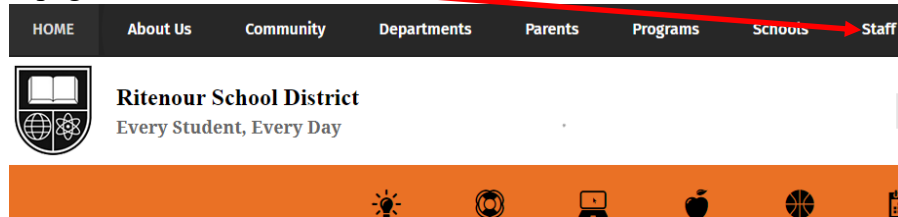


To enter calendar and room requests in FS Direct.

- **All** building events must be placed on the district calendar.
- Your requests will be routed to your building's FS Direct Administrator or Lead OP for approval/activation.
- **All** Requests for the Auditorium are routed to Tim Daly at RHS.

From the district home page click on "Staff"



Scroll to the bottom. Your login should be the same login you use to sign on to your computer but your password you choose yourself when you register. If you are already registered but forget your password, click on the Forgot Password link (underneath Sign In) – this will send you an email to re-set your password.

The password needed to save your request at the end of the request form is different than your login password and is always *calendar*.

VIEW INTERNAL CALENDAR, SCHEDULE AN EVENT OR BOOK A ROOM

1. Log In

Returning staff, log in at: fsd.schooldude.com.

(If you forgot your password, click on the Forgot Password link (underneath **Sign In**) – this will send you an email to create your password.)

First time users, please [click here](#), and register by clicking the arrow to the right of the green text at the bottom of the page that says "Never Submitted a Request? Register Here!"

2. View Internal Calendar or Schedule Request

Once you are logged in, to view the internal calendar, click the **Calendar** tab and sort calendar by location. To book a room, under **Quick Launch**, click **My SchoolBuilding**. This will take you to the **New Schedule** tab. Select what kind of request you need. Once you've completed entering your request, you will be asked for a submittal password. The submittal password is *calendar*.

- For those approving requests or managing their school's calendar, watch this [SchoolDude Tutorial](#) to learn more about your role.
- For Support or Questions, [email Dionne Gleckler](#).

Always check for conflicts before entering your request. This can be done by viewing the internal calendar. Once you are logged in click the **Calendar** tab and sort calendar by location. This can save you from wasting time entering a request that is in conflict with an already existing request.



If you find that it is already booked by another district employee, you can contact them to see if they are able to move or if it is an outside group you should notify your building's FS Direct Administrator or Lead OP immediately.

After you have checked for potential conflicts you enter your request from your **Home** Page by clicking on **My School Building**.




Next choose one of the following.



Normal Schedule. This is the most common choice. You can hand select up to 20 dates. However, they must be in the same room(s) at the same time of day for each of your dates.

Recurring Schedule. This schedule must still be in the same room(s) at the same time of day but you can have up to 100 dates on this schedule so long as they always fall on the same day of the week or month. (ex. a PTO Meeting or Staff Meeting that happens every 2nd Tuesday of the month in the Library.)

Irregular Schedule. This schedule is not used very often. It does give you the flexibility to choose multiple rooms at different times on a single or multiple days but it is often easier to just create a separate Normal or Recurring Schedule for the “odd” meeting(s) than using this option.

Any field marked with this  is a required field.

NOTE: To select multiple rooms on either the Normal or Recurring Schedule click on the first room you need then press the CTRL key and select the other rooms. Reminder, you can choose multiple rooms but the dates and times will be the same for all rooms unless you use the Irregular Schedule.

If you do not mark the box next to Custodial, your custodial staff **will not** be aware you are having an event and will be unaware of any assistance needed or set up requirements. Please be as detailed as possible (space permitting).

If this is an event occurs outside of normal school hours you must check the box next to Heating/Ventilation/Air Conditioning or you **will not** have any heat/ac.

The box next to Tech Services is where you can make the IT Department aware of any special equipment needs. (This is primarily used for requests involving the auditorium).

Event Visibility Yes, this is a schedule of public events
Google Calendar Yes, add the scheduled events to Google Calendar

You **do not** use Event Visibility unless you want parents to be able to see the event on your district webpage calendar.

Student or Parent events such as PTO meetings, fundraiser nights, school concerts, etc. should **always** have Event Visibility checked.

Staff events such as Faculty meetings, PD day schedules, IEP meetings, etc. **do not** need a check in Event Visibility.

Google Calendar should **always** be checked.

NOTE: The password needed to save your request at the end of the request form is different than your login password and is always *calendar*.

After completing your request and pressing SAVE and the program takes you here...

Schedule has been saved.
 Schedule ID 23333
 Status Submitted
 Notify Booked By
 Notify Contact Person
Date Created 12/9/2019 11:30:38 AM
Schedule State? Inactive Conflict Exists

This is your schedule number.

This means you still have something conflicting with your request.

Click on the words “Conflict Exists” to see what the conflict is.

Once the pop up opens you can see if it is really a conflict (ie. someone else has reserved the same room or a district notice like the one below).

Event Title: girls basket ball
Location: KRATZ ELEM.
Rooms Needed: North Gym

Event Conflict(s):							
Event Setup Time	Event Title	Schedule ID	Setup Begin Time	Setup Breakdown Time	Room(s) Used		
1/6/2020 6:30:00 PM - 1/6/2020 8:00:00 PM						Conflict Exists!	Cancel Schedule Event
Conflicting Schedule	Professional Development (No School PK-12) (School Event)	1/6/2020	1/6/2020	1/6/2020 23:59:59	-	View/Change	

Print This! Close Window

If you find that it is already booked and you are unable to move your date or location, you should contact your building’s FS Direct Administrator or Lead OP to confirm whether the other party is able to change.

You should receive and email from the School Dude/FS Direct system once your schedule has been approved and activated.