

OASD FACILITY SCHEDULING PROCEDURES

Step 1: Log onto www.oasd.org



Step 2: In the **Quick Links** (right hand side of web page) use the down arrow key to find **Facilities Scheduling**.

Step 3: Click on **Facilities Scheduling**

Step 4: Click on the **Become a Requester** button (if this is your first time requesting a reservation).

If you already have a username and password please proceed to **Step 7**.



Step 5: Fill out all of the information and click on **Save & Continue to Request Screen**.

Step 6: The information will be sent to the Buildings & Grounds Office for approval. You will be notified via email when you are approved.

****Step 7:** Once you are approved as a Requester, you can log back into the OASD website and begin your request using your Username and Password.

Alert

You have not uploaded your Insurance Policy yet.

Please click [Profile Info](#) tab and click **Upload** button next to **Insurance Policy** and click **Save Changes** button to upload it.

OK

Please click on **OK** if you are a staff member.

If you are making a reservation request for an outside organization, we will need a current Liability Insurance Certificate on file.

Step 8: Once logged in, click on **New Request** and fill in the information.



Step 9: Enter the name of your **Activity** or choose from a **previous activity name**.

1) Name of Activity: -or choose from previous activity:

Step 10: Add **Date/Times**

2) Requested Bookings: Add Date/Times

Pick Dates and Times
 Click on all dates that you want. Then Save & Continue. Click W to select all Wednesdays. Shift+click a range of consecutive dates.
 Black Out Date with no allowed booking
 Black Out Date with allowed booking

< Previous Next >

August 2016							September 2016							October 2016							November 2016										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7			
7	8	9	10	11	12	13	8	9	10	11	12	13	14	15	9	10	11	12	13	14	15	16	10	11	12	13	14	15	16		
14	15	16	17	18	19	20	16	17	18	19	20	21	22	23	24	16	17	18	19	20	21	22	23	24	17	18	19	20	21	22	23
21	22	23	24	25	26	27	23	24	25	26	27	28	29	30	31	23	24	25	26	27	28	29	30	31	24	25	26	27	28	29	30
28	29	30	31				25	26	27	28	29	30				30	31								29	30					

Start Time: [00] [AM] [PM]
 End Time: [00] [AM] [PM]
 Save & Continue << Back

Click on the date(s) you are requesting.

****Make sure that a.m. or p.m. are chosen correctly.**
 Once you have your dates and times selected click on **Save & Continue**

Step 11: If your reservation requires any extra Set-Up or Tear Down time enter those times under **Set Up Time** or **Tear Down Time**.

Requested Bookings: [Add Date/Times](#)

Event	Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Equip.	Setup-Notes	Attendance	Delete
Wed 09/21/2016	6:30PM	7:00PM	Select	Select	Select	----	Select	Select	Select	<input type="checkbox"/>

UPDATED Step 12: Select your **Location**-
 Once you select this you will be able to request the building and location of your event.

Facilities Scheduler - Google Chrome
 https://fs-oasdr.schooltoday.com/scheduling/editeventfacility/calendarflag/bookFor/dates_this/hasBookings/0/apld/16871/groupB

Select Location
 Building:
 Location Type:
 Show Availability For: Only this date (06/01/2017)

Show:
 Book Add Selected & Add more Remove Location

Location Name	Building	# of Conflicts	Show Conflicts	Select
Band Room 250 (Staff Only) (HS Classroom)	Oconomowoc High School	0		<input type="checkbox"/>
Boiler Room 228	Oconomowoc High School	0		<input type="checkbox"/>
Cafeteria Room 123 (North Allergy Free Cafeteria) (HS Cafeteria Room 123)	Oconomowoc High School	0		<input type="checkbox"/>
Cafeteria Room 150 (Main Cafeteria) (HS Cafeteria Room 150)	Oconomowoc High School	1	Show	<input type="checkbox"/>
Cafeteria Room 170 (South Cafeteria) (HS Cafeteria Room 170)	Oconomowoc High School	0		<input type="checkbox"/>
Choir Rm 256 (Staff Only) (HS Classroom)	Oconomowoc High School	0		<input type="checkbox"/>
Classroom (Staff Only) (HS Classroom)	Oconomowoc High School	0		<input type="checkbox"/>
Computer Lab 213 (Staff Only) (HS Computer Lab)	Oconomowoc High School	0		<input type="checkbox"/>
Computer Lab 218 (Staff Only) (HS Computer Lab)	Oconomowoc High School	0		<input type="checkbox"/>
Computer Lab 340 (Staff Only) (HS Computer Lab)	Oconomowoc High School	0		<input type="checkbox"/>
Conference Room 146 (Staff Only) (HS Conference Room)	Oconomowoc High School	0		<input type="checkbox"/>
Dance Rm 220A (HS Upper Gym)	Oconomowoc High School	0		<input type="checkbox"/>
Dance Studio	Oconomowoc High School	0		<input type="checkbox"/>
Diamond - Baseball - Upper Fields (Upper Athletic Fields)	Oconomowoc High School	1	Show	<input type="checkbox"/>
Diamond - Softball #1 - West Fields (West Fields)	Oconomowoc High School	1	Show	<input type="checkbox"/>

Choose the Building-
 Choose **ALL and View** to show specific rooms in the building. You will need to **SCROLL DOWN** to see the complete list of rooms.

Select the box (area) you are reserving.

****This section will also show if there are any conflicts with the room you are trying to request****

Click on **BOOK** to reserve the space.

Step 13: After you have your location entered you will be able to add **Equipment, Setup Notes** and **Attendance**. You will also have the option to delete the entire entry at this time. If you choose to delete your entry you will need to click on **Delete** and then **Delete Selected**.

2) Requested Bookings: [Add Date/Times](#)

	Event Start Time ▼	Event End Time ▼	Set Up Time ▼	Tear Down Time ▼	Location	Location Types	Equip. ▼	Setup-Notes ▼	Attend-ance ▼	Delete
Tue 08/30/2016	2:00PM	3:00PM	Select	Select	Oconomowoc High School - Cafeteria Room 150 (Main Cafeteria)	HS Cafeteria Room 150	Select	Select	Select	<input type="checkbox"/>

Step 15: Staff Only– You will also need to enter a separate work order in School Dude for any additional equipment needs or set-up

Step 16: Please click on **Submit & Exit** if your request is complete. Please click on **Submit & Add Another** if you have additional requests.

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

Once your request is approved you will receive an email with your permit attached.

Please sign your permit (use your PIN number) and return.

If you have any questions, please feel free to contact the Buildings & Grounds office at 262.560.2131 or by email CollinsS@oasd.org