

## Quick Step Guide for Requesters

Type [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in your browser's address bar to register yourself on the MySchoolBuilding.com page and create schedule requests:

Next enter Clarkstown's account number in the field provided: 496649883

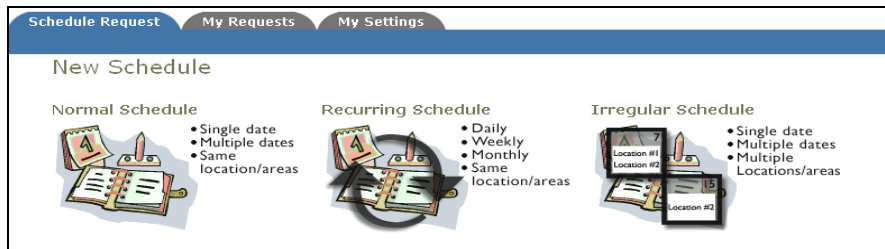
1. Enter your email address and click **Submit**. When prompted to enter your first and last name, do so and click submit.



2. When you get to the next screen make sure to click on the **Schedule Request** Tab.



Select your schedule type- A Normal Schedule will work best for most requests.



3. Fill out all boxes with a  mark beside it. Type in your Event name. Click on the drop down arrows to see your selection choices for each box. 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.

**Event Title** Boy Scouts

**Area** -- Select Area --

**Location** Franklin HS

**Rooms** -- Select Room --  
Field House

(Use the CTRL key to select multiple rooms.)

**Event Date(s)** 11/16/2004  
11/24/2004

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

**Start Time** 4:00 PM **End Time** 5:00 PM

**Setup Begin Time** 4:00 PM **Breakdown End Time** 5:00 PM

**Duration** 1 hours 00 minutes. Spans over 1 days.

**Tentative Booking?**  **Through Date**

4. Follow the same process to fill in the sections on the form making sure to fill in the boxes with the red check mark. Please call the Facilities Office to get the password to complete your request: 845-639-6433.

**Password**

5. To verify request has been submitted, click on the My Request Tab, then the My Schedule Request link. Here you can find up to date information on your requests and what status they are currently in.

Request | **Schedule Request** | My Requests | My Settings | Help

Requests | My Schedule Requests |

### My Schedule Requests

Click to sort table by that column.

Search for "   Show All

Search this results for:   Show All

1 - 20 of total 163 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

FSSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Active Schedule	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	
37321	Approved	Pembroke Community	Non-recurring	\$0.00
8th Grade Celebration	Yes	Middle School		\$0.00
1	PCMS Admin	Theatre, Auditorium	6/10/2005	\$0.00

Once the permit has been approved or denied, you will be notified by email.

If you have any questions please don't hesitate to give us a call:

Client Service Center

877-883-8337

Support@schooldude.com