Creating Events on the Calendar

While community members submit external facility requests through a community-facing rental site, administrators create facility schedules and requests for internal use, notices and maintenance blocks on the **Event Calendar.**

Accessing the Event Calendar

Log into your account from facilitron.com and select your organization from the drop-down menu.

If your organization's name isn't available or you don't see the Select Account popup window upon log in, then you aren't associated with your organization's account and will need to be added. Contact Facilitron support.

Upon successfully logging in and selecting your account, you will arrive at the **Dashboard**. On the left sidebar of the Dashboard, click on the Calendar tab to access the **Event Calendar**.

The buttons used to create events, notices and maintenance blocks are located on the upper right hand side of the calendar.

Auto-approved events versus requests

Depending on which facility you want to schedule and your role and permissions at your organization, creating an event on the calendar can either result in the event being auto-approved and going directly on the calendar or becoming an internal request subject to approval by the admin of the requested facility.

Using + Event to create a new schedule or request

To create the schedule/request, click the **+ Event** button to access the Create Schedule modal window.

Enter information about your event including schedule name (required) description, activity name, attendees, comments and setup instructions. Choose the building or facility you want to request from the list making sure you have the correct location or organization in the drop-down menu.

In the lower area of the window, you can select the dates and times of your event and "Add to Schedule" to configure your schedule. Checking the "Multiple Dates" button will allow you to select individual dates or choose repeating dates, both weekly or bi-weekly.

You may add multiple differing dates and times to the schedule by individually selecting one date at a time and adding that to the schedule, creating an itemized schedule of dates and times. When you have finished configuring your schedule, click "Submit Schedule."

PRO TIP

Pro Tip: You may add several activities under the same schedule and submit together. For example, practices and games can be configured together in one schedule. Use "Activity Name" to differentiate between practices and games and use "Add to Schedule" to build a multi-activity schedule.

Creating Notices and Maintenance Blocks

The Event Calendar also supports notices—calendar events that are not associated with a facility such as a holiday or an away game—in addition to maintenance blocks.

Maintenance blocks allow administrators to schedule maintenance tasks such as repairs or construction and remove availability for from the calendar so that no one else can use or request during the blocked out dates and times.
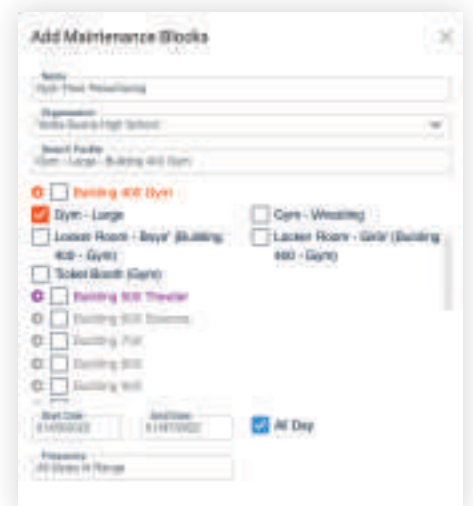
To create a Notice:

Click **+ Notice** to access the Notice popup form. Enter the event name and date(s). If the event is for multiple dates such as a holiday break, click the additional dates on the calendar. If there are sub-accounts associated with your account such as with a school district (primary account) and its individual schools (sub-accounts), you may also select any of the additional locations on which to post the same event or notice.

To create a Maintenance Block

Click on the maintenance block icon (seen on calendar image on the previous page) to access the Add Maintenance Block popup form. Enter the name of the block and select the facility from the list. Type the name of the facility in the search field to filter for specific facilities. Enter dates and times and click "Submit."

For questions, contact account support
by phone: (800) 272-2962; or by email: support@facilitron.com