

2. Log in

ML Schedules™ Software sample school district login page

E-mail Address

Password

Log In button

Log into ML Schedules™ Software

You can now start making space reservations using the software. If you are not already in the software:

1. Access the ML Schedules™ software login screen using your district-specific URL. (See page 7 for an example of the URL format.)
2. Enter your **E-mail Address** and **Password**.
3. Select **Log In** button.

The *Select Reservation Type* screen will be displayed (see next page) where you can start the process of submitting a Facility Use Request for district spaces.

Important: Many districts require external (community) Group Managers to upload the Group's insurance certificate (in PDF or JPG format) and enter the insurance expiration date the first time you log into the system as described on the next page of this Guide.

(continued on next page)

Add Group Insurance Information

ML Schedules™ User Profile screen

The screenshot shows the ML Schedules user profile interface. At the top, there is a navigation bar with the ML Schedules logo and various menu items like 'User Resources', 'My Requests', 'Admin', 'Reports', 'Requestor Help', and 'District Help'. Below the navigation bar, a welcome message reads 'Welcome to the Facility Use Request System for MasterLibrary CSD'. The main content area is titled 'Manage Profile' and includes a 'Request Space' button. The 'Group Manager Information' section contains input fields for 'Mark', 'First Name', 'Winters', 'Last Name', 'E-mail Address', and 'Password', with a 'Submit' button. The 'Group Information' section lists groups currently managed by the user, including 'Anytown Raiders Youth Baseball' and 'Erie Kayaking Team'. An 'Add New Group' button is located below the group list. A red line points from the 'Edit Group Information icon' label below to the edit icon next to the 'Anytown Raiders Youth Baseball' group name.

Edit Group Information icon

If your district requires community Group insurance information, your User Profile screen will be displayed the first time you log into the software.

To add the required community Group insurance information:

1. Select the Edit (✎) icon next to the Group name to display a new window with the selected Group's current information.

Add Group Insurance Information (cont.)

ML Schedules™ Group Information screen

The screenshot shows the 'Group Information' form with the following fields and sections:

- Group Information:** Group Name (Erie Kayaking Team), Group Phone Number (565444-1234), Group Mailing Street Address (123 Main Street), City (Bushnell's Basin), State (New York), Zip (14534).
- Insurance Information:** (View Current File) Choose File (No file chosen), Insurance Expiration Date (12/31/2016).
- Additional Files (enter name and then upload file):** File 1, File 2, File 3 (each with a 'Choose File' button and 'No file chosen' text).
- District Classifications:** N/A, Request Group Classification at a District button.
- Save Group button:** A prominent orange button at the bottom.

Annotations with orange lines point to:


- 'Choose File' button in the Insurance Information section: Upload Insurance Certification file
- '12/31/2016' text in the Insurance Expiration Date field: Set Insurance Expiration Date
- 'Save Group' button: Save Group button

In the Insurance Information section of the Group Information screen:

2. Select the **Choose File** button and navigate to the desired file from your local drive. Select OK.
3. Enter the Insurance Expiration Date field.
4. Select the **Save Group** button.

Your User Profile screen will be displayed.

Notes:

- You will only need to perform this procedure once per Group that you manage.
- The red flag icon () will be displayed after login next to your email address in the top white bar if your Group's insurance information is about to or has already expired.