



FACILITY RESERVATION REQUESTS

For BISD Employees and Intra-district requesters



Birdville ISD
Excellence | Integrity | Service

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Summer Reading List for Secondary Students

Recommended summer reading for
secondary students making advanced
coursework, 2018-19.

[READ MORE](#)

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



Summer Reading

[Read More](#) →

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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

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](#)

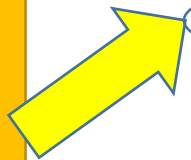
[Support Portal &
Knowledge Base \(Facilities,
Technology and Central
Stores\)](#)

[Teacher Hiring Schedule
17-18](#)

[Teachers of the Year](#)

[Think of Class](#)

Click on Facilities
Reservation request-
School Dude





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Got a problem? Email us

[Schedule Request](#)[My Requests](#)[Settings](#)[HELP](#)[New Schedule](#)

Normal Schedule



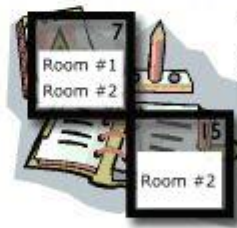
- Single date
- Multiple dates
- Same location/areas

Recurring Schedule



- Daily
- Weekly
- Monthly
- Same location/areas

Irregular Schedule



- Single date
- Multiple dates
- Multiple Rooms/areas

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CIP: 10.200.14.1

SID: SDPDMSBWEB11

DID: 2

CUA: MSIE 11.0

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- 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



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Legend ▾

[New Schedule](#)

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

**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](#)**Event Date(s)**

(Use the CTRL key to select multiple rooms.)

November 2017							December 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2		
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			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

Area -- Select Area -- ▼

DO NOT CHANGE AREA!

View Bookings

View Room Details

☒ Location Haltom High School ▼

☒ Building Fine Arts Wing ▼

☒ Rooms --Select Room--

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)

July 2018						
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				

August 2018						
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

Room Lookup - Google Chrome

Secure | https://app20.schoolde.com/toolbox/mydtfs/includes/RoomLookup.a...

Room Lookup

Quick Search

Go

Location: Haltom High School
Building: Fine Arts Wing

1 - 12 of total results

Previous 15 Next 15

Room: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z All

☐ Select all rooms

Room

- ☐ Fine Arts Wing Art Rooms
- ☐ Fine Arts Wing Auditorium
- ☐ Fine Arts Wing Auditorium Lobby & Restrooms
- ☐ Fine Arts Wing Backstage, Classrooms & Dressing Rooms

- 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.

☒ Event Date(s)

(Use the CTRL key to select multiple rooms.)

November 2017							December 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

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

☒ Start Time

Setup Begin Time

End Time

Breakdown End Time

☒ Duration hours minutes. Spans over days.

- 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

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

Required Maintenance Services

- ☐ Contract Administration
- ☐ Custodial
- ☐ Energy Management
- ☐ Event Break Down
- ☐ Event Setup
- ☐ Kitchen Equipment
- ☐ Security

Service description

- 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 cindy.hammonds@birdvilleschools.net to add your "organization" to the list and your information will auto-populate when selected.

- 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

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

• Click if IT services will be needed.

- ☐ Kitchen Equipment
- ☐ Security
- Required IT Services**
- ☐ AV Equipment
- ☐ Tech Services

• And describe what you need

Service description

• Provide approximate number of attendees—guess if not sure

☒ **Number Attending**

Number of Adults

Number of Children

Other Needs

Event Visibility Display events on the facilities use calendar Yes ☒ No ☐

• 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

VIEWING THE RESERVATION CALENDAR

For BISD Employees and Intra-district requesters



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

[Schedule Request](#)[My Requests](#)[Settings](#)[HELP](#)[New Schedule](#)

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

Normal Schedule



- Single date
- Multiple dates
- Same location/areas

Recurring Schedule



- Daily
- Weekly
- Monthly
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Irregular Schedule



- Single date
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My Requests

Shortcuts ▾

Related Links ▾

My Schedule Requests

List of Requested Schedules

List My Requests

Month Calendar

Day Calendar

Week Calendar

Legend ▾

- 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.*

Select Month/Year

February ▾ 2017 ▾

Print This!

INSTRUCTIONS:

To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar?"

Area ▾

Location ORGANIZATION WIDE ▾

Building ▾

Room ▾

(Use the CTRL key to select multiple rooms.)

Start Time 1 ▾ 00 ▾ AM ▾ and greater

Event Status ALL events ▾

Organization -- Include ALL Organizations -- ▾

Refresh Calendar

- 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 >