

First-Time Overview



register for a
new account
*(only needed
for first-time use)*



log in and
request
space(s)

The first time you use ML Schedules™ Software, you will need to register for a new User account with a Group Name (e.g., for a district club or Girl Scout troop).

You can also create multiple Group Names under one user account. Adding New Groups is described in the Log In procedure

This Account setup step is only necessary the first time you use the software. After that, you'll just log into your district's ML Schedules™ software account using your e-mail address and password to submit requests for a desired space(s).

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 page 11 of this Guide.

1. Register new account

ML Schedules™ Software sample school district login page

Please enter your email address and password to Log In.

E-mail Address

Password

Log In

Other Options [Create New Account \(video\)](#)
[Send Password Reminder](#)

K-12 school districts, municipalities and other facility owners with public-use spaces are reducing operating costs, improving community satisfaction, and reducing their carbon footprints with ML Schedules™ software. [Learn more or recommend a District.](#)

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Create New Account

Access ML Schedules™ Software from your school district's website

From any web browser connected to the internet:

1. Access the ML Schedules™ software login screen using your district-specific URL.

Note: The format of the district-specific URL is a two character State Abbreviation followed by a number-dot-mlschedules.com. For example screen: <http://www.ny9.mlschedules.com>.

An ML Schedules™ Software login screen similar to the one shown at left will be displayed.

2. Select the **Create New Account** command.

A Register screen will be displayed (see next page) to enter information about yourself and your Group(s).

Note: Once your account is set up, you may want to bookmark the URL for your district's log-in page.

(continued on next page)

1. Register new account (cont.)

ML Schedules™ Register screen

Welcome to the Facility Use Request System for MasterLibrary CSD

New Account Setup
Please complete all fields and upload the requested documents (in PDF or JPG format) to create a new ML Schedules™ Software user account and related Group(s).

USER INFORMATION.

First Name Last Name
E-mail Address Confirm E-mail Address
Password Confirm Password

GROUP INFORMATION. If you are an internal district staff member who will be submitting requests on your own behalf (i.e. not for a group, team, club, etc), use your first and last name as the Group Name.

Group Name Phone Number
Street / Mailing Address City
State Zip Code

ADDITIONAL GROUP INFORMATION.

Group Classification

Class	Description
District Groups	District Staff Members
For-Profit	Private parties, commercial, business and profit-making organizations. A rental fee and payment of personnel fees will be required when any group or individual organization requests use of any facility for private gain.

Enter User and Group information

From the Register screen:

3. Enter all of the requested data including:

User Information

- First and Last Name
- Email address including confirmation
- Password with confirmation

Group Information

- Your Group's Name
- A phone number with Area Code in specified format
- Street mailing address including ZIP Code

Additional Group Information

- Requested Group Classification (e.g., 1 for district clubs; 5 for external for-profit non-school groups)

(continued on next page)

1. Register new account (cont.)

ML Schedules™ Register screen (cont. from previous page)

The screenshot displays the 'Register' screen with the following elements:

- Group Classification:** A dropdown menu with '- Please Select -'.
- Class Description Table:**

Class	Description
District Groups	District Staff Members
For-Profit Groups	Private parties, commercial, business and profit-making organizations. A rental fee and payment of personnel fees will be required when any group or individual organization requests use of any facility for private gain.
Non-Profit Groups	The group or organization has been approved by the Superintendent as an "approved school-related group" or as a non-profit group (i.e. does not collect a fee for private gain). A minimal rental fee may be required. Class 2 groups will be charged a custodial fee if a custodian is required outside of normal working hours.
- Non-District Groups:** A section for uploading the group's Certificate of Insurance and its Expiration Date. It includes a 'Choose File' button (labeled 'No file chosen') and an 'Expiration Date' field.
- Additional Group Files:** A section for uploading additional files. It includes three rows, each with a 'File' label, a text input field, and a 'Choose File' button (labeled 'No file chosen').
- Create User Account:** An orange button at the bottom center of the form.
- Note:** A note at the bottom states: "Note: Your Group can only have 1 Classification per District and not all Districts use Classifications. Contact your District for more information."

Choose File button to upload insurance certificate

insurance certificate Expiration Date field

Create User Account button

Enter User and Group information (cont.)

Additional Group Information (cont.)

- If you will be submitting requests on behalf of an **external community group** (e.g., for a scout troop, community athletic league), it is highly recommended that you:

- Use the **Choose File** button to upload a copy of the group's current insurance certificate in PDF or JPG file format, and;
- Enter the insurance **Expiration Date** in the appropriate field.

When all the data is entered:

4. Select the **Create User Account** button at the bottom of the screen

An email message confirming your registration will be sent to you. Please keep this message for your records.