

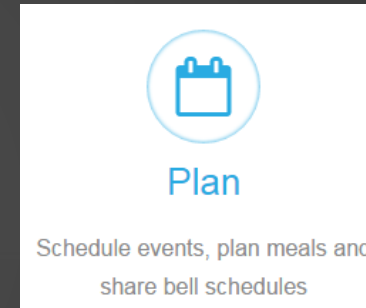
RESERVING FACILITIES (COMPUTER LAB)

USE THE FOLLOWING STEPS TO RESERVE A COMPUTER LAB, BUS, GYM, OR AUDITORIUM FACILITY THROUGH OUR NEW EDLIO WEBPAGE SYSTEM.

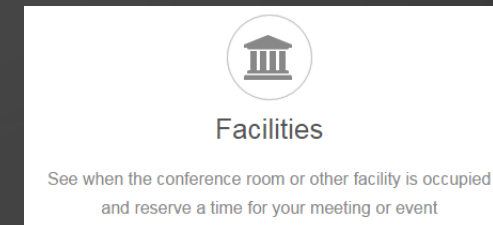
- Login to your webpage as if your are going to edit it



- Click on the Plan Tile in the Webpage Dashboard



- Click on the Facilities Tile from the Plan Menu.



You should then be able to see all of the facilities listed and the facility managers for each one. The reservations must be approved by the facility manager before it is added to the facility calendar.

Your reservation requests will show up at the bottom of this screen.

Follow the steps on the next page to reserve the facilities.

Facilities


Search by event name

Link to public site: <http://dye.rcschools.net/apps/facilities/>

Name	Manager(s)	
C-1 Computer Lab	Mary Guimbellot	<input type="button" value="..."/>
C-2 Computer Lab	Mary Guimbellot	<input type="button" value="..."/>
G-Pod Computer Lab	Mary Guimbellot	<input type="button" value="..."/>

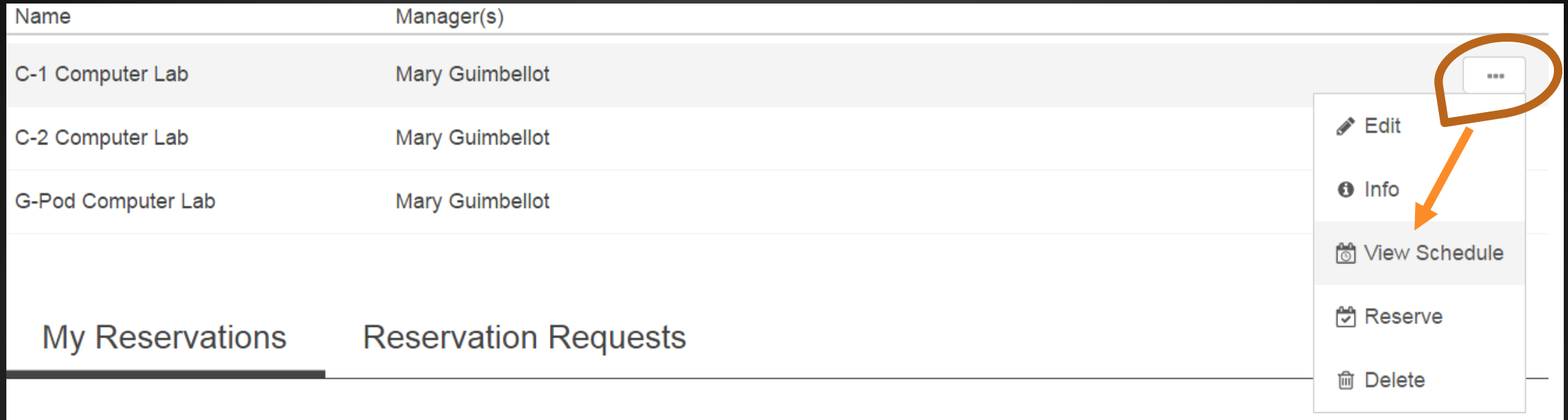
My Reservations Reservation Requests

You've not made any reservations recently.
If you are looking for your old reservations, please use search to find them.

Powered by 

Name	Manager(s)
C-1 Computer Lab	Mary Guimbellot
C-2 Computer Lab	Mary Guimbellot
G-Pod Computer Lab	Mary Guimbellot

My Reservations Reservation Requests



The screenshot shows a table with two columns: 'Name' and 'Manager(s)'. The table lists three computer labs: 'C-1 Computer Lab', 'C-2 Computer Lab', and 'G-Pod Computer Lab', all managed by 'Mary Guimbellot'. Below the table are two tabs: 'My Reservations' (selected) and 'Reservation Requests'. On the right side, a dropdown menu is open, listing actions: 'Edit', 'Info', 'View Schedule', 'Reserve', and 'Delete'. An orange arrow points from a three-dot menu icon (circled in orange) to the 'View Schedule' option.

4. Find the facility that you would like to Reserve.

5. Click on the to drop down the menu  (yours might look different from the one above)

6. Choose View Schedule to see the Facility's availability

7. When you are ready to reserve the facility click on Reserve in the drop down menu.

8. Fill out the required Information. It will tell you if the facility is available or not. For Event Name include your name With the event.

Reserve Facility

Facility Name *
C-1 Computer Lab ⓘ

Requested By *
Me ▾

Event Name *

Date *

From * To *
hh:mm hh:mm

Availability

Repeats
Does not repeat ▾

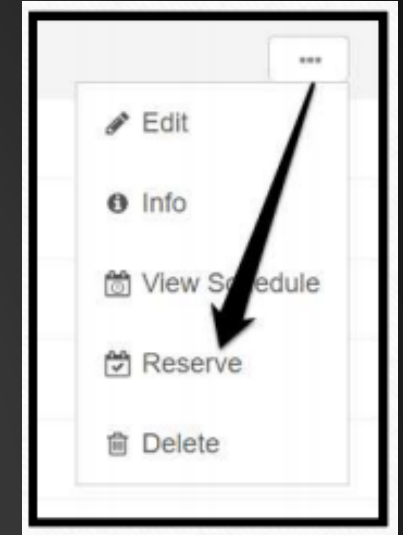
Notes:

Contact for the event

Name *
Mary Guimbellot

Email *
guimbellotm@rcschools.net

Phone *



It does require a phone #.
You can put the school's #

9. Make sure to agree to terms and then click Reserve

I agree to the terms and conditions of use of the Facility [Terms & Conditions](#)

Cancel Reserve

- Your reservation will be marked as pending and show up on the calendar in **Orange**.
- Once the manager approves the reservation it will change **Green** and you will get a notification.
- Please try and reserve the facilities at least 24 hours in advance to give the manager enough time to approve the request.

Let me know if you have any questions or problems with this new system.

Thank you for your patience while getting this switched over.