

DISTRICT EMPLOYEES

HOW TO LIST AN ACTIVITY ON THE WRIGHT COUNTY CONFERENCE CALENDAR

AND

HOW TO RESERVE A DISTRICT FACILITY

rSchool Today

<http://fs-hutch.rschooldtoday.com/authentication/credential/requesterlogin>

OR

www.isd423.org | Calendar | District Facility Use Calendar (facility reservations)

Part 1: Activity Scheduler

All non-conference and conference activities are entered into the online **Activity Scheduler** by the Activities Department. Only the activity name, date and start/end times are listed. This is the information that is included on the Wright County Conference website schedule.

All other details need to be entered into the online **Facility Scheduler**. This is required to reserve the physical space, equipment needs, set-up, etc. See Part 2 below.

Part 2: Facility Scheduler

The online **Facility Scheduler** reserves the physical space, equipment, set-up instructions, and any other details and notes about the activity.

The online **Facility Scheduler** is managed through Community Education. When an online reservation is submitted, the request is reviewed (and adjusted if necessary). After the request has been approved, a permit is automatically emailed to the client (the person who submitted the request). In order to finalize/confirm the reservation, the client must electronically sign the permit. Upon receiving the clients electronic confirmation, emails are generated notifying the specific building of the reservation and lists the activity on the **Facilities Scheduler Calendar**.

Frequently Asked Questions:

Who is a client?

All employees of the School District are considered a "client" and must complete an online request to reserve space for any activities taking place outside of the instructional day.

Why complete the online **Facility Scheduler** request?

Facility space use will not be guaranteed without the reservation. The reservation will help ensure the facility is open and the space is set-up to your specifications.

What activities need to be listed?

All activities taking place in a School District facility outside of the instructional day.
Examples: meetings, socials, trainings, etc.