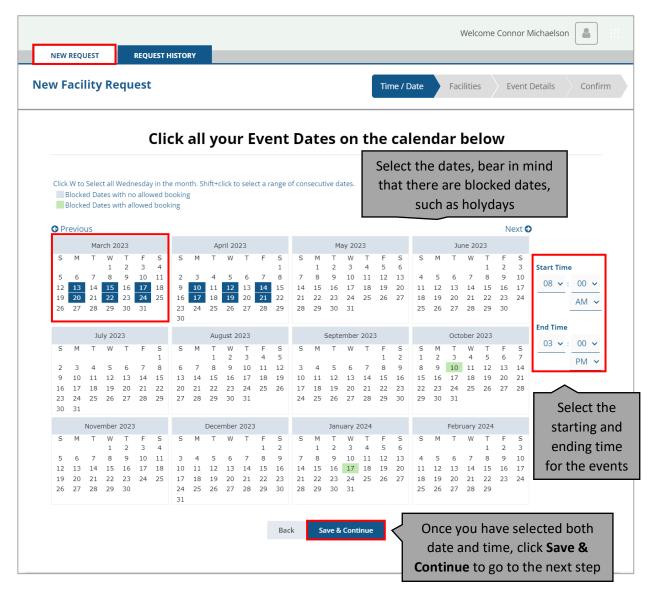


Requesting a Facility

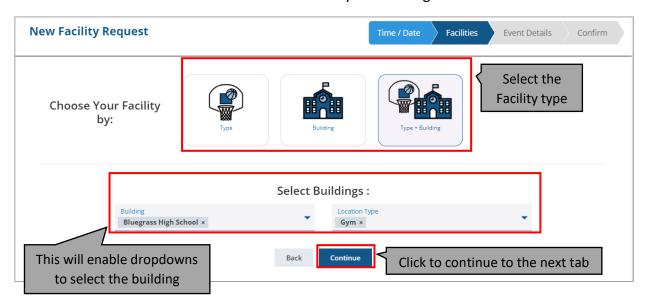
December 2022

After completing the Registration Form (or being approved as a Requester), you will be able to make your Facility Request. As a Requester, you must fill in the information on each screen before submitting the Request.

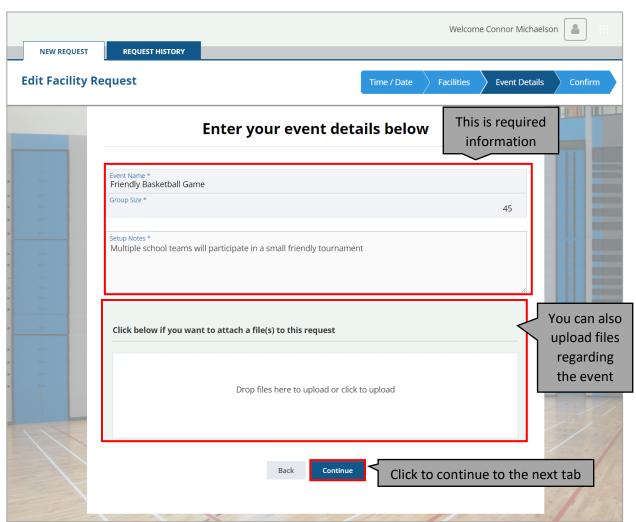
Screen 1: Time/Date – Add the desired dates and times for your event.



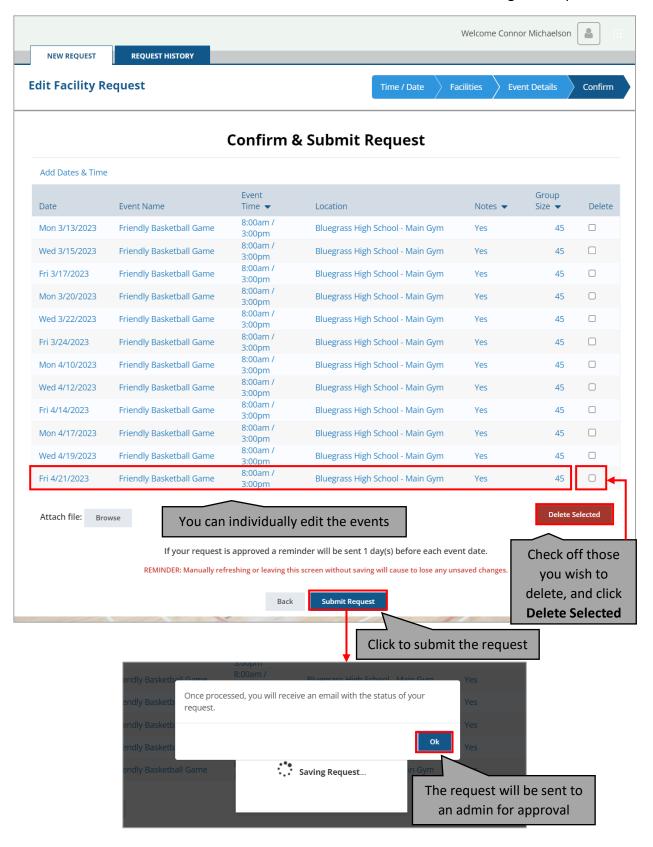
Screen 2: Facilities – Add the desired location for your booking.

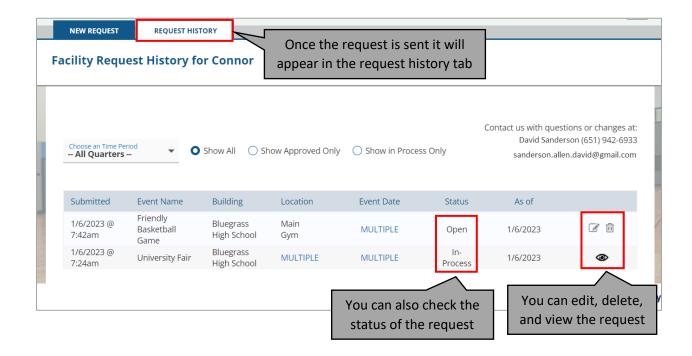


Screen 3: Event Details – Add the Event Name, Group Size and Setup Notes. You may also attach a file to this request.



Screen 4: Confirm – Check and verify the added information from previous screens. You may add or delete dates and times here. This is the last screen before submitting the Request.





Note: A Facility Request that has already been processed (tagged in the following status: In-Process, Approved, or Denied) can no longer be edited.