

Requesting a Facility

December 2022

After completing the Registration Form (or being approved as a Requester), you will be able to make your Facility Request. As a Requester, you must fill in the information on each screen before submitting the Request.

Screen 1: Time/Date – Add the desired dates and times for your event.

Welcome Connor Michaelson

NEW REQUEST

REQUEST HISTORY

New Facility Request

Time / Date

Facilities

Event Details

Confirm

Click all your Event Dates on the calendar below

Click W to Select all Wednesday in the month. Shift+click to select a range of consecutive dates.

- Blocked Dates with no allowed booking
- Blocked Dates with allowed booking

Select the dates, bear in mind that there are blocked dates, such as holydays

Previous
Next

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	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	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	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						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

June 2023						
S	M	T	W	T	F	S
			1	2	3	
4	5	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	

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	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					

August 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	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	

September 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	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					

October 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	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					

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	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		

December 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	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					

January 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	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					

February 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Back

Save & Continue

Select the starting and ending time for the events

Once you have selected both date and time, click **Save & Continue** to go to the next step

Start Time

08 : 00

AM

End Time

03 : 00

PM

Screen 2: Facilities – Add the desired location for your booking.

New Facility Request

Time / Date Facilities Event Details Confirm

Choose Your Facility by:

Type Building Type + Building

Select Buildings :

Building Location Type

Bluegrass High School x Gym x

Back Continue

This will enable dropdowns to select the building

Select the Facility type

Click to continue to the next tab

Screen 3: Event Details – Add the Event Name, Group Size and Setup Notes. You may also attach a file to this request.

Welcome Connor Michaelson

NEW REQUEST REQUEST HISTORY

Edit Facility Request

Time / Date Facilities Event Details Confirm

Enter your event details below

This is required information

Event Name * Friendly Basketball Game

Group Size * 45

Setup Notes * Multiple school teams will participate in a small friendly tournament

Click below if you want to attach a file(s) to this request



Drop files here to upload or click to upload

You can also upload files regarding the event

Back Continue

Click to continue to the next tab

Screen 4: Confirm – Check and verify the added information from previous screens. You may add or delete dates and times here. This is the last screen before submitting the Request.

Welcome Connor Michaelson  

NEW REQUEST **REQUEST HISTORY**

Edit Facility Request Time / Date Facilities Event Details Confirm

Confirm & Submit Request

Add Dates & Time

Date	Event Name	Event Time	Location	Notes	Group Size	Delete
Mon 3/13/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Wed 3/15/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Fri 3/17/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Mon 3/20/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Wed 3/22/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Fri 3/24/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Mon 4/10/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Wed 4/12/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Fri 4/14/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Mon 4/17/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Wed 4/19/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>
Fri 4/21/2023	Friendly Basketball Game	8:00am / 3:00pm	Bluegrass High School - Main Gym	Yes	45	<input type="checkbox"/>

Attach file:

You can individually edit the events


If your request is approved a reminder will be sent 1 day(s) before each event date.

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

Check off those you wish to delete, and click Delete Selected

Click to submit the request

Once processed, you will receive an email with the status of your request.

 Saving Request...

The request will be sent to an admin for approval

NEW REQUEST **REQUEST HISTORY**




Facility Request History for Connor

Once the request is sent it will appear in the request history tab

Choose an Time Period
-- All Quarters --

Show All Show Approved Only Show in Process Only

Contact us with questions or changes at:
David Sanderson (651) 942-6933
sanderson.allen.david@gmail.com

Submitted	Event Name	Building	Location	Event Date	Status	As of	
1/6/2023 @ 7:42am	Friendly Basketball Game	Bluegrass High School	Main Gym	MULTIPLE	Open	1/6/2023	 
1/6/2023 @ 7:24am	University Fair	Bluegrass High School	MULTIPLE	MULTIPLE	In-Process	1/6/2023	

You can also check the status of the request

You can edit, delete, and view the request

Note: A Facility Request that has already been processed (tagged in the following status: In- Process, Approved, or Denied) can no longer be edited.