

HOW TO RUN A FACILITIES CALENDAR REPORT

GO TO: <https://fs-alliancebulldogs.rschooldtoday.com/>

LOG IN: Username: First initial, last name

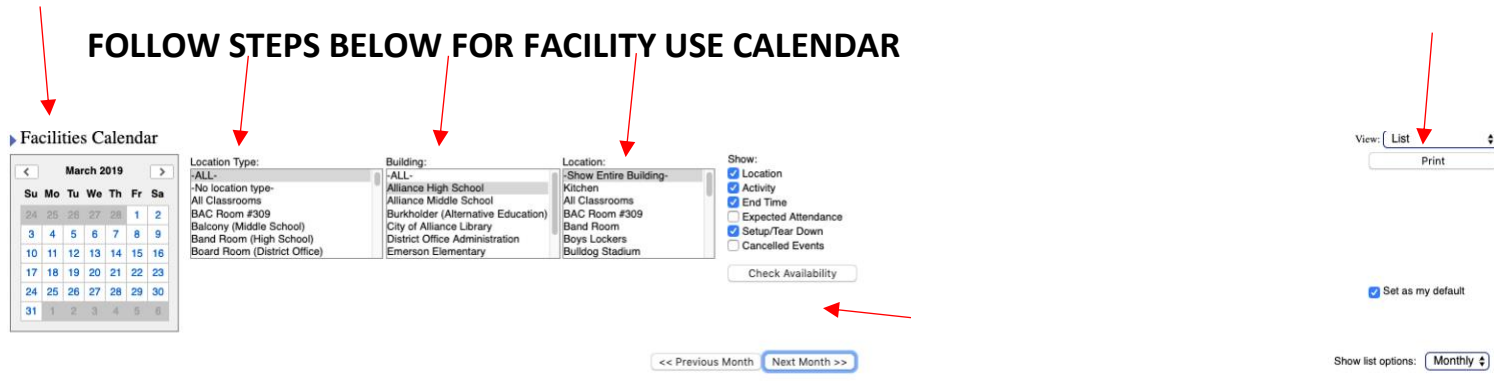
Password: 12345 (or whatever you changed it to)

After logging in

CLICK: FACILITIES CALENDAR



FOLLOW STEPS BELOW FOR FACILITY USE CALENDAR



SELECT THE FOLLOWING

MONTH (Month you want displayed)

LOCATION TYPE: ALL

BUILDING TYPE: SCHOOL (school you want displayed)

LOCATION: ALL

CLICK: SETUP/TEAR DOWN

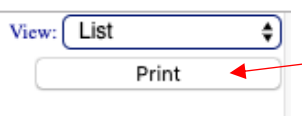
SELECT: LIST (easier to read, but there are other options if you prefer)

LIST OPTIONS: MONTH (this is individual preference)

Once you select the list options, the report will automatically generate - **SAMPLE**

CLICK: PRINT

Located at the top right corner



Monday 2/11/2019

Client/Event	Building/Location	Setup Time	Start-End Time	Teardown Time
Gym Reservations / Cheer Practice	Alliance High School / Multipurpose Room		4:00pm- 7:00pm	
Edison Red Nest III / After school class - Native Culture	Alliance High School / BAC Room #309		4:30pm- 5:30pm	

Tuesday 2/12/2019

Client/Event	Building/Location	Setup Time	Start-End Time	Teardown Time
Gym Reservations / Cheer Practice	Alliance High School / Multipurpose Room		4:00pm- 7:00pm	
Nicholas Myers / State Send-off Dinner	Alliance High School / Commons		6:00pm- 7:30pm	
Aaron Wade Youth BB / 4th Grade Basketball Practice	Alliance High School / Multipurpose Room		7:00pm- 8:00pm	
Christina Kloch / Alpha Delta Kappa Meetings	Alliance High School / Library	6:30pm	7:00pm- 8:30pm	9:00pm
Elaine/Kent Bleisch / Dracula performance rehearsal	Alliance High School / Performing Arts Center (PAC)	5:00pm	7:00pm- 9:00pm	10:00pm

Wednesday 2/13/2019