



Meeting & Event Request Instructions

Quick Step Guide for SchoolDude Requesters

- Go to www.myschoolbuilding.com and either log in to your SchoolDude account or register for an account if you've never submitted a SchoolDude request before. Registration will be complete after you submit your first request. New users aren't saved until the first request has been submitted.
 - Marymount Manhattan College's **Account Number** is: **924501743**
 - Visit www.mmm.edu/offices/events/schooldude.php for materials that will help you plan your event including room layouts for customized set-ups, and policies and procedures for events at the College.
- Click on the **Schedule Request** tab if you don't see the screen below then click on the New Schedule type you need for your Event(s). When requesting an event, use the **Normal Schedule** option for the majority of events or **Recurring Schedule** only for events that occur the same day and time each week. You should **NEVER** use the **Irregular Schedule** option.



Fill out all boxes with a mark beside it. These are REQUIRED fields.

- Once in the **New Schedule** form, put the **Event Title** in first.
- In the **Location** dropdown menu, choose which building your event will take place.
- In the **Room** dropdown menu, choose the room(s) you will need. Hold down the CTRL Button to select multiple rooms.

This is how the form should look so far, but filled out with your event information:

Please note the following room restrictions!

- **Commons West** can't be programmed before 4pm on weekdays.
- **Commons East** can't be programmed before 8pm M-Th and 5pm F.
- **The Multi-Faith Center** can only be reserved for faith based events.

6. Next, choose your **Event Date(s)** by clicking on the date in the calendar boxes. Then choose your **Start** and **End Times**. If you anticipate needing a furniture, Audio/Visual, or Chartwells catering set up, then you need to include a **Setup Begin Time** and **Breakdown End Time** so there is enough time to prep the space for your event.

Event Date(s) 1/29/2009

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

Start Time 8:00 AM

End Time 9:00 AM

Setup Begin Time 8:00 AM

Breakdown End Time 9:00 AM

Duration 1 hours 00 minutes. Spans over 1 days.

The "Spans Over" box should always read "1" or you have entered the times incorrectly.

- 6A. Click on the **Check Availability** button to verify you are not double booking a room. The event time you are asking for is highlighted in **Yellow**. If there is a black **X** in the space for your requested time range then you will need to go back and choose a different time that is available as that time slot is already reserved.

Example:

8 ^{AM}	00	
9 ^{AM}	00	X
10 ^{AM}	00	X
11 ^{AM}	00	
12 ^{PM}	00	
1 ^{PM}	00	
2 ^{PM}	00	X
3 ^{PM}	00	
4 ^{PM}	00	
5 ^{PM}	00	

7. Answer the questions listed in the **Additional Information** section regarding the needs for your event. You will have the chance in the **Setup Requirements** section to describe what is needed for your event in within different categories. Those fields are required if you answered **YES** to any of the questions in the **Additional Information** section.
8. Choose your **Organization** from the dropdown menu. If it isn't there, type it out in the "or new" box and choose the **Organization Type** from the dropdown menu. Then fill out your contact information.

Example:

Organization Information

Organization School Committee

or new School Committee **Type** -- Select Organization Type --

Contact Name -- No Contacts Available --

First Name Bill **Last Name** Doe

Email bdoe@email.com **Day-Time Phone** 555-5555

Evening Phone **Cellular Phone**

Billing Address 123 Main St. Anytown, USA

9. You can ignore the **Insurance Information** section as that does not apply to you at this time.
10. In the **Setup Requirements** section, please provide as much information as possible as to how you'd like the room set up for your event. This information will be relayed to the Special Events Committee so they can make sure your event is set up properly.

Example:

Setup Requirements

<p>Required Maintenance Services</p> <p><input checked="" type="checkbox"/> Catering</p> <p><input type="checkbox"/> Display Boards</p> <p><input type="checkbox"/> Elevators</p> <p><input type="checkbox"/> Event Break Down</p> <p><input type="checkbox"/> Event Setup</p> <p><input checked="" type="checkbox"/> Furniture</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Partitions</p> <p>Required IT Services</p> <p><input checked="" type="checkbox"/> AV Equipment</p> <p><input type="checkbox"/> CD Player</p>	<p>Service description</p> <p>8' table for food, 8' table for beverages at back of room.</p> <p> </p> <p> </p> <p> </p> <p> </p> <p>40 chairs lecture style.</p> <p> </p> <p> </p> <p> </p> <p>Service description</p> <p>TV/Laptop cart for presentation.</p> <p> </p> <p> </p>
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11. Next, fill out the **Number Attending** box for the number of people you expect to attend the event(s).
12. Finally, at the bottom, enter the submittal password **mmc** and click the **Save** button. If the request has gone through, the page will reload and you will see **Schedule has been saved** above **Booked By**. If you are putting in a second request, make sure to click the **Schedule Request** tab to start over and bring you back to the **New Schedule** form. Otherwise the event you just submitted will be saved over!

Congrats! You've successfully submitted an event request!

Event requests will be approved within one week of submission pending any conflicts or issues. If you have questions or concerns, contact **Auxiliary Services Manager, Marie Pace** at mpace@mmm.edu. If you would like to **reserve a classroom**, please email Marie Pace directly with your request.

If you plan on ordering **Chartwells Catering** for your event, please submit your order through [CaterTrax](#) **no less than seven days before your event.**

But wait, there's more...

To review any requests that you have entered into the system, click on the **My Requests** tab then hover your mouse over **Shortcuts** and click on **My Schedule Requests** from the dropdown menu. The event requests you've submitted will be listed here with all the info for each including the **status** (submitted, declined, approved) for each request.

Example:

FS Schedule ID Title No of Events	Status Schedule State Organization Declined Reason	Location Room	Recurrence Start Date End Date Event Date	Schedule Fees Total Invoiced Total Collected
11720 Meeting 6	Declined Inactive Business Office Test	Carson Hall Cafe Room	Non-recurring 1/12/2017 1/19/2017 1/26/2017 2/22/2017 2/20/2017 2/14/2017	View Fees \$0.00 \$0.00
14022 Test Event 1	Submitted Inactive Business Office	Carson Hall Cafe Room	Non-recurring 11/8/2017	View Fees \$0.00 \$0.00

If you have changes that need to be made to your event, they can be made by clicking on the **event title** while the event's status is still "**Submitted**". Once the event's status is "**Approved**", any changes must be emailed to Marie Pace at mpace@mmm.edu.

To view **Monthly, Weekly, and Daily Calendars** of events, hover your mouse over **Related Links** and choose the calendar you wish to view. From there you can customize the dropdown menu options to view the dates, rooms, etc. that you are interested in. Don't forget to click **Refresh Calendar**!

Example:

Select Month/Year
November 2017

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: Carson Hall

Building: --Select Building--

Room: Presidents Conference Room
Regina Peruggi Room
The Commons

(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 November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Fall Open House #2
5	6	7	8 Advisement & Career Day (Soph, 1st Yr) for SP/SU Course Select - No Class MT Costume Masterclass	9	10	11 Weekend Information Session
12	13	14 Intl Food Festival	15	16	17	18
19	20	21	22 Thanksgiving Recess - Admin Offices Closed / Residence Halls remain open	23 Thanksgiving Recess - College Closed / Residence Halls remain open	24 Thanksgiving Recess - College Closed / Residence Halls remain open	25
26	27 Sorry Never Speaks Tech	28 SORRY NEVER SPEAKS Tech	29	30 Sorry Never Speaks Tech		