

Reserving a Room at Wilson



1. Go to www2.tulsaschools.org/request_facility.shtm and click REQUEST TO USE MY SCHOOL BUILDING.

Request a TPS Facility

Instructions for requesting a TPS facility (My School Building instructional video)

Request to use My School Building (login)

Note: Requests must be submitted at least 10 days before the event.

2. On this screen, enter your email and click SUBMIT.

Tulsa Public Schools




Got a problem? Email us

Welcome! To begin, please enter your email address below.

Email Address

3. This page gives you several options. Pick **NORMAL SCHEDULE**.

Tulsa Public Schools SchoolDude apps - Application Links - Logout

 How to Submit a Facility Use Request
Got a problem? Email us

Schedule Request My Requests Settings HELP

New Schedule

Normal Schedule

- Single date
- Multiple dates
- Same location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same location/areas

Irregular Schedule

- Single date
- Multiple dates
- Multiple Rooms/areas

4. Once **Normal Schedule** has been selected, you will be taken to a form that asks specific information about your reservation request. Remember **Red Check-Box Fields MUST be filled out** or your request will NOT be processed.

5. Even though it is not a required entry, please fill out a description for the event. Leave the **Area** field blank. Select **LOCATION**, and then click on the BINOCULARS icon beside the **ROOMS** question. This will pull up a list of rooms. Pick one (even if you don't care which room you get, it's still a required question) and then scroll to the bottom of the popup window and click OK. **It's important to note that selecting a specific room doesn't guarantee you will get that room as room assignments are subject to change.**

Click the Binoculars to select a Room

Booked by **First Name** Dana **Last Name** Mason


Email
masonda@tulsaschools.org
Please be yourself, click here if you are not Dana Mason

Event Title Class Title

Event Description This is a sample description.

Area -- Select Area -- View Bookings

Location Wilson Teaching & Learning Academy

Rooms --Select Room--  View Room Details

6. Continue filling out all required sections. When you get to the **ORGANIZATION** section, you will pick your department or school by clicking the binoculars icon. This will bring up an alphabetized list which you can select from. Selecting a department or school from this list will auto-populate the other fields in this section. If you cannot find your organization in the list, you can type in in the NEW field if you need to (but this will not auto-populate the other fields, so don't forget to fill those out!)

The screenshot shows a web form with several sections: 'Additional Information', 'Organization Information', and 'Insurance Information'. In the 'Organization Information' section, there is a dropdown menu for 'Organization' with a binoculars icon to its right. A red arrow points from the text 'Click the Binoculars to choose ORGANIZATION' to this icon. Another red arrow points from the text 'A pop-up window will appear - select your organization from the alphabetized list' to a pop-up window titled 'Organization Lookup'. The pop-up window displays a search bar, a 'Go' button, and a list of 12 organizations. The list includes: Webster Class of 95', Webster High School, West Side Alliance Soccer Club, West Tulsa Outreach, Whitman Elementary, Will Rogers Class of 1964, Will Rogers Class of 1965, Will Rogers Class of 1970, Will Rogers Class of 2005, Wilson Teaching and Learning Academy, Woodlake Church, and WRHS 1975 40th Reunion. A 'Close this window' button is at the bottom of the pop-up.

Click the Binoculars to choose ORGANIZATION

A pop-up window will appear - select your organization from the alphabetized list

7. Finally, at the bottom of the form, it asks for a password. That password is **password**. Once you have filled out the form, click on **SAVE**. Once submitted, you will receive an email regarding the status of your request.

The screenshot shows the bottom section of the form. It includes a text input field for 'Other Needs'. Below that is the 'Event Visibility' section with the text 'Display events on the facilities use calendar' and radio buttons for 'Yes' (selected) and 'No'. There is a checked checkbox for 'Password' followed by a password input field containing seven dots and a 'Forgot Password?' link. At the bottom, there are 'Save' and 'Reset' buttons.