

MLSchedules (MLS) How to Guide:



Table of Contents

1) Create an Account/login.....	Pg. 3,4,5
2) How to fill out a Request.....	Pg. 6
a) Conference Request/Field Trip Form By Specific Date/time.....	Pg. 7,8
b) Conference Request/Field Trip Form By Multiple Day Event.....	Pg. 9,10
c) Contracted Service Agreement.....	Pg. 11,12
d) Facility Use Request.....	Pg. 13,14,15
3) How to approve.....	Pg. 16,17,18
4) How to edit request.....	Pg. 19,20,21
5) Questions/Contact Info.....	Pg. 21

To Create a New Account please follow the steps below:



1. Go to the Lansing School District Home Page: www.Lansingschools.net
2. Click on "Staff"
3. Click on "ML Schedules"



Login page for MLSchedules:

***** Administrative staff, Principals, and Head Secretaries already have a user account. (If you are not sure you have an account, please contact Kattie White, ext. 3014 or email kattie.white@lansingschools.net)**

***** Teachers/staff needing to request Conference Request/field trip forms will need to create a new account.**

1. Click on “Create New Account”

Contact Log In

2 MLSchedules™ K12 Facility Request Software User Resources

Welcome to the Facility Use Request System for Lansing Public School District

Lansing School District

Please enter your username and password to Log In.

Username *

Password *

Log In

Other Options [Create New Account](#) [Send Password Reminds](#)

K-12 school districts, municipalities and other facility owners with public-use spaces are reducing operating costs, improving community satisfaction, and reducing their carbon footprints with ML Schedules™ software. [Learn more](#) or [recommend a District](#).

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Fill in the new account set up information ***Please note: Though it is called a group, you are creating a login for yourself as a staff member. Group name will be your first and last name.

2. Make sure to pick "District Staff" as your classification.
3. Click Create User Account

New Account Setup

Please complete all fields and upload the requested documents (in PDF or JPG format) to create a new ML Schedules™ Software user account and related Group(s).

USER INFORMATION.

<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
E-mail Address	Confirm E-mail Address
<input type="text"/>	<input type="text"/>
Password	Confirm Password

GROUP INFORMATION. If you are an internal district staff member who will be submitting requests on your own behalf (i.e. not for a group, team, club, etc), use your first and last name as the Group Name.

<input type="text"/>	<input type="text"/>
Group Name	Phone Number
<input type="text"/>	<input type="text"/>
Street / Mailing Address	City
<input type="text"/>	<input type="text"/>
- Please Select -	Zip Code
State	

ADDITIONAL GROUP INFORMATION.

Group Classification.

Class	Description
Class A	All School lead student activities, teacher groups, PTO, recreational and cultural activities that directly contributing to education for LSD students/families. FEES ARE SUBJECT TO CHANGE
Class B	Community & Private, nonprofit groups defined as those primarily comprised of District residents providing civic, educational, cultural, religious, or charitable goals who are requesting solitary, occasional or regularly scheduled use for an activity. FEES ARE SUBJECT TO CHANGE
Class C	Commercial, industrial and professional groups, except those hired by the School District, and out-of-town non-profit organizations requesting solitary, occasional, or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals in mind. FEES ARE SUBJECT TO CHANGE
Class D	Any athletic organizations who may or may not have a fee to participate in activities that will be using Gymnasiums, swimming pools, and fields for practice purposes only. FEES ARE SUBJECT TO CHANGE

District
Staff

Non-District Groups: Upload the Group's Certificate of Insurance and it's Expiration Date.

No file chosen

Expiration Date

Additional Group Files Enter name and then upload file.

No file chosen

File 1

No file chosen

File 2

No file chosen

File 3



Note: Your Group can only have 1 Classification per District and not all Districts use Classifications. Contact your District for more information.

Once submitted, an Administrator will approve your profile. From there, you will be able to login and use the online forms. *Please see the next steps on how to enter a form. (Conference Request, Field Trip Forms, and Contracted Service Agreements)

How to fill out a request:

1. Log in by going to our website, Lansingschools.net, and clicking on staff then MLSchedules.
2. The homepage will look like below:

Both Conference Request Forms and Field Trip Forms are to be filled out at least 30 days in advance prior to the start of the event/conference/field trip.

The system will not allow you to enter anything within 30 days.

Please plan accordingly.

For Conference Request Forms or Field Trip Forms you will choose a request based on a couple of factors:

- **One day Conference/Field Trip:** Use By specific date and time
- **Staying overnight Conference/Field Trip:** Use By specific date and time
- **If its multiple days but not staying overnight:** Use “Multiple Day Event”. ***This option also allows you to do different times for each day as well as different dates. Example: MSBO Conferences are all through the year. You may have the dates and times for each of them so you could use this format to change the dates and times for each and enter all of them at once.

For Contracted Service Agreements: Principals/Secretaries should be filling this out and should be using “By Specific date and time”. Enter the current date and time of when you are filling out the form.

Conference Request/Field Trip Forms By Specific Date and Time:

[Contact kattie.white@lansingschools.net](#) [Log Out](#)

2 **MLSchedules** - K12 Facility Request Software
User Resources
My Requests
Admin ▾
Reports ▾
Requestor Help ▾
District Help

Welcome to the Facility Use Request System for Lansing Public School District

REQUESTS [Upcoming](#) [Past](#) [Make Request](#)
Profile FAQs Contact Us

1 select type

2 search spaces

3 request space

4 confirm request

Make Request : Kattie White

1. Select Start and End Dates and Times.
2. Narrow your search by selecting a Site and/or a Space. To select multiple settings:
 - o PCs, use the Ctl key to extend your selection
 - o Macs, use the Apple key.
3. Select the View button when all desired selections have been made to check availability.
4. Select the Request button next to the space you want to request.

> [Go back to previous screen](#)

Start Date / Time (incl. Setup)

Site

- Select Site -

and / or

Space Type

Auditorium
 Baseball / Softball Field
 Cafeteria
 Classroom
 Computer Lab

View

End Date / Time (incl. Breakdown)

1. Enter date(s) of Conference/Field Trip and time frame you will be gone.
2. Filter by Site: All forms will be at the top of the list. **Please do not pick your location.**
3. Skip by Space Type and click View

[Contact kattie.white@lansingschools.net](#) [Log Out](#)

2 **MLSchedules** - K12 Facility Request Software
User Resources
My Requests
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 - o Macs, use the Apple key.
3. Select the View button when all desired selections have been made to check availability.
4. Select the Request button next to the space you want to request.

> [Go back to previous screen](#)

Start Date / Time (incl. Setup)

 09/01/2017 8:00am

Site

**Conference Requests

and / or

Space Type

Baseball / Softball Field
 Cafeteria
 Classroom
 Computer Lab

View

End Date / Time (incl. Breakdown)

 09/01/2017 5:00pm

- Find your location and choose whether you will be using grant or non-grant funding. (if you are not using School District Funding, please still use the non-grant form)

Type	Site	Name	Max Occupancy	Cost	
Other Requests	**Conference Requests	*Accounting Dept.	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Elmhurst (GF) (Supervised by Botwinski)	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Elmhurst (GF) (Supervised by Keck)	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Elmhurst (NGF) (Supervised by Botwinski)	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Elmhurst (NGF) (Supervised by Keck)	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Grant, Compliance & School Improvement	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Human Resources	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Operations	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Public Safety	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Purchasing Dept.	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Student Learning (GF) (Supervised by Chapman)	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Student Learning (NGF) (Supervised by Chapman)	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Wainwright (GF) (Supervised by Tichenor)	0	\$0.00 / Hour	Request
Other Requests	**Conference Requests	*Wainwright (NGF) (Supervised by Tichenor)	0	\$0.00 / Hour	Request

(Not full list)

- All areas are to be filled in. Requisitions can be entered at the same time and all supporting documents can be attached as well. If it's not applicable, please describe why or N/A
- Check that you agree and press Request.

EVENT INFORMATION

**Conference Requests

Site:

Elmhurst (GF) (Supervised by Keck)

Space:

Setup Start Date / Time:

Breakdown End Date / Time:

Event Start Date / Time:

Event End Date / Time:

Event Hours: Hour

Estimated Cost:

Notes (Set Up Directions, Other Instructions, etc.)

ADDITIONAL INFORMATION

Name:

Employee ID #:

Job Title/Position:

Bargaining Unit:

Building/Department:

Conference Title (Description of Activity):

Conference Location City:

Conference Location State:

Total number of School days Absent:

Substitute Teacher Required:

Reasons for request:

Estimate of Expenses: Registration:

Estimate of Expenses: Lodging:

Estimate of Expenses: Transportation:

Estimate of Expenses: Meals:

Requisition #: Registration:

Requisition #: Lodging:

Conference Account #:

Substitute Teacher Account #:

ATTACHMENTS

File Attachment 1 / Note: No file chosen

File Attachment 2 / Note: No file chosen

File Attachment 3 / Note: No file chosen

File Attachment 4 / Note: No file chosen

File Attachment 5 / Note: No file chosen

File Attachment 6 / Note: No file chosen

File Attachment 7 / Note: No file chosen

File Attachment 8 / Note: No file chosen

File Attachment 9 / Note: No file chosen

File Attachment 10 / Note: No file chosen

I have read and agree to the District Terms & Conditions (view)

Do not require approval on this request

Conference Request/Field Trip Forms: Multiple Day Event

1. Enter Site as the form, space as your location and funding source.
2. Enter the date of the first event and time. (remember this is for events that are multiple days but not staying overnight)
3. Skip to “# occurrences and enter the amount of days your event is. (if you have 4 MSBO conferences to put in, you would enter 4)
4. Press View
5. You are then able to manipulate the days/times as you need. (See example below)
6. Press Continue

Site

**Conference Requests

Space(s)

*Elmhurst (GF) (Supervised by Keck)

Add Another Space

Date & Time Information

09/08/2017

Start Date

8:00am

Start Time (including Setup)

5:00pm

End Time (including Breakdown)

You will be able to specify the number of setup/breakdown minutes on the next page.

Occurrences & Frequency Information (Select either End Date or # Occurrences)

Daily

Frequency

End Date

5

Occurrences

View Continue

Space	Date	Start Time (incl. Setup)	End Time (incl. Breakdown)	Available
X *Elmhurst (GF) (Supervised by Keck)	9/8/2017	8:00am	5:00pm	YES
X *Elmhurst (GF) (Supervised by Keck)	10/26/2017	8:30am	4:30pm	YES
X *Elmhurst (GF) (Supervised by Keck)	11/15/2017	8:00am	5:00pm	YES
X *Elmhurst (GF) (Supervised by Keck)	01/25/2018	8:00am	5:00pm	YES
X *Elmhurst (GF) (Supervised by Keck)	02/02/2018	9:00am	4:00pm	YES

- Fill out the form accordingly with all required areas and attachments. If it's not applicable, please describe why or N/A.
- Check that you agree and Press Request

Space	Date	Time	Estimated Cost *	Available
*Linhurst (GJ) (Supervised by Keck)	9/8/2017	08:00 AM - 05:00 PM	\$0.00 / Hour	YES
*Linhurst (GJ) (Supervised by Keck)	10/26/2017	08:00 AM - 04:30 PM	\$0.00 / Hour	YES
*Linhurst (GJ) (Supervised by Keck)	11/15/2017	08:00 AM - 05:00 PM	\$0.00 / Hour	YES
*Linhurst (GJ) (Supervised by Keck)	1/25/2018	08:00 AM - 05:00 PM	\$0.00 / Hour	YES
*Linhurst (GJ) (Supervised by Keck)	2/2/2018	08:00 AM - 04:00 PM	\$0.00 / Hour	YES

EVENT INFORMATION

My Group Internal School Group
 Event Name
 Minutes for Setup Minutes for Breakdown Notes (Set Up Directions, Other Instructions, etc.)

ADDITIONAL INFORMATION

Name Employee ID #
 Job Title/Position Bargaining Unit
 Building/Department Conference Title (Description of Activity)
 Conference Location City Conference Location State
 Total number of School days Absent Substitute Teacher Required
 Estimate of Expenses: Registration Rationale for request:
 Estimate of Expenses: Lodging
 Estimate of Expenses: Transportation
 Estimate of Expenses: Meals Requisition #: Registration
 Requisition #: Lodging Conference Account #
 Substitute Teacher Account #

ATTACHMENTS

No file chosen No file chosen
 File Attachment 1 / Note File Attachment 4 / Note
 No file chosen No file chosen
 File Attachment 2 / Note File Attachment 5 / Note
 No file chosen No file chosen
 File Attachment 3 / Note File Attachment 6 / Note

I have read and agree to the District Terms & Conditions (view)

Do not require approval on this request

Contracted Service Agreement Form:

1. Enter by Specific Date and Time
2. Enter Current Date and Time that you are entering
3. Under Site, click on Contracted Service Agreement
4. Click View



1 select type
2 search spaces
3 request space
4 confirm request

Make Request : Facilities Approver

1. Select Start and End Dates and Times.
2. Narrow your search by selecting a Site and/or a Space. To select multiple settings:
 - o PCs, use the Ctl key to extend your selection
 - o Macs, use the Apple key.
3. Select the View button when all desired selections have been made to check availability.
4. Select the Request button next to the space you want to request.

> Go back to previous screen

Start Date / Time (incl. Setup)

Site

**Contracted Service Agreement

and / or

Space Type

X
 Auditorium
 Baseball / Softball Field
 Cafeteria
 Classroom
 Computer Lab

View

5. Choose between Grant Funded and Non Grant Funded and click Request.

Start Date / Time (incl. Setup)

Site

**Contracted Service Agreement

and / or

Space Type

Auditorium
 Baseball / Softball Field
 Cafeteria
 Classroom
 Computer Lab

View

Type	Site	Name	Max Occupancy	Cost	
Other Requests	**Contracted Service Agreement	Grant Funded	0	\$0.00 / Hour	<div style="border: 1px solid #ccc; padding: 2px; background-color: #336699; color: white; display: inline-block;">Request</div>
Other Requests	**Contracted Service Agreement	Non Grant Funded	0	\$0.00 / Hour	<div style="border: 1px solid #ccc; padding: 2px; background-color: #336699; color: white; display: inline-block;">Request</div>

6. Fill out the required Fields and Submit for approval.
7. Once approved, the Purchasing Office will send out for Vendor Signatures.
8. Signed Copy will be attached to the form for records.

EVENT INFORMATION

<input type="checkbox"/> Contracted Service Agreement <input type="checkbox"/> Non Grant Funded Space 09/01/2017 10:45 AM 09/01/2017 11:15 AM Setup Start Date / Time Breakdown End Date / Time 09/01/2017 10:45am 09/01/2017 11:15am Event Start Date / Time Event End Date / Time \$0.00/ Hour Estimated Cost	Facilities Approver My Group - Select Internal School Group - Internal School Group Event Name Notes (Set Up Directions, Other Instructions, etc)
---	--

ADDITIONAL INFORMATION

Independent Contractor	Street Address
City, State, Zip Code	Principal (Contracting Agent)
Contact Person (If other than Principal)	Type of Service
Date(s) of Services	Time(s) of Services
Grade Level(s)	Not to Exceed Total Amount:
Account # (ASN & Account)	To Be Paid (Upon Completion of Services, Biweekly, or Monthly)
	Independent Contractor's Tax ID/Social Security #
Independent Contractor's Email/Fax	Requestion #

ATTACHMENTS

<input type="button" value="Choose File"/> No file chosen File Attachment 1 / Note	<input type="button" value="Choose File"/> No file chosen File Attachment 4 / Note
<input type="button" value="Choose File"/> No file chosen File Attachment 2 / Note	<input type="button" value="Choose File"/> No file chosen File Attachment 5 / Note
<input type="button" value="Choose File"/> No file chosen File Attachment 3 / Note	<input type="button" value="Choose File"/> No file chosen File Attachment 6 / Note

I have read and agree to the District Terms & Conditions (view).
 Do not require approval on this request.

How to enter a Facility Use Request for School Events

- **One day event:** Request a Single Day Event
- **Multiple day event/ Recurring Event:** Request a Multiple Day Event.
 ***This option also allows you to do different times for each day as well as different dates. Example: Parent/Teacher Conferences. You may have the dates and times for each of them and can use this format to change the dates and times for each and enter all of them at once.

[Contact kattie.white@lansingschools.net](#) [Log Out](#)

2 **MLSchedules** K12 Facility Request Software
[User Resources](#) [My Requests](#) [Admin](#) [Reports](#) [Requestor Help](#) [District Help](#)

Welcome to the Facility Use Request System for Lansing Public School District

REQUESTS [Upcoming](#) [Past](#) [Make Request](#)
[Profile](#) [FAQs](#) [Contact Us](#) Select Language

1 select type

2 search spaces

3 request space

4 confirm request

INSTRUCTIONS: Select a **Request Type**, below, for the **Group** selected here.

- Select Group - or - Select Internal School Group -

Request a Single Day Event

By specific date and time

By specific space (calendar view)

Multiple spaces at the same time

Request a Multiple Day Event

As a recurring event

Specific Date and Time:

REQUESTS [Upcoming](#) [Past](#) [Make Request](#)
[Profile](#) [FAQs](#) [Contact Us](#) Select Language

1 select type

2 search spaces

3 request space

4 confirm request

Make Request : Facilities Approver

1. Select Start and End Dates and Times.
2. Narrow your search by selecting a Site and/or a Space. To select multiple settings:
 - o PCs, use the Ctl key to extend your selection
 - o Macs, use the Apple key.
3. Select the View button when all desired selections have been made to check availability.
4. Select the Request button next to the space you want to request.

> [Go back to previous screen](#)

Start Date / Time (incl. Setup)

End Date / Time (incl. Breakdown)

Site

Attwood

and / or

Request Type

Request Type

View

Specific Space (Calendar View)

Make Request : Facilities Approver

There are **two options** for searching for the availability of a specific space:

- Option 1: Select the desired site (building) first. The Spaces available will be limited to the selected site.
- Option 2: Select the Type of space desired first. Then select from specific spaces that match the desired type.

After clicking "Search", click the day you are looking to reserve, then click to the right of the time your event starts if there is not already an event there.

> Go back to previous screen

< > today **September 2017** month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Multiple Spaces at the Same Time

REQUESTS Upcoming Past Make Request Profile FAQs Contact Us Select Language

search

1 select type 2 search spaces 3 request space 4 confirm request

Request Multiple Spaces At The Same Time : Facilities Approver

1. Select Start and End Dates and Times.
2. Select desired Sites and/or Space Types. To select multiple: PCs, use Ctrl key; Mac, use Apple key.
3. Select VIEW to check availability
4. Check the Spaces you want to request. Then select CONTINUE to make the requests

> Go back to previous screen to select a different request type.

Start Date / Time (incl. Setup)

End Date / Time (incl. Breakdown)

View

Site

and / or

Space Type

Multiple Day Event: As a Recurring Event

Make A Recurring Request: Facilities Approver

1. Select Space and Date & Time information.
2. Select the Frequency and then either the # Occurrences or the End Date.
3. Select VIEW to check availability and to make the recurring request.

> Go back to previous screen to select a different request type.

The screenshot shows a form for creating a recurring event request. Red arrows point to the following fields:

- Site:** A dropdown menu with the text '- Select Site -'.
- Space(s):** A dropdown menu with the text '- Select Space -' and a button labeled 'Add Another Space' below it.
- Date & Time Information:** Three input fields: 'Start Date', 'Start Time (including Setup)', and 'End Time (including Breakdown)'. Below these is the text: 'You will be able to specify the number of setup/breakdown minutes on the next page.'
- Occurrences & Frequency Information (Select either End Date or # Occurrences):** A dropdown menu with 'Daily' selected, an 'End Date' input field, and a '# Occurrences' input field with the value '0'.
- View:** An orange button labeled 'View'.

***This option also allows you to do different times for each day as well as different dates. Example: Parent/Teacher Conferences. You may have the dates and times for each of them and can use this format to change the dates and times for each and enter all of them at once.

Enter required information and request.

*****Facility Requests should be filled out anytime you are using the facility after hours for your school events. This ensures that there will be no conflicts.**

***** Any Outside organizations that want to use our Facilities will need to have their own account and request space by going to our website.**

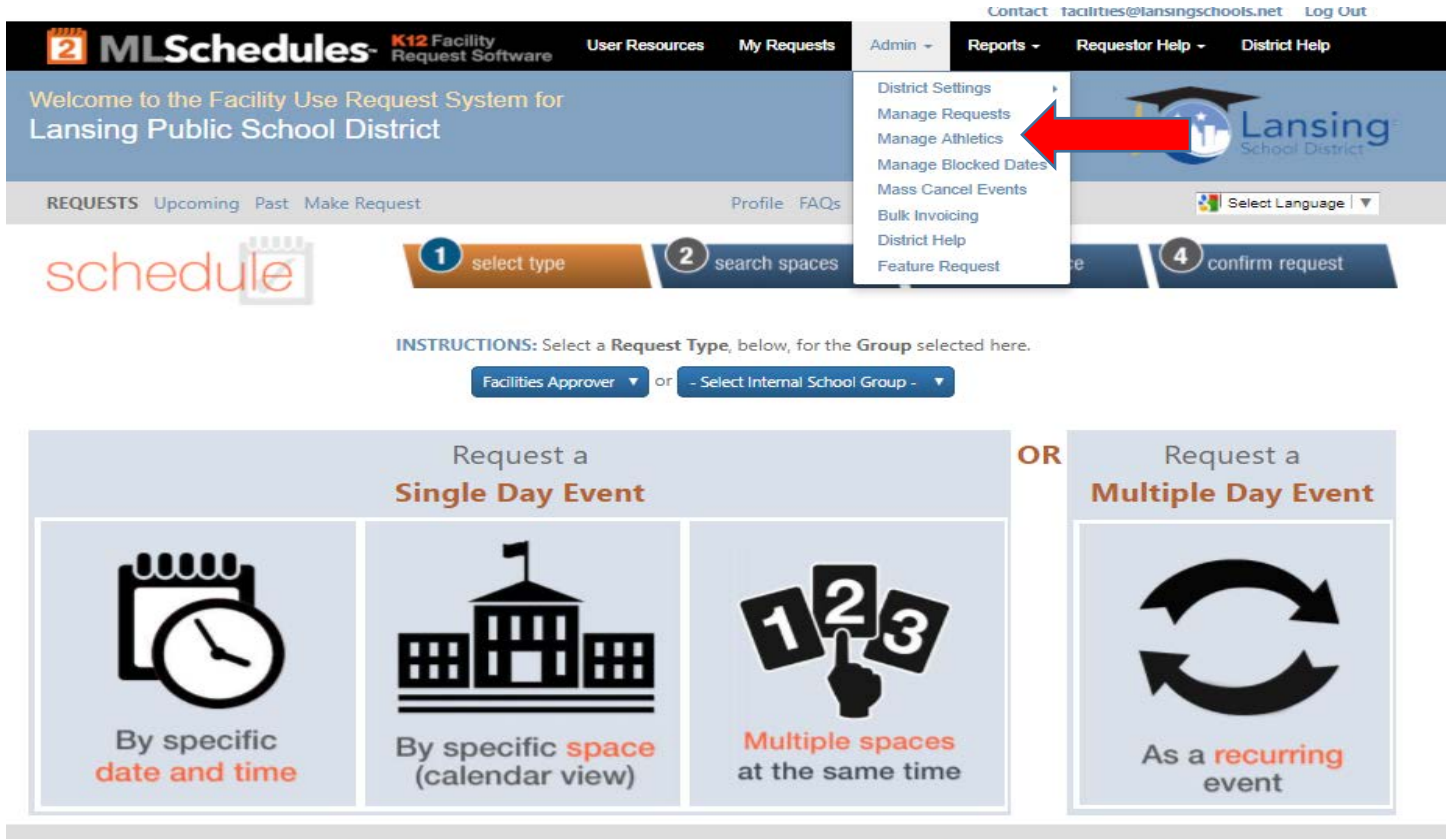
Lansingschools.net/Quicklinks/Facility Rentals

*****Cannot use Facilities for personal use such as Baby Showers, Birthday Parties, etc.**

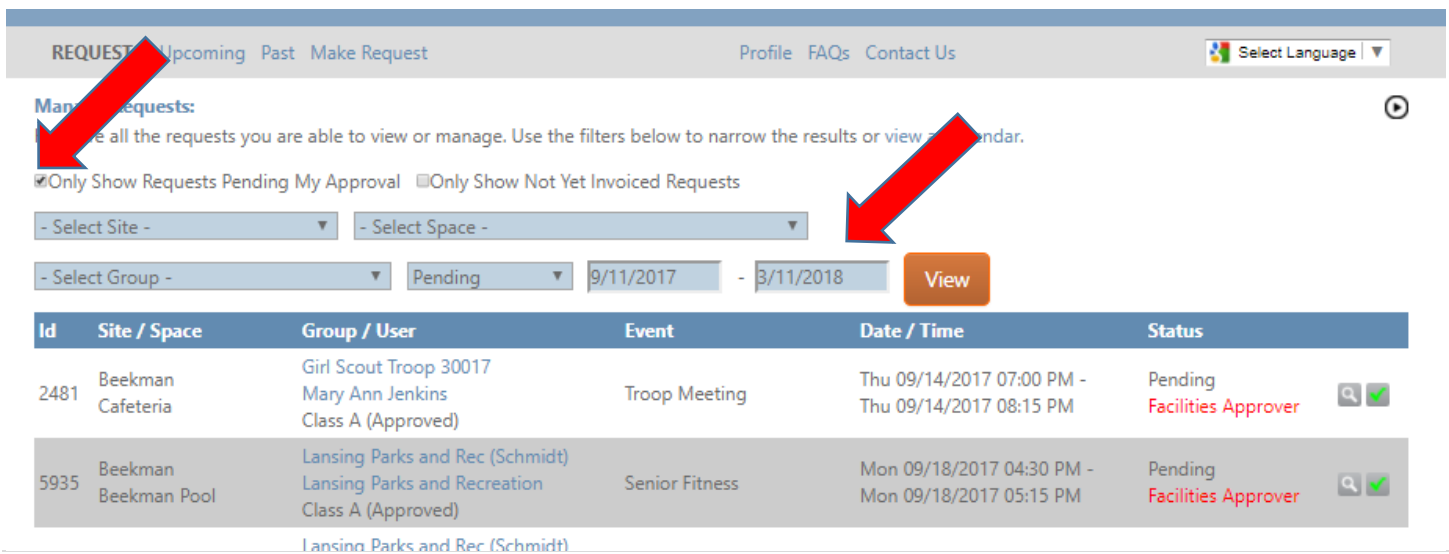
How to Approve a Request

**You should have received an email that states that a request is waiting your approval, but it is recommended to log in and see if there is anything awaiting your approval 1-2 times a week.

1. Go to Admin Drop down
2. Click on Manage Requests



3. Make sure that the box marked "Only Show Requests Pending My Approval" is checked
4. A list of requests waiting for approval should be in list form as below
5. Change the date range to reflect the end of the fiscal year. (June 30, 20XX). This will ensure you have captured all events being requested.



Id	Site / Space	Group / User	Event	Date / Time	Status
2481	Beekman Cafeteria	Girl Scout Troop 30017 Mary Ann Jenkins Class A (Approved)	Troop Meeting	Thu 09/14/2017 07:00 PM - Thu 09/14/2017 08:15 PM	Pending Facilities Approver
5935	Beekman Beekman Pool	Lansing Parks and Rec (Schmidt) Lansing Parks and Recreation Class A (Approved)	Senior Fitness	Mon 09/18/2017 04:30 PM - Mon 09/18/2017 05:15 PM	Pending Facilities Approver

- To view the request fully before approving click on the magnifying glass next to the request.
- If you are sure the event is ok, you can click the green check mark to approve without reviewing. (*This option is better for one day events. If it's a recurring or multiple space event, you will need to check all the green check marks individually)

REQUESTS Upcoming Past Make Request Profile FAQs Contact Us Select Language

Manage Requests: ⊙

Here are all the requests you are able to view or manage. Use the filters below to narrow the results or view as calendar.

Only Show Requests Pending My Approval Only Show Not Yet Invoiced Requests

- Select Site - - Select Space -

- Select Group - Pending 9/11/2017 - 3/11/2018 View

Id	Site / Space	Group / User	Event	Date / Time	Status
2481	Beekman Cafeteria	Girl Scout Troop 30017 Mary Ann Jenkins Class A (Approved)	Troop Meeting	Thu 09/14/2017 07:00 PM - Thu 09/14/2017 08:15 PM	Pending Facilities Approver 🔍 ✅
5935	Beekman Beekman Pool	Lansing Parks and Rec (Schmidt) Lansing Parks and Recreation Class A (Approved)	Senior Fitness	Mon 09/18/2017 04:30 PM - Mon 09/18/2017 05:15 PM	Pending Facilities Approver 🔍 ✅

Lansing Parks and Rec (Schmidt)

***Recurring/multiple space events will show as a separate schedule ID. By clicking on the magnifying glass you can get to all occurrences.

Request Information ⊙

Request #: 2481 Date Submitted: 09/09/2017 08:12 PM View All Occurrences

USER & GROUP INFORMATION

Group: Girl Scout Troop 30017 Insurance File: No File Insurance Expiration: No Expiration Date

Group Classification: Class A (Approved) Group Notes: Group Attachments:

User: Mary Ann Jenkins E-mail: madjenkins@gmail.com Phone: 517-394-5616

Address: 1630 Tansley Lane City: Lansing State: MI

Zip: 48842

EVENT INFORMATION

Site: Beekman Space: Cafeteria Event: Troop Meeting

Setup Start: Thu 09/14/2017 07:00 PM Breakdown End: Thu 09/14/2017 08:15 PM Event Start: Thu 09/14/2017 07:00 PM

Event End: Thu 09/14/2017 08:15 PM Space Cost: \$0.00 Status: Pending

All Occurrences: 9/14/2017, 9/28/2017, 10/12/2017, 10/26/2017, 11/9/2017, 12/7/2017

Event Notes: Please be sure door near gym is open for us to enter, and hall lights are on

District / Requestor Notes:

Internal Notes:

ADDITIONAL INFORMATION

Number of People: 15

EQUIPMENT

of Chairs / Notes: 0: We can set out any chairs we will need. # of Tables / Notes: 3: Tables are usually on floor area available. Access to Electric / Notes: No

PERSONNEL

Technical Support / Notes: No Custodial Services: Yes: Please be sure door near gym is open for us to enter, and hall lights are on Food Services: No

Security: No Snow Removal: No Grounds: No

DOORS TO BE OPENED

Do you need restrooms open?: No

ATTACHMENTS

File Attachments:

ADMIN INFORMATION (Internal/External Notes, Cost, Additional Notifications)

Internal:

Internal Notes are only visible by staff approvers of this request.

External:

External Notes will be sent to and visible to the requestor of this request as Admin Notes.

Space Cost: \$0

Invoice after event (instead of on Approval)

Application Fee Paid? Check #: Amount:

Deposit Paid? Check #: Amount:

In Paid? Check #:

Show event details to the public?

ADDITIONAL NOTIFICATION INFORMATION

Approve Request w/ Above Notes Decline Request w/ Above Notes

Put On Hold Save Request w/ Above Notes Edit Event

Approval History:

Rob Ellis on 09/11/2017 01:49 PM

8. If there is more than one day request, you can click on “view all occurrences/requests”

Request Information 

Request #: 2028 Date Submitted: 07/24/2017 10:49 AM [View All Occurrences](#)

USER & GROUP INFORMATION

Group: Chad Foster Insurance File: **No File** Insurance Expiration: **No Expiration Date**

Group Classification: District Staff (Approved) Group Notes:

User: Chad Foster E-mail: chad.foster@lansingschools.net Group Attachments:

Address: 3900 Stabler Street City: Lansing Phone: (517)755-1080

Zip: 48910 State: MI

EVENT INFORMATION

Site: Everett High School (view on map) Space: Gym Event: Everett Athletic Practice

Setup Start: Mon 09/18/2017 02:30 PM Breakdown End: Mon 09/18/2017 10:00 PM Event Start: Mon 09/18/2017 02:30 PM

Event End: Mon 09/18/2017 10:00 PM Space Cost: \$0.00 Status: Approved

All Occurrences: 8/7/2017, 8/8/2017, 8/9/2017, 8/10/2017, 8/11/2017, 8/14/2017, 8/15/2017, 8/16/2017, 8/17/2017, 8/18/2017, 8/21/2017, 8/22/2017, 8/23/2017, 8/24/2017, 8/25/2017, 8/28/2017, 8/29/2017, 8/30/2017, 8/31/2017, 9/1/2017, 9/5/2017, 9/6/2017, 9/7/2017, 9/8/2017, 9/11/2017, 9/12/2017, 9/13/2017, 9/14/2017, 9/15/2017, 9/18/2017, 9/19/2017, 9/20/2017, 9/21/2017, 9/22/2017, 9/25/2017, 9/26/2017, 9/27/2017, 9/28/2017, 9/29/2017, 10/2/2017, 10/3/2017, 10/6/2017, 10/9/2017, 10/10/2017, 10/13/2017, 10/16/2017, 10/17/2017, 10/18/2017, 10/19/2017, 10/20/2017, 10/23/2017, 10/24/2017, 10/25/2017, 10/26/2017, 10/27/2017, 10/30/2017, 10/31/2017, 11/1/2017, 11/2/2017, 11/3/2017, 11/6/2017, 11/7/2017, 11/9/2017, 11/10/2017, 11/13/2017, 11/14/2017, 11/16/2017, 11/17/2017, 11/20/2017, 11/21/2017, 11/22/2017, 11/24/2017, 11/27/2017, 11/28/2017, 11/30/2017, 12/1/2017, 12/4/2017, 12/5/2017, 12/6/2017, 12/7/2017, 12/8/2017, 12/11/2017, 12/12/2017, 12/13/2017, 12/14/2017, 12/15/2017, 12/18/2017, 12/19/2017, 12/20/2017, 12/21/2017, 12/22/2017, 12/26/2017, 12/27/2017, 12/28/2017, 12/29/2017, 1/2/2018, 1/3/2018, 1/4/2018, 1/5/2018, 1/8/2018, 1/9/2018, 1/10/2018, 1/11/2018, 1/12/2018, 1/16/2018, 1/17/2018, 1/18/2018, 1/19/2018, 1/22/2018, 1/23/2018, 1/24/2018, 1/25/2018, 1/26/2018, 1/29/2018, 1/30/2018, 1/31/2018, 2/1/2018, 2/2/2018, 2/5/2018, 2/6/2018, 2/7/2018, 2/8/2018, 2/9/2018, 2/12/2018, 2/13/2018, 2/14/2018, 2/15/2018, 2/16/2018, 2/19/2018, 2/20/2018, 2/21/2018, 2/22/2018, 2/23/2018, 2/26/2018, 2/27/2018, 2/28/2018, 3/1/2018, 3/2/2018, 3/5/2018, 3/6/2018, 3/7/2018, 3/8/2018, 3/9/2018, 3/12/2018, 3/14/2018, 3/15/2018, 3/16/2018, 3/19/2018, 3/20/2018, 3/22/2018, 3/23/2018, 3/26/2018, 3/27/2018, 3/28/2018, 3/29/2018, 3/30/2018, 4/2/2018, 4/3/2018, 4/4/2018, 4/5/2018, 4/6/2018, 4/9/2018, 4/10/2018, 4/11/2018, 4/12/2018, 4/13/2018, 4/16/2018, 4/17/2018, 4/18/2018, 4/19/2018, 4/20/2018, 4/23/2018, 4/24/2018, 4/25/2018, 4/26/2018, 4/27/2018, 4/30/2018, 5/1/2018, 5/2/2018, 5/3/2018, 5/4/2018, 5/7/2018, 5/8/2018, 5/9/2018, 5/10/2018, 5/11/2018, 5/14/2018, 5/15/2018, 5/16/2018, 5/17/2018, 5/18/2018, 5/21/2018, 5/22/2018, 5/23/2018, 5/24/2018, 5/25/2018, 5/29/2018, 5/30/2018, 5/31/2018, 6/1/2018














9. You can bulk check approve/deny, or pick dates to approve or deny from this screen.

Recurring Request Listing

Insurance Expiration entered.

Any checking box below

Edit Selected
Approve Selected
Put Selected On Hold
Remove Hold On Selected
Decline Selected
Cancel Selected
Invoice Selected

#	id	Site / Space	Group / User	Event	Date / Time	Status
<input type="checkbox"/>	1999	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Mon 08/07/2017 02:30 PM - Mon 08/07/2017 10:00 PM	Approved 
<input type="checkbox"/>	2000	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Tue 08/08/2017 02:30 PM - Tue 08/08/2017 10:00 PM	Approved 
<input type="checkbox"/>	2001	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Wed 08/09/2017 02:30 PM - Wed 08/09/2017 10:00 PM	Approved 
<input type="checkbox"/>	2002	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Thu 08/10/2017 02:30 PM - Thu 08/10/2017 10:00 PM	Approved 
<input type="checkbox"/>	2003	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Fri 08/11/2017 02:30 PM - Fri 08/11/2017 10:00 PM	Approved 
<input type="checkbox"/>	2004	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Mon 08/14/2017 02:30 PM - Mon 08/14/2017 10:00 PM	Approved 
<input type="checkbox"/>	2005	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Tue 08/15/2017 02:30 PM - Tue 08/15/2017 10:00 PM	Approved 
<input type="checkbox"/>	2006	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Wed 08/16/2017 02:30 PM - Wed 08/16/2017 10:00 PM	Approved 
<input type="checkbox"/>	2007	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Thu 08/17/2017 02:30 PM - Thu 08/17/2017 10:00 PM	Approved 
<input type="checkbox"/>	2008	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Fri 08/18/2017 02:30 PM - Fri 08/18/2017 10:00 PM	Approved 
<input type="checkbox"/>	2009	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Mon 08/21/2017 02:30 PM - Mon 08/21/2017 10:00 PM	Approved 



10. Please go back to “manage my request” to verify that you have either Approved or Denied all your requests. You may have to refresh your page to see the updated list.

How to Edit a Request Single Event

1. Go to Admin Drop down
2. Click on Manage Requests
3. Click the Magnifying glass on the event you would like to edit.





REQUESTS Upcoming Past Make Request Profile FAQs Contact Us Select Language

Manage Requests: ⊞
Here are all the requests you are able to view or manage. Use the filters below to narrow the results or view as calendar.

Only Show Requests Pending My Approval Only Show Not Yet Invoiced Requests

- Select Site - - Select Space -

- Select Group - Pending 9/11/2017 - 3/11/2018 View

Id	Site / Space	Group / User	Event	Date / Time	Status	
2481	Beekman Cafeteria	Girl Scout Troop 30017 Mary Ann Jenkins Class A (Approved)	Troop Meeting	Thu 09/14/2017 07:00 PM - Thu 09/14/2017 08:15 PM	Pending Facilities Approver	 
5935	Beekman Beekman Pool	Lansing Parks and Rec (Schmidt) Lansing Parks and Recreation Class A (Approved)	Senior Fitness	Mon 09/18/2017 04:30 PM - Mon 09/18/2017 05:15 PM	Pending Facilities Approver	 

Lansing Parks and Rec (Schmidt)

4. Click "Edit Event".
5. Once changes are made, Click "Save".

Internal:

Internal Notes are only visible by other approvers of this request.

External:

External Notes will be sent to and visible to the requestor of this request as Admin Notes.

Space Cost: \$

Invoice after event instead of on Approval?

Application Fee Paid? Check #: Amount:

Deposit Paid? Check #: Amount:

Is Paid? Check #:

Show event details to the public?

ADDITIONAL NOTIFICATION INFORMATION ▾

Approve Request w/ Above Notes Decline Request w/ Above Notes

Put On Hold Save Request w/ Above Notes Edit Event

Approval History :
Rob Ellis on 09/11/2017 01:49 PM

How to Edit Recurring/Multiple Space Event

**Follow steps 1-2 from previous page

3. Click on the magnifying glass of the first event date in the recurring/multiple space event ID
4. Click on “View All Occurrences”

Request Information 

Request # : 2028 Date Submitted : 07/24/2017 10:49 AM [View All Occurrences](#) 

USER & GROUP INFORMATION

Group : Chad Foster	Insurance File : No File	Insurance Expiration : No Expiration Date
Group Classification : District Staff (Approved)	Group Notes :	Group Attachments :
User : Chad Foster	E-mail : chad.foster@lansingschools.net	Phone : (517)755-1080
Address : 3900 Stabler Street	City : Lansing	State : MI
Zip : 48910		

EVENT INFORMATION

Site : Everett High School (view on map)	Space : Gym	Event : Everett Athletic Practice
Setup Start : Mon 09/18/2017 02:30 PM	Breakdown End : Mon 09/18/2017 10:00 PM	Event Start : Mon 09/18/2017 02:30 PM
Event End : Mon 09/18/2017 10:00 PM	Space Cost : \$0.00	Status : Approved












All Occurrences : 8/1/2017, 8/8/2017, 8/9/2017, 8/10/2017, 8/11/2017, 8/14/2017, 8/15/2017, 8/16/2017, 8/17/2017, 8/18/2017, 8/21/2017, 8/22/2017, 8/23/2017, 8/24/2017, 8/25/2017, 8/28/2017, 8/29/2017, 8/30/2017, 8/31/2017, 9/1/2017, 9/5/2017, 9/6/2017, 9/7/2017, 9/8/2017, 9/11/2017, 9/12/2017, 9/13/2017, 9/14/2017, 9/15/2017, 9/18/2017, 9/19/2017, 9/20/2017, 9/21/2017, 9/22/2017, 9/25/2017, 9/26/2017, 9/27/2017, 9/28/2017, 9/29/2017, 10/2/2017, 10/3/2017, 10/6/2017, 10/9/2017, 10/10/2017, 10/13/2017, 10/16/2017, 10/17/2017, 10/18/2017, 10/19/2017, 10/20/2017, 10/23/2017, 10/24/2017, 10/25/2017, 10/26/2017, 10/27/2017, 10/30/2017, 10/31/2017, 11/1/2017, 11/2/2017, 11/3/2017, 11/6/2017, 11/7/2017, 11/9/2017, 11/10/2017, 11/13/2017, 11/14/2017, 11/16/2017, 11/17/2017, 11/20/2017, 11/21/2017, 11/22/2017, 11/24/2017, 11/27/2017, 11/28/2017, 11/30/2017, 12/1/2017, 12/4/2017, 12/5/2017, 12/6/2017, 12/7/2017, 12/8/2017, 12/11/2017, 12/12/2017, 12/13/2017, 12/14/2017, 12/15/2017, 12/18/2017, 12/19/2017, 12/20/2017, 12/21/2017, 12/22/2017, 12/26/2017, 12/27/2017, 12/28/2017, 12/29/2017, 1/2/2018, 1/3/2018, 1/4/2018, 1/5/2018, 1/8/2018, 1/9/2018, 1/10/2018, 1/11/2018, 1/12/2018, 1/16/2018, 1/17/2018, 1/18/2018, 1/19/2018, 1/22/2018, 1/23/2018, 1/24/2018, 1/25/2018, 1/26/2018, 1/29/2018, 1/30/2018, 1/31/2018, 2/1/2018, 2/2/2018, 2/5/2018, 2/6/2018, 2/7/2018, 2/8/2018, 2/9/2018, 2/12/2018, 2/13/2018, 2/14/2018, 2/15/2018, 2/16/2018, 2/19/2018, 2/20/2018, 2/21/2018, 2/22/2018, 2/23/2018, 2/26/2018, 2/27/2018, 2/28/2018, 3/1/2018, 3/2/2018, 3/5/2018, 3/6/2018, 3/7/2018, 3/8/2018, 3/9/2018, 3/12/2018, 3/14/2018, 3/15/2018, 3/16/2018, 3/19/2018, 3/20/2018, 3/22/2018, 3/23/2018, 3/26/2018, 3/27/2018, 3/28/2018, 3/29/2018, 3/30/2018, 4/2/2018, 4/3/2018, 4/4/2018, 4/5/2018, 4/6/2018, 4/9/2018, 4/10/2018, 4/11/2018, 4/12/2018, 4/13/2018, 4/16/2018, 4/17/2018, 4/18/2018, 4/19/2018, 4/20/2018, 4/23/2018, 4/24/2018, 4/25/2018, 4/26/2018, 4/27/2018, 4/30/2018, 5/1/2018, 5/2/2018, 5/3/2018, 5/4/2018, 5/7/2018, 5/8/2018, 5/9/2018, 5/10/2018, 5/11/2018, 5/14/2018, 5/15/2018, 5/16/2018, 5/17/2018, 5/18/2018, 5/21/2018, 5/22/2018, 5/23/2018, 5/24/2018, 5/25/2018, 5/29/2018, 5/30/2018, 5/31/2018, 6/1/2018

5. Bulk Check the ID's

Recurring Request Listing

Edit Selected Approve Selected Put Selected On Hold Remove Hold On Selected Decline Selected Cancel Selected Invoice Selected

No Expiration entered.
 Select a checkbox below

#	Id	Site / Space	Group / User	Event	Date / Time	Status	
<input type="checkbox"/>	1999	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Mon 08/07/2017 02:30 PM - Mon 08/07/2017 10:00 PM	Approved	
<input type="checkbox"/>	2000	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Tue 08/08/2017 02:30 PM - Tue 08/08/2017 10:00 PM	Approved	
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<input type="checkbox"/>	2003	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Fri 08/11/2017 02:30 PM - Fri 08/11/2017 10:00 PM	Approved	
<input type="checkbox"/>	2004	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Mon 08/14/2017 02:30 PM - Mon 08/14/2017 10:00 PM	Approved	
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<input type="checkbox"/>	2007	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Thu 08/17/2017 02:30 PM - Thu 08/17/2017 10:00 PM	Approved	
<input type="checkbox"/>	2008	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Fri 08/18/2017 02:30 PM - Fri 08/18/2017 10:00 PM	Approved	
<input type="checkbox"/>	2009	Everett High School Gym	Chad Foster Chad Foster District Staff (Approved)	Everett Athletic Practice	Mon 08/21/2017 02:30 PM - Mon 08/21/2017 10:00 PM	Approved	

6. Click “Edit Selected”

7. Once changes are made click “Save”

Recurring Request Listing



- Edit Selected
- Approve Selected
- Put Selected On Hold
- Remove Hold On Selected
- Decline Selected
- Cancel Selected
- Invoice Selected

No Insurance Expiration entered.

Select All by checking box below

<input type="checkbox"/>	Id	Site / Space	Group / User	Event	Date / Time	Status	
<input checked="" type="checkbox"/>	3256	Sheridan Rd Gym	Girl Scouts Ellen Siet Class A (Approved)	Troop 30272 Meetings	Tue 10/03/2017 06:00 PM - Tue 10/03/2017 07:30 PM	Pending Jessica Benavides	
<input checked="" type="checkbox"/>	3257	Sheridan Rd Gym	Girl Scouts Ellen Siet Class A (Approved)	Troop 30272 Meetings	Tue 10/10/2017 06:00 PM - Tue 10/10/2017 07:30 PM	Pending Jessica Benavides	
<input checked="" type="checkbox"/>	3258	Sheridan Rd Gym	Girl Scouts Ellen Siet Class A (Approved)	Troop 30272 Meetings	Tue 10/17/2017 06:00 PM - Tue 10/17/2017 07:30 PM	Pending Jessica Benavides	
<input checked="" type="checkbox"/>	3259	Sheridan Rd Gym	Girl Scouts Ellen Siet Class A (Approved)	Troop 30272 Meetings	Tue 10/24/2017 06:00 PM - Tue 10/24/2017 07:30 PM	Pending Jessica Benavides	
<input checked="" type="checkbox"/>	3260	Sheridan Rd Gym	Girl Scouts Ellen Siet Class A (Approved)	Troop 30272 Meetings	Tue 11/14/2017 06:00 PM - Tue 11/14/2017 07:30 PM	Pending Jessica Benavides	
<input checked="" type="checkbox"/>	3261	Sheridan Rd Gym	Girl Scouts Ellen Siet Class A (Approved)	Troop 30272 Meetings	Tue 11/21/2017 06:00 PM - Tue 11/21/2017 07:30 PM	Pending Jessica Benavides	
<input checked="" type="checkbox"/>	3262	Sheridan Rd Gym	Girl Scouts Ellen Siet Class A (Approved)	Troop 30272 Meetings	Tue 11/28/2017 06:00 PM - Tue 11/28/2017 07:30 PM	Pending Jessica Benavides	

If you have any other questions please contact Kattie White.

517-755-3014

Kattie.white@lansingschools.net

facilities@lansingschools.net