

ML Schedules<sup>TM</sup> Software Commonly Used Icons

- +

Add/Create new item (e.g., add Group)
- ✎

Edit an existing item (e.g., a User or Group profile)
- ?

Help to open the online Help website
- ✕

Cancel procedure or delete selected item

ML Schedules<sup>TM</sup> Software Commonly Used Buttons

- View Availability

View Availability to verify that a space(s) is available to request based on the criteria entered.
- Confirm & Submit Request

Confirm & Submit Request to submit a completed Request form for approval by the district.
- Continue

Continue to select available spaces during a Recurring or Multiple Spaces at the Same Time requests
- Add New Group

Add New Group in the User Profile page

Basic User Quick Start Guide

First-time overview .....	2
Register new account .....	3
Log in .....	6
• Add Group Insurance Information .....	7
Submit Facility Requests .....	9
• Three ways to request a facility. ....	9
• Accessing the <i>Make A Request</i> screen.....	10
• Make a New Request .....	11
• Provide Additional Information .....	17
• Submit Request .....	18
Edit a User Profile and Add Groups .....	19
Edit Group Information .....	20
Online Documentation .....	21

# First-Time Overview



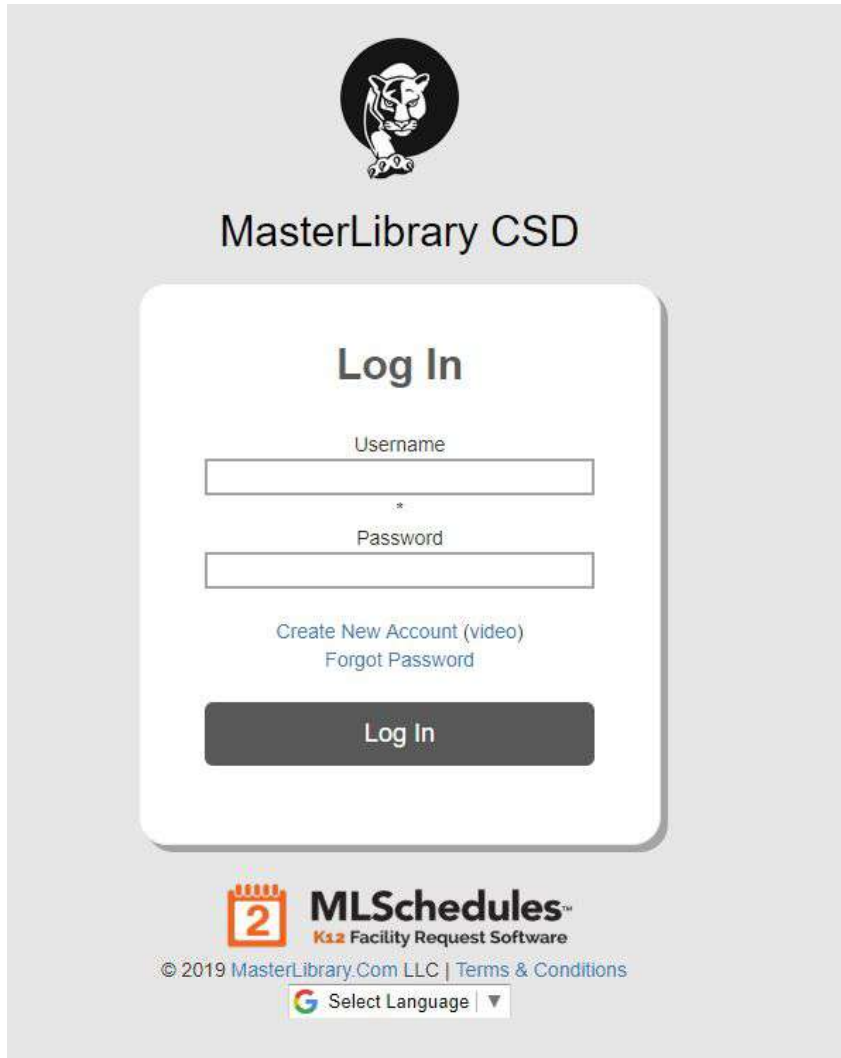
The first time you use ML Schedules™, you will need to register for a new user account with a Group Name (e.g., for a district club or Girl Scout troop).

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 platform. After that, you will be able to log into your district's ML Schedules' account using your email 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 later in this Guide.

# 1. Register a new account



MasterLibrary CSD

**Log In**


Username

\*


Password

[Create New Account \(video\)](#)  
[Forgot Password](#)

**Log In**

 **MLSchedules™**  
K-12 Facility Request Software

© 2019 MasterLibrary.Com LLC | [Terms & Conditions](#)

 Select Language ▼

## Access ML Schedules from your district's website

1. Access the ML Schedules 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.  
E.g.: **<http://www.ny9.mlschedules.com>**.


The ML Schedules 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.

## 1. Register a new account (cont.)



**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.**

<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	
Phone Number	
<input type="text"/>	<input type="text"/>
E-mail Address	Confirm E-mail Address
<input type="password"/>	<input type="password"/>
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.

<input type="text"/>	<input type="text"/>
Group Name	Phone Number
<input type="text"/>	<input type="text"/>
Street / Mailing Address	City
<input type="text"/>	<input type="text"/>
State	Zip Code

## 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

# 1. Register a new account (cont.)

ADDITIONAL GROUP INFORMATION.

Classification

- Please Select -

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.
Government Agencies	All Government Agencies
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: Upload the Group's Certificate of Insurance and its Expiration Date.

Choose File

No file chosen

Expiration Date

Additional Group Files

Enter name and then upload file.

Choose File

No file chosen

File 1

Choose File

No file chosen


File 2

Choose File

No file chosen

File 3

☐ I'm not a robot



Create User Account

## Additional Group Information

Select a Group Classification from the drop-down menu. If you will be submitting requests on behalf of a **non-district group** (e.g., 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 (PDF or JPG), and;
- Enter the insurance **Expiration Date**.

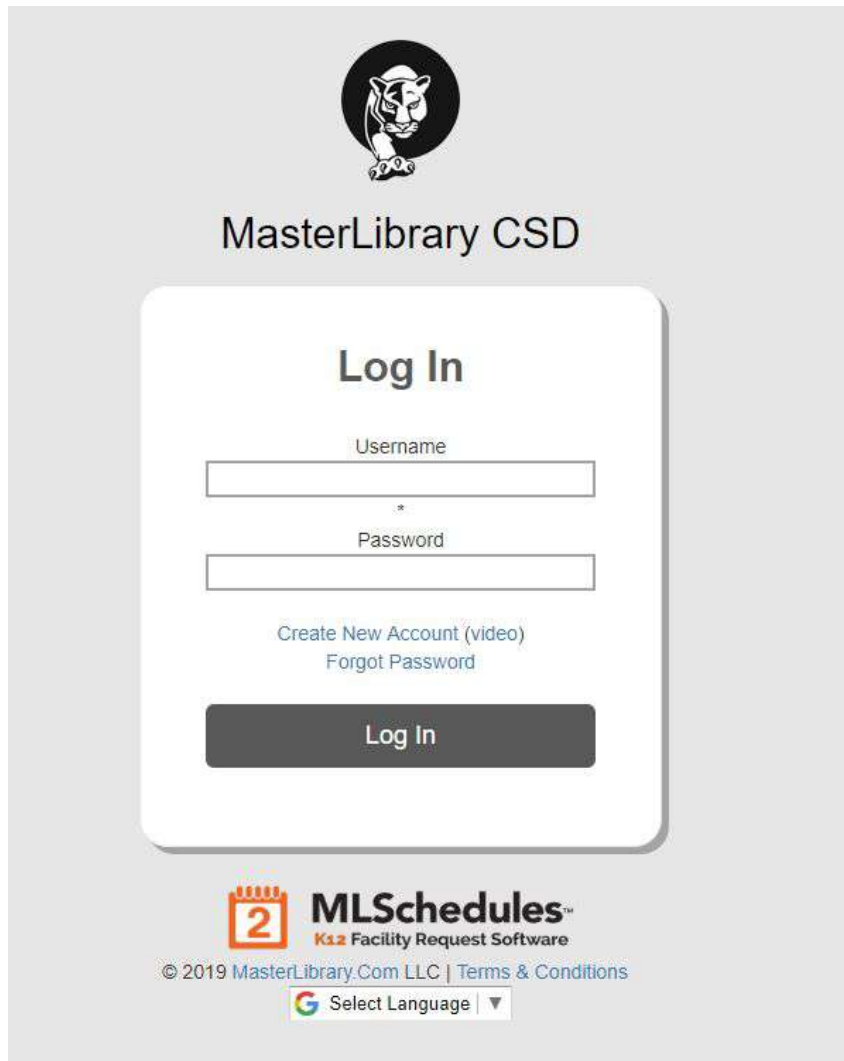
**Note:** If the Classification you have chosen requires insurance, you will need to upload insurance before selecting **Create User Account**.

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.

## 2. Log in



The screenshot shows the login interface for MasterLibrary CSD. At the top is a circular logo featuring a stylized animal head. Below it, the text "MasterLibrary CSD" is displayed. The main login area is a white box with a "Log In" heading. It contains two input fields: "Username" and "Password", separated by an asterisk. Below the password field are links for "Create New Account (video)" and "Forgot Password". A dark "Log In" button is at the bottom of the box. At the bottom of the page, there is an "MLSchedules™ K12 Facility Request Software" logo, copyright information "© 2019 MasterLibrary.Com LLC | Terms & Conditions", and a "Select Language" dropdown menu.

### Log into ML Schedules™

You can now start making space reservations. If you are not already in your account:

1. Access the ML Schedules login screen using your district-specific URL.
2. Enter your **Username** (i.e., email address) and **Password**.
3. Select the **Log In** button.

# Add Group Insurance Information

User Information

ML

First Name

admin@masterlibrary.com

E-mail Address

0

Email Reminder: This will send a daily email for events scheduled for the following # of days

Calendar

Default Homepage:

Save User Information

Reset Password

Admin

Last Name

Phone Number

Group Information

Add New Group

Group Name	Group Classification	Group Status	
Basketball Team 200	District Groups	Approved	<div>EditDelete</div>
Jane Doe	District Groups	Approved	<div>Edit</div>
JV Soccer	District Groups	Approved	<div>Edit</div>
Nicole Barley	Non-Profit Groups	Approved	<div>Edit</div>
Nicole Test	District Groups	Approved	<div>Edit</div>
Test notification	District Groups	Pending	<div>EditDelete</div>
Test123	District Groups	Approved	<div>EditDelete</div>

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

The Group Information section of the screen lists all the groups for which you have administrator privileges.

To add the required group insurance information:

1. Select the **Edit** button next to the Group name to display a new window with the selected Group’s current information.

In the **Insurance Information** section of the Group Information screen:

## Add Group Insurance Information (cont.)

**Insurance Information**

Choose File No file chosen

Insurance Expiration Date

**Additional Files (enter name and then upload file)**

File 1: Choose File No file chosen

File 2: Choose File No file chosen

File 3: Choose File No file chosen

**District Classification**  
MasterLibrary CSD - District Groups  
Group Status: Approved

**Group Managers** ⓘ Add Group Manager

Name	E-mail	Phone
ML Admin	admin@masterlibrary.com	🚩

**Group Contacts** ⓘ Add Contact to Group

Name	E-mail	Phone
------	--------	-------

Save Group

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.

### 3. Submit Facility Requests

**Make A Request:**

Select Group ▼ or Request on Behalf of ▼

**Site(s)**

- Select Site -

**Space(s)**

- Select Space -

**Frequency**

One Time Event ▼

**Date & Time Information**

Start Date\* End Date\*

Start Time\* End Time\*

(including Setup) (including Breakdown)

[View Availability](#)

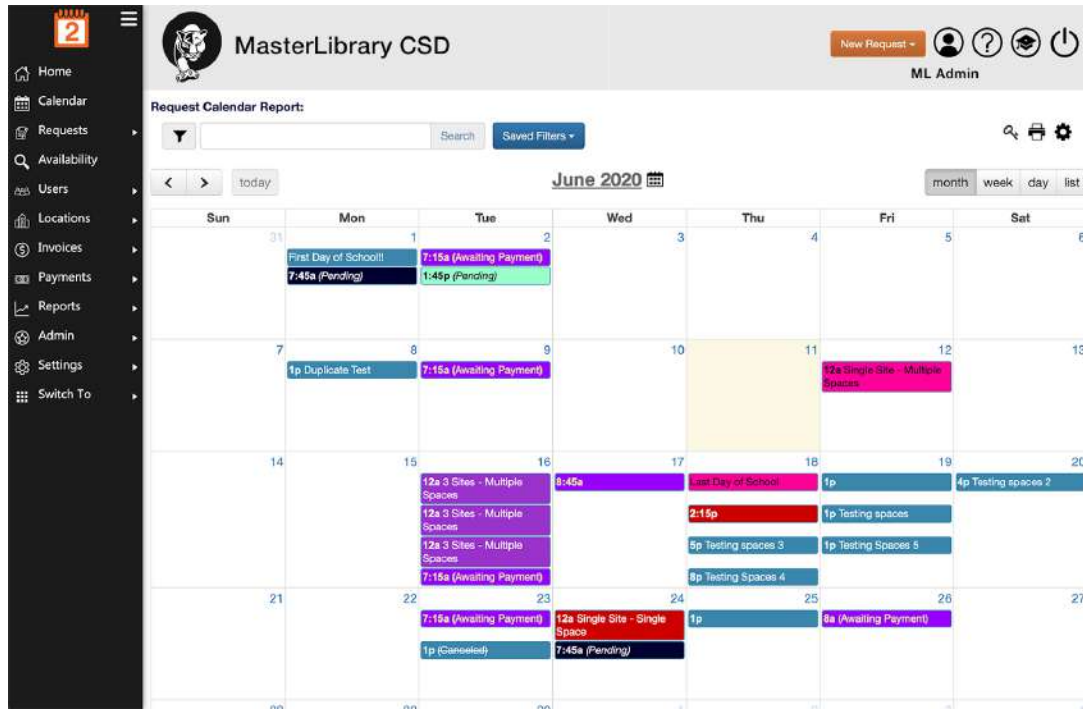
#### Three ways to Request a Facility

There are three ways to submit a Facility Use Request with the ML Schedules:

- A. By selecting a specific time and date.
- B. By selecting a specific space (calendar view).
- C. Viewing multiple spaces at the same time (e.g., gym, locker rooms, and concession area).

Regardless of the way you make your request, the same procedure is used from the **Make A Request** screen (as shown at left). This screen can be accessed in a number of ways as described on the next page.

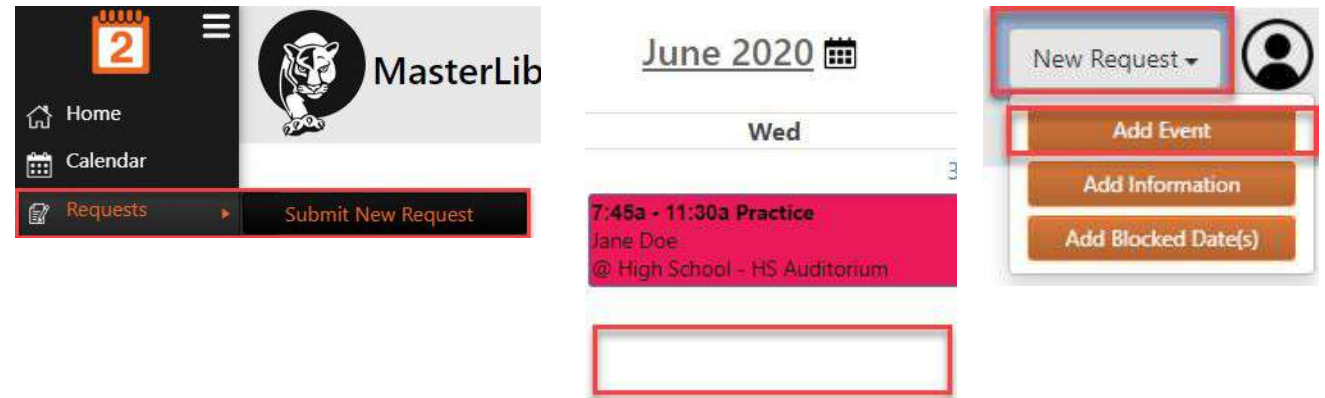
### 3. Submit Facility Requests (cont.)



### Accessing the *Make A Request* screen

There are a number of ways to access the **Make A Request** screen:

1. By selecting **Requests > Submit New Request** from the left-panel toolbox on any screen (*below left*).
2. By double clicking an **open day/time slot** on the calendar panel (*below center*) from the default screen (*shown at left*).
3. By selecting **New Request > Add Event** at the top right of the screen on any screen (*below right*).



### 3. Submit Facility Requests (cont.)

The screenshot shows the 'Make A Request' interface in the MasterLibrary CSD system. The header includes the MasterLibrary CSD logo, a 'New Request' button, and user icons. The left sidebar lists navigation options: Home, Calendar, Requests, Availability, Users, Locations, Invoices, Payments, Reports, Admin, Settings, and Switch To. The main form area contains the following sections:

- Make A Request:** A dropdown menu with 'Jane Doe' selected, followed by 'or Request on Behalf of' and another dropdown.
- Site(s):** A text input field with a clear button (x).
- Space(s):** A text input field.
- Frequency:** A dropdown menu with 'One Time Event' selected.
- Date & Time Information:** Four input fields: 'Start Date\*', 'End Date\*', 'Start Time\* (including Setup)', and 'End Time\* (including Breakdown)'.
- View Availability:** An orange button at the bottom left of the form.

The footer contains copyright information: © 2019 MasterLibrary.Com LLC | Terms & Conditions, the ML Schedules logo, and a 'Select Language' dropdown.

### Make a New Request

All request types require three basic steps:

1. **Search** spaces by date(s) for availability.
2. **Provide** additional information including the need for support personnel and/or equipment.
3. **Confirm** and submit your Request.

To request an available space:

1. Select **New Request > Make New Request** from the upper right of the screen or use one of the other two access methods shown on page 15.

The **Make A Request** screen will be displayed. If you only manage one group, the group name will be displayed in the *Select Group* menu.

### 3. Submit Facility Requests/Make A New Request (cont.)

The screenshot shows the 'Make A Request' form in the MasterLibrary CSD interface. The form is titled 'Make A Request:' and includes several sections:

- Request on Behalf of:** A dropdown menu with 'Jane Doe' selected.
- Site(s):** A dropdown menu with 'Elementary School', 'High School', and 'Middle School' selected, each preceded by an 'x' tag.
- Space(s):** An empty text input field.
- Frequency:** A dropdown menu with 'One Time Event' selected.
- Date & Time Information:** Four input fields for 'Start Date\*', 'End Date\*', 'Start Time\* (including Setup)', and 'End Time\* (including Breakdown)'.
- View Availability:** An orange button at the bottom left.

The footer of the form includes copyright information: '© 2019 MasterLibrary.Com LLC | Terms & Conditions', the 'ML Schedules' logo, and a 'Select Language' dropdown.

#### Site(s)

This close-up shows the 'Site(s)' field with three selected tags: 'x Elementary School', 'x High School', and 'x Middle School'. Each tag has a small 'x' icon to its left. A larger 'x' icon is at the end of the field to delete all selections.

- 2a. **If managing more than one Group:** Select the desired group from the *Select Group* drop-down menu.
- 2b. **If submitting the Request on behalf of another user:** Select the user from the *Request on Behalf of* menu.
3. Select the location(s) of the space you want to reserve from the **Site(s)** drop-down menu.

**Multiple Selections:** To select multiple options in the **Site(s)**, **Space(s)** and other menus:

- Select your first option. A tag with the selected space name will appear at the top of the menu.
- Select the Site(s) field again to select other options. Each selected site will appear as a tag at the top of the menu as shown at lower left.
- Select the **x** in each tag to delete the selection.

### 3. Submit Facility Requests/Make A New Request (cont.)

**MasterLibrary CSD**

New Request | ML Admin

**Make A Request:**

Request on Behalf of: Jane Doe or Request on Behalf of

**Site(s)**

Elementary School High School Middle School

**Space(s)**

ES Cafeteria ES Gym HS Cafeteria HS Gym MS Cafeteria MS Gym

**Frequency**

One Time Event

**Date & Time Information**

Start Date\* End Date\*

Start Time\* (including Setup) End Time\* (including Breakdown)

View Availability

© 2019 MasterLibrary.Com LLC | Terms & Conditions ML Schedules™ MS Facility Request Software Select Language

**Frequency**

Multiple Days Per Week

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

**Frequency**

Custom Frequency

June 2020 ~ July 2020

June							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
23	31	1	2	3	4	5	27	28	29	30	1	2	3
24	7	8	9	10	11	12	4	5	6	7	8	9	10
25	14	15	16	17	18	19	11	12	13	14	15	16	17
26	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	1	2	3	25	26	27	28	29	30	31
28	5	6	7	8	9	10	1	2	3	4	5	6	7

4. Select the desired space(s) from the **Space(s)** drop-down menu. Make multiple selections, if desired.
5. Select a request **Frequency** from the drop-down menu. Available options include:
  - One Time Event (*default*)
  - Every Other Week
  - Daily
  - Multiple Days Per Week
  - Daily - Weekdays only
  - Monthly
  - Weekly
  - Custom Frequency
- 5a. **Multiple Days Per Week:** Select the desired days for the weekly event (*left center*).
- 5b. **Custom Frequency:** Select the desired dates from the drop-down calendar (*left bottom*) selecting as many dates as needed.

### 3. Submit Facility Requests/Make A New Request (cont.)

The screenshot shows the 'Make A Request' interface for MasterLibrary CSD. The left sidebar contains navigation links: Home, Calendar, Requests, Availability, Users, Locations, Invoices, Payments, Reports, Admin, Settings, and Switch To. The main form area has the following sections:

- Make A Request:** Includes a dropdown for 'Request on Behalf of' (Jane Doe) and a 'Request on Behalf of' dropdown.
- Site(s):** A multi-select field with 'Elementary School', 'High School', and 'Middle School' selected.
- Space(s):** A multi-select field with 'ES Cafeteria', 'ES Gym', 'HS Cafeteria', 'HS Gym', 'MS Cafeteria', and 'MS Gym' selected.
- Frequency:** A dropdown menu set to 'One Time Event'.
- Date & Time Information:** Includes fields for 'Start Date' (07/15/2020), 'End Date' (07/15/2020), 'Start Time' (3:30pm), and 'End Time' (5:15pm). Below the time fields are labels: '(including Setup)' for Start Time and '(including Breakdown)' for End Time.

A 'View Availability' button is located at the bottom of the form. The footer contains copyright information: '© 2019 MasterLibrary.Com LLC | Terms & Conditions', the 'ML Schedules K12 Facility Request Software' logo, and a 'Select Language' dropdown.

The application will calculate all other Frequency settings based on the **Starting Date** selected in step 6.

6. Select **Start and End Dates** from the drop-down calendars.

**Note:** If the **Make A Request** screen was accessed from the calendar panel, these fields will be prefilled with the date selected on the calendar.

7. Select **Start and End Times** from the drop-down menus. Be sure to include all setup and breakdown times in these settings.
8. Select the **View Availability** button.

### 3. Submit Facility Requests/Make A New Request (cont.)

Date & Time Information

07/15/2020

Start Date\*

07/15/2020

End Date\*

3:00pm

Start Time \*

(including Setup)

5:15pm

End Time \*

(including Breakdown)


View Availability

Continue

Space	Date	Start Time (incl. Setup)	End Time (incl. Breakdown)	Available
<input checked="" type="checkbox"/> ES Cafeteria	07/15/2020	3:00pm	5:15pm	YES
<input checked="" type="checkbox"/> ES Gym	07/15/2020	3:00pm	5:15pm	YES
<input checked="" type="checkbox"/> MS Cafeteria	07/15/2020	3:00pm	5:15pm	YES
<input checked="" type="checkbox"/> MS Gym	07/15/2020	3:00pm	5:15pm	YES
<input checked="" type="checkbox"/> HS Cafeteria	07/15/2020	3:00pm	5:15pm	YES
<input checked="" type="checkbox"/> HS Gym	07/15/2020	3:00pm	5:15pm	NO

A list of each occurrence showing an **Available** status (YES or NO) for the selected space will be displayed. If the desired space is available for the selected start date, times and frequency, **YES** will be displayed in the **Available** column.

**Note:** If the desired space is not available, try changing one or more of the field settings to find available spaces that meet your group’s needs.

6. **If you searched for multiple sites/spaces:**  
Select the Delete icon (  ) for any spaces that you don't want included on the request.
7. Select the **Continue** button to confirm the request.  
You will now be able to add more event data.

### 3. Submit Facility Requests/Make A New Request (cont.)

**MasterLibrary CSD** New Request ML Admin

**Make A Request:**

or

**Site(s)**

**Space(s)**

**Frequency**

**Date & Time Information**

**Start Date\*** **End Date\***

**Start Time\*** **End Time\***

**(including Setup)** **(including Breakdown)**


If the desired space is not available for the selected start date, times and frequency, **NO** will be displayed in the Available column. To find available spaces:

- Enter different dates and/or Start and End Times.
- The **Available** status will change to **YES** if available.
- Select the available space and proceed to step 6 above.

#### Notes:





- To search using different parameters, enter new field data and select the **View Availability** button.
- You can edit the **Start and End Date and Time** fields before selecting **Continue** to confirm your entries and proceed to the next step of the request process.

### 3. Submit Facility Requests (cont.)



MasterLibrary CSD

New Request



ML Admin

CONFIRM YOUR RECURRING REQUEST:

> Go back to previous screen

View Requested Events

EVENT INFORMATION

Event Name\*

Minutes for Setup

Minutes for Breakdown

Select Event Type

Event Type\*

Notes (Set Up Directions, Other Instructions, etc)

ADDITIONAL INFORMATION

Multi Select Dropdown Field

Option 1

Single Select Required

Number of people attending

Rehearsal

Type of Event

Multi-Select

EQUIPMENT

PERSONNEL

No

Parking Lot Attendant / Notes

No

Auditorium Supervisor

No

IT Support / Notes

No

Security / Notes

No

Custodial Staff / Notes

CALENDAR INFORMATION (Optional section to show event details to public calendar. Commonly used for ticketing links, images, and flyers.)

ATTACHMENTS

Choose File

No file chosen

Choose File

No file chosen

File Attachment 1 / Note

File Attachment 4 / Note

☐ I have read and agree to the District Terms & Conditions (view)

☐ Send me a Confirmation E-mail

☐ Do not require approval on this request

### Provide Additional Information


After confirming that the requested space(s) meet your needs, a screen will be displayed where you can:

- Provide additional information for the district including how the event should be displayed on its calendar.
- Select required seating, equipment and support staff.
- Upload attachments such as setup drawings, event registration forms, attendee lists, etc.
- Confirm that you agree to all terms and conditions, sign the form, and submit it for processing.

**Note:** Use the arrow buttons to the upper right of each section to view its contents. Available options will vary by district based on local preferences.

8. Complete the **Event Information, Additional Information, Calendar Information, and Attachments** sections as needed.



Please sign. 

Sign above if you have read and agree to the District Contract ([view](#))

Confirm & Submit Request

## Submit Request

Once all desired additional event information has been completed:

9. Select the checkbox signifying you have read and agree to the district's terms of use.

**Note:** The Terms of Use are usually available from the district's website.

10. Using a mouse (or your finger on a tablet or phone), sign your name in the box.
11. Select the **Confirm & Submit Request** button to submit the Request for review and approval.

A thank-you screen will confirm that your Request is being processed. You will be notified of its progress via email.

Note that the requested space will now appear as **Pending Approval** to other basic users when searching spaces if your district has enabled this feature.

# Edit a User Profile / Add Groups

**MasterLibrary CSD** New Request ML Admin

**Manage Profile:**

**User Information** Reset Password

ML:  Admin

First Name:  Last Name:

E-mail Address:  (585) 555-1212

Phone Number:

Email Reminder: This will send a daily email for events scheduled for the following # of days:  0

Calendar:

Default Homepage:

Save User Information

**Group Information** Add New Group

Group Name	Group Classification	Group Status
	Class 1	Approved

Edit

© 2019 MasterLibrary.Com LLC | Terms & Conditions ML Schedules Select Language

## Edit Group Manager (User) information

1. Select the Profile icon ( ) located at the top right of the screen. The **Manage Profile** screen will be displayed.
2. Select and enter the new data in the desired fields.
3. Select the **Save User Information** button.

The updated information will be displayed.

## Add a New Group

1. Select the **Add New Group** button. An **Add New Group** window will be displayed (see example on next page).
2. Enter the new Group information in all fields.
3. Select the **Save Group** button.

The User Profile screen will be displayed with the new Group information.

# Edit Group Information

Basketball Team 200

Group Name

321 Cheer Street

Group Mailing Street Address

New York

State

Choose File

No file chosen

Additional Files (enter name and then upload file)

Choose File

No file chosen

File 1

Choose File

No file chosen

File 2

Choose File

No file chosen

File 3

District Classification

MasterLibrary CSD - District Groups

Group Status Approved

Group Managers

Name

E-mail

Phone

ML Admin

admin@masterlibrary.com

Group Contacts

Name

E-mail

Phone

Save Group

Group Phone Number

Canandaigua

City

14424

Zip

Insurance Expiration Date


Add Group Manager

Add Contact to Group

1. Select the **Edit** button next to the Group name (see previous page) to display a new window with your current information.
2. Enter the new data in the desired fields.
3. Select the **Save Group** button.

The User Profile screen will display the new Group which will also appear in your Group drop-down menu when submitting a Facility Use Request.

## Online Documentation

When you're logged into ML Schedules, comprehensive online documentation can be accessed from any screen by selecting the Help icon  from the gray header menu displayed at the top of all pages.

If you have a suggestion on how to improve the usability of ML Schedules or this *Quick Start Guide*, please let us know using the Contact Us form.

## Thanks for using ML Schedules!

Thanks for trusting your district's facility use requests to ML Schedules. We hope you found this *Quick Start Guide* helpful.

Remember to follow the step-by-step text instructions and graphics that indicate your place in the process.

©2020, MasterLibrary.com. All rights reserved. MasterLibrary and ML Schedules are trademarks of MasterLibrary.com LLC.