

Procedure for using “My School Building” for Facility Reservations

1. Open the Joshua ISD website
2. On the side bars click on Facility Request, this will take you to the same area where you also do Maintenance and Custodial Workorders. Click on **schedule request**.
3. If this is the first time your computer has been to this website enter the **Organization Account Number #615385294** and click **“Submit Organization”**
4. The next screen you will enter your email address.
5. Click on the schedule request tab and you will see three schedule types which are:

Normal Schedule – single or multiple dates which occur at the same time on each date. No more than 20 dates are allowed on this schedule.

Recurring Schedule – an event that takes place on the same days of the week at the same time.

Irregular Schedule – events that take place in different rooms at different times and different days.
6. Once you pick the type of schedule you would like **click** on it.
7. The schedule form will open up and enter the **event title** first and then a description in the **description box**.
8. Skip the **area dropdown box**.
9. In the **location dropdown box**, choose where your event will take place.
10. In the **room dropdown menu**, choose the room(s) you will need. If you chose a classroom put the room number in the **description box**.

NOTE: Hold down the CTRL button on your keyboard to select multiple rooms.

(If you do not see the room you need contact the Facility Coordinator at 1359 to add the room.)

11. Next, choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrow in the calendar boxes to change months. Then choose your start and end times. Then choose the setup and breakdown times. Be sure to pick the appropriate AM or PM box.
12. Also, click on the check availability button to verify you are not double booking a room. This is located just below the duration. The event time you are asking for is in yellow. If there is a black **X** in that space for your requested time range, you will need to go back and choose a different time that is available. Close out the availability window when you are finished verifying that your time is available and proceed to the “Organization Information” section.
13. Choose your organization from the dropdown box. If it is not there, type it out in the “or new” box.
14. If workorders are needed such as air, heat, access, custodial, sound and lights, etc. check off the boxes next to what you want to request and type out a short description. If a sound and light technician is requested you must note the time that the tech is needed. **For door access please include which door you want accessed and what time you want the door to open and close. Please limit the time as much as possible that the door will stay open. If there is technology needs please submit a technology workorder through the technology department if you will require any of the following:**
Data Projector, Computer/ Laptop, DVD/VHS (Be sure to list all equipment needed in the work order.)
<http://support.joshuaisd.org/cgi-bin/wonderdesk.cgi>
15. Next, skip down to the number attending box and enter that amount.
16. Finally, at the bottom, enter the submittal password of joshuaisd and then click the **save** button.

Once you have submitted this request it will route to the Facilities Coordinator. If it is approved all workorders for your request will be become "Work in Progress. If there are any charges for the event such as cleaning charges, or charges from the Child Nutrition Department, an invoice will be forwarded to you. If the request is declined there will be a note explaining why it was declined. Some Facility Requests will be declined if more information is needed. Once you have supplied the requested information the request maybe approved. If you have any question about this program you may contact the Facility Coordinator at ext. 1359.

Please allow at least one week for your request to be processed.