

# Redesigned Requester Screen

The **Requester Page** features a new and improved look that provides a better flow and easier navigation while making a Facility Request.

## 1. Requester Registration Form – Fill out the form.

### Facilities Requester Registration Form

I am requesting as a School Staff Member

#### Your Organization Name & Info

Organization/Client Name: \*  
Robert Slater

Address: \*  
2066 Stratford Drive

City: \*  
Eastville City

State: \*  
Minnesota

Zip: \*  
55001

Do you have Liability Insurance?:

Yes  No

If so, Insurance Expiration Date:

Upload Insurance Policy

Attach File

Do you pay sales tax?

Yes  No

Tax Exempt #:

#### Contact Person - Your Name

First Name: \*  
Robert

Last Name: \*  
Slater

Address (ONLY if different):

City:

State:

Zip:

Office Phone:  
(858) 864-2468

Home Phone:

Mobile Phone:

Office Fax:

Email Address: \*  
robert\_slater@gmail.com

Desired Pin Number \* (for Signing Agreements)  
12345

#### Desired Login Information:

User Name:  
rslater

Password:  
\*\*\*\*\*

Retype Password:  
\*\*\*\*\*

I'm not a robot

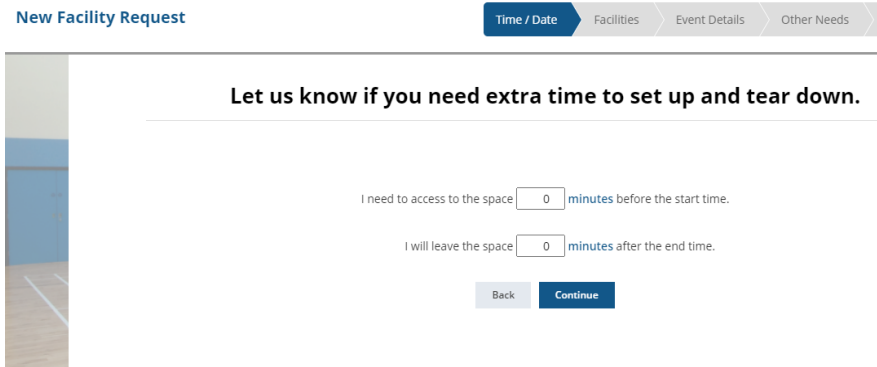
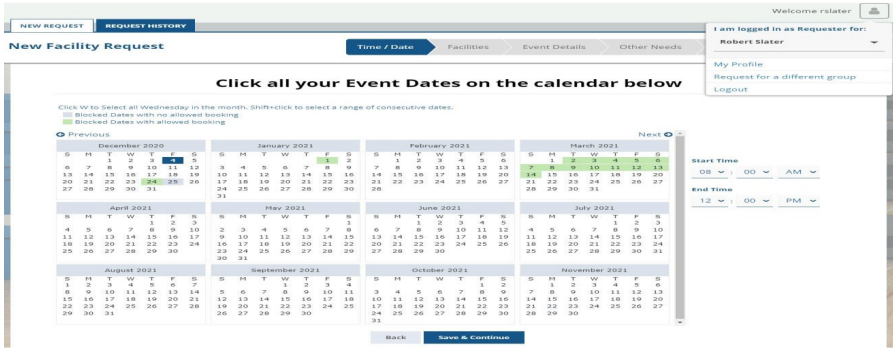


Back to Login

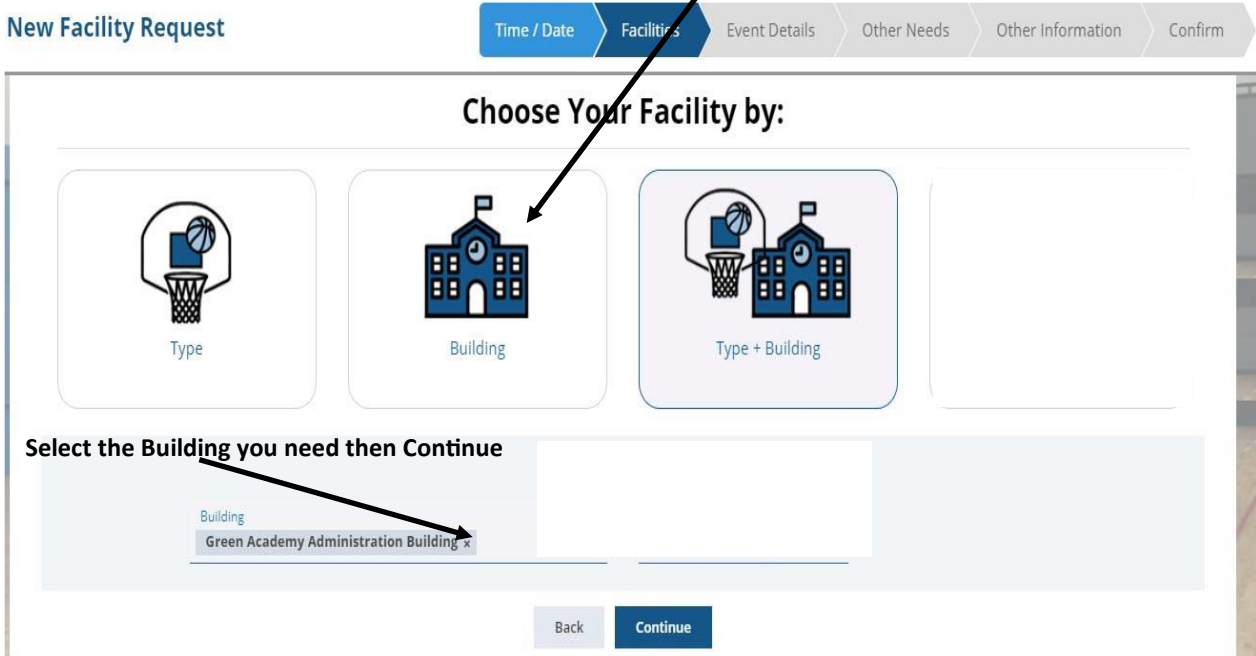
Save & Continue to Request Screen

**Requester Page** – Once the Registration is approved, Clients can access their account and proceed to the Requester Page. The **New Request** tab is selected by default.

**Time/Date Screen** – Choose the Date and Time of the Event and click on **Save and Continue** to proceed to the next screen. Please enter your **set up** and **tear down** information in minutes.



**Facilities Screen** – Choose the event's Facility/Location by **Building** and select the school click **Continue**



## Select the Location(s) and Continue

New Facility Request

Time / Date

Facilities

Event Details

Other Needs

Confirm

Select your **Location(s)** (if there is a conflict the program will not allow you to choose it)

Select	Facility Name	Building	Rate	Conflicts	Additional Info
<input type="checkbox"/>	(Entire Building)	Oconomowoc High School		0	<a href="#">View</a>
<input type="checkbox"/>	Band ~ Room 250 (Staff Use Only) (HS Classroom)	Oconomowoc High School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	Cafeteria Main ~ Room 150 (HS Cafeteria Room 150)	Oconomowoc High School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	Cafeteria North ~ Room 123 Peanut/Tree Nut Free (HS Cafeteria Room 123)	Oconomowoc High School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	Cafeteria South ~ Room 170 Peanut/Tree Nut Free (HS Cafeteria Room 170)	Oconomowoc High School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	Choir ~ Room 256 (Staff Use Only) (HS Classroom)	Oconomowoc High School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	Conference Room/Staff Lounge Room 340 (Staff Use Only)	Oconomowoc High School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	Dance Studio (Staff Use Only) (HS Classroom)	Oconomowoc High School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	Dance ~ Room 220A (Staff Use Only) (HS Classroom)	Oconomowoc High School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	Diamond/Baseball ~ Upper Fields (Upper Athletic Fields)	Oconomowoc High School	\$0.00 hourly	0	<a href="#">View</a>

**Event Details Screen** – Add the **Event Name** and **Attendance (required information)**. *Please do not enter setup notes since a work order will need to be submitted for any special setup requests.* Click on **Continue**

New Facility Request

Time / Date

Facilities

Event Details

Other Needs

Other Information

Confirm

### Enter your event details below

Event Name \*

Board Staff Meeting

Group Size \*

35

**\*\*Please Submit a Work Order For Additional Setup Requests\*\***

**Staff Only—If you are requesting a vehicle please enter your destination here**

Click below if you want to attach a file(s) to this request

Drop files here to upload or click to upload

Back

Continue

**Confirmation Screen** – Review the event details before clicking on the **Submit Request** button or **Save and Submit Later**.

New Facility Request

Time / Date

Facilities

Event Details

Other Needs

Other Information

Confirm

### Confirm & Submit Request

Add Dates & Time

Date	Event Name	Event Time	Location	Other Needs	Notes	Group Size	Delete
Fri 12/4/2020	Board Staff Meeting	8:00am / 12:00pm	Green Academy Administration Building - Conference Room A	Select	Yes	35	<input type="checkbox"/>

Attach file:

Browse

Delete Selected

Other Information

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

Back

Save & Submit Later

Submit Request

Once processed, you will receive an email with the status of your request.

Ok



**Request History** tab – Displays the Client’s History of Requests. To edit a reservation request before it is approved click on the pencil to make any changes.

**NEW REQUEST** **REQUEST HISTORY**

### Facility Request History for Robert Slater

Choose an Time Period  
-- All Quarters --

Show All  Show Approved Only  Show in Process Only

Submitted	Event Name	Building	Location	Event Date	Status	As of	
10/13/2020 @ 10:33am	Board Staff Meeting	Green Academy Administration Building	Conference Room A	Fri 12/4/2020	Open	11/4/2020	 

Status Key

- Pending** Your request has not been submitted yet.
- Open** Your request has not been seen yet by an Administrator
- In-Process** Your request is being reviewed by the Administrator.
- Approved** Your request has been approved by the Administrator.
- Denied** Your request has been denied by the Administrator
- Resubmitted** Your request has been resubmitted by the Administrator.

To view a reservation after it is approved click on the eye.

Submitted	Event Name	Building	Location	Event Date	Status	As of	
1/7/2021 @ 10:14am	Test	Oconomowoc High School	Band ~ Room 250 (Staff Use Only)	Thu 2/11/2021	Approved	1/7/2021	