

# Use of FUSD Facility System

## 1. Web Site:

[www.fusd1.org](http://www.fusd1.org)

- Scroll down the lower left-hand side to Site Shortcuts and choose Facility Requests & Reservation.
- On the next page, you will find the link for the Facility Request Webpage :  
To access, click on the first link in the upper-right side, "Facility Requests". (Please click on the words, "Facility Requests") A new window will open; this is the login page.
- Click on "Need User Account" located on the top right or on the bottom of the page.

## 2. New User

Follow prompts to submit a request to access the site/enter contact information.

I suggest that you check the calendar by using the filter to see if the facility might have availability on a date. Please see below # 4. Check Calendar.

- You may now enter a new request by going to:
  - Usage>New Request Please fill in information
  - There will be a few steps and then you will see this message;

**The system administrator must first approve your group's classification before a request can be submitted.**

The Administrator will need to approve your group. You will then be able to continue request.

**\*\*\*Please note-You will only need to make ONE (1) Group**-Please select this group each time and give each event a name (Book Sale, Staff Meeting, Swim Practice) that describes it. The exception to this is if you are the contact for two different groups such as Soccer Club and PTO that would have different classifications.

## 3. Login:

- a. Your email address is your user-name
- b. Enter your Password

## 4. Check Calendar

**You can see if a room is available before you submit a request.**

On the top menu bar:

- Usage> Calendar Public

- Click on “Show Filter”- you must check a box in each area
  - Area - Flagstaff
  - Site Type-
  - Sites –
  - Facilities – choose specific room or select all
  - Event Types – Select All
  - Click “Apply Filter”
  - View Day, week or month

## 5. Placing Requests:

- Usage > New Request

Group> Select your group

\*\*\*Please note-You will only need to make ONE (1) Group-Please select this group each time and give each event a name (Book Sale, Staff Meeting, Swim Practice) that describes it. The exception to this is if you are the contact for two different groups such as Soccer Club and PTO that would have different classifications.

### 1. Step 1 of 4

Name-Choose Group and Primary Contact (person in your group)

### 2. Step 2 of 4

Event Name

Event Description

Event Type

Name of Adult Leader/Supervisor

Number of people expected

Event Catered?

Special Requests

### 3. Step 3 of 4

- Agreement- you must check the box at the bottom of the page, indicating that you agree to the general conditions for Facility Use.

### 4. Step 4 of 4

- Filter Spaces
  - a. Check Property Type
  - b. Under “Properties”, choose the building.
  - c. Choose Type of Space
  - d. Click on “Apply Filter” Button to search for matching facilities/spaces.

e. Hit SELECT button at the bottom of the page to choose a room.

▪ Enter Date

f. Add date, time, and duration – (be aware of a.m. and p.m.) hit “Add Date/Time”

\*\*\*You can choose frequency, daily, weekly, etc.

g. Hit “Continue” button at the bottom of the page or add additional dates by returning to “Date, time, Duration”.

You will then get a summary/price estimate. At this point, you hit “SUBMIT REQUEST” button which is located at the bottom of the page.

The next page says, “Thank you for your request.” If you do not reach a screen where it says, “Thank you”, then you have not fully submitted your request.

5. Log Out

6. You will be sent an e-mail that say we have received your request. This is **not** an approval.

7. Please allow time for first the school and then FUSD Administrator to consider and process your request. This could take several days. You will receive and e-mail approving or denying your request.

8. Requests must be submitted at least 10 Business Days in advance of your event.

Cancellations must be done 5 business days before your scheduled use.

Cancellations are done by the person making the request. The way to cancel is to login to the site, look under Usage>My Requests and click on the request. There will be an option to “Cancel Dates” at the bottom of the page.