

# FACILITY CALENDAR SEARCH AND REQUEST

Go to <https://phs.d214.org/>

Click on **Staff Login**, bottom left (you will need to login to see the Facility Calendar)

Log in with your D214 credentials

On the right side, select **FACILITY CALENDAR**

NOTE: THIS IS TO VIEW ONLY! (CHECKING AVAILABILITY)

Select the following:

- Location Type → **Leave it at -ALL-**
- Building Type → **PHS**
- Building → **Prospect High School, PHS Athletics or PHS Outdoor**
- Location → Select the room you are looking for, in this case you will be looking for all of the conference rooms as well as the cafeteria in the building.
- Click the **CHECK AVAILABILITY** button (Note: pick month, week etc.)

The screenshot shows the Facility Calendar Search and Request interface. On the left, there are filters for Location Type (set to -All-), Building Type (set to Indoor), Building (set to Prospect High School), and Location (set to CRMS A & B). A 'Check Availability' button is visible at the bottom of the filter panel. The main calendar view shows the month of September 2020. The calendar grid includes dates from 30th to 19th. Events are listed for several days:

- Wednesday, 2nd:** 7:30am-3:00pm TLF Meeting (TLC) Prospect High School - CRMS A & B
- Friday, 4th:** 10:00am-2:00pm Knights Voice Prospect High School - CRMS A & B
- Monday, 7th:** 8:00am-8:30am Operations Meeting Prospect High School - CRMS A & B
- Tuesday, 8th:** 9:00am-10:00am ILT MEETING Prospect High School - CRMS A & B
- Monday, 14th:** 8:00am-8:30am Operations Meeting Prospect High School - CRMS A & B; 8:30am-9:30am Principal Meeting Prospect High School - CRMS A & B; 7:00pm-8:00pm Athletic Booster Meeting Prospect High School - CRMS A & B

f. The default is MONTH view, but you can also select WEEK, DAY, LIST

Once you see the room or area is available, you will need to go to the Facility Scheduler and book the room. See the directions under Facility Scheduler.

If you cancel your event, change the time or want to change your location, please email Jill Amati. [jill.amati@d214.org](mailto:jill.amati@d214.org).