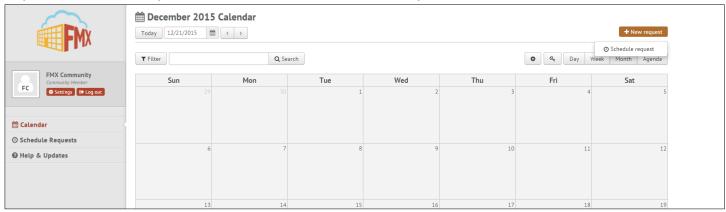


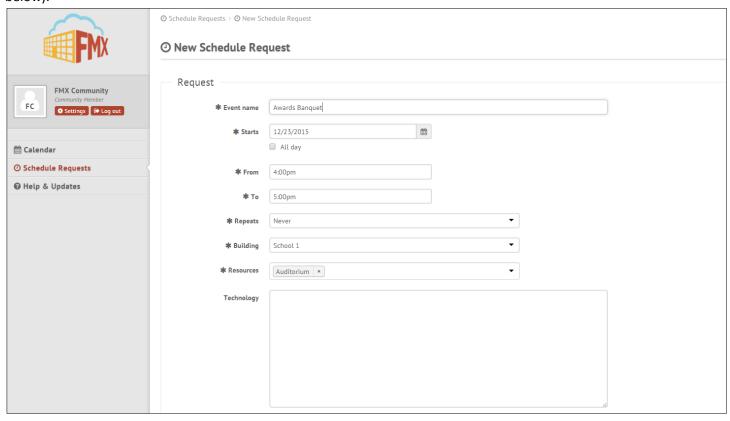
South Eastern School District Community Member Schedule Request Guide

Create a Schedule Request

Step 1: Click Schedule Requests in the left sidebar, then click New request.



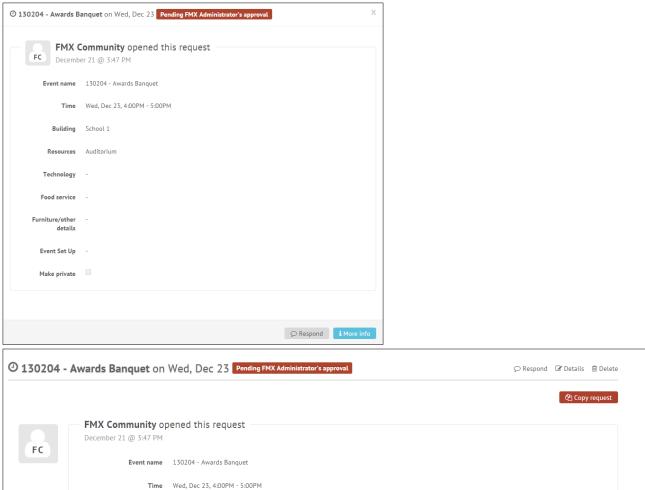
Step 2: Enter the required fields (marked with an asterisk) and click **Save** to submit the schedule request (see picture below).



Step 3: Check your email for your request confirmation and a link to check the status of your request. New requests will have a "Pending" status until they have been approved by the Principal and the Facilities Department.

Edit a Schedule Request

Step 1: Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click **Details** (from the grid) or click **More info** and then **Details** (from the calendar, see picture below).

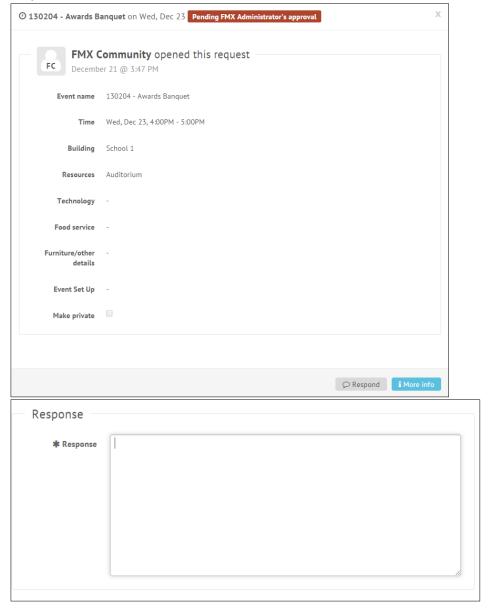


Step 2: After making the necessary editing changes click Save.



Respond to a Schedule Request

Step 1: Find the schedule request you wish to respond to (on the calendar or in the schedule requests grid), then click **Respond.**



Step 2: Enter a response.

Step 3: Click **Save** to send your response. This will generate an email notification to all users involved with the request.

