

# FSDirect Requester Guide

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

FACILITY  
USAGE



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## Submit a Request

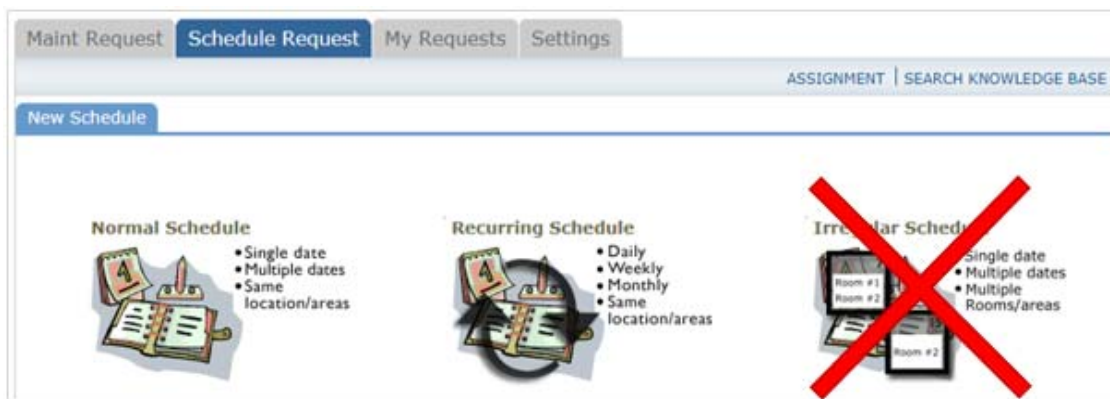
### Access FSDirect

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

Note: If prompted to log in, use your GISD credentials (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 campus or 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**

**Location**

**Rooms**

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 show as 1 day unless you are requesting an overnight event.
- **Check Availability** - click 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.

June 2018							July 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

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 show as 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 to check availability of the room(s)/date(s) selected.

Start Time [00] End Time [00]  
Setup Begin Time [00] Breakdown End Time [00]  
Duration [ ] hours [00] minutes. Spans over [1] days.  
Start Recurrence [ ]  
Recurrence  Daily  
Pattern  Weekly Recur every [ ] week(s) on:  
 Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday  
 Monthly Day [ ] of every [ ] month(s)  
 The [first] day of every [ ] month(s)  
End Recurrence [ ]  
Check Availability

### Additional Information

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

### Organization Information

Organization Information  
 Organization GISD Campus: Village Elementary Note  
Contact Name or new GISD Campus: Village Elementary Type Internal (GISD)  
-- No Contacts Available --  
 First Name  Last Name  
   
 Email  Day-Time Phone  
   
Evening Phone Cellular Phone  
   
Billing Address 400 Village Commons  
Georgetown, TX 78633

- **Organization** - select the most appropriate "GISD Campus" or "GISD Department" from the list of predefined options. **DO NOT ADD NEW ORGANIZATIONS.**
- **Contact Name** - enter contact info for the person associated with the event.



## Submit a Request

### Insurance Information

Insurance info is not needed for internal/GISD events (skip).

### Setup Requirements

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

**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"/>
<b>Required IT Services</b>	<b>Service description</b>
<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 after-hour events (before/after school hours, non-school days).
- **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

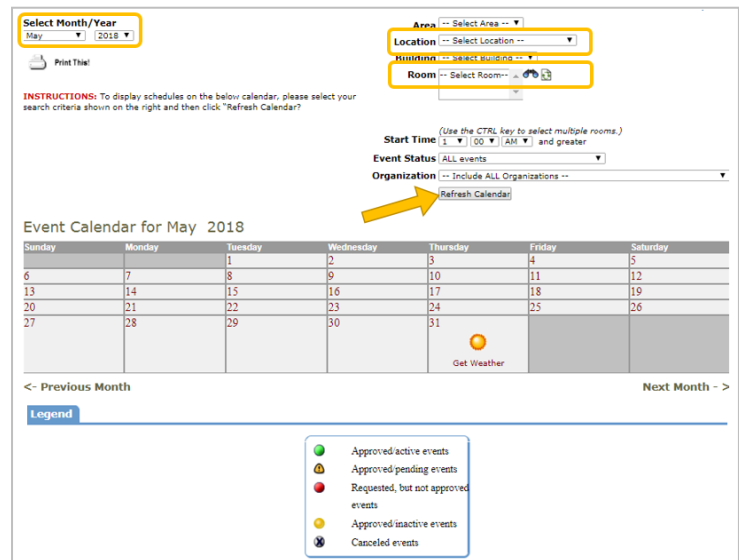
If you would like to see what is currently scheduled, you can check the calendar.

- 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](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**”

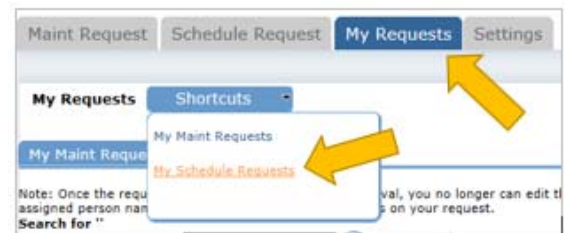
You can click event titles or specific dates for more details.



### 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](mailto:occonnork1@georgetownisd.org)  
Extension: 7623  
*Email preferred, when possible.*