

Required

- User Account
- Your Group/Association must be pre-approved by district

1. Sign In

ABC School District Facilities

Home Usage

Please Log In

Log In

User Name:

Password:

Remember me next time.

Log In

[Request Access to Site](#)

[Contact Us](#)
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2. From Usage
Menu:
Request Facility,
fill in the blanks

ABC School District Facilities

Home Usage Manage

Calendar - Public
My Facility Requests
Request Facility

Event Request

Group AYSO - Toby's Tigers [New](#)

Classification Class II - Community Based NotForProfit
[Classification Descriptions](#)

Group's Primary Contact Lombardi, Toby (toby)

Event Name

Event Description

Event Type -- Select One --

Event Category -- Select One --

Name of Adult Leader/Supervisor

Number of People Expected

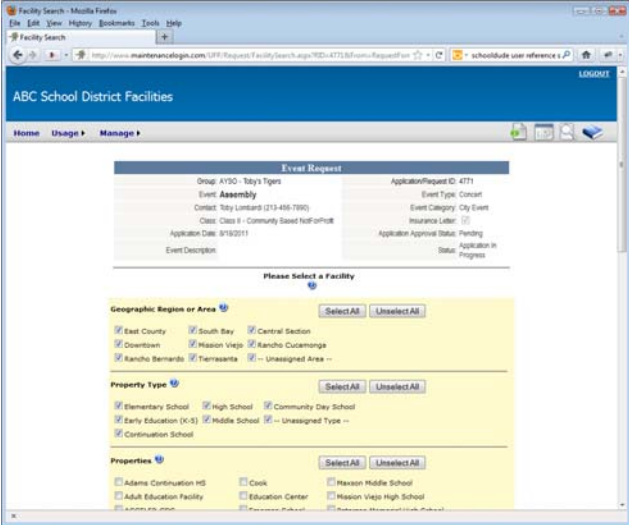
Age Group -- Select One --

Special Requests

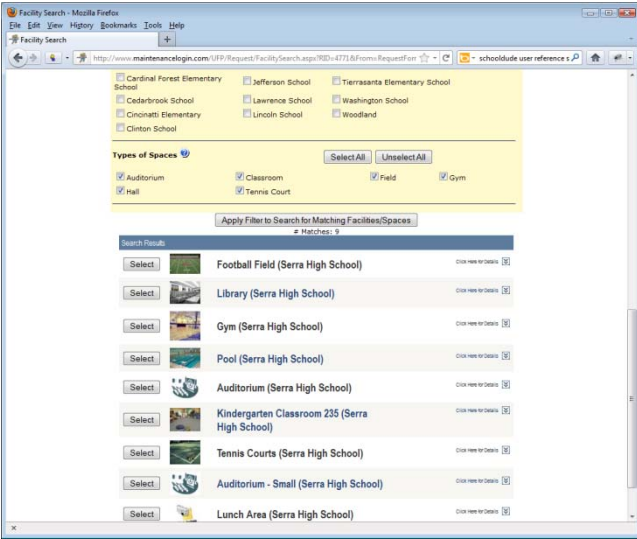
Next >>

<http://www.maintenancelogin.com/ufp/RequestFacilityStep1.aspx?CDs7>

3a. Filter to show just property/spaces wanted



3b. [Select] one space at a time.



3c. Add dates/time:

Keep changing the Date/Time and click [Add Date/Time] for each day.

Hit [Continue] when all dates selected for this space.

The screenshot shows a web browser window with the URL <http://www.maintenancelogin.com/UFP/Request/DateSelect.aspx?RID=4771&FROM=RequestForm>. The page title is "ABC School District Facilities" and it includes a "LOGOUT" link in the top right. A navigation bar contains "Home", "Usage", and "Manage".

The main content area features an "Event Request" form with the following details:

- Group: AYSO - Toby's Tigers
- Event: **Assembly**
- Contact: Toby Lombardi (213-456-7890)
- Class: Class II - Community Based NotForProfit
- Application Date: 8/18/2011
- Event Description:
- Application/Request ID: 4771
- Event Type: Concert
- Event Category: City Event
- Insurance Letter:
- Application Approval Status: Pending
- Status: Application In Progress

Below the form is a link for "Football Field (Serra High School)" with a small image and the text "No warranty.".

The "Add Dates to Your Request" section is highlighted with a red circle. It contains a form with the following fields:

- Date: 09/24/2011 (with a calendar icon)
- Time: 5:00 am (with a dropdown arrow)
- Duration: 4 Hours (with a dropdown arrow)
- Frequency: Once Only (with a dropdown arrow)
- Buttons: "Add Date/Time" and "Remove All Scheduled Times"

Below this form is a table of scheduled times:

Scheduled Date	Times	Request Allowed
Delete Sat 9/24/2011	5:00 AM - 9:00 AM	<input checked="" type="checkbox"/>

A "Continue >>" button is located at the bottom of the date selection area.

A red box on the right side of the page contains the following instructions:

- Select
- 1 - Date
- 2 - Time
- 3 - Duration (how many hours)
- 4 - Click [Add Date/Time] button

The footer of the page includes a "Contact Us" link and the text "Copyright 2011 MaintenanceLogin all rights reserved."

Click either:

[Add Another Space]

[Add Additional Products or Services]

[Save As Estimate]

[Abandon Requests] (deletes it)

or [Submit] to complete process.

Facility - Mozilla Firefox
http://www.maintenancelogin.com/UFP/Request/FacilitySelect.aspx?RID=4771

ABC School District Facilities

Home Usage Manage

Event Request

Group: AYSO - Toby's Tigers	Application/Request ID: 4771
Event: Assembly	Event Type: Concert
Contact: Toby Lombardi (213-456-7890)	Event Category: City Event
Class: Class II - Community Based NotForProfit	Insurance Letter: <input checked="" type="checkbox"/>
Application Date: 8/18/2011	Application Approval Status: Pending
Event Description:	Status: Application In Progress

Request Summary

** This is only an estimate. Actual price may vary based on additional required services.

[Add Another Space](#) [Submit Request](#) [Save As Estimate](#) [Abandon Request](#)

[Add Additional Products or Services](#)

Spaces and Products

Space	Time	Quantity	Base Price	Hourly Price	Unit Price	Amount (Unit Price * Qty)	Available
Saturday, September 24, 2011							
Room Rental							
Football Field (Serra High School)	5:00 AM - 9:00 AM	1		\$25.00	\$100.00	\$100.00	No
Custodial Services							
Custodian Open/Close Services (Football Field) -- Default for Property: Serra High School	5:00 AM - 9:00 AM	1		\$25.00	\$100.00	\$100.00	No
Application Fee RequestID: 4771, Assembly. Request on: 8/18/2011						\$75.00	
Estimated Total						\$275.00	

** This is only an estimate. Actual price may vary based on additional required services.

