

INSTRUCTIONS FOR NEW ON-LINE CALENDAR

- 1) Go to <http://fs-wca.rschooltoday.com/calendar> to view calendar
- 2) To become a requestor (so you can request facility use on-line), scroll to bottom of calendar page and click on "facilities scheduler login"
- 3) This will bring you to the rSchoolToday login page. Once you are an authorized requestor, this is where you would login. However, when registering for the first time, go to "requestors login" at the bottom right hand corner of the screen
- 4) On the next screen, click on "become a requestor". You can also login from this screen if you are an authorized requestor.
- 5) You should now be on the "Facilities Requestor Registration Form"
- 6) Complete and submit this form
- 7) Once you are approved as a requestor, you can login to the system. Once you are logged in, the system is fairly easily to navigate through in order to request court time, reserve a room, book an event, etc. There is a video tutorial option you can choose for further assistance. Or feel free to contact Pat Anderson or Mindy Moritz for additional assistance.