

# Suffolk University

## Event Setup Requests

### Quick Step Guide for Requesters

1. Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com)
2. Login using your **Suffolk credentials**

#### Current SchoolDude User? Login Here!

Email  Password

**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  **456279495**

First Name  Last Name

Phone Number

Email

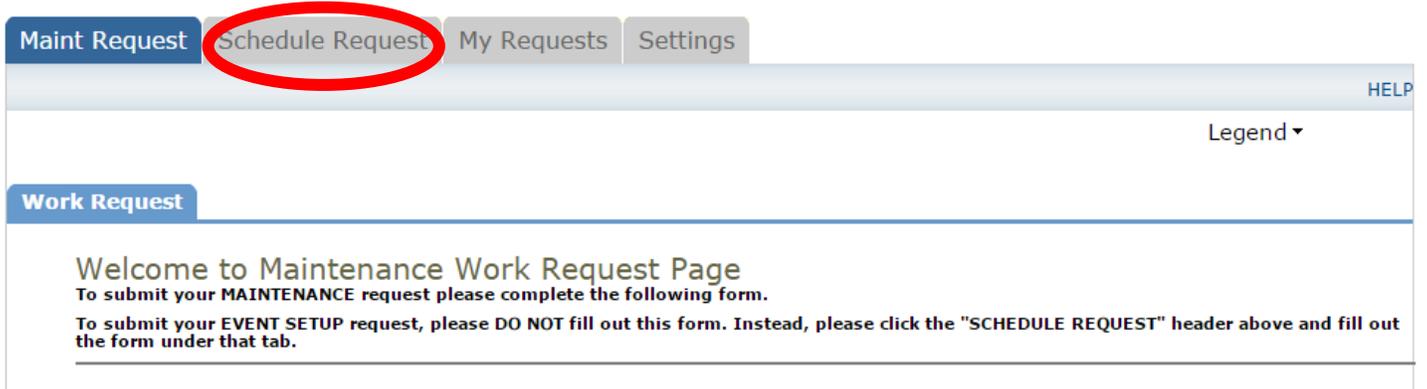
New Password

Passwords are case sensitive and must be at least six characters long.

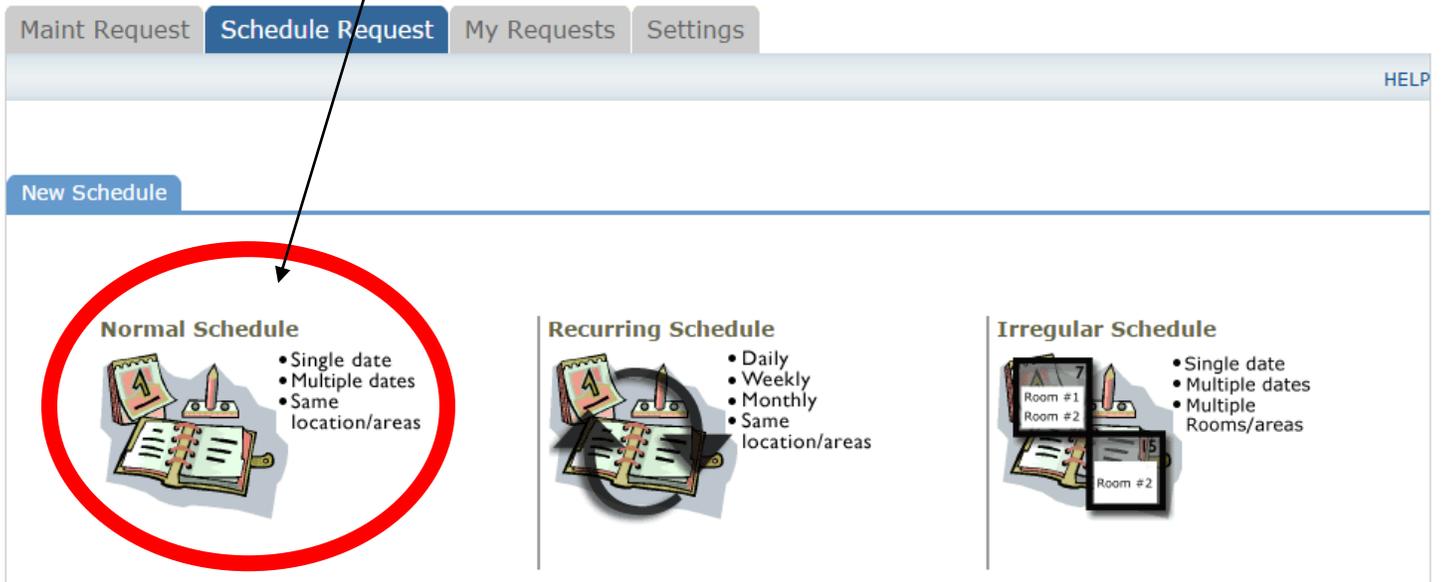
Confirm Password

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**

<b>Required Maintenance Services</b>	<b>Service description</b>
<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.



File Attachments						<a href="#">Add New File</a>
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.