

Suffolk University

Event Setup Requests

Quick Step Guide for Requesters

1. Go to www.myschoolbuilding.com
2. Login using your **Suffolk credentials**

Current SchoolDude User? Login Here!

Email	Password	<input type="button" value="Sign In"/>
<input type="text"/>	<input type="text"/>	
Forgot Password?		

-Or-

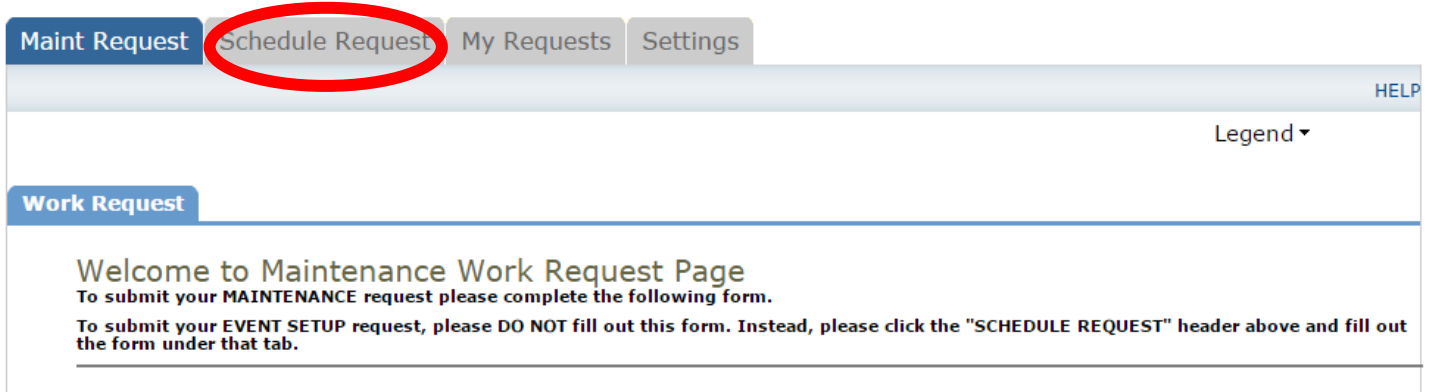
If it is your first time using the system, click the down arrow next to “Register Here” and fill out the form

Never Submitted a SchoolDude Request? Register Here! ^

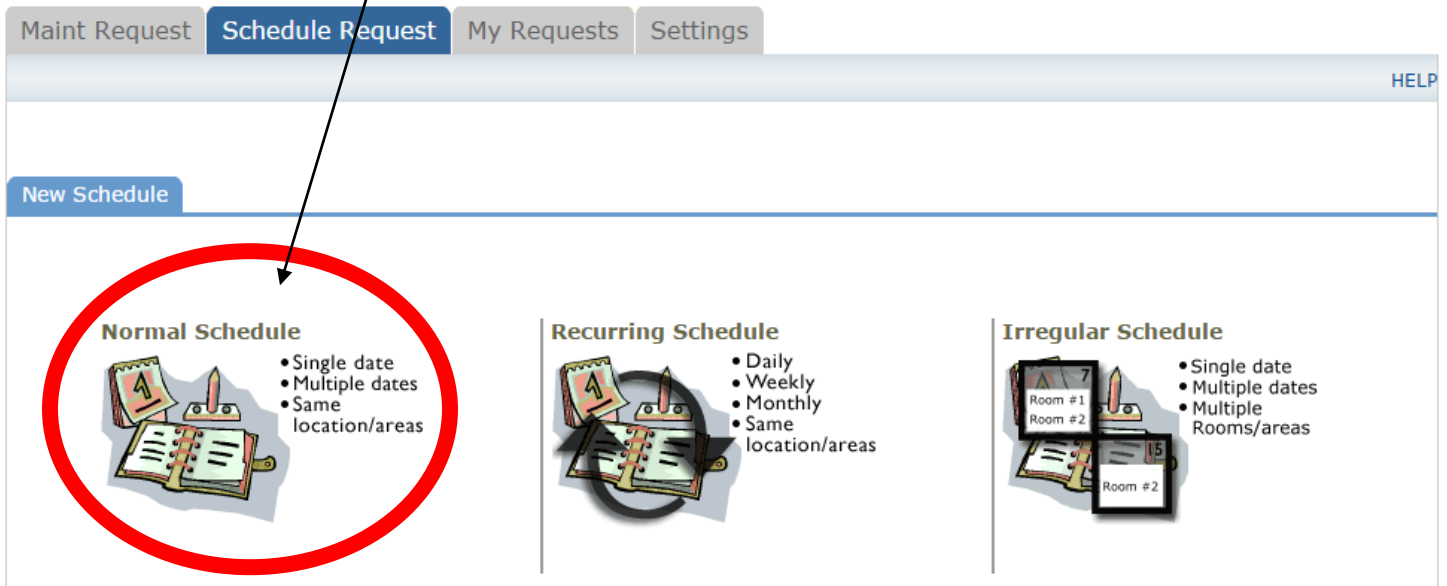
Account Number	<input type="text"/>	456279495	
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone Number	<input type="text"/>		
Email	<input type="text"/>		
New Password	<input type="text"/>		
<small>Passwords are case sensitive and must be at least six characters long.</small>			
Confirm Password	<input type="text"/>		
<input type="button" value="Register"/>			

NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.

3. Click on the grey tab on the top header entitled
“Schedule Request”



4. Choose **NORMAL SCHEDULE**



5. Fill out all boxes with a mark beside it. These are **REQUIRED** fields.
Your name and e-mail will already be filled out in the first section.
6. **Event Title = Name of the Event**
7. Skip “Event Description”
8. **Area:** Select the proper floor of the room you are using
9. **Location:** Select the building
10. **Room:** Select where the event is occurring.

11. Next, choose your **Event Dates** by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Then choose your **Start** and **End** Times. These are the **actual event times**.

12. Add **(1) hour before and (1) hour after** in the **setup** and **breakdown** time boxes.

Ex.: Start time is 6 p.m.; Setup Begin Time is 5 p.m.

(Use the CTRL key to select multiple rooms.)

Event Date(s)

January 2017							February 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28				

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time [] [00] [] **End Time** [] [00] []

Setup Begin Time [] [00] [] **Breakdown End Time** [] [00] []

Duration [] hours [00] minutes. Spans over [1] days.

13. **Additional Information:** Please put the **name** and **phone number** of the person who will be **on-site** for the event in the white text box.

14. **Organization:** Choose your department, if listed, or type in the name next to “New”. Fill in the boxes with the red check: First Name, Last Name, Email and Phone.

15. **Skip** the rest of the boxes in this section & **skip** the Insurance Information section.

16. **Setup Requirements: MUST BE FILLED OUT!**

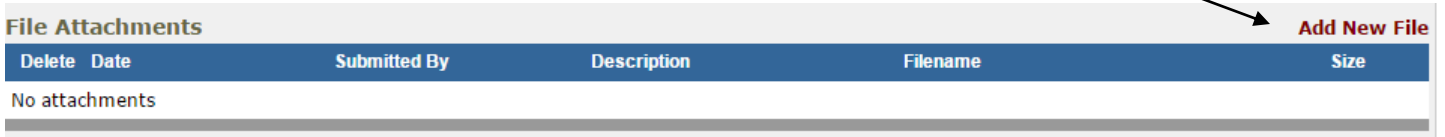
- Custodial:** Click the check box to include any specific instructions to the custodial staff, such as “Please empty the trash at 2 p.m. and 4 p.m.” or “Vacuum room before event begins”.
- Event Setup:** Click the check box and type in the text box your setup needs. If including a diagram, type “See attached diagram”. Diagram should be uploaded to the workorder (see **step #18** for instructions).

Setup Requirements

Required Maintenance Services	Service description
<input checked="" type="checkbox"/> Custodial	Please vacuum room.
<input checked="" type="checkbox"/> Event Setup	(2) 6's in the front of the room with 4 chairs.

17. Number Attending: Approx. number of guests

18. Upload your **diagram** (if needed) by clicking on the red **Add New File** text. **Diagrams** must be **PDF** documents.



The screenshot shows a table titled "File Attachments" with a dark blue header and a light gray body. The header row contains the following columns: "Delete", "Date", "Submitted By", "Description", "Filename", and "Size". In the top right corner of the table, there is a red text link that says "Add New File". A black arrow points from the text "Diagrams" in the instruction above to this "Add New File" link. Below the header, the table body contains the text "No attachments".

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

19. Finally, at the bottom, enter the submittal password of **password** and then click the **Save** button.