

# FSDirect Requester Guide

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

FACILITY  
USAGE



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## Submit a Request

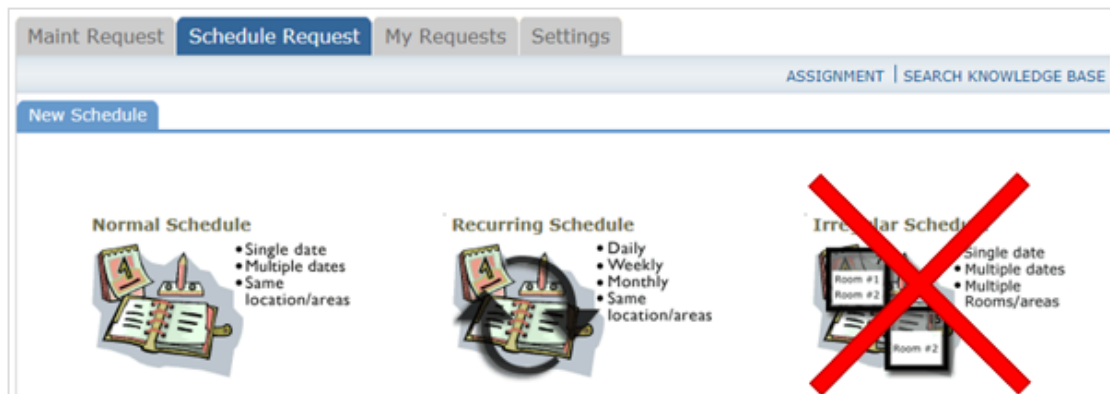
### Access FSDirect

- <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.

The screenshot shows a form with the following fields:

- ☒ **Event Title**: A text input field.
- Event Description**: A large text area with a vertical scrollbar.
- Area**: A dropdown menu with the text "-- Select Area --".
- ☒ **Location**: A dropdown menu with the text "-- Select Location --".
- ☒ **Rooms**: A dropdown menu with the text "-- Select Room--" and a binocular icon.

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.

The screenshot shows a form with the following fields:

- ☒ **Event Date(s)**: A calendar view showing June and July 2018. A note states: "Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation." Below the calendar is a "Check Availability" button.
- ☒ **Start Time**: A dropdown menu with "00" selected.
- End Time**: A dropdown menu with "00" selected.
- Setup Begin Time**: A dropdown menu with "00" selected.
- Breakdown End Time**: A dropdown menu with "00" selected.
- ☒ **Duration**: A field showing "hours 00 minutes. Spans over 1 days." Below it is a "Check Availability" button.

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 15<sup>th</sup>) 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.

### Additional Information

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

### Organization Information

- **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"/> 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"/> Tech Services	<input type="text"/>

#### Maintenance Services:

- **Custodial** - select when custodial support is needed for cleaning, unlocking doors, event setup, etc. Include details within the service description box, such as: number of tables/chairs, table configurations, bleacher requirements, 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** - select when technical director support is required for theaters.

#### 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.
- **Tech Services** - 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)

Save

Reset

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.

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## 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=&buidingid=&RoomID=&ArealD=&eventstatus=&FirmID](https://www.myschoolbuilding.com/myschoolbuilding/mydtfs_calendar.asp?nmonth=&nyear=&LocID=&buidingid=&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

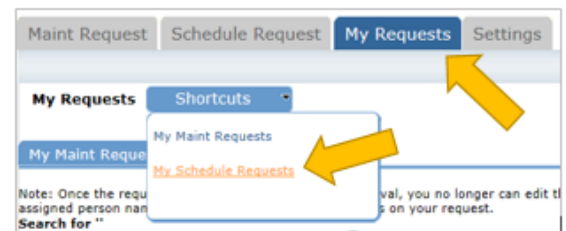
- Click “**Refresh Calendar**”

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: [oconnork1@georgetownisd.org](mailto:oconnork1@georgetownisd.org)  
Extension: 7623  
*Email preferred, when possible.*