School Dude User Instructions
(Entering Building Use Requests - Second Step)

Begin by logging in to www.ledyard.net
Click **News & Information**
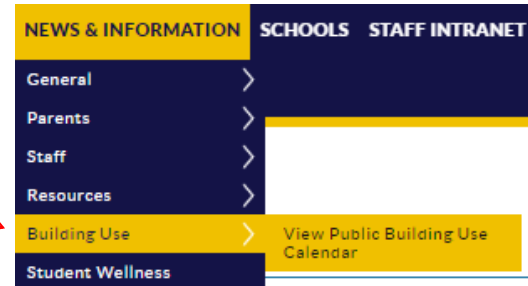Scroll down and click on **Building Use**

After reading through the Policy, Regulations, & Fee links and
then watching the Video for Requesting Access to Community Use
first. Watch the second Video for Submitting Requests.

| Video - Requesting Access to Community Use |
| Video - Submitting Requests in Coummunity Use |

This video explains how to enter building use requests

After watching this video, click on **View Public Building Use Calendar**

NEWS & INFORMATION SCHOOLS STAFF INTRANET

General
Parents
Staff
Resources
Building Use   View Public Building Use Calendar
Student Wellness

Once you see the calendar appear, in the upper right hand corner, click on **Log In to Request Facility Use**

Welcome Guest! Log in to Request Facility Use
Ledyard Public Schools

Once you select **Log In to Request Facility Use**, another window appears, on the left and log in to your account using the user name and password you set up when you began.

Home   Documents   Help

Search for   GO

Login

Don't have an account? Create One.

Email Address _____

Password _____

Log In Forgot Password?
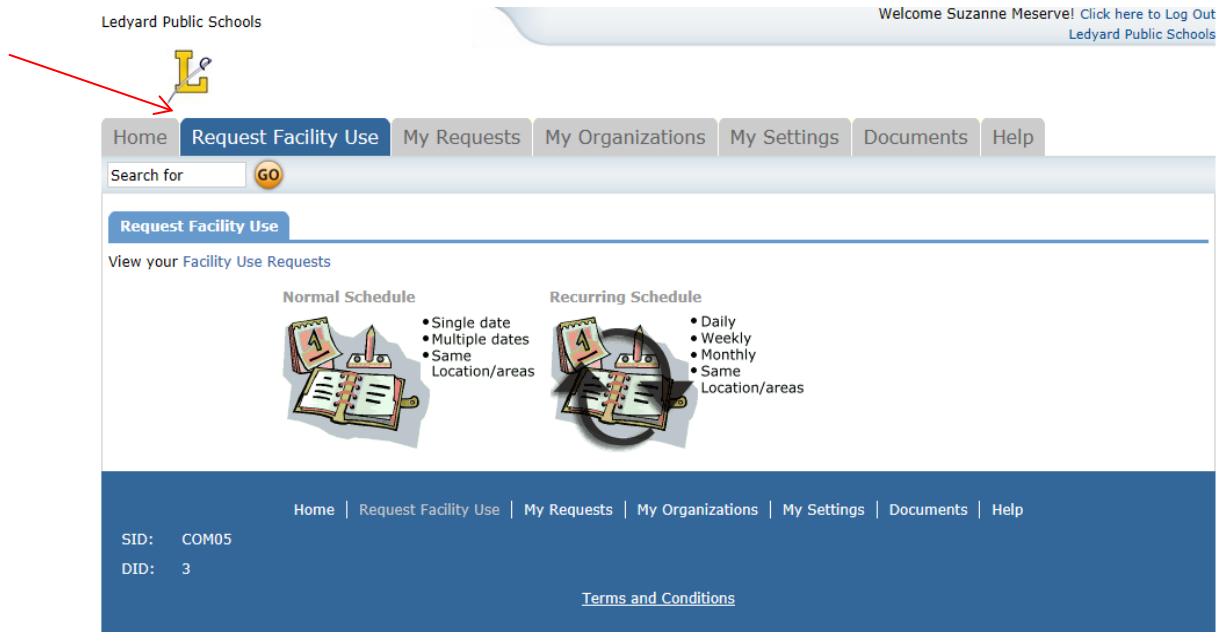
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Once you're logged in, click on **Request Facility Use**

Here you can begin to enter your building use event.

Normal Schedule is for events that are for either single date events or multiple date events

Recurring Schedule is for events that repeat over a period of time (every Monday, every other Tuesday, etc.)

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Please follow the prompts to enter your building use request; all fields with the red bar **|** are mandatory fields.
  The system will not save your request if the information is not filled out.
Enter the **Event Title** – enter your organization's name hyphen (-) event title
  e.g. **Ledyard Parks & Rec – Wrestling**
Event Description – leave blank
Select the drop down beside **Location** and **Room** to select the space(s) that are needed (you can hold down the Control
  key to select more than one room
Select **Start Time** and **End Time** – please be sure that you select **AM** or **PM**

For **Normal Events** - choose your **Event Dates** by clicking on the date in the calendar box to the right
Click on the Check Availability button to verify you are not double booking a room
Select Setup **Begin Time** and **Breakdown End Time** – again be sure that you select **AM** or **PM**
Duration automatically fills in

For **Recurring Events** – Select **Start Time** and **End Time**
Select Calendar icon next to **Start Recurrence** to select date
Complete **Recurrence Pattern**
Select Calendar icon next to **End Recurrence** to select date

NEW Facility Use Request

1 Search   **2** Availability   **3** Event Details   **4** Confirmation

First Name Suzanne   Last Name Meserve

Event Title |

Event Description

Location | --Select Location--

Rooms (Building) | --Select Room--

(Use the CTRL key to select multiple rooms.)

Start Time | 1 ∨ 00 ∨ AM ∨   End Time | 1 ∨ 00 ∨ AM ∨

Start Recurrence |

Recurrence Pattern |
  ⦿ Daily
  ○ Weekly   Recur every [   ] week(s) on:
      ☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday
      ☐ Thursday   ☐ Friday   ☐ Saturday
  ○ Monthly
      ⦿ day [   ] of every [   ] month(s)
      ○ The   first   ∨   day   ∨ of every [   ] month(s)

End Recurrence |

Note: The maximum event dates for this schedule is 100.

Search

Legend

| Required Fields

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Click **Search** when complete to view any calendar conflicts – calendar appears showing your time in yellow. Click **Next** at the bottom of the page.

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Event Details page appears, here you'll enter your organization name, contact name, view your insurance expiration date and enter any setup requirements if applicable.

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Rental Requests

Charge Type	Quantity	Rental description

Event Information

Below, please enter a number for:

Total Attending | 20

Adults Attending |

Children Attending |

Extra Chairs Required |

Parking Spaces Required |

Yes, please display events on the community calendar ☑

Other Needs |

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)

Signature | smeserve@ledyard.net (please enter your email address)

[Previous]   [Save]

Click Save once complete – your event has been entered in School Dude
Ledyard Public Schools will process for approvals

Home | Request Facility Use | My Requests | My Organizations | My Settings | Documents | Help

Search for [GO]

1 Search   2 Availability   3 Event Details   4 Confirmation

Confirmation

⚠ The following request has been submitted.

Please contact Sue Meserve if you have any questions about your request.

Schedule ID 1347

Event Title Meserve - Test

Location Juliet W. Long School

Rooms (Buildings) Gymnasium

Event Dates 1/18/2017

Start Time 4:00 PM   End Time 4:30 PM

Name Suzanne Meserve

Phone Number 860-464-9255

Email smeserve@ledyard.net

🖨 **Print This!**

Home | Request Facility Use | My Requests | My Organizations | My Settings | Documents | Help

SID: COM04
DID: 3

Terms and Conditions

To logout of School Dude, once you return to the CommunityUse screen, in the upper right hand corner,
click **Click here to Log Out**

Welcome Suzanne Meserve! Click here to Log Out
Ledyard Public Schools