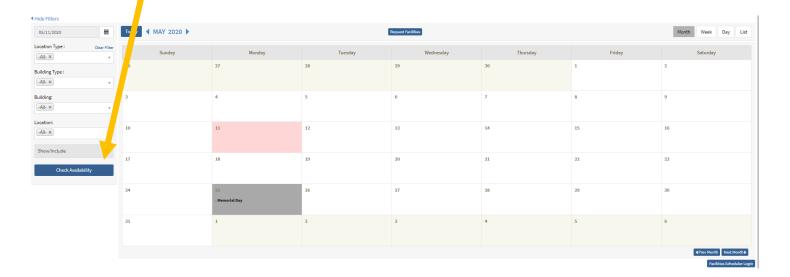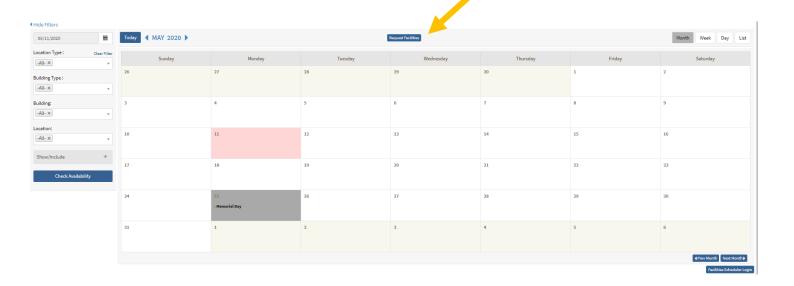# How to Schedule an Event/Practices

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.

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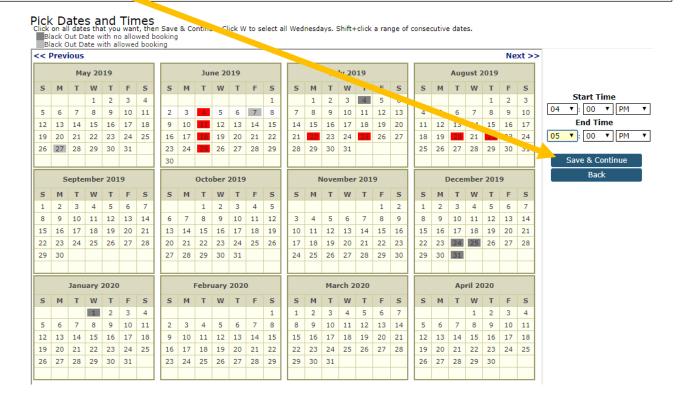
You will need to name your activity or choose from a previous activity you have scheduled in the past. Answer all required questions and then click *Save & Continue* once completed.

1) Name of Activity: [_____] -or choose from previous activity: [Select One ▼]

▶ **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

[Back] [Save & Continue]

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 >>

Start Time 04 : 00 PM
End Time 05 : 00 PM

[Save & Continue]
[Back]

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]

test
Add Date/Times

▼ = fill down on that column

Start Time - End Time:

| 04 ▼ | 10 ▼ | PM ▼ | - | 05 ▼ | 00 ▼ | PM ▼ |

☑ Make this change for ALL Dates that use these times

[Back]   [Save & Exit]

Date	Event Start Time ▼	Event End Time ▼		tend-ice ▼	Delete
Tue 6/4/2019	4: m	5:00pm		lect	☐
Tue 6/11/2019	4:00pm	5:00pm		lect	☐
Tue 6/18/2019	4:00pm	5:00pm		lect	☐
Tue 6/25/2019	4:00pm	5:00pm		lect	☐
Mon 7/22/2019	4:00pm	5:00pm		lect	☐
Thu 7/25/2019	4:00pm	5:00pm		lect	☐
Tue 8/20/2019	4:00pm	5:00pm		lect	☐
Thu 8/22/2019	4:00pm	5:00pm		lect	☐

[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 informatio

Select Locatio
Building: Location Type:
LM High School ▼   Gym ▼   [View]

Show Availability for
◉ All dates in this request (8)
○ Only this date (6/4/2019)
○ Pick specific dates

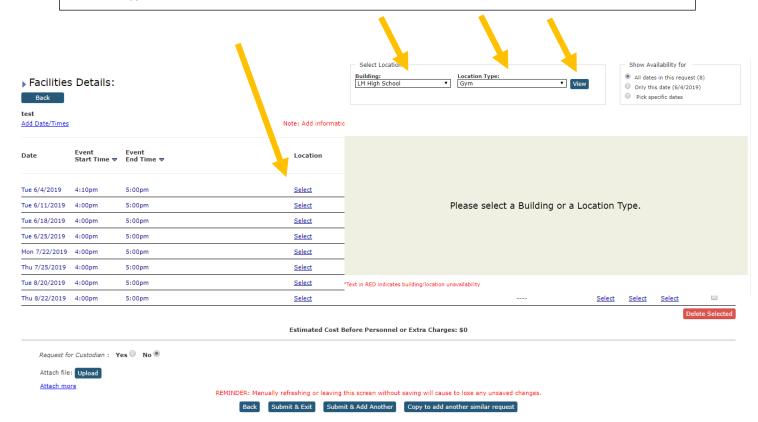| Date	Event Start Time ▼	Event End Time ▼	Location	
Tue 6/4/2019	4:10pm	5:00pm	Select	
Tue 6/11/2019	4:00pm	5:00pm	Select	
Tue 6/18/2019	4:00pm	5:00pm	Select	
Tue 6/25/2019	4:00pm	5:00pm	Select	
Mon 7/22/2019	4:00pm	5:00pm	Select	
Thu 7/25/2019	4:00pm	5:00pm	Select	
Tue 8/20/2019	4:00pm	5:00pm	Select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

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

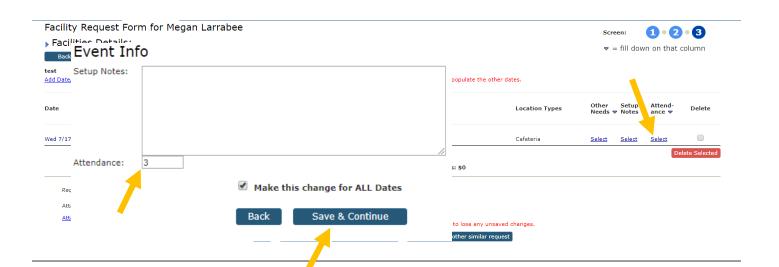| Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
Cafeteria (Cafeteria)	$0.00 hourly	LM Elementary School	0	☐	View

*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

▶ Facilities Details:

Event Info

Back

Screen: ① • ② • ③
▽ = fill down on that column

test
Add Date

Setup Notes:

populate the other dates.

	Location Types	Other Needs ▽	Setup Notes ▽	Attend-ance ▽	Delete
Date					
Wed 7/17	Cafeteria	Select	Select	Select	☐

Delete Selected

Attendance: 3

s: $0

Req
Att
Att

☑ **Make this change for ALL Dates**

Back | Save & Continue

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
Add Date/Times

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

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	☐

[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]