

Creating a New Account

Log in

Log in

Log in with AD FS

Need an account?

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For New Users to create an account click on "Need an Account"



Register

* Name

* Email

* Re-enter

* Password

* Re-enter

* Name of Organization

* Address

Phone Number

* Address for Billing Purposes

[→ Continue](#)

Enter user name and information and create a password for the organization requesting facility usage.

Click "Continue"





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Community Member
BK Log out

- Calendar
- Schedule Requests
- Help & Updates

September 2019 Today < > Month

+ New request

Filter Search

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
		10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

You will see a calendar after successfully creating/logging in.

Click on "New Request" and select Schedule Request



+ New request

Schedule request



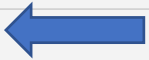
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September 2019 Today < > Month Filter Search

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
		10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Can also click on "Schedule Requests"





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Calendar

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New Schedule Request

Request

* Request type: Community Event

* Event name: Community Event

* Building: [Dropdown]

* Resources: [Dropdown]

* Starts: 10/13/2019 [Calendar Icon]
 All day

* From: 9:00am

* To: 10:00am

* Repeats: Never [Dropdown]

Setup time: [Dropdown]

Teardown time: [Dropdown]

* Are you a staff member or community member?: [Dropdown]

* Event Setup Details: [Text Area]

REQUEST TYPE - Select Community Event

EVENT NAME - Enter Event Name (i.e. "Cheer Banquet")

BUILDING - Choose the facility requested for use (i.e. "BSHS")

RESOURCES - Specific location of event in requested facility (i.e. Cafeteria). *can choose more than one location

STARTS - Date of Event (if all day event check box ALL DAY)

FROM & TO - START & END TIMES OF EVENT

REPEATS - For multiple events - most will be NEVER (Example of others attached)

SETUP TIME - Time needed prior to event

TEARDOWN TIME - time needed after event

STAFF MEMBER OR COMMUNITY MEMBER

EVENT SETUP DETAILS- Be as specific as possible in this area.



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New Schedule Request

Request

* Request type: Community Event

* Event name: [Empty text box]

* Building: BSHS

* Resources: CAFETERIA, AUXILIARY GYM

* Starts: 10/16/2019 [Calendar icon]
 All day

* From: 10:00am

* To: 11:00am

* Repeats: Daily

* Every: Day

* Ends: The following week

Setup time: [Empty dropdown]

Teardown time: [Empty dropdown]

* Are you a staff member or community member?: [Empty dropdown]

* Event Setup Details: [Empty text box]

Example of a **DAILY** Repeat



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New Schedule Request

Request

* Request type: Community Event

* Event name: [text input]

* Building: BSHS

* Resources: CAFETERIA x AUXILIARY GYM x

* Starts: 10/16/2019 [calendar icon]
 All day

* From: 10:00am

* To: 11:00am

* Repeats: Weekly

* On: Sun Mon Tues Wed Thur Fri Sat

* Every: Week

* Ends: The following month

Setup time: [dropdown]

Teardown time: [dropdown]

* Are you a staff member or community member? [dropdown]

* Event Setup Details: [text area]

Example of a **WEEKLY** Repeat



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New Schedule Request

Request

* Request type: Community Event

* Event name: [text input]

* Building: BSHS

* Resources: CAFETERIA, AUXILIARY GYM

* Starts: 10/16/2019 [calendar icon]
 All day

* From: 10:00am

* To: 11:00am

* Repeats: Monthly

* By: Day of the month

* Every: Month

* Ends: The following year

Setup time: [text input]

Teardown time: [text input]

* Are you a staff member or community member?: [text input]

* Event Setup Details: [text input]

Example of a **MONTHLY** Repeat



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New Schedule Request

* Resources: CAFETERIA x AUXILIARY GYM x

* Starts: 10/16/2019
 All day

* From: 10:00am

* To: 11:00am

* Repeats: Yearly

* Every: Year

* Ends: After a certain number of occurrences

* Occurrences:

Setup time:

Teardown time:

* Are you a staff member or community member?:

* Event Setup Details:

Example of a **YEARLY** Repeat

[Formatting guide](#)



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New Schedule Request

* Event name

* Building

* Resources

* Starts All day

* From

* To

* Repeats

* On

Setup time


Teardown time

* Are you a staff member or community member?

* Event Setup Details

Example of **CUSTOM** Repeat

[Formatting guide](#)



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Calendar

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New Schedule Request

Formatting guide

* Food Services Requested

Food Service Details

Formatting guide


* Will admission be charged?

* Will the program be open to the public

Technology Details

Formatting guide

FOOD SERVICES REQUESTED - YES or NO
FOOD SERVICE DETAILS -
specific instructions for catering
WILL ADMISSION BE CHARGED - YES or NO
WILL THE PROGRAM BE OPEN TO PUBLIC – YES or NO
TECHNOLOGY DETAILS –
this includes video screens, setup laptop etc.



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Calendar

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Requests > New Schedule Request

New Schedule Request

[Formatting guide](#)

Custodial services requested (If yes, please list quantities below)

Tables

Chairs

Risers

Coat Racks

Additional Event Details (Please be detailed)

[Formatting guide](#)

Facility Fees [Click here to view Facility fees and rental guidelines](#)

* I agree to the Facility fees and guidelines

PLEASE NOTE: Payment is due in full within 5 days to finalize the request. The billing address to send payment to is 4 Academy Street, Suite 100 Bolling Springs, PA 17007.

Schedule Star ID

Attachments

CUSTODIAL SERVICES – YES or NO
(if YES answer follow up questions)

ADDITIONAL EVENT DETAILS
– important information not already covered

FACILITY FEES – Please read over and understand the current Usage Fees and Rules

PAYMENT- Is due within 5 business days for request to be approved

SCHEDULE STAR ID – Internal use only

ATTACHMENTS – Please attach your Certificate of Insurance (COI) here



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Requests > New Schedule Request

New Schedule Request

Chairs
Risers
Coat Racks

Additional Event Details
(Please be detailed)

[Formatting guide](#)

Facility Fees [Click here to view Facility fees and rental guidelines](#)

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PLEASE NOTE: Payment is due in full within 5 days to finalize the request. The billing address to send payment to is 4 Academy Street, Suite 100 Bolling Springs, PA 17007.

Schedule Star ID

Attachments

Upcoming reminder day(s) before an event's start date.

UPCOMING REMINDER-
enter how many days prior
a reminder is sent out
Click SUBMIT