

All facilities are scheduled through School Dude, an online facility management system. Please follow the steps below to request facilities.

Step 1: Request Access to Submit Online Facility Request

- Click [here](#) to access the Community Use Calendar:
- At the top of the page, click on the link to Log in to Request Facility Use.
- Then click on the Create One link to create an account and request access to submit online requests.
- Read and agree to the terms and conditions.
- Complete the steps in the Registration Wizard. For detailed instructions on completing the Registration Wizard, click [here](#).

Step 2: Login and Submit a Schedule Request

- Login using the email address and password created during the registration process.
- Refer to the Schedule Request Timeline to determine when your group is eligible to submit a request. Do not enter a request prior to the designated window for your organization category.
- Click on the Request Facility Use tab and follow instructions to submit a request.
- For detailed instructions on how to submit a request, click [here](#).

Step 3: Email Notification

- If your request was successfully entered, the webpage will reload and you will see a message like this:

Schedule #11111 has been saved!

- You should also receive an email notification confirming your request was received.
- Save this email and refer to the Schedule ID number should you have any questions or need to make any changes.
- Contact Brittany Calhoon at 740-397-5820 ext. 3000, if you have questions.