

## Redesigned Requester Screen

01/05/2021

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.

[Click Here for a Video Tutorial](#)

### Facilities Requester Registration Form

I am requesting as a School Staff Member

**Your Organization Name & Info** 1

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** 2

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:** 4

User Name:  
rslater

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

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

I'm not a robot 6

reCAPTCHA  
Privacy · Terms

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**2. Requester Page** – Once the Registration is approved, Clients can login to their accounts 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.

Click on the user icon to show the Account Settings. This includes Users, My Profile, Request for a different group and Logout.

**New Facility Request** | Time / Date | Facilities | Event Details | Other Needs

Click all your Event Dates on the calendar below

Click W to Select all Wednesday in the month, Shift+click to select a range of consecutive dates.

- Blocked Dates with no allowed booking
- Blocked Dates with allowed booking

Start Time: 08 : 00 AM

End Time: 12 : 00 PM

Back | **Save & Continue**

**Facilities Screen** – Choose the event’s Facility/Location by **Type, Building, Type and Building, or by Equipment or Other Needs Only** and click **Continue**.

**New Facility Request** | Time / Date | **Facilities** | Event Details | Other Needs | Other Information | Confirm

Choose Your Facility by:

- Type
- Building
- Type + Building**
- Equipment or Other Needs Only

Select Buildings :

Building: Green Academy Administration Building x

Location Type: Conference Hall x

Back | **Continue**

**New Facility Request** Time / Date Facilities Event Details Other Needs Other Information Confirm

### Select your desired Facilities

Select	Facility Name	Building	Rate	Conflicts	Additional Info
<input checked="" type="checkbox"/>	Conference Room A (Conference Hall)	Green Academy Administration Building	\$20.00 hourly	0	<a href="#">View</a>

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.  
\* Text in RED indicates building/location unavailability

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1

2

Click here to show all the Location details.

**Note:** Choosing **Equipment** or **Other Needs Only** will skip the facilities selection process and goes straight to the **Event Details** screen.

**Event Details** Screen – Add the event details and click **Continue**.

**New Facility Request** Time / Date Facilities **Event Details** Other Needs Other Information Confirm

### Enter your event details below

1

Event Name \*  
Board Staff Meeting

Group Size \*  
35

2

Setup Notes \*  
Please setup a projector for the presentation

3

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

Drop files here to upload or click to upload

4

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**Other Needs** Screen – Add the equipment and services needed for the event. Click **Continue** to proceed to the next screen.

**New Facility Request** Time / Date Facilities Event Details **Other Needs** Other Information Confirm

### Select Equipment or Other Services for your Events

Conference Room A

Other Options:

Quantity	Sports Equipments	Quantity	Office Equipments	Quantity	Technology
0	Volleyball Nets	0	Tables	0	Laptop
0	Volleyballs	0	Chairs	0	Projector
0	Basketballs	0	White Board		
0	Baseball Bats	0	Printer		
		0	Computer Table		
Quantity		Quantity		Quantity	Sound System
0		0		0	Amplifier
0		0		0	Speakers

Note: Other Needs applies to the same locations.

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Type the number or use the arrows to change the quantity.

**Other Information Screen** – Fill out the form if extra information is needed, then **Continue**.

**New Facility Request** | Time / Date | Facilities | Event Details | Other Needs | **Other Information** | Confirm

### Other Information for this Request

Group Name:

Will there be minors in the room?:  Yes  No

Are there going to be over 20 people?:

**Confirm 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:

Other Information

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

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

**Request History tab** – Displays the Client’s History of Requests.

**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	<input type="button" value="Print"/> <input type="button" value="Delete"/>

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.