











ML Schedules™

K12 Facility Request Software

ML Schedules™ Software Commonly Used Icons

-  **Add/Create** new item (e.g., add Group)
-  **Edit** an existing item (e.g., a User or Group profile)
-  **Help** to open the online Help website
-  **Cancel** procedure or delete selected item

ML Schedules™ Software Commonly Used Buttons

-  **View Availability** to verify that a space(s) is available to request based on the criteria entered.
-  **Confirm & Submit Request** to submit a completed Request form for approval by the district.
-  **Continue** to select available spaces during a Recurring or Multiple Spaces at the Same Time requests
-  **Add New Group** in the User Profile page

Basic User Quick Start Guide

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First-Time Overview



register for a new account
(only needed for first-time use)



log in and request space(s)

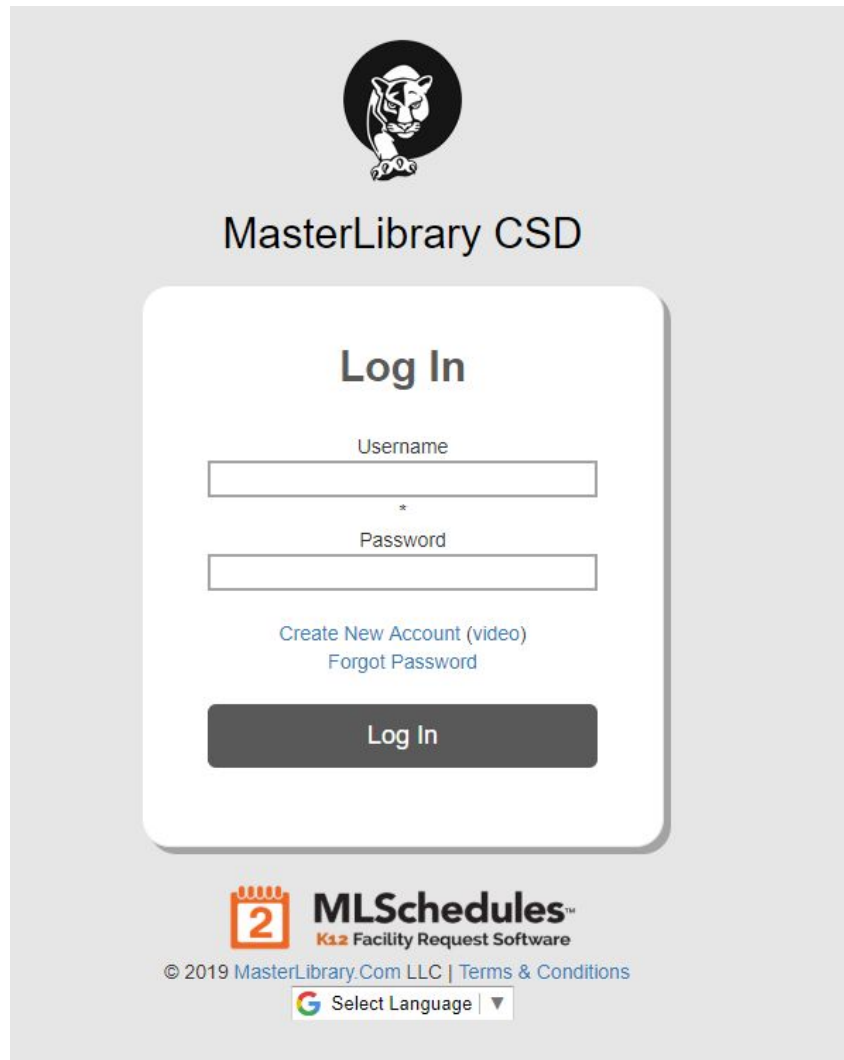
The first time you use ML Schedules™, you will need to register for a new user account with a Group Name (e.g., for a district club or Girl Scout troop).

You can also create multiple Group Names under one user account. Adding new Groups is described in the Log In procedure.

This Account setup step is only necessary the first time you use the platform. After that, you will be able to log into your district's ML Schedules' account using your email address and password to submit requests for a desired space(s).

Many districts require external (community) Group Managers to upload the Group's insurance certificate (in PDF or JPG format) and enter the insurance expiration date the first time you log into the system as described later in this Guide.

1. Register a new account



Access ML Schedules from your district's website

1. Access the ML Schedules login screen using your district-specific URL.

Note: The format of the district-specific URL is a two-character State Abbreviation followed by a number-dot-mlschedules.com. E.g.: **http://www.ny9.mlschedules.com.**

The ML Schedules login screen similar to the one shown at left will be displayed.

2. Select the **Create New Account** command.

A Register screen will be displayed (see next page) to enter information about yourself and your Group(s).

Note: Once your account is set up, you may want to bookmark the URL for your district's log-in page.

1. Register a new account (cont.)

MasterLibrary CSD -

New Account Setup
Please complete all fields and upload the requested documents (in PDF or JPG format) to create a new ML Schedules™ Software user account and related Group(s).

USER INFORMATION.

<input type="text"/> First Name	<input type="text"/> Last Name
<input type="text"/> Phone Number	
<input type="text"/> E-mail Address *	<input type="text"/> Confirm E-mail Address
<input type="password"/> Password *	<input type="password"/> Confirm Password

GROUP INFORMATION. If you are an internal district staff member who will be submitting requests on your own behalf (i.e. not for a group, team, club, etc), use your first and last name as the Group Name.

<input type="text"/> Group Name	<input type="text"/> Phone Number
<input type="text"/> Street / Mailing Address	<input type="text"/> City
<input type="text"/> - Please Select - State	<input type="text"/> Zip Code

Enter User and Group information

From the Register screen:

3. Enter all of the requested data including:

User Information

- First and Last Name
- Email address including confirmation
- Password with confirmation

Group Information

- Your Group's Name
- A phone number with Area Code in specified format
- Street mailing address including ZIP Code

1. Register a new account (cont.)

ADDITIONAL GROUP INFORMATION.

Classification

- Please Select -

Class	Description
District Groups	District Staff Members
For-Profit Groups	Private parties, commercial, business and profit-making organizations. A rental fee and payment of personnel fees will be required when any group or individual organization requests use of any facility for private gain.
Government Agencies	All Government Agencies
Non-Profit Groups	The group or organization has been approved by the Superintendent as an "approved school-related group" or as a non-profit group (i.e. does not collect a fee for private gain). A minimal rental fee may be required. Class 2 groups will be charged a custodial fee if a custodian is required outside of normal working hours.

Non-District Groups: Upload the Group's Certificate of Insurance and its Expiration Date.

Choose File No file chosen

Expiration Date

Additional Group Files Enter name and then upload file.

File 1 Choose File No file chosen

File 2 Choose File No file chosen

File 3 Choose File No file chosen

I'm not a robot

reCAPTCHA
Privacy Terms

Create User Account

Additional Group Information

Select a Group Classification from the drop-down menu.

If you will be submitting requests on behalf of a **non-district group** (e.g., scout troop, community athletic league), it is highly recommended that you:

- Use the **Choose File** button to upload a copy of the group's current insurance certificate (PDF or JPG), and;
- Enter the insurance **Expiration Date**.

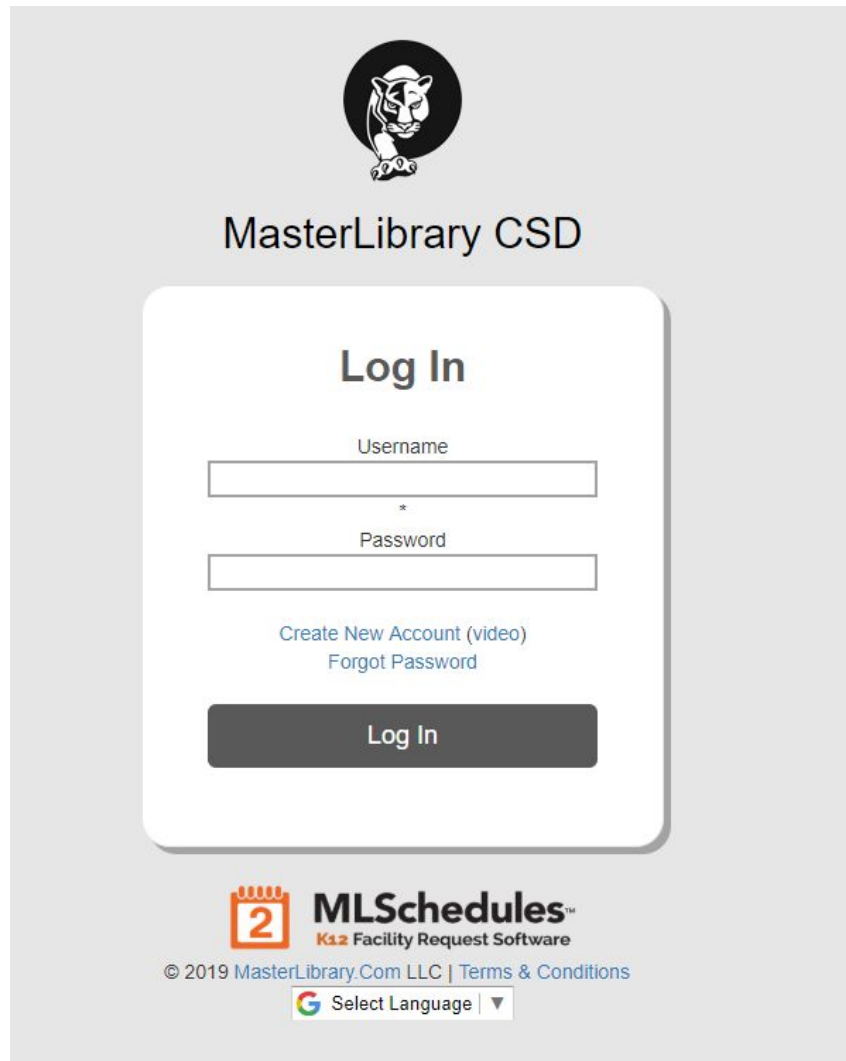
Note: If the Classification you have chosen requires insurance, you will need to upload insurance before selecting **Create User Account**.

When all the data is entered:

4. Select the **Create User Account** button at the bottom of the screen.

An email message confirming your registration will be sent to you. Please keep this message for your records.

2. Log in



MasterLibrary CSD

Log In


Username

*

Password

[Create New Account \(video\)](#)
[Forgot Password](#)

Log In

 **MLSchedules™**
K12 Facility Request Software

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Select Language | ▼

Log into ML Schedules™

You can now start making space reservations. If you are not already in your account:

1. Access the ML Schedules login screen using your district-specific URL.
2. Enter your **Username** (i.e., email address) and **Password**.
3. Select the **Log In** button.

Add Group Insurance Information

User Information
Reset Password

First Name

Last Name

E-mail Address

Phone Number

Email Reminder: This will send a daily email for events scheduled for the following # of days

Calendar

Default Homepage:

Group Information
Add New Group

Group Name	Group Classification	Group Status	
Basketball Team 200	District Groups	Approved	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Jane Doe	District Groups	Approved	<input type="button" value="Edit"/>
JV Soccer	District Groups	Approved	<input type="button" value="Edit"/>
Nicole Barley	Non-Profit Groups	Approved	<input type="button" value="Edit"/>
Nicole Test	District Groups	Approved	<input type="button" value="Edit"/>
Test notification	District Groups	Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Test123	District Groups	Approved	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

If your district requires non-district group insurance information, your User Profile screen will be displayed the first time you log into the software.

The Group Information section of the screen lists all the groups for which you have administrator privileges.

To add the required group insurance information:

1. Select the **Edit** button next to the Group name to display a new window with the selected Group's current information.

In the **Insurance Information** section of the Group Information screen:

Add Group Insurance Information (cont.)

Insurance Information

Choose File No file chosen

Insurance Expiration Date

Additional Files (enter name and then upload file)

File 1 Choose File No file chosen

File 2 Choose File No file chosen

File 3 Choose File No file chosen

District Classification
 MasterLibrary CSD - District Groups
 Group Status Approved

Group Managers ? Add Group Manager

Name	E-mail	Phone
ML Admin	admin@masterlibrary.com	

Group Contacts ? Add Contact to Group


Name	E-mail	Phone
------	--------	-------

Save Group

2. Select the **Choose File** button and navigate to the desired file from your local drive. Select **OK**.
3. Enter the **Insurance Expiration Date** field.
4. Select the **Save Group** button.

Your User Profile screen will be displayed.

Notes:

- You will only need to perform this procedure once per Group that you manage.
- The red flag icon () will be displayed after login next to your email address in the top white bar if your Group's insurance information is about to or has already expired.

3. Submit Facility Requests

Make A Request:

Select Group or Request on Behalf of

Site(s)

Space(s)

Frequency

Date & Time Information

[View Availability](#)

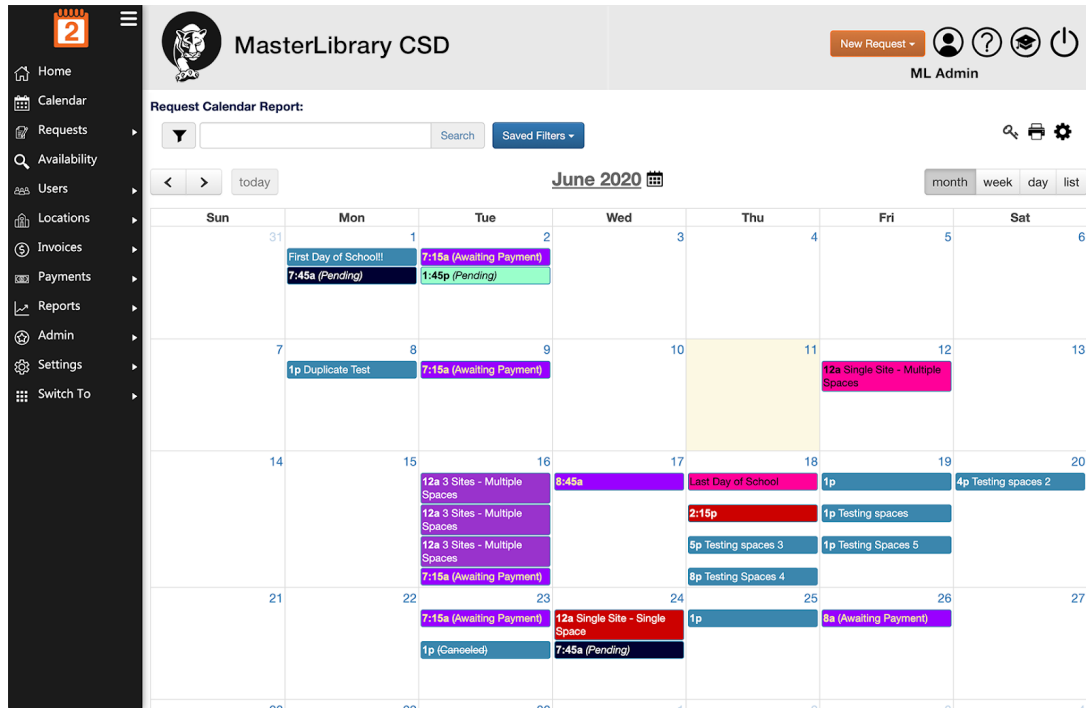
Three ways to Request a Facility

There are three ways to submit a Facility Use Request with the ML Schedules:

- By selecting a specific time and date.
- By selecting a specific space (calendar view).
- Viewing multiple spaces at the same time (e.g., gym, locker rooms, and concession area).

Regardless of the way you make your request, the same procedure is used from the **Make A Request** screen (as shown at left). This screen can be accessed in a number of ways as described on the next page.

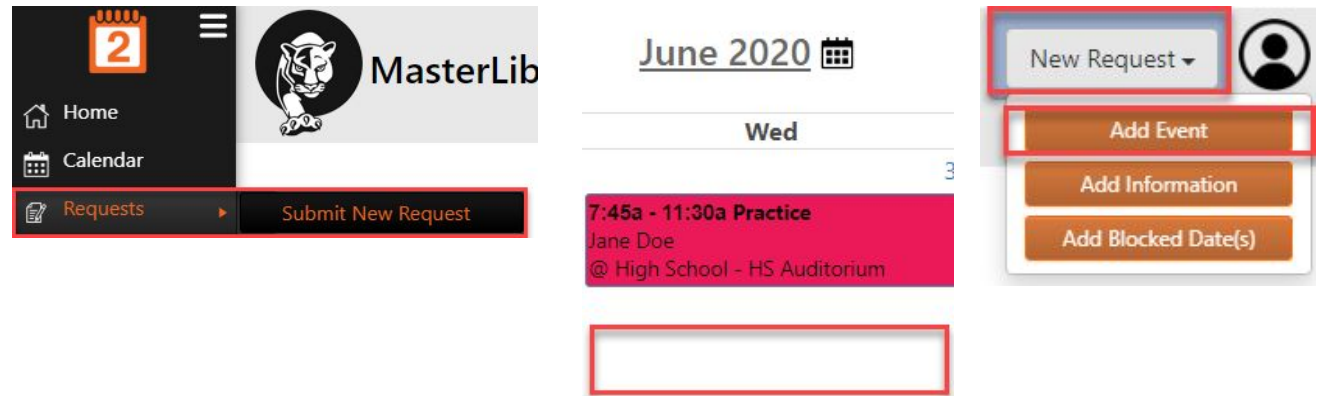
3. Submit Facility Requests (cont.)



Accessing the *Make A Request* screen

There are a number of ways to access the **Make A Request** screen:

1. By selecting **Requests > Submit New Request** from the left-panel toolbox on any screen (*below left*).
2. By double clicking an **open day/time slot** on the calendar panel (*below center*) from the default screen (*shown at left*).
3. By selecting **New Request > Add Event** at the top right of the screen on any screen (*below right*).



3. Submit Facility Requests (cont.)

The screenshot shows the 'Make A Request' interface in the MasterLibrary CSD system. The header includes the MasterLibrary logo, the text 'MasterLibrary CSD', and a 'New Request' button. A user profile 'ML Admin' is visible. The form is divided into several sections: 'Request on Behalf of' with a dropdown menu showing 'Jane Doe'; 'Site(s)' with an empty text input; 'Space(s)' with an empty text input; 'Frequency' with a dropdown menu showing 'One Time Event'; and 'Date & Time Information' with four input fields: 'Start Date*', 'End Date*', 'Start Time* (including Setup)', and 'End Time* (including Breakdown)'. A 'View Availability' button is located at the bottom left of the form. The footer contains copyright information for MasterLibrary, the ML Schedules logo, and a 'Select Language' dropdown.

Make a New Request

All request types require three basic steps:

1. **Search** spaces by date(s) for availability.
2. **Provide** additional information including the need for support personnel and/or equipment.
3. **Confirm** and submit your Request.

To request an available space:

1. Select **New Request > Make New Request** from the upper right of the screen or use one of the other two access methods shown on page 15.

The **Make A Request** screen will be displayed. If you only manage one group, the group name will be displayed in the *Select Group* menu.

3. Submit Facility Requests/Make A New Request (cont.)

The screenshot shows the 'Make A Request' form in the MasterLibrary CSD interface. The form is titled 'Make A Request:' and includes the following sections:

- Request on Behalf of:** A dropdown menu with 'Jane Doe' selected, followed by 'or' and another dropdown menu labeled 'Request on Behalf of'.
- Site(s):** A multi-select dropdown menu with three tags: 'Elementary School', 'High School', and 'Middle School'.
- Space(s):** An empty text input field.
- Frequency:** A dropdown menu with 'One Time Event' selected.
- Date & Time Information:** Four input fields: 'Start Date*', 'End Date*', 'Start Time* (including Setup)', and 'End Time* (including Breakdown)'. The date and time fields are currently empty.

At the bottom of the form is a 'View Availability' button. The footer contains copyright information for MasterLibrary, the ML Schedules logo, and a 'Select Language' dropdown.

- 2a. **If managing more than one Group:** Select the desired group from the *Select Group* drop-down menu.
- 2b. **If submitting the Request on behalf of another user:** Select the user from the *Request on Behalf of* menu.
3. Select the location(s) of the space you want to reserve from the **Site(s)** drop-down menu.

Multiple Selections: To select multiple options in the **Site(s)**, **Space(s)** and other menus:

- Select your first option. A tag with the selected space name will appear at the top of the menu.
- Select the Site(s) field again to select other options. Each selected site will appear as a tag at the top of the menu as shown at lower left.
- Select the **x** in each tag to delete the selection.

Site(s)

This close-up shows the 'Site(s)' field with three tags: 'Elementary School', 'High School', and 'Middle School'. Each tag has a small 'x' icon to its right, indicating that it can be removed from the selection.

3. Submit Facility Requests/Make A New Request (cont.)

MasterLibrary CSD | New Request | ML Admin

Make A Request:

Requester: Jane Doe or Request on Behalf of

Site(s)
 Elementary School High School Middle School

Space(s)
 ES Cafeteria ES Gym HS Cafeteria HS Gym MS Cafeteria MS Gym

Frequency
 One Time Event

Date & Time Information

Start Date* End Date*

Start Time* (including Setup) End Time* (including Breakdown)

[View Availability](#)

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Frequency

Multiple Days Per Week

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Frequency

Custom Frequency

June 2020 - July 2020															
June							July								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
23	31	1	2	3	4	5	6	27	28	29	30	1	2	3	4
24	7	8	9	10	11	12	13	28	5	6	7	8	9	10	11
25	14	15	16	17	18	19	20	29	12	13	14	15	16	17	18
26	21	22	23	24	25	26	27	30	19	20	21	22	23	24	25
27	28	29	30	1	2	3	4	31	26	27	28	29	30	31	1
28	5	6	7	8	9	10	11	32	2	3	4	5	6	7	8

4. Select the desired space(s) from the **Space(s)** drop-down menu. Make multiple selections, if desired.
5. Select a request **Frequency** from the drop-down menu. Available options include:
 - One Time Event (*default*)
 - Every Other Week
 - Daily
 - Multiple Days Per Week
 - Daily - Weekdays only
 - Monthly
 - Weekly
 - Custom Frequency
- 5a. **Multiple Days Per Week:** Select the desired days for the weekly event (*left center*).
- 5b. **Custom Frequency:** Select the desired dates from the drop-down calendar (*left bottom*) selecting as many dates as needed.

3. Submit Facility Requests/Make A New Request (cont.)

The screenshot shows the 'Make A Request' interface for MasterLibrary CSD. The user is logged in as 'ML Admin'. The form is titled 'Make A Request:' and includes the following sections:

- Request on Behalf of:** A dropdown menu with 'Jane Doe' selected, followed by 'or' and another dropdown menu with 'Request on Behalf of' selected.
- Site(s):** A multi-select field containing 'Elementary School', 'High School', and 'Middle School'.
- Space(s):** A multi-select field containing 'ES Cafeteria', 'ES Gym', 'HS Cafeteria', 'HS Gym', 'MS Cafeteria', and 'MS Gym'.
- Frequency:** A dropdown menu with 'One Time Event' selected.
- Date & Time Information:**
 - Start Date:** 07/15/2020
 - End Date:** 07/15/2020
 - Start Time (including Setup):** 3:30pm
 - End Time (including Breakdown):** 5:15pm

A 'View Availability' button is located at the bottom left of the form. The footer contains copyright information for 2019 MasterLibrary.Com LLC, the ML Schedules K-12 Facility Request Software logo, and a 'Select Language' dropdown menu.

The application will calculate all other Frequency settings based on the **Starting Date** selected in step 6.

6. Select **Start and End Dates** from the drop-down calendars.

Note: If the **Make A Request** screen was accessed from the calendar panel, these fields will be prefilled with the date selected on the calendar.

7. Select **Start and End Times** from the drop-down menus. Be sure to include all setup and breakdown times in these settings.
8. Select the **View Availability** button.

3. Submit Facility Requests/Make A New Request (cont.)

Date & Time Information

07/15/2020 Start Date* 07/15/2020 End Date*

3:30pm Start Time* (including Setup) 5:15pm End Time* (including Breakdown)

[View Availability](#) [Continue](#)

Space	Date	Start Time (Incl. Setup)	End Time (Incl. Breakdown)	Available
<input type="checkbox"/> ES Cafeteria	07/15/2020	3:30pm	5:15pm	YES
<input type="checkbox"/> ES Gym	07/15/2020	3:30pm	5:15pm	YES
<input type="checkbox"/> MS Cafeteria	07/15/2020	3:30pm	5:15pm	YES
<input type="checkbox"/> MS Gym	07/15/2020	3:30pm	5:15pm	YES
<input type="checkbox"/> HS Cafeteria	07/15/2020	3:30pm	5:15pm	YES
<input type="checkbox"/> HS Gym	07/15/2020	3:30pm	5:15pm	NO

A list of each occurrence showing an **Available** status (YES or NO) for the selected space will be displayed. If the desired space is available for the selected start date, times and frequency, **YES** will be displayed in the **Available** column.

Note: If the desired space is not available, try changing one or more of the field settings to find available spaces that meet your group's needs.

6. **If you searched for multiple sites/spaces:**

Select the Delete icon () for any spaces that you don't want included on the request.

7. Select the **Continue** button to confirm the request. You will now be able to add more event data.

3. Submit Facility Requests/Make A New Request (cont.)

MasterLibrary CSD New Request ML Admin

Make A Request:

Jane Doe or Request on Behalf of

Site(s)

× Elementary School × High School × Middle School ×

Space(s)

× ES Cafeteria × ES Gym × HS Cafeteria × HS Gym × MS Cafeteria × MS Gym

Frequency

One Time Event

Date & Time Information

07/15/2020 Start Date*

07/15/2020 End Date*

3:30pm Start Time* (including Setup)

5:15pm End Time* (including Breakdown)

View Availability Continue

If the desired space is not available for the selected start date, times and frequency, **NO** will be displayed in the Available column. To find available spaces:

- Enter different dates and/or Start and End Times.
- The **Available** status will change to **YES** if available.
- Select the available space and proceed to step 6 above.

Notes:

- To search using different parameters, enter new field data and select the **View Availability** button.
- You can edit the **Start and End Date and Time** fields before selecting **Continue** to confirm your entries and proceed to the next step of the request process.

3. Submit Facility Requests (cont.)

MasterLibrary CSD New Request ML Admin

CONFIRM YOUR RECURRING REQUEST:
 > Go back to previous screen

[View Requested Events](#)

EVENT INFORMATION

Event Name*

Minutes for Setup: 0 Minutes for Breakdown: 0

Select Event Type
 Event Type*

Notes (Set Up Directions, Other Instructions, etc)

ADDITIONAL INFORMATION

Multi Select Dropdown Field
 Option 1

Single Select Required

Rehearsal Type of Event
 Multi-Select

Number of people attending

EQUIPMENT

PERSONNEL

No Parking Lot Attendant / Notes
 No Security / Notes

No Auditorium Supervisor
 No Custodial Staff / Notes

No IT Support / Notes

CALENDAR INFORMATION (Optional section to show event details to public calendar. Commonly used for ticketing links, images, and flyers.)

ATTACHMENTS

Choose File No file chosen Choose File No file chosen

File Attachment 1 / Note File Attachment 4 / Note

I have read and agree to the District Terms & Conditions (view)
 Send me a Confirmation E-mail
 Do not require approval on this request

Provide Additional Information

After confirming that the requested space(s) meet your needs, a screen will be displayed where you can:

- Provide additional information for the district including how the event should be displayed on its calendar.
- Select required seating, equipment and support staff.
- Upload attachments such as setup drawings, event registration forms, attendee lists, etc.
- Confirm that you agree to all terms and conditions, sign the form, and submit it for processing.

Note: Use the arrow buttons to the upper right of each section to view its contents. Available options will vary by district based on local preferences.

8. Complete the **Event Information**, **Additional Information**, **Calendar Information**, and **Attachments** sections as needed.

Submit Request

Once all desired additional event information has been completed:

9. Select the checkbox signifying you have read and agree to the district's terms of use.

Note: The Terms of Use are usually available from the district's website.

10. Using a mouse (or your finger on a tablet or phone), sign your name in the box.
11. Select the **Confirm & Submit Request** button to submit the Request for review and approval.



Please sign. 

Sign above if you have read and agree to the District Contract ([view](#))

Confirm & Submit Request

A thank-you screen will confirm that your Request is being processed. You will be notified of its progress via email.

Note that the requested space will now appear as **Pending Approval** to other basic users when searching spaces if your district has enabled this feature.

Edit a User Profile / Add Groups

MasterLibrary CSD New Request ML Admin

Manage Profile:

User Information Reset Password

ML: Admin
 First Name: Last Name
 E-mail Address: admin@masterlibrary.com Phone Number: (585) 555-1212
 0
 Email Reminder: This will send a daily email for events scheduled for the following # of days
 Calendar:
 Default Homepage:
 Save User Information

Group Information Add New Group

Group Name	Group Classification	Group Status
	Class 1	Approved

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Edit Group Manager (User) information

1. Select the Profile icon () located at the top right of the screen. The **Manage Profile** screen will be displayed.
2. Select and enter the new data in the desired fields.
3. Select the **Save User Information** button.

The updated information will be displayed.

Add a New Group

1. Select the **Add New Group** button. An **Add New Group** window will be displayed (see example on next page).
2. Enter the new Group information in all fields.
3. Select the **Save Group** button.

The User Profile screen will be displayed with the new Group information.

Edit Group Information

Basketball Team 200
Group Name

321 Cheer Street
Group Mailing Street Address

New York
State

Group Phone Number

Canandaigua
City

14424
Zip

Insurance Expiration Date

Insurance Information

Choose File No file chosen

Additional Files (enter name and then upload file)

File 1 Choose File No file chosen

File 2 Choose File No file chosen

File 3 Choose File No file chosen

District Classification
MasterLibrary CSD - District Groups
Group Status Approved

Group Managers ? Add Group Manager

Name	E-mail	Phone
ML Admin	admin@masterlibrary.com	?

Group Contacts ? Add Contact to Group


Name	E-mail	Phone
------	--------	-------

Save Group

1. Select the **Edit** button next to the Group name (see previous page) to display a new window with your current information.
2. Enter the new data in the desired fields.
3. Select the **Save Group** button.

The User Profile screen will display the new Group which will also appear in your Group drop-down menu when submitting a Facility Use Request.

Online Documentation

When you're logged into ML Schedules, comprehensive online documentation can be accessed from any screen by selecting the Help icon  from the gray header menu displayed at the top of all pages.

If you have a suggestion on how to improve the usability of ML Schedules or this *Quick Start Guide*, please let us know using the Contact Us form.

Thanks for using ML Schedules!

Thanks for trusting your district's facility use requests to ML Schedules. We hope you found this *Quick Start Guide* helpful.

Remember to follow the step-by-step text instructions and graphics that indicate your place in the process.