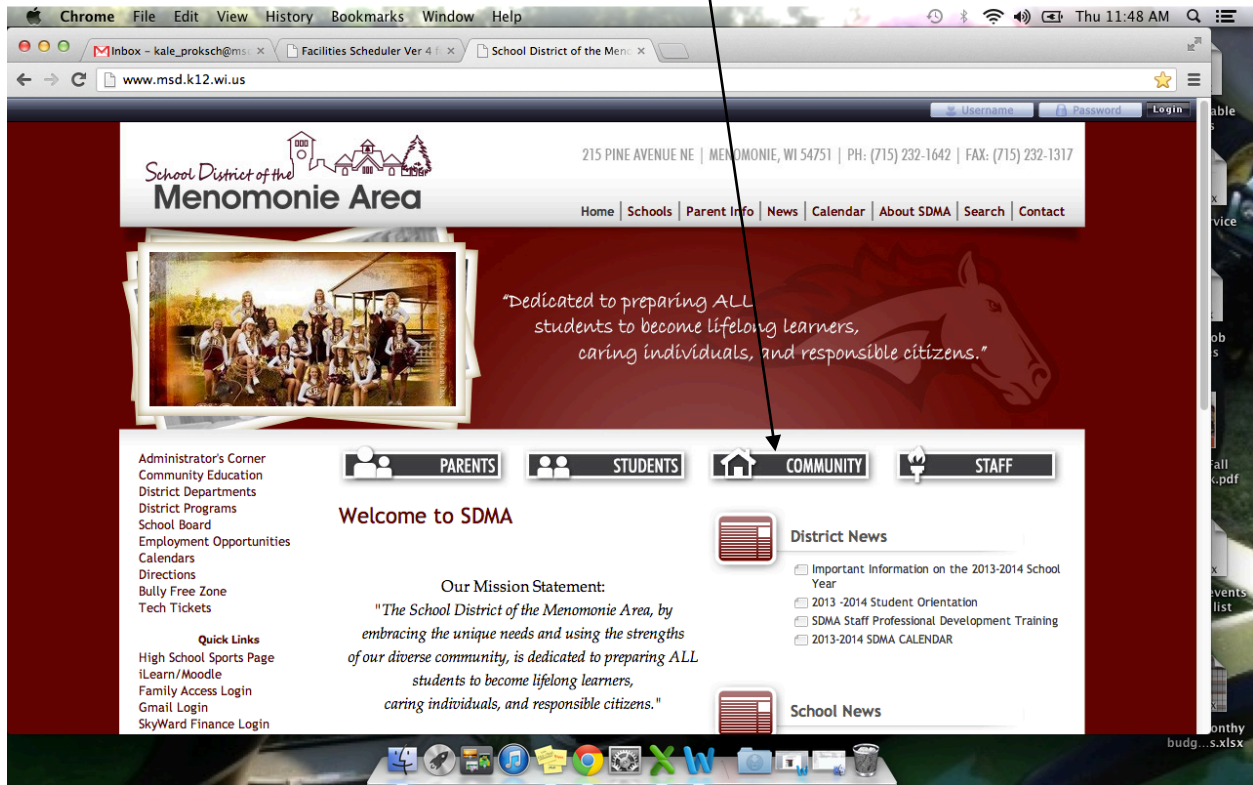
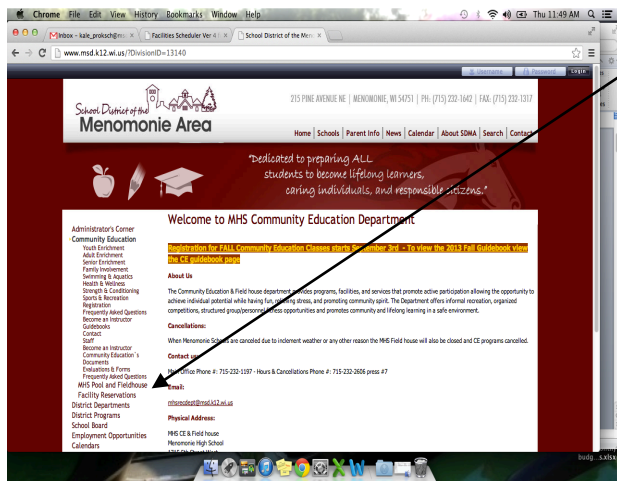


How to make facilities reservation at MHS

1. Go to Home Page: <http://www.sdmaonline.com/>
2. Click on "Community" on the top of the page.

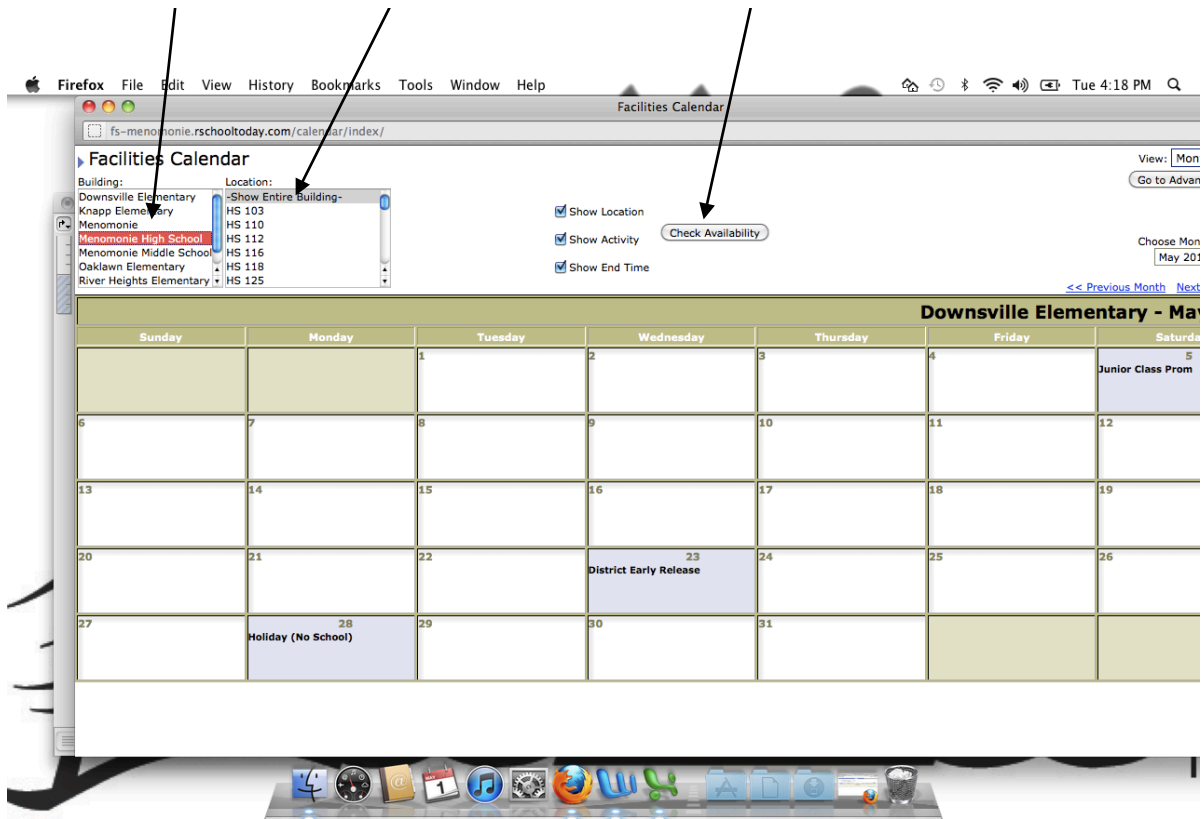


3. Click on "Facilities Scheduling" link on left side of the page



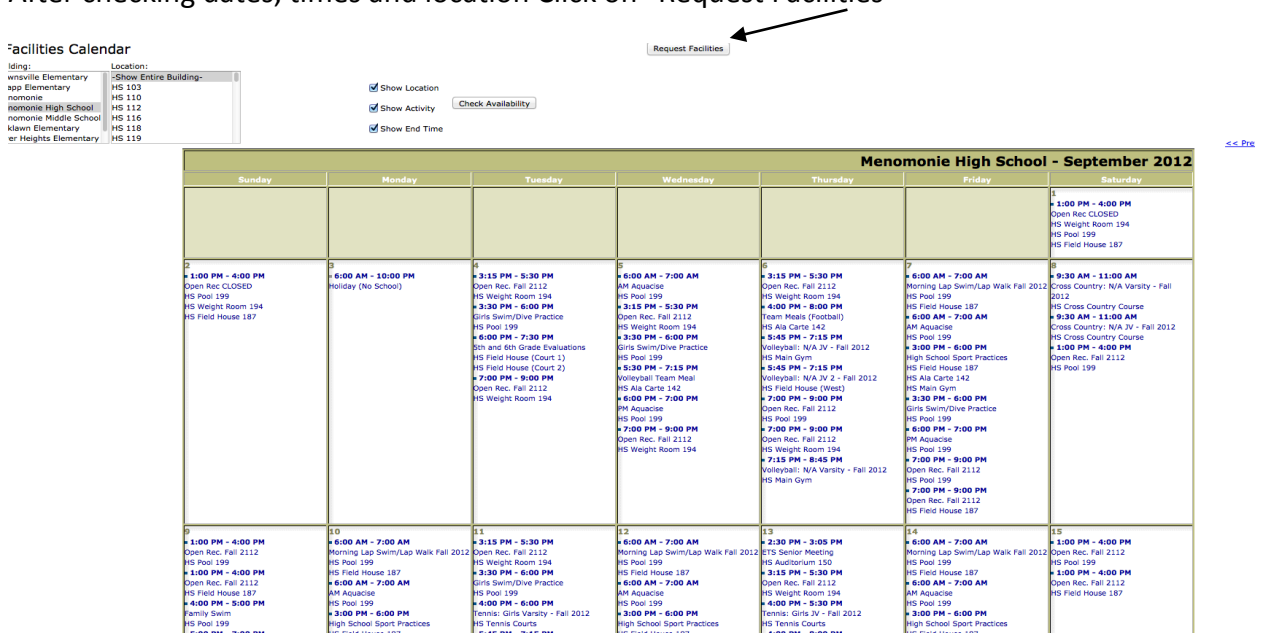
*****Before you proceed to make a reservation please double check the calendar and see if your dates, times and locations are available first.

4. Highlight which building, location and then click Check Availability.

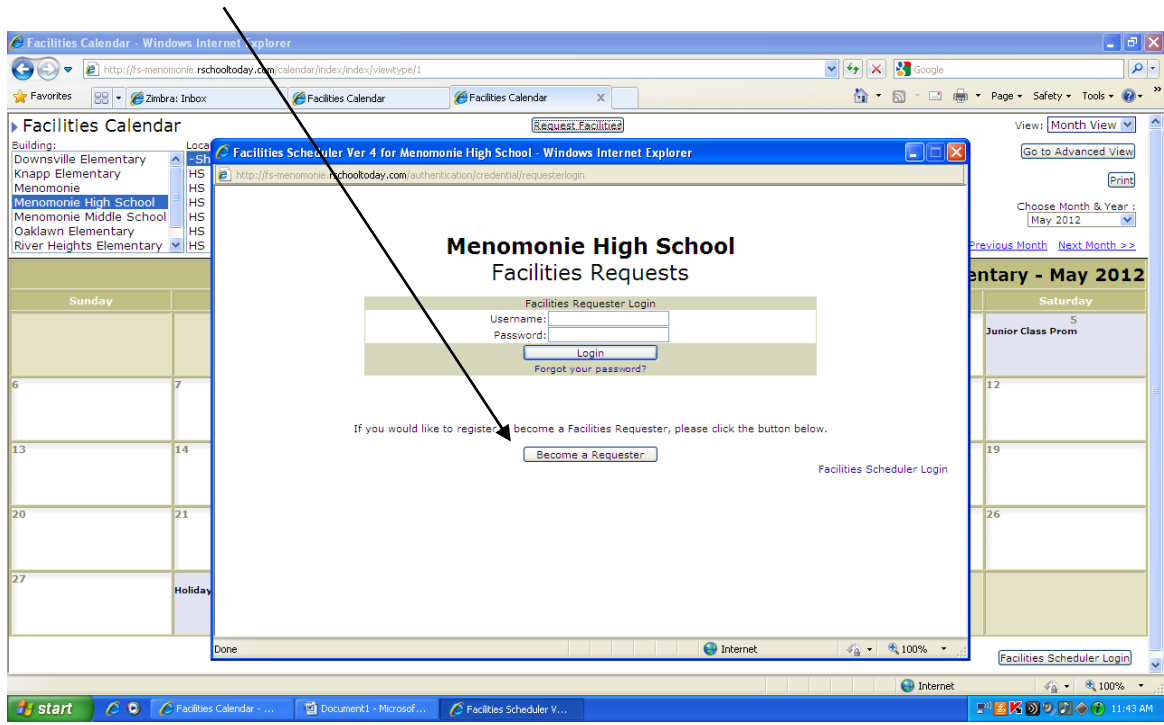


*****Before you proceed to make a reservation please double check the calendar and see if your dates, times and locations are available first.

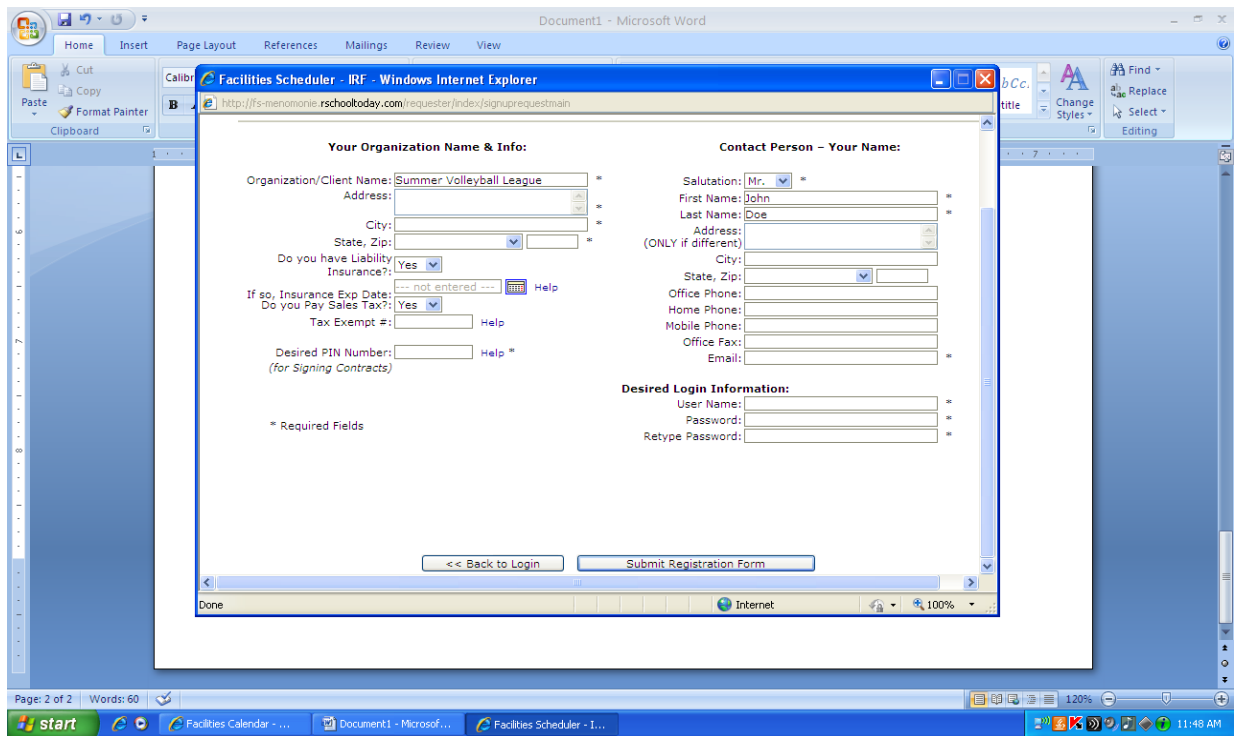
5. After checking dates, times and location Click on “Request Facilities”



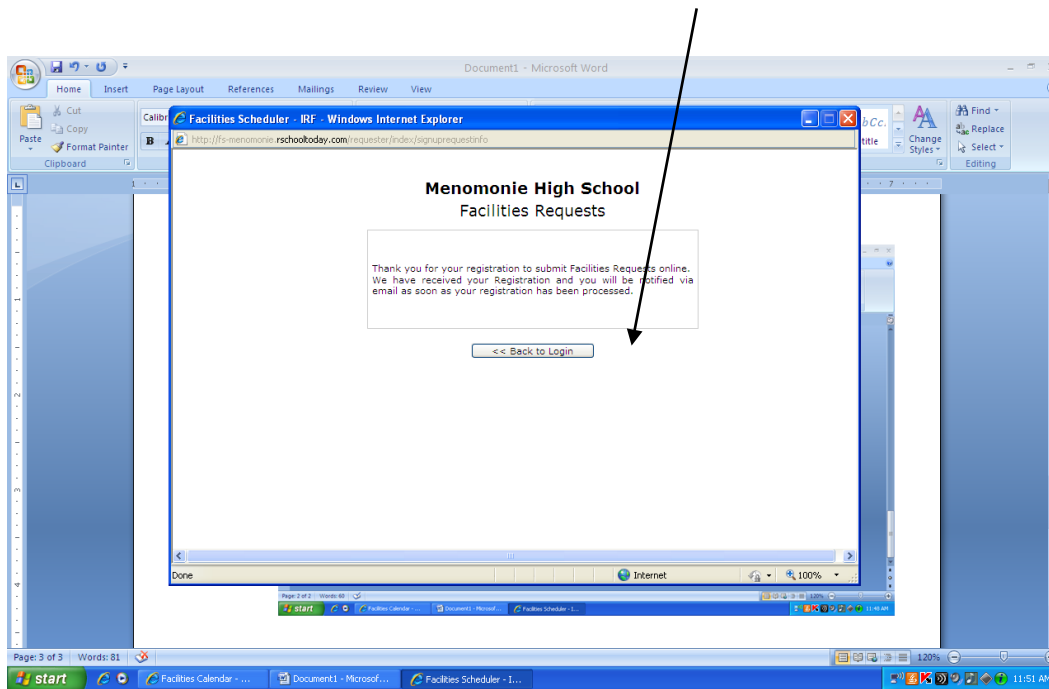
6. If you are already a Facility Requester user put in your username and password, if not click “Become a Requester”.



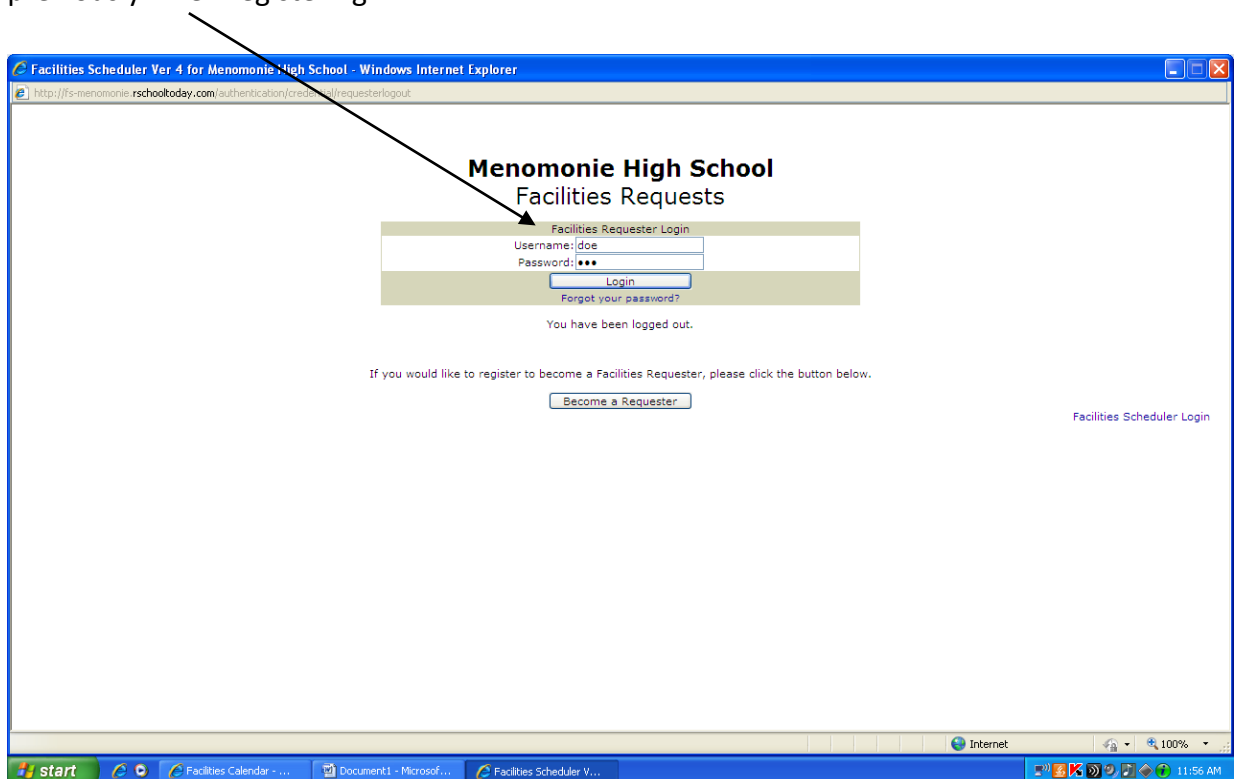
7. Enter the Information needed to become a Facility Requester (all lines with a * by the side) and then click “Submit Registration Form”.



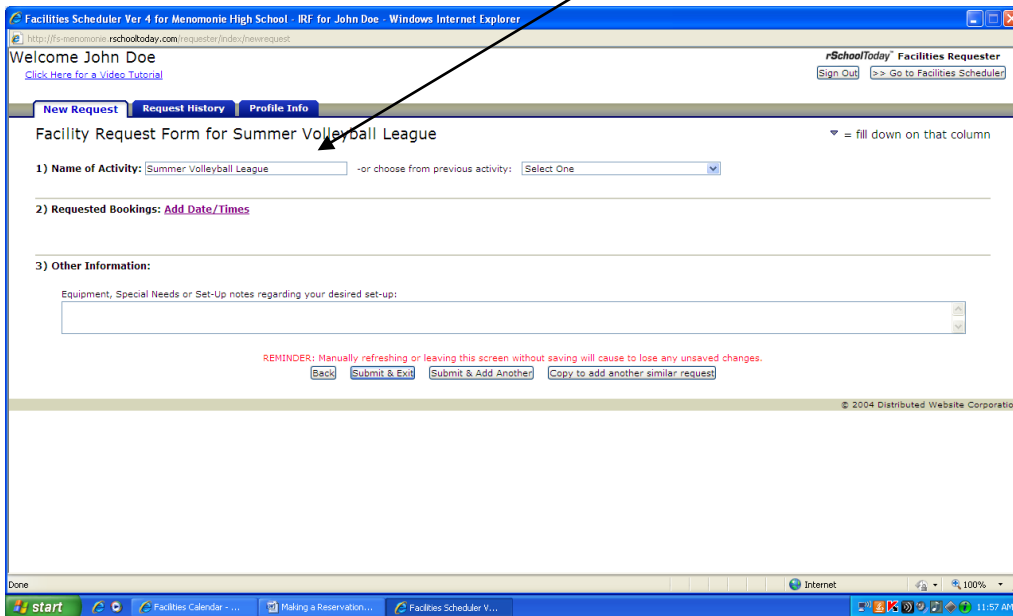
8. Once submitted, this screen will show up. Click “Back to Login”



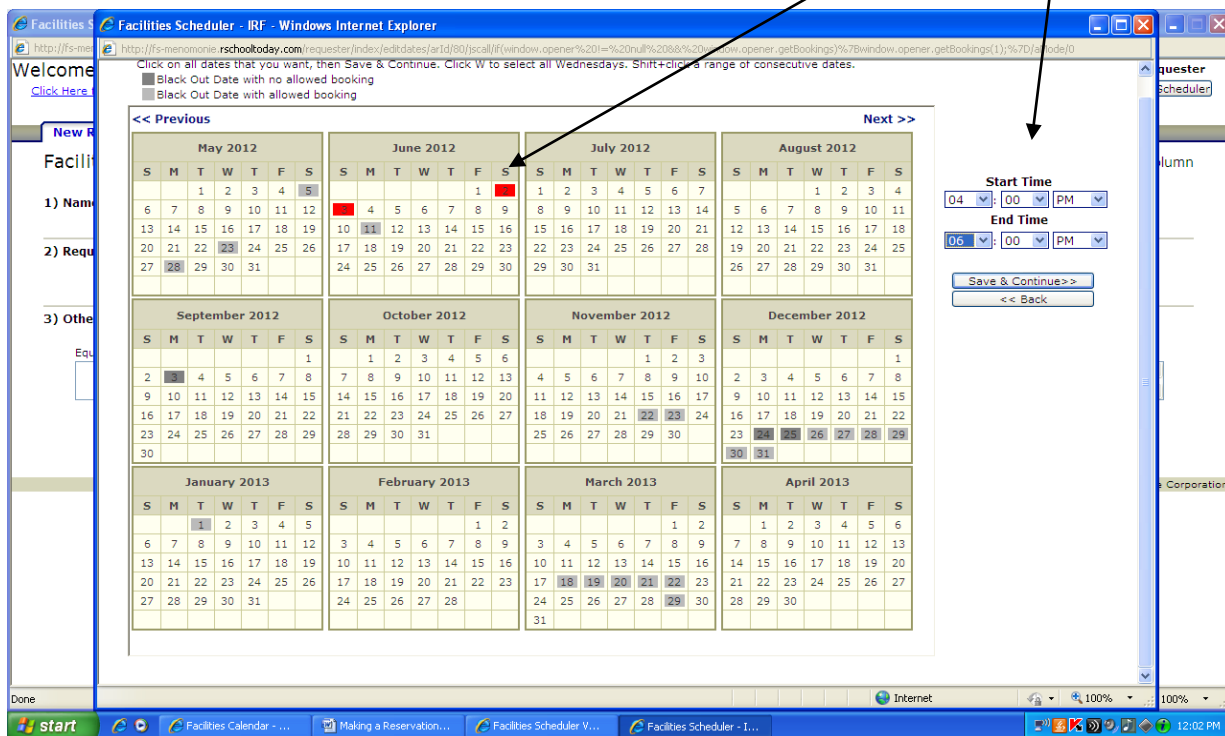
9. **NOTE****Please be patient when moving on with the next step. The information has to be approved and then once that is done, you will be notified and then you can continue with the process. This will not happen immediately.
10. Once the information is approved, type in the username and password you created previously when registering.



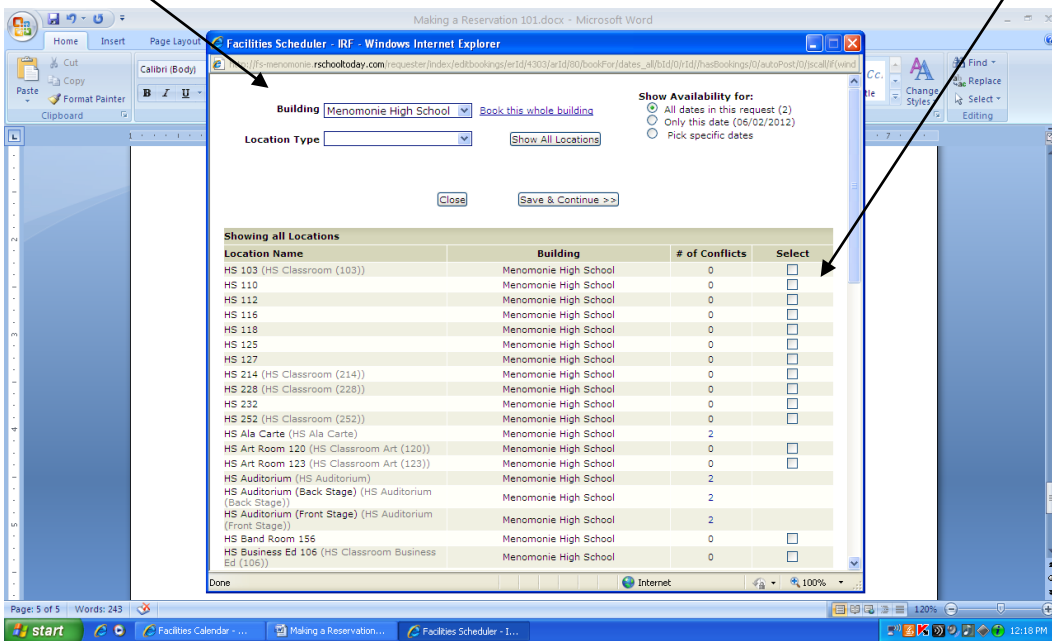
11. This screen will show up. Type in the name of your activity (*be specific) and then click "Add date/time"



12. This screen will show up. Highlight the dates you need reserved and the time frame it needs to be reserved in. Then click "Save and Continue"

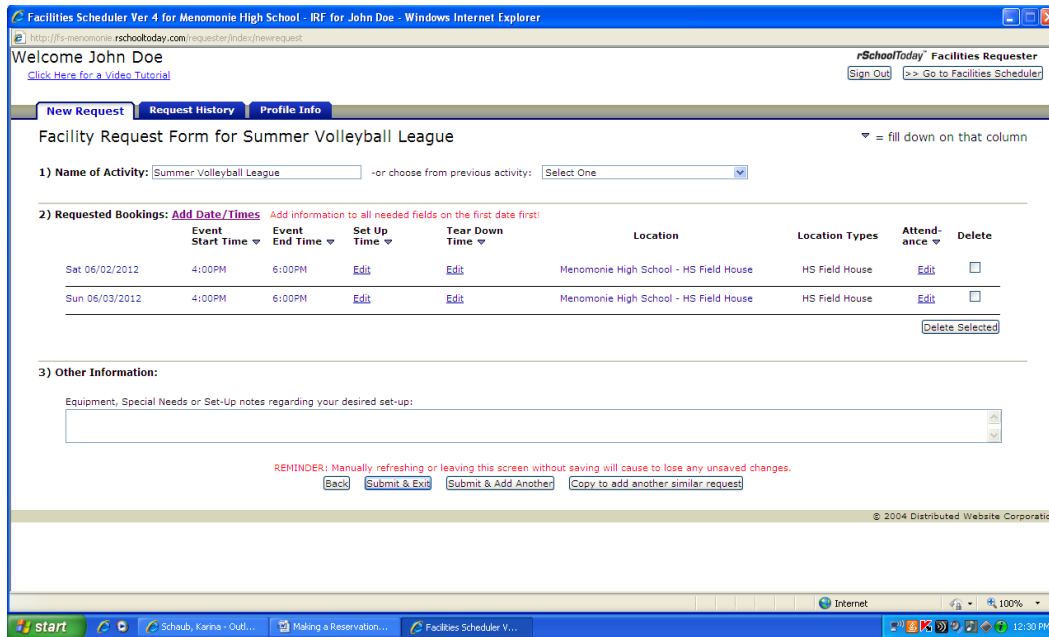


13. Next click on "Edit" under "Location" to reserve which area you need reserved. Scroll down to "Menomonie High School". **If the room you would like is NOT listed. This means it is already reserved on that date so it is unavailable.** More than one room may be checked if need be for the event. Then click "Save and Continue" on the bottom of the page.



14. *Please note – Enter all information pertaining to your reservation.

15. This final screen will show up with all the information that you just edited about the date/time/location of the area that you need reserved. If everything is correct click “submit and exit”.



16. What you just reserved should show up on the next screen. This next needs to be approved again before it is officially reserved. If the information is correct you are done until further notice!!

Facilities Scheduler Ver 4 for Menomonie High School - IRF for John Doe - Windows Internet Explorer

http://s-menomonie.schooltoday.com/requester/index/requesthistory

Welcome John Doe rSchoolToday™ Facilities Requester
[Sign Out](#) [Go to Facilities Scheduler](#)

[Click Here for a Video Tutorial](#)

New Request | **Request History** | **Profile Info**

Facility Request History for Summer Volleyball League

Time Period: All Quarters

Show Approved Only
 Show In-Process Only
 Show All
 [Delete Selected](#)

Submitted	Activity Name	Building	Location	Location Type	Event Date	Status	As Of	Request	Delete
05/01/2012 12:30PM	Summer Volleyball League	Menomonie High School	HS Field House	HS Field House	MULTIPLE	Open	05/01/2012	Edit	<input type="checkbox"/>

Status Key

- Open** Your request has not been seen yet by an Administrator
- In-Process** Your request is being reviewed by the Administrator.
- Approved** Your request has been approved by the Administrator.
- Denied** Your request has been denied by the Administrator.

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Done

start | Schaub, Karina - Out... | Making a Reservation... | Facilities Scheduler V... | Internet | 100% | 12:31 PM

Thank you, and if you have any questions or concerns please contact Kale Proksch at 715-232-1197 or kale_proksch@msd.k12.wi.us.