

SCHOOL DUDE

The Process for Requesters

Are you apart of a community group or organization that would like to use Rocky View School facilities?

You have two options to make requests:

- A. You may contact the Booking Agent for your area. (see Booking Agent Contact Information)
- B. Follow the instructions to make a request via the online requesting service.

How to Make Requests Using School Dude:

1. Click on this link to begin.

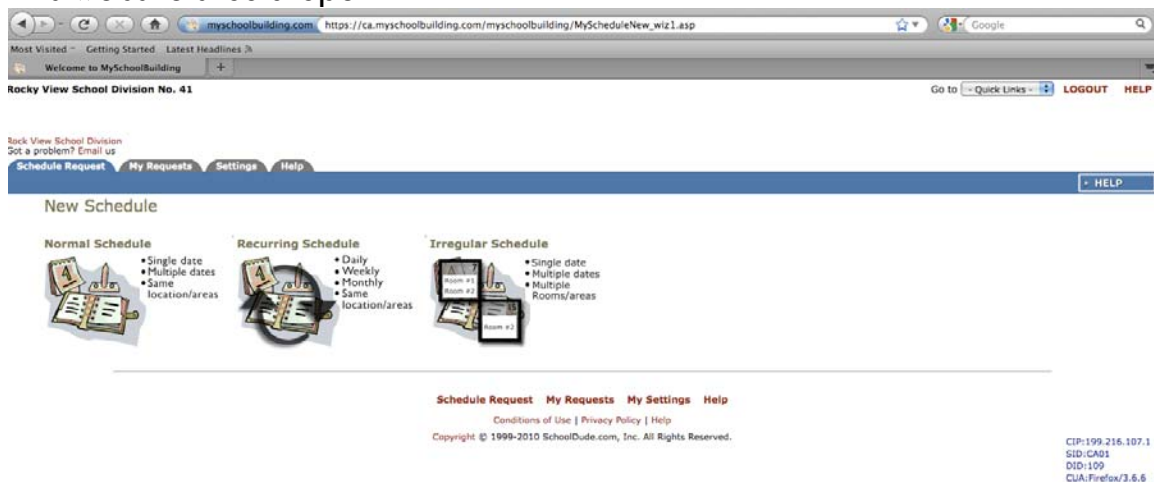
https://ca.myschoolbuilding.com/myschoolbuilding/MyScheduleNew_wiz1.asp?acctnum=615000830

2. It will ask you to enter an email address. Please enter the email address you check regularly, as School Dude will email you confirming your request has been approved.

*The first time you use the website, it will not recognize your email and will prompt you to create a profile. Please enter the contact information you would like Booking Agents or Schools to be able to contact you at.

*Your information is private. School Dude and Rocky View will not share this information with any external agencies.

This website should open:



The screenshot shows a web browser window displaying the School Dude website. The address bar shows the URL: https://ca.myschoolbuilding.com/myschoolbuilding/MyScheduleNew_wiz1.asp. The page header includes "Rocky View School Division No. 41" and navigation links for "LOGOUT" and "HELP". A blue navigation bar contains tabs for "Schedule Request", "My Requests", "Settings", and "Help". The main content area is titled "New Schedule" and features three options: "Normal Schedule" (Single date, Multiple dates, Same location/areas), "Recurring Schedule" (Daily, Weekly, Monthly, Same location/areas), and "Irregular Schedule" (Single date, Multiple dates, Multiple Rooms/areas). The footer contains copyright information: "Copyright © 1999-2010 SchoolDude.com, Inc. All Rights Reserved." and technical details: "CIP:199.216.107.1 SID:CA01 DID:109 CUA:Fire/sx/3.6.6".

Please contact the Client Service Center for technical assistance
1-877-868-DUDE(3833) support@schooldude.com

- At this point, you can choose to view availability, or to go ahead and make a request (skip to step #6 to continue with this option)
- To view availability, click on the “My Requests” tab. Choose which type of calendar you would like to view by (Month, Day, Week).
- Click on “Location” to show the schedule for the school you are interested in.

My Schedule Requests

List My Requests
Month Calendar
Day Calendar
Week Calendar

- Click the day number to view event details for the entire day.
- Click an event title to the details of the selected event.

Select Location to view schedule for each school

Select Month/Year

August 2010

Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".

Area -- Select Area --

Location -- Select Location --

Building -- Select Building --

Room -- Select Rooms --

(Use the CTRL key to select multiple rooms.)

Start Time 1 00 AM and greater

Event Status ALL events

Organization -- Include ALL Organizations --

Event Calendar for August 2010 View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Get Weather	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<- Previous Month
Next Month - >

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6. To make a request:
 - a. Select the schedule type (Normal, Recurring, Irregular) that fits your request.
 - b. Enter all of the required information.
 - c. Enter the organization. Be sure to provide contact information.
 - d. The password is “RVS”
 - e. Click save.

Number Attending 10

Number of Adults

Number of Children

Other Needs

Event Visibility Display events on calendar Yes No

Password ... [Forgot Password?](#)

Save Reset

7. If your request was successful, you will receive an email notification from School Dude.
8. The booking agent will receive notification of your request and review it. If the booking agent and the school approve your request, they will “activate” it. You will receive an email notification from School Dude, confirming your event has been activated. Once activated, the event will appear on the calendar, which you may view using the same process in which you view the availability.
9. If you would like further training on how to make requests and view availability you may email training@schooldude.com, or call 1877-883-8337 and ask for “Requester Training.”

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