

****OASD Website—Click on the FAMILIES dropdown - FACILITIES SCHEDULING is located under the RESOURCES tab**

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.

[Click here for a video tutorial](#)

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:

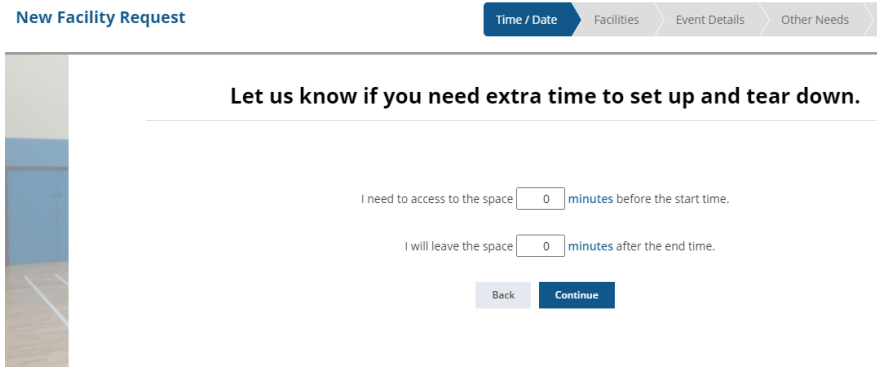
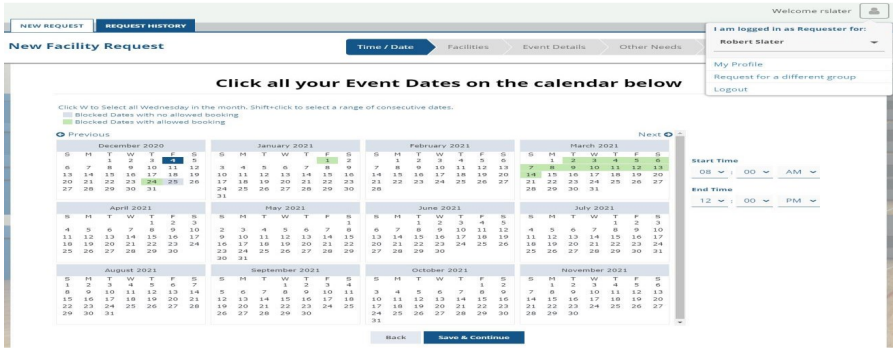
User Name: rslater
Password: *****
Retype Password: *****

I'm not a robot 
reCAPTCHA
Privacy - Terms

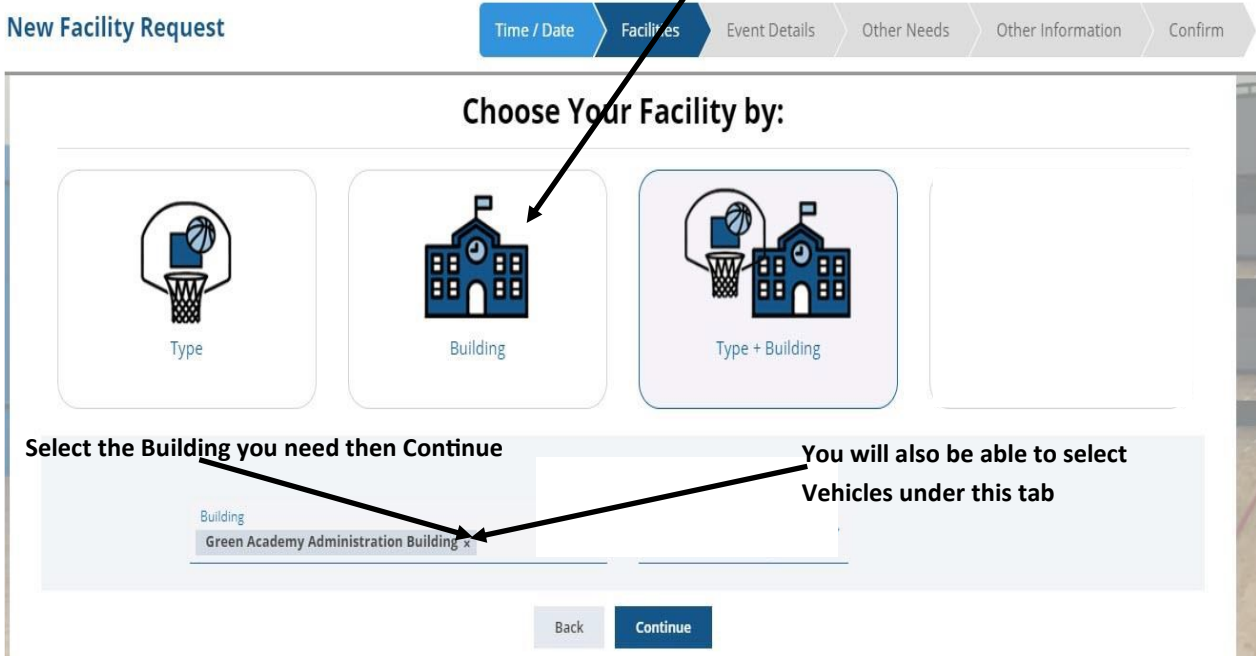
[Back to Login](#)[Save & Continue to Request Screen](#)

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**. If you are reserving a vehicle please follow the same directions.



Select the **Location(s)** and **Continue**— Vans will also be listed if you chose **Vehicles**

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

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:

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	

Vehicle Information Is Located On The Next Page

Vehicle Request Information

Information:

- * All Drivers will need to have a drivers abstract on file prior to the approval of vehicle requests.
- * Click on the Driver's Abstracts link under FAMILIES/RESOURCES/FORMS AND DOCUMENTS
- * You can submit your information online. Once your submission is approved by Kristen Taylor in Human Resources you may enter your vehicle reservation request.

Key Pick Up and Drop Off Procedures:

- * Keys will be available in the OHS loading dock on the board. Please sign-out the keys on the sign-out sheet.
- * Park your personal vehicle in the staff parking lot behind the school. When you return; **please clean out the inside of the van**, lock the doors and return the key in the Key Drop Box that is located on the side of the school near the loading dock or return them to the assigned hook in the receiving room.