

# WARREN HILLS FACILITIES SCHEDULER INSTRUCTION GUIDELINE

## Viewing the Facilities Calendar for availability:

From the District webpage (warrenhills.org)  
Select the "Facilities" tab  
Select "Using Our Facilities" (from the drop down menu)  
Select "click here" (located in center of page)  
Select the "Facilities Calendar" tab  
Select <your desired month>  
Ignore Location Type  
Ignore Building Type  
Select <your desired building>  
Select "-Show Entire Building-"

This will populate the facilities calendar with all the activities scheduled for the particular day for your chosen options.

Review the "Use of Facilities Information" link located in the left hand chart of the Facilities tab on the Warren Hills District website for fees and stipulations.

## Submission to become a Facilities Requester: Here's how:

From the District webpage (warrenhills.org)  
Select the "Facilities" tab  
Select "Using Our Facilities" (from the drop own menu)  
Select "click here" (located in center of page)  
Select the "click here to start" link in Step 1  
- complete all necessary fields including uploading an insurance certificate  
Once submitted, the approval process will begin. Upon completion of the approval process, an email will be sent approving or denying the approval registration.

## Booking Facility requests after being approved as a requester; Here's how:

From the District webpage (warrenhills.org)  
Select the "Facilities" tab  
Select "Using Our Facilities" (from the drop own menu)  
Select "click here" (located in center of page)  
Select the "click here" link in Step 4 to log in using your log in credentials

- 1) Name your activity i.e., practice, meeting, Summer Camp, Dance, etc.
- 2) Click on Add date/time to invoke calendar ... choose desired dates / time
- 3) Select "building" location on the following page ... ***if rooms within building do not automatically populate, click on blue button located under "Show Availability for:" located in the upper right hand corner of the screen.*** Select desired locations then select "book".
- 4) Enter any special needs being requested in Set-Up Notes
- 5) Enter attendance number (approximate) in Attendance

Remember to select SUBMIT &Exit on each page before existing to save desired requests.