This website is only available to people who have access to the NPS network. On the website you will have a Home Page, Calendar and Facilities Use Request Form.

1. Home Page

On the Home Page you will only find a picture of the CPS Cafeteria, a welcome message and my contact information for if you have any additional questions (after you read this manual...:)...).



🟠 Welcome

Welcome to the Nantucket Public Schools' Facilities Use Calendar and the Facilities Use Request Form.

2. The Calendar

Click on the "Calendar" icon to access the calendar web page.

🏠 Home						🎫 Ca	lendar				📴 Fa	cilities Us	e Reques	t Form	
Calendar Booking Calendar								<i>x</i> 1						Statu	s Legend
View Timeline		•	Location	Group	Location	Groups	-	Location	All Loca	tions		-	>		
Showing locations 1 to 30 of 221	nuary	y 23 -	- Februar	y 5, 2017	Saturday	January	28 2017	Sur	day lanu	any 20-20	017 - Sati	urday. Feb		017	Sunday
	23	Mon	24 Tue	25 Wed	26 Thu	27 Fri	28, 2017 28 Sat	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun
eps															
CPS 01															
CPS LIBRARY COMPUTER LAB															
CPS 18															
CPS 2 STAFF LOUNGE															
CPS 004-COMPUTER ROOM															
CPS 15															
CPS LIBR CONF RM 1															
CPS 32 (WOODSHOP)															
CPS 17															
CPS 14															
CPS 33			6:00 PM Un		6:00 Uni PM					6:00 Uni PM		6:00 Uni PM			

On the first page of the calendar you will find the following three viewing tools:

<u>A:</u> <u>"View"</u> - You can view the calendar in either the "Timeline" option, "Week" option or "Day" option.

<u>B:</u> <u>"Location Group"</u> - You can narrow down your search by choosing one of the location groups. This means that if you only want to see rooms in the Elementary School, you can choose NES. You can either use the drop down menu for this or type in NES.

<u>C:</u> <u>"Location"</u> - You can even narrow the search further down by choosing the location. This means that if you just want to see the reservations in the LGI, you can choose NHS LGI. Just like with the Location Group, you can do this by either using the drop down menu or typing in the name of the room.

To navigate to the next page with the next group of rooms, you can do the following:

<u>D</u>: <u>Navigation</u> <u>Rooms</u> - In the Timeline view and the Day view you can navigate to the next group of rooms by using the arrows in section D (as seen in below picture). The week view doesn't have this option, as you will see all the bookings for that week

🔢 Calenda	ar					Status Legend
Booking Calendar	А	В		с	D	
View Timeline Showing locations 1	• to 30 of 221	Location Group All Location Groups	Location All Locations	*	< >	
< Today	V > January 23	- February 5, 2017				

In order to navigate through time, you can use the following tool:

<u>E: Navigation Time</u> - To go to another date you can either use the arrow to the left or the right, or you can click on the arrow facing downwards, which will bring you into a calendar, where you can choose the specific date you are looking for.

🔢 Calendar													Statu	is Legend
Booking Calendar View Timeline Showing locations 31 to 60 of 221	*	Location	Group A	Location	Groups	*	Location	All Locat	ions		- <	>		
< Today > Jar	iuary 23	8 - Februar	y 5, 2017											
E	Sunday	, January	22, 2017 -	Saturday,	, January	28, 2017	Sun	iday, Janu	ary 29, 20	017 - Satu	ırday, Feb	ruary 4, 2	017	Sunday,
	23 Mor	n 24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun

3. The Facilities Use Request Form

You can now request a room online via this Facilities Use Request Form. Click on the Facilities Use Request form Icon.



Fill out the request form by following the next steps:

<u>F</u>: Company Information - Choose the correct school entity from the drop down menu.

<u>**G**</u>: <u>Contact Information</u> - We will need your first name; last name; position (which you can get from a drop down menu); primary phone number, and email address. If you want to add your cell phone number, then you can do this as well, but this is not compulsory.

<u>H:</u> Event Information - We will need to have the location (*from the drop down menu*); event name (*intended use*); start date; start time; end date; end time; estimated attendance (*would be nice, but not compulsory*), and set up requirements. If you want to request more than one date in the same request, you can add comments for that in the "more than one date" field.

- Location choose the location you need (*if you need more than one room, you can put this in the "more than one date" field*)
- Event Name Please mention the name of the event
- Event Start Date date of the event
- Event Start Time please choose the start time (you will have to type in the time and manually change the AM or PM...which you can either do typing or use the arrows on the side)
- Event End Date if the event is on one date, please use the same date here, as in the "start date" (please, add a comment in the "more than one date" field, if there is more than one date)
- Event End Time please choose the end time (you will have to type in the time and manually change the AM or PM...which you can either do typing or use the arrows on the side)
- Estimated attendance please, mention the amount of people that are going to attend (*this is not a compulsory field*...)
- More than one date please use this field if you want to make a reservation for more than one date.

• Set up requirement - please mention the AV/Video and other setup you need for the reservation.

<u>I:</u> <u>Submit</u> - Once you have filled out all the required information, plus any possible additional information, you can click the submit button. Once submitted, we will arrange the approvals and come back to you shortly with the confirmation.

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Your School Entity:*	NPS
ontact Information	G
First Name:*	Michel
Last Name:*	Kremer
Position:*	Administrative Assistant 👻
Primary Phone:*	508-228-7285 ext1157
Mobile Phone:	
Email:*	kremerm@nps.k12.ma.us
Location:*	NHS LGI *
Event Name:*	Test
Event Start Date:*	1/30/2017 😒 🔻
At:*	8:00 AM 📀 🕄
Event End Date:*	1/30/2017 🛞 🔻
At:*	9:00 AM 00:9
Estimated Attendance:	50 🔅
lore Than One Date:	I also need this room on 02/01/2017 & 02/02/2017 at the same time.
Set Up Requirements:*	Microphone and Projector

We hope that this manual, and the online calendar/request form tool in general, will be helpful in your quest of finding the right space for the right time. If you have any additional questions, please don't hesitate to contact **Michel Kremer** on either extension **1157** or via email <u>kremerm@nps.k12.ma.us</u>.