# STEVENS POINT AREA PUBLIC SCHOOL DISTRICT

WEB CALENDAR

Instructions for the web based School District Calendar

❖ Log on to the district home page http://www.pointschools.net

❖ Click on Departments, scroll down and click on *Building and Grounds*

❖ Click on Facility Usage Information

❖ Click on Facility Reservation Site and Calendar

This will pull up the district calendar and the following information will be at the top of page.

Actions	Search	Requester	District Home Page	Suggestion
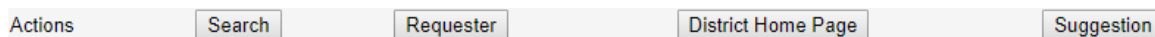
To request a site
Click on *Requester* tab–
First Time User –

(This is the screen you will see)

Existing Facility Requesters Login	
User Name	
Password	
Login	

Forgot your password?
Password?

Sign up to be a Facility Requester
Sign Up

Return to the calendar page
Return

❖ Click on the Sign up to be a facility requester – follow the directions and
❖ Complete the form – must have valid e-mail account,

Existing User
Log in with your requester name and password (this is case sensitive, usually just your last name and password)

❖ Left hand side – click on *new request* - this will pull up the following screen – fill in the required blanks.

- ❖ To request more than one facility (room) at a time, hold down the control (Ctrl) key while selecting the rooms.

- ❖ If requesting more than one date, check View Repetitions prior to clicking on submit.

- ❖ Check View Availability prior to clicking on submit

If there are no errors or conflicts, click submit

Stevens Point Area Public School District

Enter Date:
8/10/2005

Facility Requester Area of
Susan Jones

Facility Request Form		
Facility Information	**Facility Group** All Calendars Bannach Elementary Ben Franklin Jr High Jefferson Elementary Kennedy Elementary Madison Elementary McDill Elementary McKinley Elementary P J Jacobs Plover Whiting Elementary	**Facility (Required)** Bannach Art Rm E129 Bannach Cafeteria Rm E113 Bannach Field Ball Diamond North Bannach Field Ball Diamond South Bannach Field North Football/ Soccer Bannach Gym Rm E112 Use CTRL or Shift keys to select more than one facility
Event Title **(Required)**		
Event Description (What activities do you plan to conduct, what do you want the public to know about your event)**(optional)**	This field accepts HTML code, how do I do it?	
Event Category **(Required)**		
Special Equipment/Setup Requests to the facility for special items	Chairs # _____ (optional, must be a number) Tables # _____ (optional, must be a number) Other special needs (optional) If you are reserving a pool you must enter the name of the lifeguard	

Onsite Contact Supervising the Event (Required)	Provide the full name, phone number and e-mail of at least one responsible adult that will be at the event Susan Jones Phone: 715-345-3333 Email: sjones@abc.com
Estimated Attendance (Required)	0 (must be a number)
Average Admission	(optional, must be a number)
Food Service	Do you plan to serve food at your event? ○ Yes ◉ No (does not include use of Kitchen)
Public Calendar Display	Do you want this event displayed on the public calendar? ◉ Yes ○ No
Requested Times and Date	Date of event: 8/17/2005 📅 **(Required)** Start Time: ☐ : ☐ ◉ AM ○ PM End Time: ☐ : ☐ ○ AM ◉ PM
Repeat Event	Do not repeat ▼ ◉ Times to Repeat ☐ ○ Repeat until ☐ 📅 ○ Misc. Dates ☐ 📅 Enter one date per line Enter dates in addition to date of event 8/15/2005 8/17/2005 8/21/2005
By submitting the above request you agree to all terms and conditions stated in the Board policy.	
Submit	