

# Instructions for Scheduling an Event in FSDirect

Sign into SchoolDude (as you normally do):

Account Login

Login Name

Password

Go to  
MaintenanceDirect

Sign In

Forgot Password?

DUDE UNIVERSITY  
MAY 5 - 8 | RALEIGH  
REGISTER NOW!

SAME LINK, MORE HELP!  
Check out our updated helpsite!  
LEARN MORE

Powered by: Need help? Call us 1-877-868-DUDE (3833)  
Join the SchoolDude Community Forum discussions | Check out the Crisis Management App | Learn the Value of CMMS Software  
Copyright © 1999-2015 SchoolDude.com, Inc. All Rights Reserved. Legal Stuff

CID:10.200.14.1  
SID:LGNWE  
CUA:Chrome

The next screen should appear:

CASA GRANDE  
ELEMENTARY SCHOOL DISTRICT

Maint Request IT Request Schedule Request My Requests Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend

Maintenance Request

Welcome  
To submit your request complete the following form.

Step 1 Please be yourself, click here if you are not Requester Cholla

First Name  
Requester

Last Name  
Cholla

Email  
requester.cholla@cgelem.k12.az.us

Phone

Pager

Mobile Phone

Step 2 Location

-- Select Location --

Area  
-- Select Area --

Area/Room Number

Yes, remember my area entries for my next new request entry.

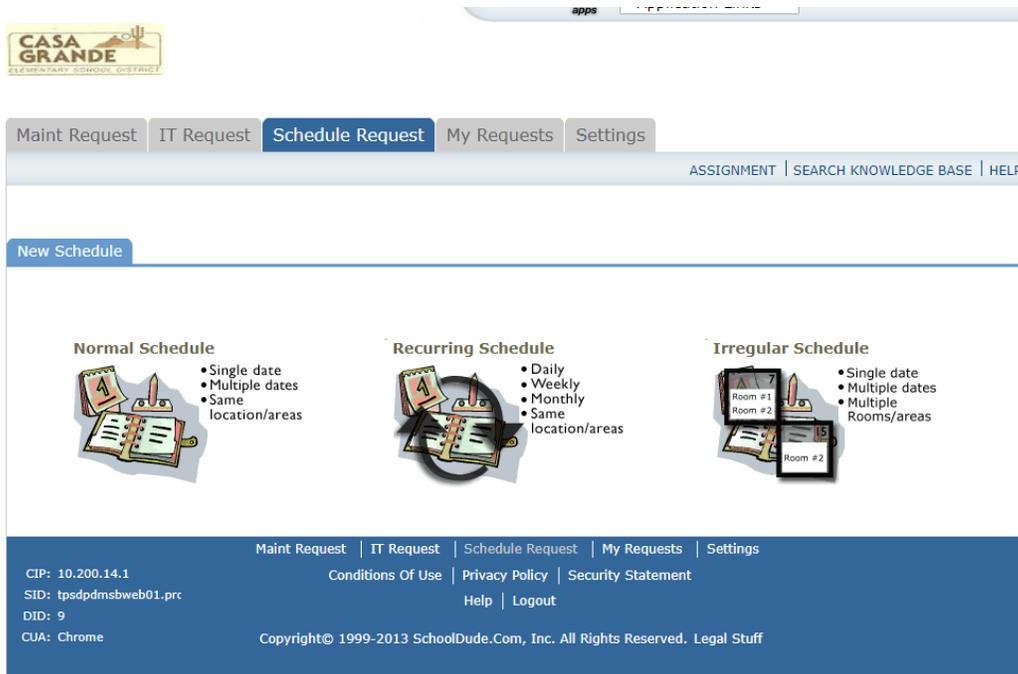
Step 3 Select Problem Type:

Maintenance Help Desk: Click on the problem type below that best describes your issue.

Alarm Appliance Repair Athletic Fields Carpentry

For the scheduling of events, click the 3rd tab "Schedule Request"

The following screen will appear:



There are 3 different schedules listed. Most likely you will click "Normal Schedule." **Normal Schedule**

The following screen will appear:

**New Schedule**

Welcome to our Facility Rental Request Site for faculty and staff. To view a video with **tips on how to submit a request**, please [click here](#). To view a **current calendar of events**, please [click here](#). To **view your previous requests**, please [click here](#).

**Booked by** **First Name** Requester **Last Name** Cholla  
**Email** requester.cholla@cgelem.k12.az.us  
Please be yourself, click [here](#) if you are not Requester Cholla

**Event Title**   
**Event Description**

**Area** -- Select Area --

**Location** -- Select Location --

**Rooms** -- Select Room-- 

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

April 2018							May 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

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.

Start filling in the sections with a ✓ red checkmark.

✓ Event Title

✓ Location

✓ Rooms (click the binoculars) 

✓ Event Dates (click date on calendar)



✓ Start time                      End Time

**Organization Information**

**Organization** -- Select Organization -- Note

**Contact Name** -- No Contacts Available --

**First Name**  **Last Name**

**Email**  **Day-Time Phone**

**Evening Phone** **Cellular Phone**

**Billing Address**

Use Organization Billing Address

**Document Number** (e.g. contract or permit number)

**PO Number**

---

**Insurance Information**

**Company**

**Company Policy No**

**Coverage**

**Coverage Dates** To

---

**Setup Requirements**

Required Maintenance Services	Service description
<input type="checkbox"/> Athletic Fields	
<input type="checkbox"/> Burglar Alarm	
<input type="checkbox"/> Custodial	
<input type="checkbox"/> Energy Management System	
<input type="checkbox"/> Event Break Down	
<input type="checkbox"/> Event Setup	
<input type="checkbox"/> Food Services	

✓ Organization (*you will probably use Internal staff – your school*)

✓ Contact Name (*probably yourself*)

✓ Email                      ✓ Day-Time Phone

Billing Address (*should fill in itself and there is no charge for internal events*)

Insurance information is not needed unless an external organization is requesting the room

Setup Requirements (*most likely you will only use Energy Management*)

Check mark  **Energy Management System** & provide service description,  
ie. Need A/C from 5pm-8pm in café

Gates

**Required IT Services**

Computer Services

**Number Attending**

Number of Adults

Number of Children

**Other Needs**

**Event Visibility** Display events on the facilities use calendar Yes  No

**File Attachments** Add New File

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

**Submittal Password**  [Forgot Password?](#)

**Legend**

Required Information

Insurance Expired

[Maint Request](#) | [IT Request](#) | [Schedule Request](#) | [My Requests](#) | [Settings](#)  
[Conditions Of Use](#) | [Privacy Policy](#) | [Security Statement](#)  
[Help](#) | [Logout](#)

CIP: 10.200.14.12  
 SID: tpsdpdmsbweb01.prc  
 DID: 9  
 CUA: Chrome

Copyright© 1999-2013 SchoolDude.Com, Inc. All Rights Reserved. Legal Stuff

✓ Number Attending (*Take a guess*)

✓ Submittal Password cgesd

Click SAVE

Call Kris Ernstmeyer or Michelle Raley, in the Facilities department, if you have any questions. 520-836-4782 or ext. 4616 or ext. 4675