How to use the online NPS Facilities Calendar

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… :)...).

2. *The Calendar*

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

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

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

B: "Location Group" - 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.

C: "Location" - 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:

D: Navigation Rooms - 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
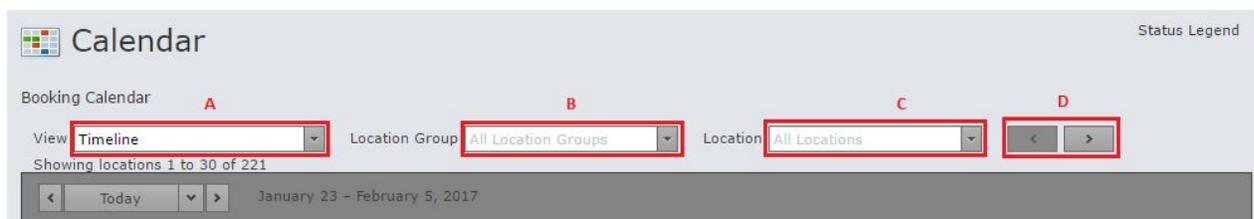
In order to navigate through time, you can use the following tool:

E: Navigation Time - 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.
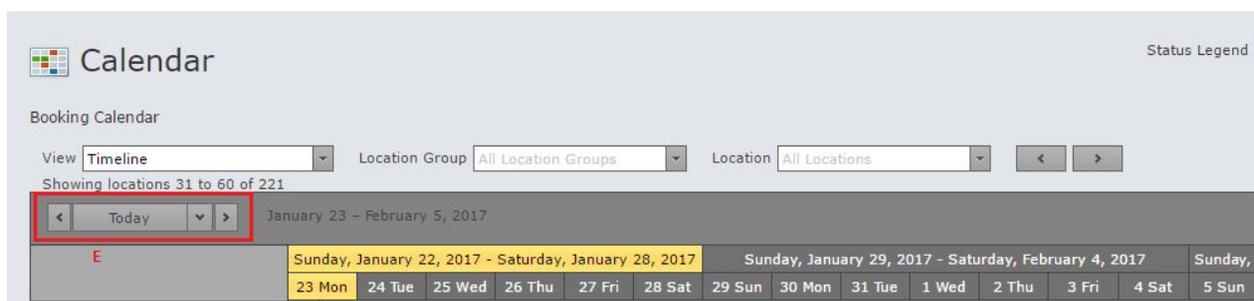
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3. *The Facilities Use Request Form*

   You can now request a room online via this Facilities Use Request Form. Click on the Facilities Use Request form Icon.
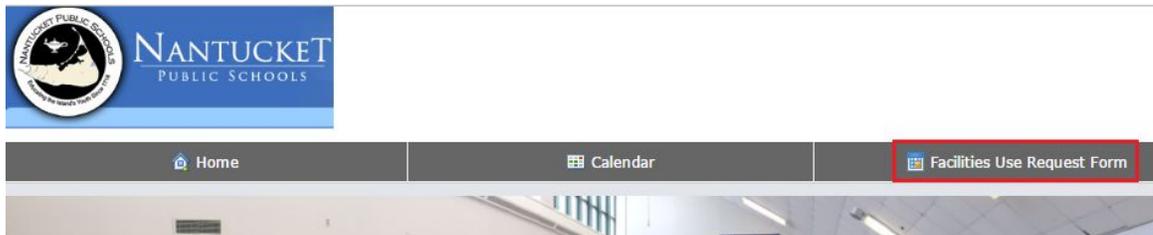
Fill out the request form by following the next steps:

F: Company Information - Choose the correct school entity from the drop down menu.

G: Contact Information - 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.

H: 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.

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

I: Submit - 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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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 kremerm@nps.k12.ma.us .