

FSDirect Requester Guide

Instructions for staff members to request the use of GISD facilities.

FACILITY
USAGE



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Submit a Request

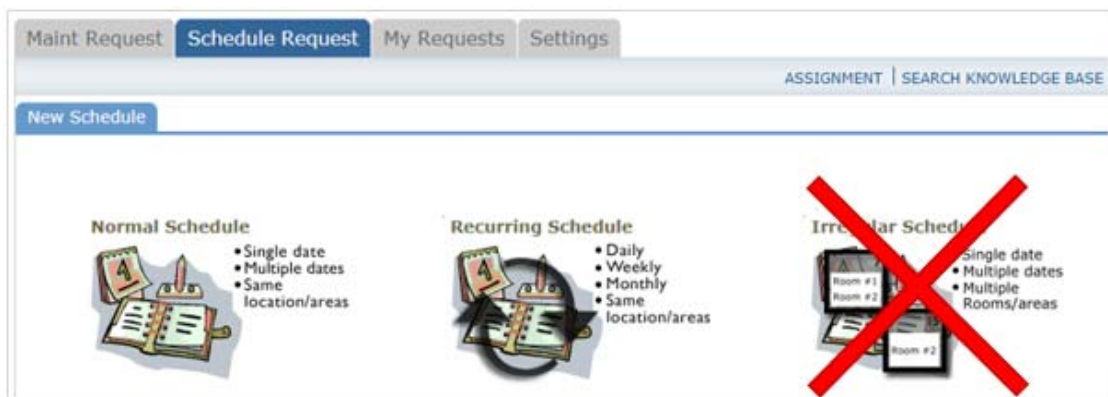
Access FSDirect

- <https://www.myschoolbuilding.com/sso/default.aspx?acctnum=184920274&productid=FSD>

Note: If prompted to log in, use your GISD email address and password.

Select a Schedule Type

- Select a schedule type.



Normal Schedule - most common, use when possible.

- Single or multiple dates - max of 20 dates
- Same room(s)
- Same time of day

Recurring Schedule

- Daily/weekly/monthly - max of 100 dates
- Same room(s)
- Same time of day

Irregular Schedule - DO NOT USE!



Submit a Request

Enter Schedule Details

= required fields

- **Event Title** - enter a descriptive title; specify if the event is a hosted event, practice, rehearsal, game, concert/performance, etc.
- **Location** - select a facility.
- **Room(s)** - select the rooms/spaces needed for the event by clicking on the binocular image. This will open a new window showing all rooms for the selected location. Check the box next to each room needed, then click "Okay" at the bottom of the window. A maximum of 50 rooms can be selected per schedule.

Event Title
Event Description
Area -- Select Area --
 Location -- Select Location --
 Rooms -- Select Room--

For a **Normal Schedule**, enter dates/times as follows:

- **Event Date(s)** - click the dates on the calendar.
- **Start Time, End Time** - select the start and end times for the event. Additional time can be entered as Setup Begin Time and Breakdown End Time.
- **Duration** - **DO NOT ADJUST!** This field automatically calculates. "Spans over" should be 1 day unless you are requesting an overnight event.
- **Check Availability** - click button to check availability of the room(s)/date(s) selected.

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

 Start Time : :
End Time : :
Setup Begin Time : :
Breakdown End Time : :
 Duration hours minutes. Spans over days.

For a **Recurring Schedule**, enter dates/times as follows:

- **Start Time, End Time** - select the start and end times for the event. Additional time can be entered as Setup Begin Time and Breakdown End Time.
- **Duration** - **DO NOT ADJUST!** This field automatically calculates. "Spans over" should be 1 day unless you are requesting an overnight event.
- **Start Recurrence** - enter the date of the first event.



Submit a Request

- **Recurrence Pattern** - select a pattern: **Daily, Weekly, Monthly**
 - Select **Daily** if your event will occur EVERY DAY between the start and end dates.
 - If you choose **Weekly**:
 - Enter a value to indicate whether the event occurs every 1 week, every 2 weeks, etc.
 - Check the box(s) next to the day(s) of the week that the event will occur.
 - If you choose **Monthly**, either:
 - Enter the day of the month that the event will occur (such as the 15th) and enter a value to indicate whether the event occurs every 1 month, every 2 months, etc.
-OR-
 - Select the weekday of the month (such as the second Monday) and enter a value to indicate whether the event occurs every 1 month, every 2 months, etc.
- **End Recurrence** - enter the date of the last event.
- **Check Availability** - click button to check availability of the room(s)/date(s) selected.

The screenshot shows a form for setting recurrence patterns. It includes fields for Start Time, End Time, Setup Begin Time, and Breakdown End Time, each with a dropdown menu and a time selection (hours and minutes). There is a Duration field with a text input, a dropdown for minutes, and a field for the number of days it spans over. The Start Recurrence field has a calendar icon. The Recurrence section has a checked checkbox and radio buttons for Daily, Weekly, and Monthly. The Weekly section has a 'Recur every' field and checkboxes for days of the week. The Monthly section has radio buttons for 'Day of every month(s)' and 'The first day of every month(s)'. There is an End Recurrence field with a calendar icon and a 'Check Availability' button at the bottom.

Additional Information

If this section appears, answer any questions, if applicable.

Organization Information

The screenshot shows the Organization Information form. It has a title 'Organization Information' and a checked checkbox for 'Organization'. The Organization dropdown is set to 'GISD Campus: Village Elementary' with a 'Note' button. Below it, there's a 'Contact Name' field with a dropdown showing 'or new GISD Campus: Village Eleme' and a 'Type' dropdown set to 'Internal (GISD)'. There's a dropdown for contacts showing '-- No Contacts Available --'. The form has checked checkboxes for 'First Name', 'Last Name', 'Email', and 'Day-Time Phone', each followed by a text input field. There are also fields for 'Evening Phone' and 'Cellular Phone'. The 'Billing Address' field is filled with '400 Village Commons Georgetown, TX 78633'.

- **Organization** - select the most appropriate "GISD Campus" or "GISD Department".
- **Contact Name** - enter contact info for the person associated with the event.



Submit a Request

Insurance Information

Not needed, skip.

Setup Requirements

- Check the box next to a requested service.
- Enter a description in the **Service description** box (required if selected).

Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

Required Maintenance Services	Service description
<input type="checkbox"/> Custodial	<input type="text"/>
<input type="checkbox"/> Event Setup	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Lighting (Outdoor)	<input type="text"/>
<input type="checkbox"/> Personnel	<input type="text"/>
Required IT Services	Service description
<input type="checkbox"/> Electronic Door/Lock Access	<input type="text"/>
<input type="checkbox"/> General	<input type="text"/>

Maintenance Services:

- **Custodial** - select when custodial support is needed (cleaning, unlocking doors, etc.).
- **Event Setup** - select when setup is required by custodial or theater staff in preparation for the event. The service description box should contain info such as number of tables/chairs, table configurations, bleacher requirements, theater setup, etc. Diagrams and additional info can be added as a file attachment.
- **Heating/Ventilation/Air Conditioning** - select for activities occurring outside of school hours (campuses) or business hours (admin facilities).
- **Lighting (Outdoor)** - select when outdoor athletic field lighting is required.
- **Personnel** - **do not use**.

IT Services:

- **Electronic Door/Lock Access** - select when electronic doors need to be programmed. The service description box should identify the door #/location and suggested times to unlock.
- **General** - select when support is needed by the Technology department (special equipment needs, guest Wi-Fi passwords, etc.).



Submit a Request

Additional Fields

- **Number Attending** - provide an approximate number of people attending.
- **Other Needs** - you may enter additional comments here.
- **Event Visibility** - for most events, keep the default setting of "Yes".

To attach files to your request:

- Click the **Add New File** link to the right.
- Browse your computer for the file, select it, enter a File Description, and click Submit.
- Click **Save** to submit.

Number Attending

Number of Adults

Number of Children

Other Needs

Event Visibility Display events on the facilities use calendar Yes No

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)

If all required fields have been completed properly, you will see a note indicating that the schedule has been saved and the system will generate a Schedule ID number. Your request will follow the approval process, and confirmation emails will be sent to you and the organization contact.



Additional Info

View Calendar

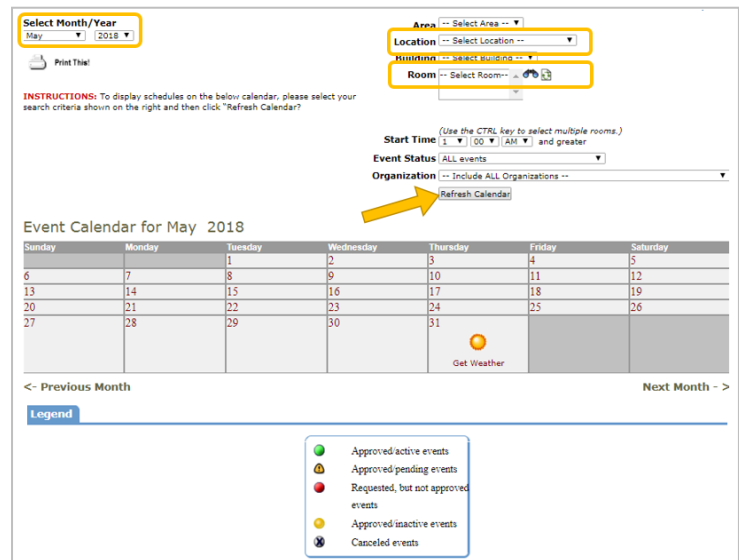
If you would like to see what is currently scheduled, you can check the calendar.

- After accessing FSDirect, open a new tab using the link below:
https://www.myschoolbuilding.com/myschoolbuilding/mydtfs_calendar.asp?nmonth=&nyear=&LocID=&buildingid=&RoomID=&ArealD=&eventstatus=&FirmID

- Select filter options:
 - Adjust **Month/Year**, if needed
 - Select a **Location**
 - Select specific **Room(s)**, if needed, by clicking on the binocular image

- Click “**Refresh Calendar**”

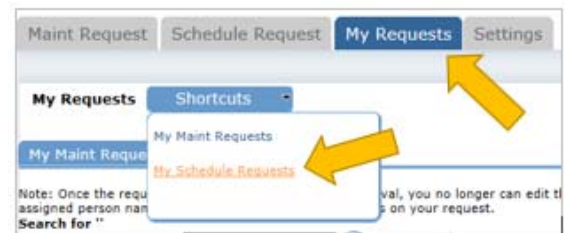
You can click event titles or specific dates for more details.



My Requests Tab

To view of list of your requests, click on the **My Requests** tab. (If you are not taken directly to the My Schedule Requests page, hover over the **Shortcuts** menu and select **My Schedule Requests**.)

- You can search, filter, sort, and/or print your list of requests.
- You can make adjustments to a request if it is still in submitted state.



Help

- If you need help, click on the **Help** link at the top right of the screen, then click on **FSD Requester Online Help**.
- For additional assistance, contact our GISD District Scheduler, Kathy O'Connor.
Email: occonnork1@georgetownisd.org
Extension: 7623
Email preferred, when possible.