



FACILITY RESERVATION REQUESTS

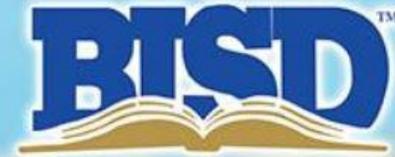
For BISD Employees and Intra-district requesters



×
**Summer Reading List
for Secondary Students**

Recommended summer reading for secondary students making advanced courses, 2018-19.

[READ MORE](#)



Summer Reading

To make an internal district facility reservation request, go to the "Staff" tab on the BISD website



[Read More](#) →

[Days of Duty 2018-19](#)

[Email Access \(Webmail\)](#)

[Employee Discounts](#)

[Employee Handbook](#)

[Employee Handbook Acknowledgement](#)

[Employee Student Transfer](#)

[Facilities Management Service Request](#)

[Facilities Reservation Request - School Dude](#)

[Facility Reservation Instructions](#)

[Field Trip Approval Request](#)

[Field Trip APPROVED List](#)

[Human Resources](#)



2018 District Teachers of the Year

Congratulations to Maegan Holycross at Snow Heights Elementary, Ryan Pabor at North Ridge Middle and Leslie Gamboa at Major Cheney Elementary. > click title to view 2018 Honorees

[Read More](#) →



Mental Health Awareness for Birdville ISD Employees

The BISD Counseling Department hopes that the Mental Health Awareness Week activities have been helpful for the District's employees. > click title for complete details on awareness and

resources

[Read More](#) →



Quick Tip - Print Training Certificate

How do I print a certificate for a training I attended this summer?

[Read More](#) →

LifeWorks

Lifeworks - New Employee Assistance Plan

An employee resource program brought to employees free of

[Canvas](#)

[Eduphoria! Log In](#)

[Eduphoria!](#)

[Ellevation \(for Administrators\)](#)

[Ellevation \(for Teachers\)](#)

[Employee Benefits HUB](#)

[Performance Matters](#)

[Professional Learning Calendar](#)

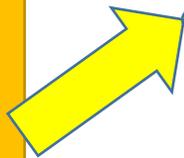
[Support Portal & Knowledge Base \(Facilities, Technology and Central Stores\)](#)

[Teacher Hiring Schedule 17-18](#)

[Teachers of the Year](#)

[Touch of Class](#)

Click on Facilities
Reservation request-
School Dude





Need Help? Click Here!
Got a problem? Email us

Schedule Request

My Requests

Settings

HELP

New Schedule

Normal Schedule



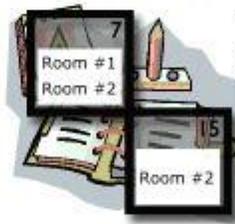
- Single date
- Multiple dates
- Same location/areas

Recurring Schedule



- Daily
- Weekly
- Monthly
- Same location/areas

Irregular Schedule



- Single date
- Multiple dates
- Multiple Rooms/areas

Schedule Request | My Requests | Settings

Conditions Of Use | Privacy Policy | Security Statement

Help | Logout

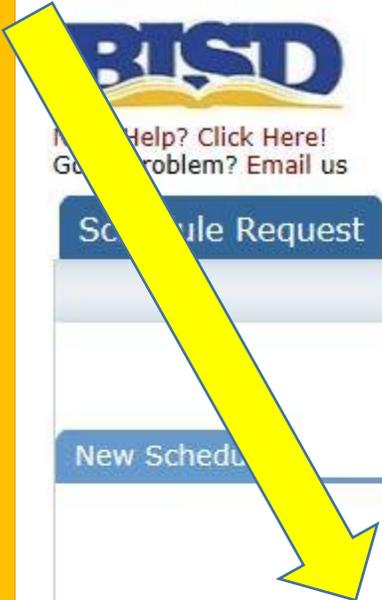
CIP: 10.200.14.1
SID: SDPMSBWEB11
DID: 2
CUA: MSIE 11.0

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• Click on **Normal Schedule icon** (for schedules up to 20 dates and many different rooms, if the location and time are the same)

• Click on **Recurring Schedule** if you have a schedule that recurs i.e. a meeting that is every Monday for the entire school year.

• Click on **Irregular Schedule** for schedules that have many different times, dates, rooms





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Schedule Request

My Requests

Settings

HELP

Legend

New Schedule

- Complete only cells that are marked with a red checked box. Your name and email will auto-populate



Booked by

First Name

Cathy

Last Name

Riley

Email

cathy.riley@birdvilleschools.net

Please be yourself, click [here](#) if you are not Cathy Riley



Event Title

Planning Meeting

Event Description

Area -- Select Area --

View Bookings



Location

-- Select Location --



Rooms

-- Select Room--

View Room Details



Event Date(s)

(Use the CTRL key to select multiple rooms.)

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

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

New Schedule

Schedule ID NEW
 Status Submitted
 Notify Booked By
 Notify Contact Person

Schedule State? Inactive
 Event Title

Event Description

Area -- Select Area -- **DO NOT CHANGE AREA!**

Location Haltom High School

Building Fine Arts Wing

Rooms --Select Room--

[View Bookings](#)
[View Room Details](#)

Event Date(s)

(Use the CTRL key to select multiple rooms.)

July 2018							August 2018						
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	29	30	31	

Note: The maximum event dates for each normal schedule is 20. Recurring

Room Lookup

Quick Search

Location: Haltom High School
Building: Fine Arts Wing
1 - 12 of total rooms listed [Previous 15](#) [Next 15](#)
Room: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All
 Select all rooms

Room
<input type="checkbox"/> Fine Arts Wing Art Rooms
<input type="checkbox"/> Fine Arts Wing Auditorium
<input type="checkbox"/> Fine Arts Wing Auditorium Lobby & Restrooms
<input type="checkbox"/> Fine Arts Wing Backstage, Classrooms & Dressing Rooms

rooms)
ays
1530
el

• Enter event title

• Select location

• Select Fine Arts Wing or Athletics Wing in Building (to refine to only Fine Arts or gym areas at HHS)

• Click on binoculars to find and select room(s). Type the most common room name in "Quick Search and click "Go." Check the box next to the room. If you need more rooms, continue using the Quick Search until all rooms are selected, then click OK when done.

- Choose one or more dates from the calendar, by clicking on the day.

Event Date(s) (Use the CTRL key to select multiple rooms.)

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

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.

- Complete start and end times. Be sure to have the correct AM and PM

- DURATION AUTO-POPULATES FOR YOU!! Do not change it.

- Check room availability: IF THERE IS AN "X" IN THE YELLOW SECTION (YOUR REQUESTED TIME), IT IS NOT AVAILABLE

Organization Information

Organization -- Select Organization --

Contact Name or new **Type** -- Select Organization Type --

-- No Contacts Available --

First Name **Last Name**

Email **Day-Time Phone**

Evening Phone **Cellular Phone**

Billing Address

Use Organization Billing Address

Document Number (e.g. contract or permit number)

PO Number

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates **To**

Setup Requirements

Required Maintenance Services

- Contract Administration
- Custodial
- Energy Management
- Event Break Down
- Event Setup
- Kitchen Equipment
- Security

Service description

Choose the appropriate group from the Organization drop down list, or, if your group is not in the list, choose "Campus" from the drop down list, then complete First, Last, email, phone and address. You can also email cindy.hammonds@birdvilleschools.net to add your "organization" to the list and your information will auto-populate when selected.

Click Custodial box if you need custodial, set up or break down help with your event

Click Energy Management System if you want heat or A/C

You must give instructions to custodian in this box

Type "HVAC" or something requesting heat and/or AC needs

• Click if IT services will be needed.

- Kitchen Equipment
- Security
- Required IT Services**
- AV Equipment
- Tech Services

• And describe what you need

Service description

• Provide approximate number of attendees—guess if not sure

Number Attending

Number of Adults

Number of Children

• You can add a file with event details or instructions, if needed

Other Needs

Event Visibility Display events on the facilities use calendar Yes No

[Add New File](#)

Delete	Date	Submitted By	Description	Filename	Size
No attachments					
(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)					

• Click "Save" and you are done! Your screen will say, "Your schedule has been saved". You will receive an email when your request is approved

- Required Information
- Insurance Expired

VIEWING THE RESERVATION CALENDAR

For BISD Employees and Intra-district requesters



Need Help? Click Here!
Got a problem? Email us

Schedule Request

My Requests

Settings

HELP

New Schedule

- To view the calendar of events that have been scheduled, click on "My Requests"

Normal Schedule



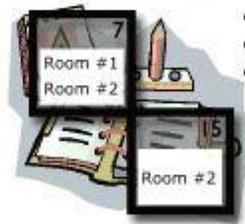
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SID: SDPDMSBWEB11

DID: 2

CUA: MSIE 11.0

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- Hover your mouse over Related Links (next to the Shortcuts menu), then click on Month Calendar, Day Calendar, or Week Calendar

- When accessing the month calendar, the default view will be the current month/year. You can change either of these by using the **Select Month/Year** drop downs. **Note: The calendar may not display any events at first. Select an option from the Location drop down menu and then click **Refresh Calendar**. You can also filter your calendar view according to Room, Organization, etc.*

Select Month/Year
February 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: ORGANIZATION WIDE
 Building: -- Select Building --
 Room: -- Select Rooms --
 Start Time: 1:00 AM and greater
 Event Status: ALL events
 Organization: -- Include ALL Organizations --
 Refresh Calendar

- The items that you will see on the calendar are the event titles. If you would like more information about a particular event, simply click on the **Title** to view the details. There is a Legend under the calendar which indicates what the dots and symbols to the left of the event title represent.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 ● Parent lunch	6	7	8	9	10
11	12	13	14 ● Morning Exams ● Afternoon Exams	15 ● Morning Exams ● Afternoon Exams	16 ● Morning Exams ● Afternoon Exams	17 ● Morning Exams ● Afternoon Exams
18	19	20	21	22	23	24

Refresh Calendar

Event Calendar for December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ● JD/Appraisals Session ● AAON HVAC Service Needs ● General Crafts - Work Order Review	2 ● Leads Meeting
3	4 ● General Crafts - Work Order Review	5 ● General Crafts - Work Order Review	6 ● General Crafts - Work Order Review	7 ● General Crafts - Work Order Review	8 ● OTIS Elevator - Review Service Needs ● General Crafts - Work Order Review	9
10	11 ● General Crafts - Work Order Review	12 ● General Crafts - Work Order Review	13 ● General Crafts - Work Order Review	14 ● General Crafts - Work Order Review	15 ● General Crafts - Work Order Review	16
17	18 ● General Crafts - Work Order Review	19 ● General Crafts - Work Order Review	20 ● General Crafts - Work Order Review	21 ● General Crafts - Work Order Review	22 ● General Crafts - Work Order Review	23
24	25 ● General Crafts - Work Order Review	26 ● General Crafts - Work Order Review	27 ● General Crafts - Work Order Review	28 ● General Crafts - Work Order Review	29 ● General Crafts - Work Order Review	30
31						

<- Previous Month

Next Month - >