

## St. Mary's County Public Schools Quick Step Guide for Requesters

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: [www.myschoolbuilding.com](http://www.myschoolbuilding.com). Enter the account number **(223367354)** then click on Submit Organization. Or you can use the following link to access the login page:

[https://www.myschoolbuilding.com/myschoolbuilding/myschedulnew\\_wi\\_z1.asp?acctnum=223367354](https://www.myschoolbuilding.com/myschoolbuilding/myschedulnew_wi_z1.asp?acctnum=223367354)

- If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.



Welcome! To begin, please enter your email address below.

**Email Address**

- 2) On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.



Welcome! To begin, please enter your email address below.

**Email Address**

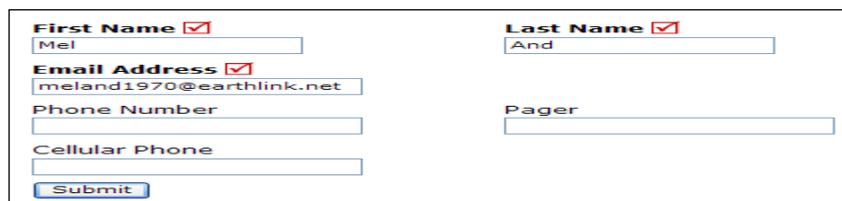
**We cannot find the indicated email address.**

**Please either correct the email address or enter your last name below if you are a new requester.**

**Last Name**

- 3) Enter your 1<sup>st</sup> name then click submit (phone number, pager, etc. are optional)

- **HELPFUL INFORMATION:** To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on Create Shortcut. This will add an icon to your desktop. You can double click on this the next time you want to sign in.



**First Name**

**Last Name**

**Email Address**

**Phone Number**

**Pager**

**Cellular Phone**

4) Click on Schedule Request Tab if you do not see the screen below. Select your schedule type



5) Fill out all boxes with a  mark beside it. These are required fields. The system will not save your request if they are not filled out. The Event Description is the title of your event. Click on the drop down arrows to see your selection choices Location, rooms, etc. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the **Check Availability** button to verify you are not double booking a room.

- The “Duration” and “Spans Over” (shown below the Setup/Breakdown time) typically will not need to be changed. Most events typically span over 1 day. The duration automatically calculates according to the start and end time that you enter.
- Also make sure that you are choosing the correct time of day such as “AM” or “PM”.

Event Title

Area

Location

Rooms

*(Use the CTRL key to select multiple rooms.)*

Event Date(s)

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time

End Time

Setup Begin Time

Breakdown End Time

Duration  hours  minutes. Spans over  days.

Tentative Booking?  Through Date

Follow the same process to fill out the remaining sections on the request form. At the bottom of the page, you will be prompted to enter the submittal password of: **password** then click Save.

- 6) You can review any requests that you have entered into the system. Click on the My Requests Tab then **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

**My Schedule Requests**

List My Requests | Month Calendar | Day Calendar | Week Calendar

Click [icon] to sort the schedules table by that column.  
Click [icon] to view details of the associated schedule.  
Click on schedule title to cancel/change the schedule.

**List of Requested Schedules**  
Search for "

Search this results for: [input] GO Show All

1 - 15 of total 15 listed  
Sort Schedules by Organization  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

FSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Schedule State	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	
44344	Approved Activated	Dude High School	Non-recurring	View Fees \$0.00 \$0.00
44208	Approved Activated	Dude Elementary School Gym	Non-recurring	View Fees \$0.00 \$0.00

- 7) You can view an event calendar while in the My Requests area. Click on Month, Day, or Week Calendar. When accessing the month calendar, for example, the default will be on the current month/year. You are able to change either of these by clicking on the blue down arrow.

**Select Month/Year**

March 2008

Area -- Select Area --  
Location -- Select Location --  
Building -- Select Building --  
Room -- Select Rooms --

Start Time 1 00 AM and gre  
Event Status ALL events  
Organization -- Include ALL Organizations --

Refresh Calendar

Event Calendar for March 2008

- 8) For the events to show on the month calendar you will need to choose the location (school name) then “Refresh Calendar”. You can also filter your calendar view according to room, organization, etc.

**Select Month/Year**  
 March 2008  
 Print This!

**Area** -- Select Area --  
**Location** ORGANIZATION WIDE  
**Building** -- Select Building --  
**Room** -- Select Rooms --  
 (Use the CTRL key to select multiple rooms.)

**Start Time** 1:00 AM and greater  
**Event Status** ALL events  
 -- Include ALL Organizations --  
 Refresh Calendar

**INSTRUCTIONS:** To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".

**Event Calendar for March 2008** [View Legend](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Presidential Rally Book Swap Powder Puff Football Game Marching Band Tryouts Timberwolves arsity Practice Dance Pregame Bonfire FSBC Team - 2nd schedule

- 9) After you click Refresh Calendar, you will see the event titles on the calendar. If you would like more information about a particular event, simply click on the title to view those details.

**Schedule ID #44294**  
**Presidential Rally**  
 Saturday, March 01, 2008  
 9:00 AM - 12:00 PM

**Event Description**

**Location** PLF-Andy Griffith High School

**Building**

**Room(s)** • Auditorium

**Organization** Andy Griffith Internal Events

**Contact(s)** • Paul Fletcher,

**Last Updated** 2/26/2008 9:28:32 AM

**Status** Approved/active

Tell A Friend Print Event Close Window

**Requests |**

**dar**

**rooms.)**

**View Legend**

**Saturday**

1  
 Presidential Rally  
 Book Swap  
 Powder Puff Football Game  
 Marching Band  
 Tryouts  
 Timberwolves

