

# School Dude User Instructions

## (Entering Building Use Requests - Second Step)

Begin by logging in to [www.ledyard.net](http://www.ledyard.net)

Click **News & Information**

Scroll down and click on **Building Use**

Read the letter to vendors then watch the second bulleted video

- Requesting Access to Community Use
- Submitting Requests in Community Use

This video explains how to enter building use requests

After watching this video, click on **View Public Building Use Calendar**

### Building Use

- Login to Enter a Building Use Request
- View Public Building Use Calendar
- Policies Pertaining to Building Use

Once you see the calendar appear, in the upper right hand corner, click on **Log In to Request Facility Use**

Welcome Guest! [Log in to Request Facility Use](#)  
Ledyard Public Schools

Once you select **Log In to Request Facility Use**, another window appears, on the left and log in to your account using the user name and password you set up when you began.

Home Documents Help

Search for

Don't have an account? [Create One.](#)

Email Address

Password

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Once you're logged in, click on **Request Facility Use**

The screenshot shows the user interface for 'Request Facility Use' in the Ledyard Public Schools system. At the top left, the text 'Ledyard Public Schools' is displayed. At the top right, a welcome message reads 'Welcome Suzanne Meserve! Click here to Log Out Ledyard Public Schools'. A red arrow points to the 'Request Facility Use' link in the top navigation menu, which is highlighted in blue. Other navigation links include 'Home', 'My Requests', 'My Organizations', 'My Settings', 'Documents', and 'Help'. Below the navigation is a search bar with a 'GO' button. The main content area is titled 'Request Facility Use' and contains the heading 'View your Facility Use Requests'. Two options are presented: 'Normal Schedule' and 'Recurring Schedule'. Each option includes an icon of a calendar and a list of characteristics. The 'Normal Schedule' list includes 'Single date', 'Multiple dates', and 'Same Location/areas'. The 'Recurring Schedule' list includes 'Daily', 'Weekly', 'Monthly', and 'Same Location/areas'. At the bottom of the page, there is a blue footer containing a breadcrumb trail: 'Home | Request Facility Use | My Requests | My Organizations | My Settings | Documents | Help'. Below the breadcrumb, the user's ID is shown as 'SID: COM05' and 'DID: 3'. A link for 'Terms and Conditions' is also present.

Here you can begin to enter your building use event.

**Normal Schedule** is for events that are for either single date events or multiple date events

**Recurring Schedule** is for events that repeat over a period of time (every Monday, every other Tuesday, etc.)

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Please follow the prompts to enter your building use request; all fields with the red bar | are mandatory fields.

The system will not save your request if the information is not filled out.

Enter the **Event Title** – enter your organization’s name hyphen (-) event title

e.g. **Ledyard Parks & Rec – Wrestling**

**Event Description** – leave blank

Select the drop down beside **Location** and **Room** to select the space(s) that are needed (you can hold down the Control key to select more than one room)

Select **Start Time** and **End Time** – please be sure that you select **AM** or **PM**

For **Normal Events** - choose your **Event Dates** by clicking on the date in the calendar box to the right

Click on the **Check Availability** button to verify you are not double booking a room

Select Setup **Begin Time** and **Breakdown End Time** – again be sure that you select **AM** or **PM**

**Duration** automatically fills in

For **Recurring Events** – Select **Start Time** and **End Time**

Select Calendar icon next to **Start Recurrence** to select date

Complete **Recurrence Pattern**

Select Calendar icon next to **End Recurrence** to select date

**NEW Facility Use Request**

1 Search 2 Availability 3 Event Details 4 Confirmation

First Name  Last Name

Event Title |

Event Description

Location |

Rooms (Building) |

(Use the CTRL key to select multiple rooms.)

Start Time |    End Time |

Start Recurrence |

Recurrence Pattern |

Daily

Weekly Recur every  week(s) on:

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Monthly

day  of every  month(s)

The   of every  month(s)

End Recurrence |

Note: The maximum event dates for this schedule is 100.

Legend

**| Required Fields**

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Click **Search** when complete to view any calendar conflicts – calendar appears showing your time in yellow. Click **Next** at the bottom of the page.

1 Search 2 **Availability** 3 Event Details 4 Confirmation

**Location:** Juliet W. Long School  
**Rooms Selected:**  
 Gymnasium  
**Date range:** 1/18/2017 to 1/18/2017  
**Selected time:** 1:00 PM to 4:00 PM  
Half Hourly Increment

<< Room Availability Wed 01/18 >>

12:00 AM	
12:30 AM	
01:00 AM	
01:30 AM	
02:00 AM	
02:30 AM	
03:00 AM	
03:30 AM	
04:00 AM	
04:30 AM	
05:00 AM	
05:30 AM	
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11:30 PM	

Previous Next

Legend

# School Dude User Instructions

## (Entering Building Use Requests - Second Step)

**Event Details** page appears, here you'll enter your organization name, contact name, view your insurance expiration date and enter any setup requirements if applicable.

Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

### NEW Facility Use Request

1 Search 2 Availability 3 **Event Details** 4 Confirmation

#### Organization Information

Organization |

Contact |

Insurance expires on:

#### Setup Requirements

Required Maintenance Services	Service Description
<input checked="" type="checkbox"/> Event Setup	<input type="text" value="Table"/>
<input checked="" type="checkbox"/> Furniture	<input type="text" value="Chairs (12)"/>
<input type="checkbox"/> Sports Equipment	<input type="text"/>
Required IT Services	Service Description
<input checked="" type="checkbox"/> Audio / Visual	<input type="text" value="Projector Screen"/>
<input type="checkbox"/> Document Camera	<input type="text"/>
<input type="checkbox"/> Miscellaneous/Questions (IT)	<input type="text"/>
<input checked="" type="checkbox"/> Mobile Workstation	<input type="text" value="computer for presentation"/>
<input checked="" type="checkbox"/> PA System	<input type="text" value="Microphone"/>
<input checked="" type="checkbox"/> Projector	<input type="text" value="projector"/>
<input type="checkbox"/> Wireless Connection	<input type="text"/>
<input type="checkbox"/> Wiring	<input type="text"/>

# School Dude User Instructions

## (Entering Building Use Requests - Second Step)

**Rental Requests**

Charge Type	Quantity	Rental description
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**Event Information**

Below, please enter a number for:

Total Attending |

Adults Attending

Children Attending

Extra Chairs Required

Parking Spaces Required

Yes, please display events on the community calendar

Other Needs

**File Attachments**

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

Signature |  (please enter your email address)


Click Save once complete – your event has been entered in School Dude Ledyard Public Schools will process for approvals

Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

1 Search 2 Availability 3 Event Details 4 **Confirmation**

**Confirmation**

 The following request has been submitted.  
Please contact [Sue Meserve](#) if you have any questions about your request.

**Schedule ID** 1347

**Event Title** Meserve - Test

**Location** Juliet W. Long School

**Rooms (Buildings)** Gymnasium


**Event Dates** 1/18/2017

**Start Time** 4:00 PM **End Time** 4:30 PM

**Name** Suzanne Meserve

**Phone Number** 860-464-9255

**Email** smeserve@ledyard.net

 **Print This!**

Home | Request Facility Use | My Requests | My Organizations | My Settings | Documents | Help

SID: COM04  
DID: 3

[Terms and Conditions](#)

To logout of School Dude, once you return to the CommunityUse screen, in the upper right hand corner, click **Click here to Log Out**

Welcome Suzanne Meserve! [Click here to Log Out](#)  
Ledyard Public Schools