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K12 FACILITY SCHEDULING SOFTWARE

BUYER'S GUIDE

Six underrated features to look for
in K12 Facility Scheduling Software

 **MasterLibrary**

Efficient facility scheduling forms the backbone of a well-organized and smoothly functioning school district. However, the true potential of scheduling software often remains untapped due to the oversight of underrated features. As you evaluate the right facility scheduling solution for your district, this guide hopes to shed light on some overlooked yet immensely impactful functionalities.

We hope this helps administrators evaluate potential solutions a little deeper, highlighting six features within a scheduling systems that can elevate efficiency, streamline processes, and redefine the management of K12 facilities.



1 Feature # 1: Min/Max Days Notice to Submit a Request

The ability to “automate out” surprises for facility rentals reduces last-minute chaos and brings a level of predictability and stability to your facility schedule and admin team. Look for software that allows administrators to set limits on when certain groups or users are able to submit requests.

Feature # 1: Min/Max Days Notice to Submit a Request

Example If your district's policy requires 7-days advance notice for an outside group to request a space, you can set a **7 days minimum notice** in advance to submit a request. If a request is less than 7 days away, the system will block the request and alert the group that the district requires 7 days notice in advance.

Admins can also set restrictions on how far out in the future groups are able to submit requests. This eliminates groups trying to come into the system and book a space for the next 2 years straight.

TIP Your Min/Max Days may be different based on the type of group requesting. Look for software that allows you to segment groups into different classes, allowing for unique min/max day thresholds to be set per classification.

Days Notice to Cancel :

Days Notice to Request :

Days Date

Days in Future Allowed :

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Feature # 2: Mass Cancel Events

When a weather-related event cancels school or activities for the day, how easy is it to notify and cancel those events within the scheduling software?

With the right solution, this can be accomplished with one action.

Feature # 2: Mass Cancel Events

A Mass Cancel Event feature allows admins to mass cancel all events on a given day or date range for a specific site or space or the entire district. When a snow day occurs, for example, you can easily cancel all events for that day, enter a reason and have it automatically notify all users via email.

TIP Look for a solution that also allows the admin to provide a reason or short message that will automatically send to all users via email when a Mass Cancel Event occurs.

Mass Cancel Events

Date Range: 06/01/2022 * 12/31/2022 [View Events](#)

Cancel Reason: [Cancel Event](#) [Send Email](#)

<input type="checkbox"/>	Id	Site :	Space :	Group :	Group User :	Event :	Start :	Status :
<input type="checkbox"/>	42816	Aurora-Centre HS	Gym	Varsity Soccer	ML Admin	Tue Even 01:15	Fri 06/01/2022 02:00 PM	Approved
<input type="checkbox"/>	42817	Aurora-Centre HS	Gym	Varsity Soccer	ML Admin	even test 3:1:40	Sat 06/04/2022 02:00 PM	Approved
<input type="checkbox"/>	42818	High School	HS Computer Lab	Advanced Math-Based Problem Solving Group Work	ML Admin	test	Fri 06/03/2022 03:30 PM	Pending
<input type="checkbox"/>	42819	High School	HS Computer Lab	Advanced Math-Based Problem Solving Group Work	ML Admin	test	Fri 06/03/2022 03:30 PM	Approved
<input type="checkbox"/>	42821	High School	HS Gym	Aurora Flag	ML Admin	test meeting	Mon 06/06/2022 11:00 AM	Approved
<input type="checkbox"/>	42822	High School	HS Gym	Aurora Flag	ML Admin	test meeting	Mon 06/06/2022 11:00 AM	Approved
<input type="checkbox"/>	42830	High School	HS Cafeteria	meeting	ML Admin	make test	Mon 06/06/2022 03:00 PM	Pending
<input type="checkbox"/>	42831	High School	HS Cafeteria	meeting	ML Admin	make test	Tue 06/07/2022 03:00 PM	Pending
<input type="checkbox"/>	42832	High School	HS Cafeteria	meeting	ML Admin	make test	Wed 06/08/2022 03:00 PM	Pending
<input type="checkbox"/>	42833	High School	HS Cafeteria	meeting	ML Admin	make test	Thu 06/09/2022 03:00 PM	Pending
<input type="checkbox"/>	42834	High School	HS Cafeteria	meeting	ML Admin	make test	Fri 06/10/2022 03:00 PM	Pending
<input type="checkbox"/>	42836	Elementary School	ES Cafeteria	CHS 01:15	ML Admin	test Confirmation Email	Mon 06/13/2022 05:00 PM	Approved

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Feature # 3: Integrations

There are many different systems you use as a district admin on a day-to-day basis, making the likelihood for inefficient or inaccurate tracking of data across multiple systems a real concern. Facility rentals touch many different areas of a district and if your facility scheduling software is not integrated with your other systems, there is an increased chance for errors, double entry of data and greater frustration among your team. In fact, integrations shouldn't be considered an underrated feature, as much as a mandatory feature.

Feature # 3: Integrations

Look for software that integrates with your district calendar system (usually MicroSoft or Google), athletic scheduling systems, online payment platforms, work order systems, and even building automation programs to auto unlock doors, turn on lights and regulate your thermostat that can be scheduled when events are happening in your building.

A fully integrated solution will save you time and increase your stakeholder satisfaction.

TIP Look for a solution that accommodates Single Sign-On (SSO). With SSO, users can access multiple systems and applications with just one set of login credentials, reducing the need to remember and manage numerous passwords. It also increases security, minimizing the chance of password-related security breaches.



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Feature # 4: Approve or Decline Events via Email

When evaluating solutions, it's important to determine how easy it is to complete common tasks. The number of clicks it takes to approve or deny a routine request is a good example of this.

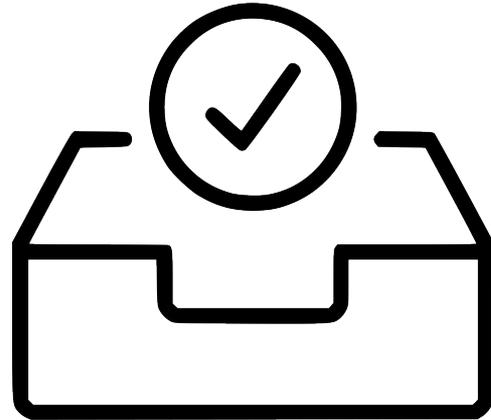
A platform that allows you to take this action right from your inbox is a convenience that will be appreciated from your staff.

Feature # 4: Approve/decline events via email

Allowing admins to approve or deny requests right from their email inbox is a very efficient feature, especially when you are not at your desk to log into your scheduling software to do so.

Approvals and denials via email still get logged into your facility scheduling system and notifications are provided to the requesting groups.

TIP Look for a solution that understands your day to day workflows and attempts to make your work easier. Solutions that present rigid workflows can be a source of frustration later on.



5 Feature # 5: Track Insurance Files & Automatically Block Groups with Expired or Missing Insurance

Depending on your district, you may have some rules in place regarding outside groups requiring up-to-date insurance on file in order to reserve spaces. This is a large administrative task to constantly monitor.

There are facility scheduling solutions that help automate this process so you don't have to remember to do this.

Feature # 5: Track Insurance Status

The right software can block groups from reserving spaces if their insurance certification has expired. It can also allow groups to continue to book but instead, present a notification when they log in. Both are options that allow you to gain back control of insurance files to keep your groups up-to-date with their documentation.

TIP Make insurance documentation required when groups are setting up their account to upload their insurance documentation. If insurance is not uploaded, groups can't complete their profile and reserve spaces. By allowing the system to manage this, you eliminate the back and forth conversations with the group to ensure compliance.

Flag Group that Insurance is Required ▾

:

Block Group if No / Expired Insurance ▾

:

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Feature # 6: Automatic Reports to Support Staff

It takes a lot of help in your school buildings to manage the events that take place outside of school hours. Selecting a solution that enables better visibility and communication with all of your internal stakeholders is a real big win. Be sure to understand the reports and notifications that come standard with your scheduling software to your support staff members (Custodial, IT, Security, etc).

Feature # 6: Automatic Staff Reports

Your stakeholders can receive an auto-generated email each morning, listing all the events that they need to be aware about for the next 7 days and what they need to do to set up or support those events.

TIP Look for a solution that can also notify support staff based on a specific field on the request form. Your district may have a specific IT staff member who needs to be notified anytime a digital projector is requested to be used. The Admin can select the IT staff member to automatically be notified anytime a digital projector is requested for an approved Request.

MasterLibrary CSD					
Facility Use Request					Upcoming Events
Below is a list of upcoming events you need to know about.					
ID	Site / Space	Group	Event	Date / Time	
4382	ML High School Nicole Baseball Field	Youth Basketball	Reminder Email Test Nicole	05/10/2018 11:30 AM - 05/10/2018 01:15 PM	
ADDITIONAL INFORMATION: Number of People: 30					
4547	ML Middle School MS Auditorium	Varsity Boys Baseball Team	Test 2	05/11/2018 10:30 AM - 05/11/2018 08:45 PM	
ADDITIONAL INFORMATION: Number of People: 333 EQUIPMENT: Podium / Notes: Yes, Microphone / Notes: Yes PERSONNEL: IT Support / Notes: Yes					
4122	ML Elementary School Elementary Pavilion	Jessica Montgomery	Test	05/11/2018 03:15 PM - 05/11/2018 03:45 PM	
ADDITIONAL INFORMATION: Number of People: 10; Kids					
4219	ML High School HS Gym	Rauscher Softball	Test Recurring/Multi Space 12	05/11/2018 07:00 PM - 05/11/2018 08:00 PM	
ADDITIONAL INFORMATION: Number of People: 30; Purpose of Activity: Test EQUIPMENT: Microphone / Notes: Yes, Screen / Notes: Yes, Projector / Notes: Yes, Scoreboard / Notes: Yes PERSONNEL: # of Custodians / Notes: 3, Food Service / Notes: Yes, AV Support / Notes: Yes					
4220	ML High School HS Pool	Rauscher Softball	Test Recurring/Multi Space 12	05/11/2018 07:00 PM - 05/11/2018 08:00 PM	
EQUIPMENT: Microphone(s) / Notes: 3 PERSONNEL: # of Custodians / Notes: 3					

To learn more and see these features
in action contact us today!

<https://www.masterlibrary.com/demo>

