

How to Schedule an Event/Practices

Go to Facility Calendar <http://www.lakemills.k12.wi.us/district/Calendars.cfm>

You can narrow down you search by selecting the Location Type, Building and Location and then *Check Availability*.

This will allow you to only view the spaces you are interested in requesting.

The screenshot shows the Facility Calendar interface. On the left, there are filters for Location Type, Building Type, Building, and Location, each with a dropdown menu and a 'Clear Filter' button. Below the filters is a 'Show/Include' section with a plus sign and a 'Check Availability' button. The main calendar grid displays the month of May 2020, with days of the week as columns and dates as rows. A yellow arrow points from the text above to the 'Check Availability' button. The calendar shows a red highlight on Monday, May 11th, and a grey highlight for Memorial Day on Monday, May 25th. At the top right, there are buttons for 'Request Facilities', 'Month', 'Week', 'Day', and 'List'. At the bottom right, there are buttons for 'Prev Month', 'Next Month', and 'Facilities Scheduler Login'.

Once you have dates in mind that you would like to request, click on *Request Facilities* at the top of the calendar to start your request.

The screenshot shows the Facility Calendar interface, similar to the previous one. The 'Request Facilities' button at the top of the calendar is highlighted with a blue background. A yellow arrow points from the text above to this button. The calendar grid shows the same month of May 2020, with the same red highlight on Monday, May 11th, and grey highlight for Memorial Day on Monday, May 25th. The filters and 'Check Availability' button are still visible on the left side.

You will need to name your activity or choose from a previous activity you have scheduled in the past. Answer all required questions and then click *Save & Continue* once completed.

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

Other Information

Is this request a Rec Dept activity?: Yes
 No

Is this organization For-Profit or Non-Profit?: For-Profit
 Non-Profit
 Does not apply - Event is Rec Dept related

Will admission be charged for this event?: Yes
 No
 Does not apply - Event is Rec Dept related

Please select one of the following:: This request is for an activity other than athletics
 Athletic event open to all students enrolled in LMASD
 Athletic event open to all students enrolled in LMASD and students out of district
 Athletic event is open to selected students enrolled in LMASD
 Athletic event is open to selected students enrolled in LMASD and includes out of district students
 Does not apply - Event is Rec Dept related

I have read the Facility Use Agreement : I agree to all conditions listed in the Facility Agreement

Next, you will select the dates and times you will be requesting.

If you are requesting multiple dates with the **same time** you click on the dates and they will highlight in RED. Then select the times you would like to request.

If you are requesting **multiple dates with different times**, you can select a time on this screen and once you click *Save & Continue* you can edit the times on the next screen for dates with different times.

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 >>

<p>May 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>June 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p>July 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>August 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
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Start Time: 04:00 PM
 End Time: 05:00 PM

TO Change - Multiple Dates with Different Times: You can click on the time you would like to change, make the changes to the time

UNCLICK (make this change for ALL dates that use these times) Save & Exit.

This will change the time on this date and leave the other times the same. You can change as many times as you would like on this screen.

Facilities Details:

Back

▼ = fill down on that column

test
Add Date/Times

Start Time - End Time:

Date	Event Start Time	Event End Time
Tue 6/4/2019	4:00pm	5:00pm
Tue 6/11/2019	4:00pm	5:00pm
Tue 6/18/2019	4:00pm	5:00pm
Tue 6/25/2019	4:00pm	5:00pm
Mon 7/22/2019	4:00pm	5:00pm
Thu 7/25/2019	4:00pm	5:00pm
Tue 8/20/2019	4:00pm	5:00pm
Thu 8/22/2019	4:00pm	5:00pm

04 10 PM - 05 00 PM

Make this change for ALL Dates that use these times

Back

Save & Exit

tend-ice	Delete
lect	<input type="checkbox"/>
lect	<input type="checkbox"/>
lect	<input type="checkbox"/>
lect	<input type="checkbox"/>
lect	<input type="checkbox"/>
lect	<input type="checkbox"/>
lect	<input type="checkbox"/>
lect	<input type="checkbox"/>

Delete Selected

Next you will need to select your location. Once you click on Select you will select your building, Location type and Click VIEW.

Facilities Details:

Back

test
Add Date/Times

Note: Add informati

Date	Event Start Time	Event End Time	Location
Tue 6/4/2019	4:10pm	5:00pm	Select
Tue 6/11/2019	4:00pm	5:00pm	Select
Tue 6/18/2019	4:00pm	5:00pm	Select
Tue 6/25/2019	4:00pm	5:00pm	Select
Mon 7/22/2019	4:00pm	5:00pm	Select
Thu 7/25/2019	4:00pm	5:00pm	Select
Tue 8/20/2019	4:00pm	5:00pm	Select
Thu 8/22/2019	4:00pm	5:00pm	Select

Select Location

Building: LM High School Location Type: Gym View

Show Availability for

- All dates in this request (8)
- Only this date (6/4/2019)
- Pick specific dates

Please select a Building or a Location Type.

*Text in RED indicates building/location unavailability

Select Select Select

Delete Selected

Estimated Cost Before Personnel or Extra Charges: \$0

Request for Custodian : Yes No

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 you have clicked on **View** you will see the location you have selected and any conflicts with this date and time. The system will not allow you to book this event if there is a conflict. You will need to select another location.

To book this location and time you would click on **Select** and then **Book**.

Select Location

Building: LM Elementary School Location Type: Cafeteria View

[Book this whole building](#)

Show Availability for

- All dates in this request (2)
- Only this date (7/10/2019)
- Pick specific dates

Book Add Selected & Add more Remove Location

Show All Locations

Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Cafeteria (Cafeteria)	\$0.00 hourly	LM Elementary School	0	<input type="checkbox"/>	View

*Text in RED indicates building/location unavailability

Book Add Selected & Add more Remove Location

Back

To complete this request you will be required to enter a number in the **Attendance** column.

Facility Request Form for Megan Larrabee

Screen: 1 2 3

Facilities Details

Event Info

test Setup Notes:

Date: Wed 7/17

Attendance: 3

Make this change for ALL Dates

Back Save & Continue

populate the other dates.

Location Types	Other Needs	Setup Notes	Attendance	Delete
Cafeteria	Select	Select	Select	<input type="checkbox"/>

to lose any unsaved changes. other similar request

To complete your request you must click Save & Exit OR Submit & Add Another if you would like to add other requests at this time.

Your Request will be reviewed using our approval process. You will be notified via email when your request is approved or denied

FACILITIES CALENDAR | **NEW REQUEST** | **REQUEST HISTORY** | **PROFILE INFO**

Facility Request Form for Megan Larrabee Screen: 1 2 3

Facilities Details: ▼ = fill down on that column

[Back](#)

test Note: Add information to the FIRST date and it will auto-populate the other dates.

[Add Date/Times](#)

Date	Event Start Time ▼	Event End Time ▼	Location	Location Types	Other Needs ▼	Setup-Notes ▼	Attend-ance ▼	Delete
Wed 7/17/2019	6:00pm	7:00pm	LM Elementary School - Cafeteria	Cafeteria	Select	Select	3	<input type="checkbox"/>

[Delete Selected](#)

Estimated Cost Before Personnel or Extra Charges: \$0

Request for Custodian : Yes No

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](#)

