

rSchoolToday Quick Start Guide

Becoming a Requester

To become a requester, go to:

<http://fs-cheney.rschoolday.com/authentication/credential/requesterlogin>

From there, you can login with your username and password if you have already created an account or you can become a requester by Clicking on the 'Become a Requester' tab.

Facilities Request
for
Cheney Public Schools

Facilities Requester Login

Username:

Password:

[Forgot your password?](#)

If you would like to register to become a Facilities Requester, please click the button below.

Powered by **rSchoolToday**[®]

[Admin Login](#)

Once you have clicked on the button, a window will appear with the Facilities Requester Registration Form. Here, at least fill out all the required fields marked with an asterisk symbol.

The first section is your Organizations Name & Info.

1. Organization/Client *
2. Address: City, State, Zip*
3. Select if you have Liability Insurance, Exp. Date (all Outside Requesters must submit a current insurance form for the current year/s)
- 4 . Ignore the sales tax
5. Tax Exempt # (if you have one – non-profit organizations)
6. Desired PIN Number for signing contracts* (create your own pin)

The second section is the Contact Person information being Your Name and Info.

1. Salutation*
2. First Name and Last Name *
3. Address: City, State, Zip
4. Phone Numbers
5. Email*

The last section is your Login Information

1. Username*
2. Password*

When you have completed this form, click on Save & Continue to the Facility Use Request Screen.

****Note: there is a video tutorial on this page.****

[Click Here for a Video Tutorial](#)

Cheney Public Schools Facilities Requester Registration Form

I am requesting as a School Staff Member

Your Organization Name & Info:

Organization/Client Name: *

Address: *

City: *

State, Zip: *

Do you have Liability Insurance?: *

If so, Insurance Exp Date: * [Help](#)

Insurance Policy: *

Do you Pay Sales Tax?: *

Tax Exempt #: * [Help](#)

Desired PIN Number: * [Help](#)
(for Signing Contracts)

Required Fields

Contact Person - Your Name:

Salutation: *

First Name: *

Last Name: *

Address: *

(ONLY if different)
City: *

State, Zip: *

Office Phone: *

Home Phone: *

Mobile Phone: *

Office Fax: *

Email: *

Desired Login Information:

User Name: *

Password: *

Retype Password: *

Type the characters you can see in the image below



[<< Back to Login](#)

[Submit Registration Form](#)

This is where you put your ORGANIZATION'S NAME, information, and upload your insurance policy.

This is where you put YOUR NAME, and contact information.

Submitting a Facility Use Request

After you have completed the Registration Form and it has been approved, you will be able to submit your facility use request.

A new window will appear with tabs across the top.

- **Facility Calendar:** shows activities scheduled in all locations. This may be helpful to check the availability of a particular location.

Facilities Calendar Request Facilities View: Month

Location Type: Building Type: Building: Location: [Show Error](#)

Location Activity End Time

Check Availability Set as my default

Facilities Scheduler Ver 4 | fs-cheney.rschooltoday.com/calendar/index/index/viewtype/1

Westwood Middle School - November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
		3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	5:00pm- 8:00pm Washington Teachers Conference Westwood Middle School - Breezeway	
		3:00pm- 5:20pm WMS Wrestling Practice Westwood Middle School - Auxiliary Gym	3:00pm- 5:20pm WMS Wrestling Practice Westwood Middle School - Auxiliary Gym	3:00pm- 5:20pm WMS Wrestling Practice Westwood Middle School - Auxiliary Gym	3:00pm- 5:20pm Westwood Middle School - Classroom Westwood Middle School - Commons Westwood Middle School - Computer Lab Westwood Middle School - Gym Courts 1 & 2	
6	7	8	9	10	11	12
4:30pm- 8:00pm Heights Church Service Westwood Middle School - Commons	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	Veterans' Day Holiday	
	3:00pm- 5:20pm WMS Wrestling Practice Westwood Middle School - Auxiliary Gym	3:00pm- 5:20pm WMS Wrestling Practice Westwood Middle School - Auxiliary Gym	3:00pm- 5:20pm WMS Wrestling Practice Westwood Middle School - Auxiliary Gym	3:00pm- 5:20pm WMS Wrestling Practice Westwood Middle School - Auxiliary Gym		
13	14	15	16	17	18	19
4:30pm- 8:00pm Heights Church Service Westwood Middle School - Commons	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2	3:00pm- 5:20pm WMS Volleyball Practice Westwood Middle School - Gym Courts 1 & 2		
	3:00pm- 5:20pm	3:00pm- 5:20pm	3:00pm- 5:20pm	3:00pm- 5:20pm		

- **New Request:** Use to submit a request.
- **Request History:** Shows your previous requests.
- **Profile Information:** Use to update any profile and contact information

To submit a request:

1. Name of the Activity
2. Requested Bookings: Add Date/ Times. You have to Click on the Add Date/Times link in order to set the date and times for your activity.

Dear **josh**,

Make your Facility Request by filling out the form below.

▼ = fill down on that column

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

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

3) **Other Information:**

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file:

[Attach more](#)

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

- A pop-up window will appear showing a calendar where you will select the day or days of your event. When selected the date will appear in **RED**. On the right hand side you can set the Start time and End time of the event.

fs-cheney.rschoolday.com/requester/index/editdates/arId/8/jscall/iframe(window.opener%20!=%20null%20&&%20window.opener.getBookings)%7Bwin

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

December 2016							January 2017							February 2017							March 2017								
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					1	2	3	4											1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
25	26	27	28				29	30	31				26	27	28				26	27	28	29	30	31					

April 2017							May 2017							June 2017							July 2017						
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		1	2	3	4	5	6				1	2	3							1	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30	23	24	25	26	27	28	29		
30													30	31					30	31							

Start Time
 : AM

End Time
 : PM

- Then click Save & Continue.

- You will then be taken back to the Facility Request Form. The list of dates and times for your event will now appear in blue on the request.
- You must then click Select under Location. A new pop-up window will open where you can choose a building, and location type. You can also click Show All Locations and choose from the list.
- You can edit any of the information, including the Dates, Event Start Time, Event End time, Set up Time, Tear Down Time, Location, and Attendance. You can also Delete the event and start again if necessary.
- Then click Save and Continue.

fs-cheney.rschoolday.com/requester/index/editbookings/erld/96/arld/13/bookFor/dates_all/bld/0/rld/8/hasBookings/0/autoPost/0/jsCall/if(window.opener%20!=""%20null%20&&%20win...

Building Windsor Elementary School [Book this whole building](#) Only this date (10/19/2016)

- OR -

Location Type -- Choose Location Type -- [Show All Locations](#)

This is to help narrow your search for locations

[Add Selected Locations and Continue Adding More](#) [Remove Locations](#)

[Close](#) [Save & Continue >>](#)

If the location is **RED**, that location is not available. If the location is **BLACK**, the location is available.

Showing all Locations

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Classroom (Classroom)	\$2.50 hourly	Windsor Elementary School	0	<input type="checkbox"/>	View
Commons (Commons)	\$5.00 hourly	Windsor Elementary School	0	<input type="checkbox"/>	View
Field 1	\$0.00 hourly	Windsor Elementary School	0	<input type="checkbox"/>	View
Field 2	\$0.00 hourly	Windsor Elementary School	0	<input type="checkbox"/>	View
Field 3	\$0.00 hourly	Windsor Elementary School	0	<input type="checkbox"/>	View
Gym Court 1 (Court 1)	\$5.00 hourly	Windsor Elementary School	0	<input checked="" type="checkbox"/>	View

[Close](#) [Save & Continue >>](#)

You MUST check this box to select that location.

Make your Facility Request by filling out the form below.

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

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

Event Start Time	Event End Time	Set Up Time	Tear Down Time	Location	Location Types	Setup-Notes	Attendance	Delete	
Wed 10/19/2016	6:00PM	8:00PM	Select	Select	Windsor Elementary School - Gym Court 1	Court 1	Select	35	Delete Selected

Set Up/Tear Down Time (use this when you need to request use outside of the actual event time)

Inputting attendance is mandatory before submitting request.

3) Other Information:

Equipment, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: [Upload](#)

[Attach more](#)

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

[Back](#) [Submit & Exit](#) [Submit & Add Another](#) [Copy to add another similar request](#)

Once request is completed, you can either Submit & Exit the form, Submit & Add Another Request or Copy to add to another similar request.

When the Events Scheduler has approved your facility use request, you will receive a confirmation email.