

Facilities Direct Event Ticket Submission:

Quick Tips: Account # 572409007

- *Once an event is entered into the program, it needs to be approved by the building principal and activated by the Facilities Department. Please note, your event is not valid until it is approved and activated.*
- *If your event does **not** require services from the technology department, the Facilities Department requires **1 week notice** prior to the actual.*
- *If any services from the technology department are needed, **3 weeks notice must** be given prior to the actual event*
- *Include as much detail as possible*

For event requests, use the steps below to complete the request in Facilities Direct:

- Go to the district's website by using Internet Explorer
 - www.sdst.org
- Click on **Schools**
 - **Select your building**
- Under **Teacher Links**
- Click on **Maintenance Direct Ticket** →

STHS Teacher Links
[Teacher Access Center](#)
[HR Employee Access Center](#)
[Google Apps](#)
[Tech Ticket](#)
[Maintenance Direct Ticket](#)
[Springfield Moodle](#)

- You will be brought to a new window, type in your **email address**
- Click on **Submit**

Welcome! To begin, please enter your email address below.

Email Address

- Once you type in your email address, it will bring you to a screen with tabs
- To schedule support for an event, click on the **Schedule Request** tab

School District of Springfield Township

SchoolDude apps - Application Links - Logout

SDST Home

Maint Request IT Request **Schedule Request** My Requests Settings

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Maintenance Request

To submit your request complete the following form.

Step 1 Please be yourself, click here if you are not Naseem Figueroa

First Name	Last Name	Email
<input type="text" value="Naseem"/>	<input type="text" value="Figueroa"/>	<input type="text" value="naseem_figueroa@sdst.org"/>

- Please see schedules listed below and choose the one that best fits your request
 - **Normal Schedule**
 - This is a *single* event that can occur either once or multiple days and in the same area/location/time
 - Example: Fall Musical on *November 10, 11, 12* in the Auditorium
 - **Recurring Schedule**
 - This is a *single* event that occurs at regular intervals (can be daily, weekly or monthly) and in the same area/location/time
 - Example: School Board Meetings on *first and third Tuesday of every month* in the Freeze Lobby
 - **Irregular Schedule**
 - This is a *single* event that can occur at different times, dates and/or locations
 - Example: Book Fair on *Monday – 7 pm – 9 pm* in the Library, *Tuesday – 12:30 pm – 4 pm* in the Gym
- Type in the required information (indicated with **red** check marks)
 - Remember: *There is no such thing as too much detail!!*
- Select the organization under **Organization Information** section
 - If your organization is not listed, please contact Carrie Horst via email (Carrie.Horst@sdst.org)
 - **Outside organizations** now have the ability to request an event online.
 - **You can find a link on the Facilities homepage**
 - Enter your email address and click submit
 - Enter your name and contact phone numbers and click submit (these will only be used to contact you regarding your event)
 - Now you have reached the request form, fill out all fields with a red check mark
 - No detail is too small, provide all requirements needed to run your event (Heating/Cooling, Chairs, Tables, Computer Access, Doors Unlocked, Parking etc...)
 - When all fields have been filled in, enter the password **help!** and click save
 - Your request will begin the approval process
 - Each time the event changes in status, you will receive and email notification
 - **Your event is not officially approved until it is “Activated”**
- Quick tips for Required Maintenance Services:
 - *Make sure to select the AC box if events are after school*
 - *Since chairs and tables are shared between buildings, make sure to enter additional chairs needed in the Grounds box*
 - *The Facilities department will arrange scheduling for pickup and delivery*
- Quick tips for Required IT Services:
 - Please be as detailed as possible
 - Please indicate if a computer/laptop is needed, if network access (including wireless) is needed, if the assistance of an IT professional is needed, if

assistance with performance lighting and sound is needed, if a projector is needed, etc.....

- ***Specify equipment needed – do not just put “Yes” under Computer Services/Data Projector***
- When you are done filling out the form, scroll to the bottom of the page
- Type in the password
 - **help!**
- Click **Save**

You will receive status updates via email once your event has been approved by the building principal and activated by the Facilities Department.