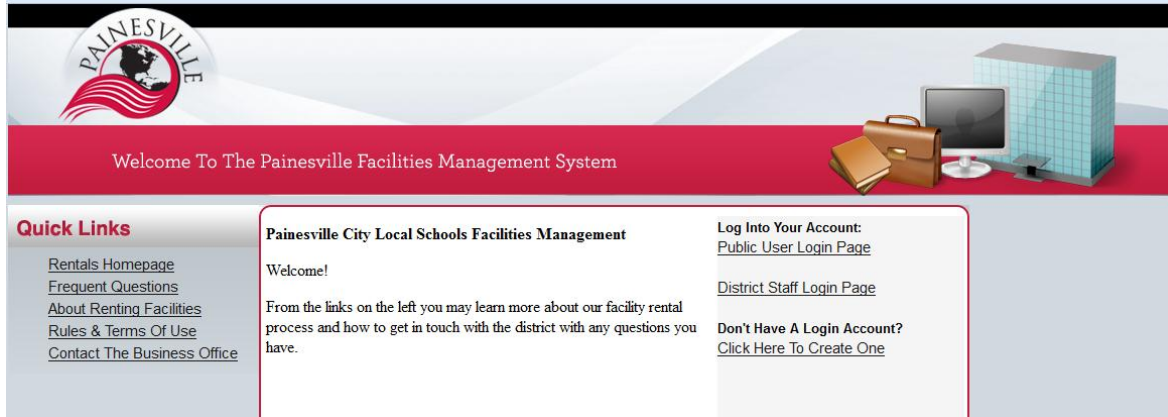


WELCOME SCREEN – Login as:

- 1) Public User
- 2) District Staff Member (ties into LDAP or Intranet login credentials the system provides)
- 3) Resource Manager
- 4) Administrator



The welcome screen features the Painesville logo on the left and a 3D graphic of a computer workstation on the right. The main heading reads "Welcome To The Painesville Facilities Management System".

Quick Links

- Rentals Homepage
- Frequent Questions
- About Renting Facilities
- Rules & Terms Of Use
- Contact The Business Office

Painesville City Local Schools Facilities Management

Welcome!

From the links on the left you may learn more about our facility rental process and how to get in touch with the district with any questions you have.

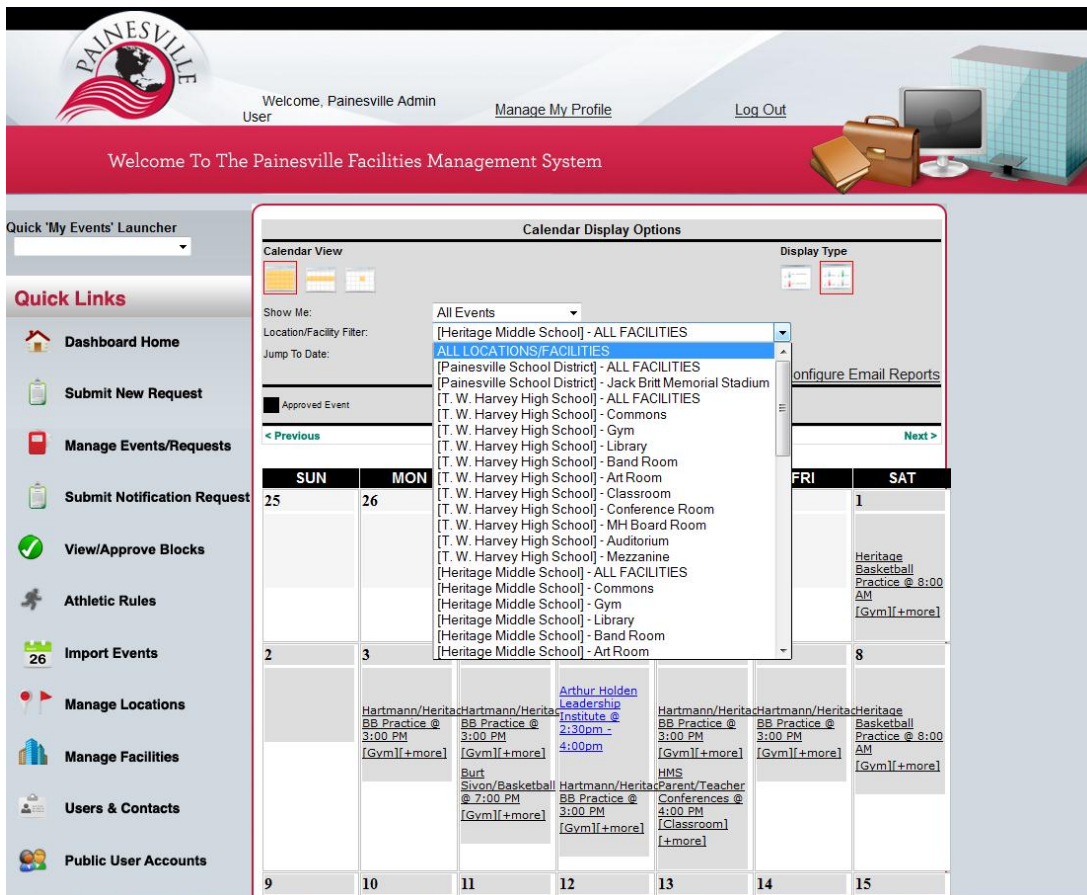
Log Into Your Account:

- Public User Login Page
- District Staff Login Page

Don't Have A Login Account?

[Click Here To Create One](#)

ADMIN VIEW – filter by any/all facilities



The admin view includes a top navigation bar with the Painesville logo, "Welcome, Painesville Admin User", "Manage My Profile", and "Log Out". The main heading is "Welcome To The Painesville Facilities Management System".

Quick 'My Events' Launcher

Quick Links

- Dashboard Home
- Submit New Request
- Manage Events/Requests
- Submit Notification Request
- View/Approve Blocks
- Athletic Rules
- Import Events
- Manage Locations
- Manage Facilities
- Users & Contacts
- Public User Accounts

Calendar Display Options

Calendar View: [Icons]

Display Type: [Icons]

Show Me: All Events

Location/Facility Filter: [Heritage Middle School] - ALL FACILITIES

Jump To Date: ALL LOCATIONS/FACILITIES

Approved Event: [X]

Configure Email Reports: [Next >]

SUN	MON	TUE	WED	THUR	FRI	SAT
25	26					1
						Heritage Basketball Practice @ 8:00 AM [Gym][+more]
2	3					8
		Hartmann/Heritage BB Practice @ 3:00 PM [Gym][+more]	Hartmann/Heritage BB Practice @ 3:00 PM [Gym][+more]	Arthur Holden Leadership Institute @ 2:30pm - 4:00pm	Hartmann/Heritage BB Practice @ 3:00 PM [Gym][+more]	Hartmann/Heritage BB Practice @ 3:00 PM [Gym][+more]
		Burt Sivon/Basketball @ 7:00 PM [Gym][+more]	Hartmann/Heritage BB Practice @ 3:00 PM [Gym][+more]	HMS Parent/Teacher Conferences @ 4:00 PM [Classroom][+more]		Heritage Basketball Practice @ 8:00 AM [Gym][+more]
9	10	11	12	13	14	15

Submitting New Requests: Admin/Resource Managers can create/approve events immediately – while public users/staff members must actually submit the request. The system will not allow if there is a time conflict – but if there is not the request will be submitted and any/all resource managers will be notified. You can schedule multiple areas in same request submission.

Create A New Event


Step One: Assign Event Dates/Times/Locations & Verify Schedule

Instructions:

Please select a location and facility from the drop-down lists below. Then identify your event's date, starting and ending times. The system will check for conflicts and report them if they exist. You may then add your scheduled item or make adjustments as appropriate. **NOTE:** Multiple event dates and/or multiple locations may be entered by clicking the 'Add Another Date/Location' button.

Event Name:

Location & Facility:

Event Date: 

Starting At: :

Ending At: :

Recurrence:

Recurring Event Pattern

Begins: (mm/dd/yyyy format)

Ends: (mm/dd/yyyy format)

Recurs Every:

Recurring every week on:

Sunday Monday Tuesday

Wednesday Thursday Friday

Saturday

Creating New Event via Admin side: Public User side looks very similar with less fields. Once submitted the user receives an email notifying them that their submission has gone through and once it is approved they will get another email with any notes from the approver saying they confirm.

Quick 'My Events' Launcher

Quick Links

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- Manage Facilities
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- Public User Accounts
- News/Announcements

Create A New Event

Step Two: Define Event Details & Information
Instructions:
Please provide as much information as desired about the event below.

Event Dates/Times/Locations: 'TEST EVENT'
[Painesville School District] Jack Britt Memorial Stadium on 12/28/2014 at 3:00 PM until 6:30 PM

Date Scheduled: 12/11/2012 (mm/dd/yyyy format)

Scheduled On Behalf Of: Me

Setup Window: None

Cleanup Window: None

Event Notes:

Services Needed:

Rental Fee:	Add Line Item	Description	Price	
	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="button" value="Add"/>

TOTAL FEE: \$0.00

Payment Type: None

Payment Notes:

Layout Instructions:

Layout Diagram:

Liability Insurance Info:

Insurance Certificate:

Resource Managers Assigned: Ted Roseberry [ted.roseberry@pcls.net]

Support Staff Assigned:

Manage Users: Admin(s) will have full control over their users. They can choose which areas resource managers are signed up for.

Quick 'My Events' Launcher

Quick Links

- Dashboard Home
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- Manage Facilities
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- Public User Accounts
- News/Announcements

Manage System Users

Add/Edit A User

Login Name: test

Password: test

User Type: Resource Manager

First Name: test

Last Name: test

Email: testtest@pcls.net

Phone:

Is Active?

Default Location: [PSD] Painesville School District

Default Display Mode(s): View Type: Month Display Mode: Grid

Notification Emails: Send Notification Emails

Assignment(s):

Resource Managers have control over registrations for their assigned facilities and locations. Resource managers are also notified via email when events are updated/changed and/or when a schedule is cancelled. Check the box(es) below next to the areas you wish for this resource manager to have control over.

Painesville School District

- Jack Britt Memorial Stadium

T. W. Harvey High School

- Commons Art Room MH Board Room
- Gym Classroom Auditorium
- Library Conference Room Mezzanine
- Band Room

Heritage Middle School

- Commons Band Room Classroom
- Gym Art Room Conference Room
- Library

Chestnut Elementary School

- Commons Band Room Classroom
- Gym Art Room Conference Room
- Library

*Note – there is a “Support Staff” user type as well. This user is one that does not necessarily go into the system but they are setup with specific areas and will be notified a few days and 24 hours before the event occurs. This is good for custodians or anyone who will be setting up/taking down for the event.