FACILITY RESERVATION REQUESTS

For BISD Employees and Intra-district requesters

To make an internal district facility reservation request, go to the "Staff" tab on the BISD website

Click on Facilities Reservation request- School Dude

Days of Duty 2018-19
Email Access (Webmail)
Employee Discounts
Employee Handbook
Employee Handbook Acknowledgement
Employee Student Transfer
Facilities Management Service Request
Facilities Reservation Request - School Dude
Facility Reservation Instructions
Field Trip Approval Request
Field Trip APPROVED List

Read More →

2018 District Teachers of the Year

Congratulations to Maegan Holycross at Snow Heights Elementary, Ryan Pabor at North Ridge Middle and Leslie Gamboa at Major Cheney Elementary. > click title to view 2018 Honorees

Read More →

Mental Health Awareness for Birdville ISD Employees

The BISD Counseling Department hopes that the Mental Health Awareness Week activities have been helpful for the District's employees. > click title for complete details on awareness and resources

Read More →

Quick Tip - Print Training Certificate

How do I print a certificate for a training I attended this summer?

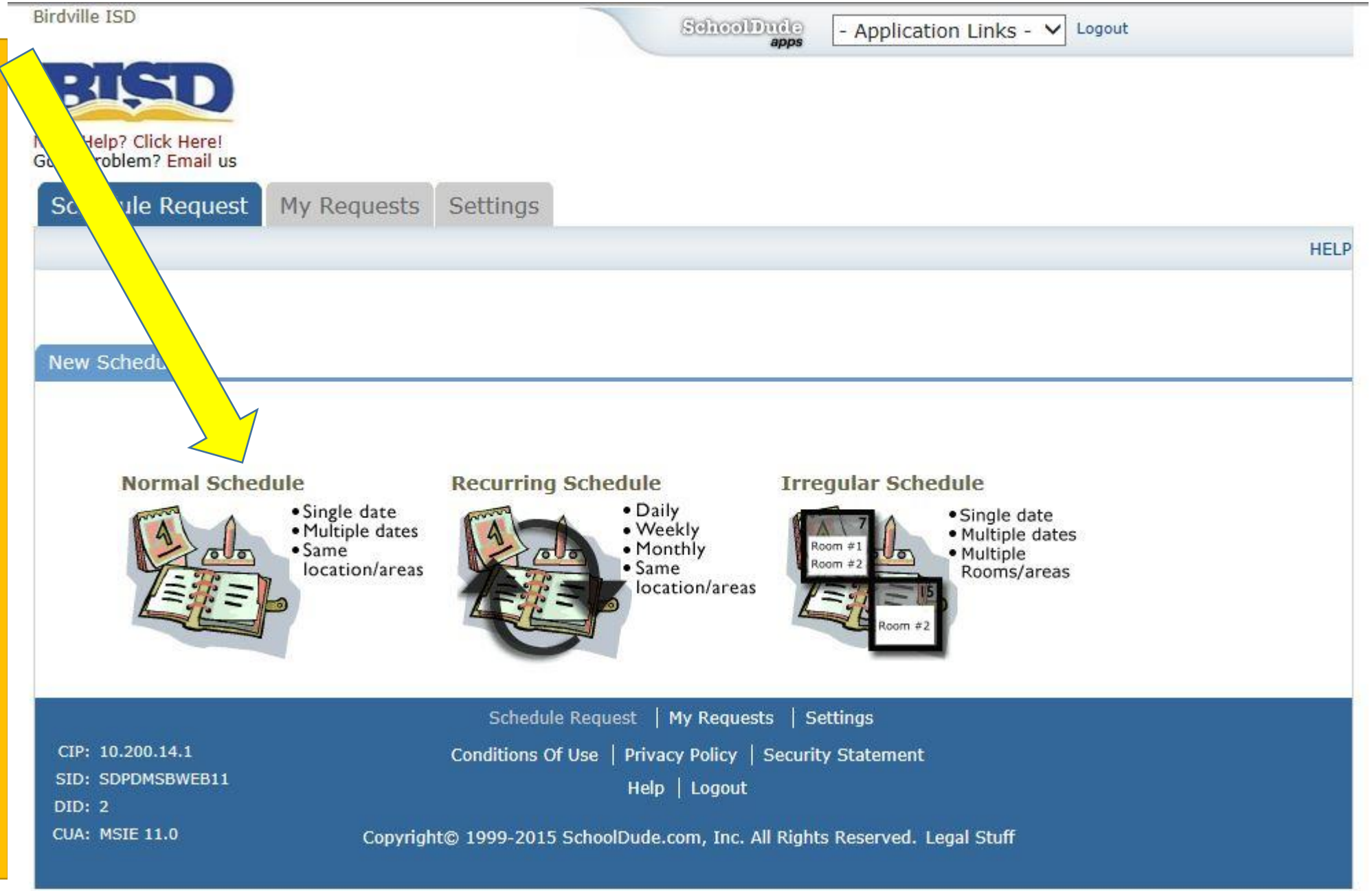
Read More →

Lifeworks - New Employee Assistance Plan

An employee resource program brought to employees free of

Canvas
Eduphoria! Log In
Eduphoria!
Ellevation (for Administrators)
Ellevation (for Teachers)
Employee Benefits HUB
Performance Matters
Professional Learning Calendar
Support Portal & Knowledge Base (Facilities, Technology and Central Stores)
Teacher Hiring Schedule 17-18
Teachers of the Year

- Click on **Normal Schedule** icon (for schedules up to 20 dates and many different rooms, if the location and time are the same)
- Click on **Recurring Schedule** if you have a schedule that recurs i.e. a meeting that is every Monday for the entire school year.
- Click on **Irregular Schedule** for schedules that have many different times, dates, rooms



- **Complete only cells that are marked with a red checked box. Your name and email will auto-populate**

Birdville ISD

SchoolDude apps - Application Links - Logout

BISD

Need Help? Click Here!
Got a problem? Email us

Schedule Request | My Requests | Settings

HELP

Legend

New Schedule

☑ Booked by
First Name: Cathy
Last Name: Riley
Email: cathy.riley@birdvilleschools.net
Please be yourself, click here if you are not Cathy Riley

☑ Event Title: Planning Meeting

Event Description

Area: -- Select Area --

View Bookings

☑ Location: -- Select Location --

☑ Rooms: -- Select Room--

View Room Details

(Use the CTRL key to select multiple rooms.)

☑ Event Date(s)

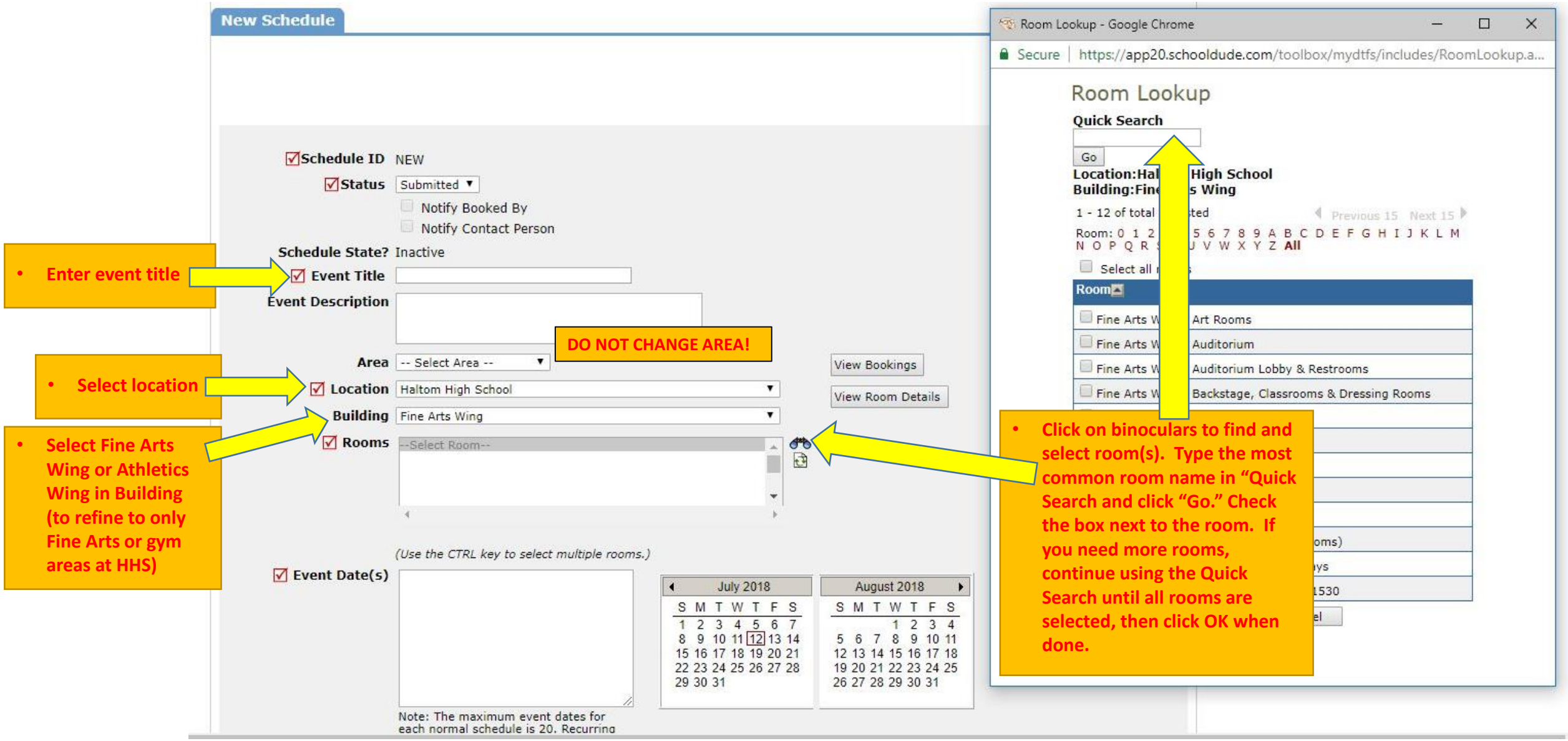
November 2017

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

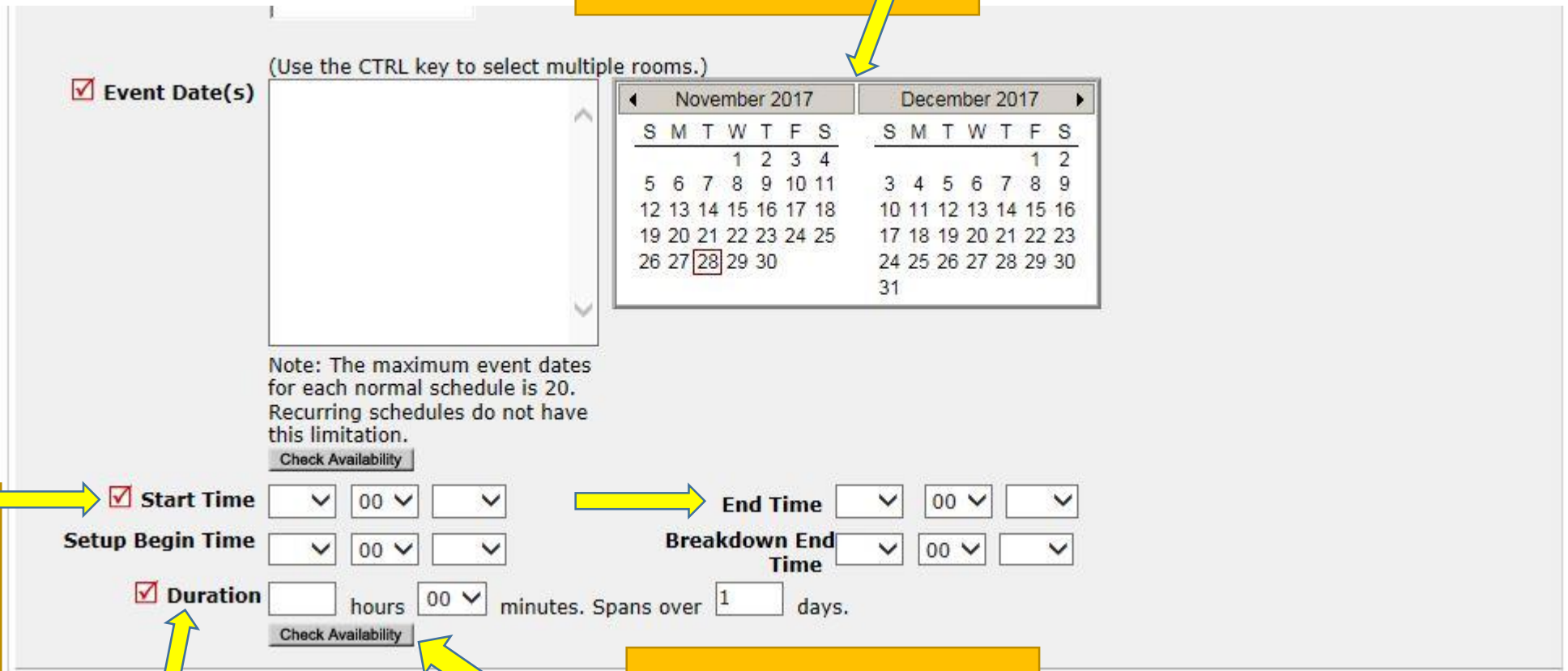
December 2017

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

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have


New Schedule
Schedule ID NEW
Status Submitted
Notify Booked By
Notify Contact Person
Schedule State? Inactive
Event Title
Event Description
DO NOT CHANGE AREA!
Area -- Select Area --
Location Haltom High School
Building Fine Arts Wing
Rooms --Select Room--
View Bookings
View Room Details
(Use the CTRL key to select multiple rooms.)
Event Date(s)
July 2018
August 2018
Note: The maximum event dates for each normal schedule is 20. Recurring
Room Lookup - Google Chrome
Secure https://app20.schooldude.com/toolbox/mydtfs/includes/RoomLookup.a...
Room Lookup
Quick Search
Go
Location:Hal High School
Building:Fine s Wing
1 - 12 of total
Previous 15 Next 15
Select all
Room
Fine Arts W Art Rooms
Fine Arts W Auditorium
Fine Arts W Auditorium Lobby & Restrooms
Fine Arts W Backstage, Classrooms & Dressing Rooms
• Enter event title
• Select location
• Select Fine Arts Wing or Athletics Wing in Building (to refine to only Fine Arts or gym areas at HHS)
• Click on binoculars to find and select room(s). Type the most common room name in "Quick Search and click "Go." Check the box next to the room. If you need more rooms, continue using the Quick Search until all rooms are selected, then click OK when done.

- **Choose one or more dates from the calendar, by clicking on the day.**



- **Complete start and end times. Be sure to have the correct AM and PM**

- **DURATION AUTO-POPULATES FOR YOU!! Do not change it.**

- **Check room availability: IF THERE IS AN "X" IN THE YELLOW SECTION (YOUR REQUESTED TIME), IT IS NOT AVAILABLE**

- Choose the appropriate group from the Organization drop down list, or, if your group is not in the list, choose "Campus" from the drop down list, then complete First, Last, email, phone and address. You can also email cathy.riley@birdvilleschools.net to add your "organization" to the list and your information will auto-populate when selected.

Organization Information

Organization -- Select Organization -- Note

Contact Name or new Type -- Select Organization Type --

-- No Contacts Available --

First Name Last Name

Email Day-Time Phone

Evening Phone Cellular Phone

Billing Address

Use Organization Billing Address

Document Number (e.g. contract or permit number)

PO Number

Insurance Information

Company

Company Policy No

Coverage

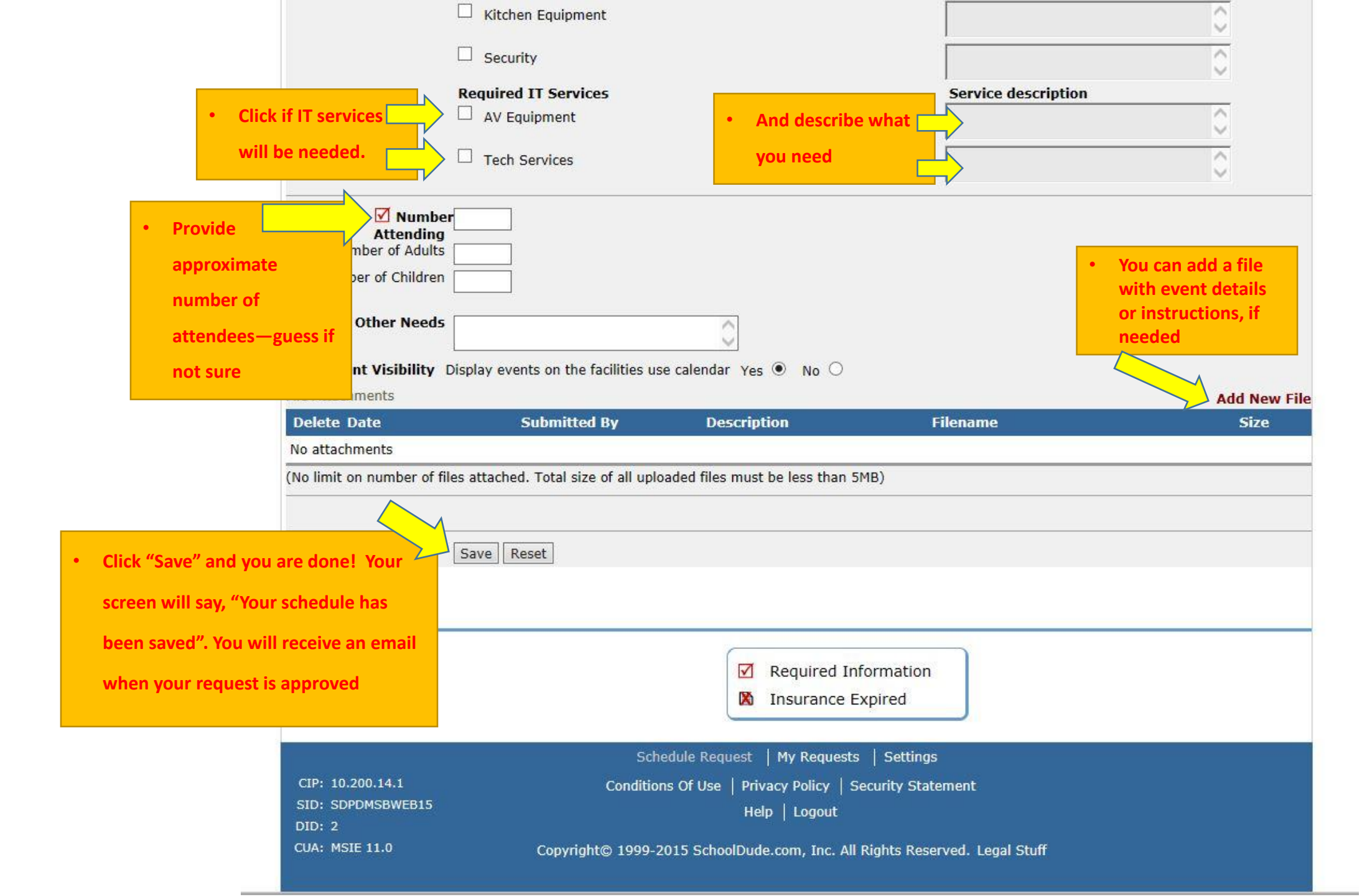
Coverage Dates To

Setup Requirements

- Click Custodial box if you need custodial, set up or break down help with your event
- Click Energy Management System if you want heat or A/C

Required Maintenance Services	Service description
Contract Administration	
Custodial	
Energy Management	
Event Break Down	
Event Setup	
Kitchen Equipment	
Security	

- You must give instructions to custodian in this box
- Type "HVAC" or something requesting heat and/or AC needs


Kitchen Equipment
Security
Required IT Services
AV Equipment
Tech Services
Service description
• Click if IT services will be needed.
• And describe what you need
Number Attending
mber of Adults
ber of Children
Other Needs
nt Visibility Display events on the facilities use calendar Yes No
ments
• Provide approximate number of attendees—guess if not sure
• You can add a file with event details or instructions, if needed
Add New File
Delete Date
Submitted By
Description
Filename
Size
No attachments
(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)
Save
Reset
• Click "Save" and you are done! Your screen will say, "Your schedule has been saved". You will receive an email when your request is approved
Required Information
Insurance Expired
Schedule Request | My Requests | Settings
CIP: 10.200.14.1
SID: SDPDMSBWEB15
DID: 2
CUA: MSIE 11.0
Conditions Of Use | Privacy Policy | Security Statement
Help | Logout
Copyright© 1999-2015 SchoolDude.com, Inc. All Rights Reserved. Legal Stuff

VIEWING THE RESERVATION CALENDAR

For BISD Employees and Intra-district requesters

Birdville ISD

SchoolDude apps - Application Links - Logout

BISD

Need Help? Click Here!
Got a problem? Email us

Schedule Request | My Requests | Settings

HELP

- To view the calendar of events that have been scheduled, click on "My Requests"

New Schedule

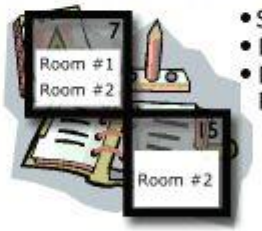
Normal Schedule

- Single date
- Multiple dates
- Same location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same location/areas

Irregular Schedule



- Single date
- Multiple dates
- Multiple Rooms/areas

CIP: 10.200.14.1
SID: SDPDMSBWEB11
DID: 2
CUA: MSIE 11.0

Copyright© 1999-2015 SchoolDude.com, Inc. All Rights Reserved. Legal Stuff

- **Hover your mouse over Related Links (next to the Shortcuts menu), then click on Month Calendar, Day Calendar, or Week Calendar**

- When accessing the month calendar, the default view will be the current month/year. You can change either of these by using the **Select Month/Year** drop downs. **Note: The calendar may not display any events at first. Select an option from the Location drop down menu and then click **Refresh Calendar**. You can also filter your calendar view according to Room, Organization, etc.*

- The items that you will see on the calendar are the event titles. If you would like more information about a particular event, simply click on the **Title** to view the details. There is a Legend under the calendar which indicates what the dots and symbols to the left of the event title represent.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Parent lunch	6	7	8	9	10
11	12	13	14 Morning Exams Afternoon Exams	15 Morning Exams Afternoon Exams	16 Morning Exams Afternoon Exams	17 Morning Exams Afternoon Exams
18	19	20	21	22	23	24

Refresh Calendar

Event Calendar for December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 JD/Appraisals Session AAON HVAC Service Needs General Crafts - Work Order Review	2 Leads Meeting
3	4 General Crafts - Work Order Review	5 General Crafts - Work Order Review	6 General Crafts - Work Order Review	7 General Crafts - Work Order Review	8 OTIS Elevator - Review Service Needs General Crafts - Work Order Review	9
10	11 General Crafts - Work Order Review	12 General Crafts - Work Order Review	13 General Crafts - Work Order Review	14 General Crafts - Work Order Review	15 General Crafts - Work Order Review	16
17	18 General Crafts - Work Order Review	19 General Crafts - Work Order Review	20 General Crafts - Work Order Review	21 General Crafts - Work Order Review	22 General Crafts - Work Order Review	23
24	25 General Crafts - Work Order Review	26 General Crafts - Work Order Review	27 General Crafts - Work Order Review	28 General Crafts - Work Order Review	29 General Crafts - Work Order Review	30
31						

<- Previous Month

Next Month - >