

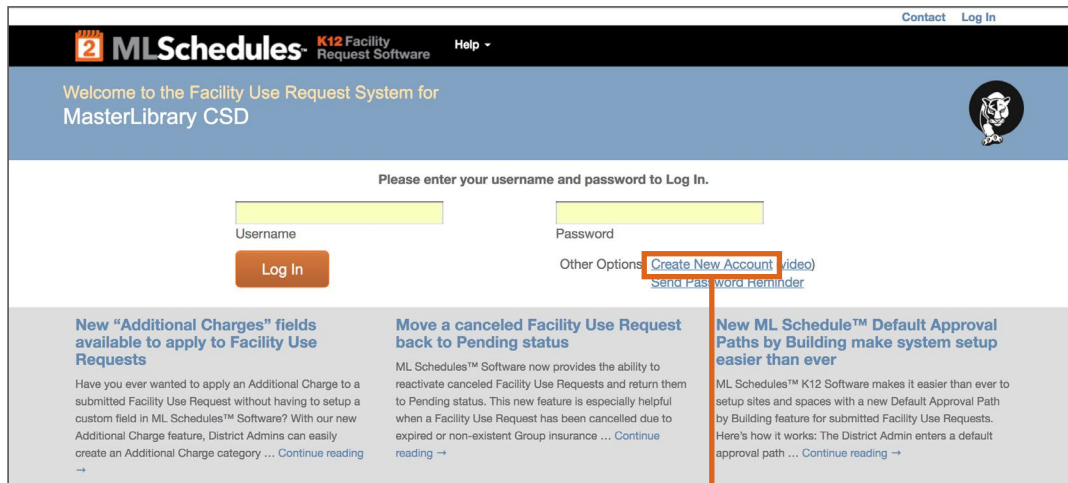


## New User Introduction

*This article provides background information about your School District's implementation of ML Schedules™ K12 Facility Request Software and what you need to do if you regularly reserve and use District spaces.*

- Who?** Community residents who reserve local School District spaces on behalf of groups such as sports teams, scout troops and civic organizations.
- What?** Your School District is a new subscriber to ML Schedules™ Software and is implementing its use among residents who submit Facility Use Requests to use District spaces.
- Why?** ML Schedules Software automates your District's Facility Use Request process in the cloud to improve efficiency, reduce approval processing times, and make everyone happier. It also virtually eliminates hard copies to reduce your District's carbon footprint.
- Where?** Your District's online Facility Use Request account and process can now be accessed from your District's website from any internet-connected device including personal computers, tablets and smart phones.
- How?** Community residents who reserve and use District spaces on behalf of groups must create a free ML Schedules™ Software user account to make Facility Use Requests.  
 To create your free account, visit your local school district's website and find the link to [Facility Use Requests](#). An easy-to-use *Create New Account* page will be displayed where you can enter required user and group information.  
 Once your Account is saved, you can immediately make Requests using the software although you may first need to furnish certain Group paperwork such as insurance certifications based on your district's policies.

### Sample District ML Schedules™ login page



*Create New Account* command

- Questions?** For more information about using the software, please check your School District's website or contact the appropriate department at your local school district.

*On behalf of your School District, thanks for your assistance and understanding as the Facility Use Request process is automated with ML Schedules™ software. We're confident you'll find the software easy to use and an improvement over our previous system.*