

School Dude Instruction for Outside Users initial use

To enter the online **Facility Usage Form** please follow these guidelines:

Go to www.myschoolbuilding.com

Look for the **Great Neck Public Schools** name in the upper left-hand corner.

Organization Account #239250518

There will be several screens asking for simple information. Some of the information they ask for may be duplication. Please fill in all information

- Enter your e-mail address and all simple information
 - Follow prompts
- **Click on the tab that states “SCHEDULE REQUEST”**

**MAKE SURE YOU ARE IN “FACILITIES DIRECT”
(NOT MAINTENANCE DIRECT!)**

Choose one of the three options:

1. **Normal Schedule:** For simple requests in choosing dates where the time is a constant. You may not choose more than 20 dates in this option.

If you request the ***gyms*** or ***athletic fields***, use the "Normal Schedule" and only pick one location at a time with the dates you desire. Multiple locations will default the request to the building Principal for processing instead of routing to the *District Athletic office, who is required to approve it first.* This may delay your request as your event date approaches. It is not uncommon to have numerous requests/schedule ID #'s for usages that encompass dates for the entire year.

2. **Recurring Schedule:** This option allows you to choose up to 100 date's maximum with the same time & place, such as Scope programs

3. **Irregular Schedule:** This option allows you to choose multiple dates where the times/rooms/fields are not the same. You may choose several dates and enter varying times/locations.

After choosing one of the three options, you will begin to enter information as if you are filling out a form. Be sure to refer to the **school calendar** and **do not choose dates (shaded in gray) that are holidays where the buildings will be closed.**

*****CLICK THE AVAILABILITY BUTTON TO MAKE SURE THE ROOMS AND/OR DATES ARE FREE*****

If there are “X’s” on time slots you need do not select that time period as they are already taken. Please choose another.

You must, in the additional information section, enter the name of the requester, as confirmation you will abide by all rules & regulations & the use of Facilities terms and conditions.

Be sure to enter all Custodial, IT requests etc. and make sure to input **Insurance carrier name and Policy #**
(actual certificate will also need to be forwarded to Athletic & Recreation office to be kept on file)

If you do not enter this information, your buildings usage request will not be approved and this will ultimately cause a delay in obtaining your approval.

Also make sure all contact phone numbers and e-mails are inputted.

If they are not submitted the request will not be approved.

After School Dude accepts the information you can go into (The Tab)

My Requests and then to Schedule Requests to retrieve your **Schedule ID#.**

As always, please phone **Denise Tercynski** in the Athletics & Recreation Office should you have any further questions. **516-441-4048**