



Canon-McMillan School District

Facility Request Online Procedure

Registering Online to Request Facilities

1. Go to: "canonmac.portal.rschoolday.com"
2. Select "Request Facilities"
3. Select "Become a Requester" complete all info or Login if you already have an account.
4. You will receive an email upon successfully registering.

How To Submit a Facility Request:

Go to: **canonmac.portal.rschoolday.com**, select "Request Facilities" and Login using the username and password you created. *Video tutorials are available upon login.

*****BEFORE REQUESTING ANY FACILITY, PLEASE GO TO THE FACILITIES CALENDAR TO CHECK AVAILABILITY.*****

1. Name of Activity - Ex: "Booster Club Meeting"
 - a. Previous Activities will be stored in the drop down box to the right, this eliminates the need to retype events in the future.
2. Requested Booking
 - a. Click on "Add Date/ Times", a pop up calendar will appear. Select your desired dates and times for your event. Click "Save & Continue".
 - b. Click "Select" under "Set Up Time & Tear Down Time" and input your desired "Set Up" and "Tear Down" times if applicable.
 - c. Next, click "Select" under "Location" to select the facility you wish to request. Choose building, then click "show all Locations".
 - d. Select Location(s) and "save & continue".
 1. Selecting Multiple Locations in Different Buildings: After selecting all facilities in one building, click "Add Date/Times" again and repeat the process.
 - e. Next, click attendance and enter the estimated number of people you anticipate to attend. Click "Save and Continue".
3. Other Information: Special instructions must be put in this category. Please be as specific as possible. The building custodians will rely on this information for set up.
4. Attach file - upload any file(s) needed for your request.
5. Finally, click "Submit and Exit"

Approval/Denial of Facility Request:

Once you click "Submit and Exit" you will receive an email verifying that your request has been submitted for approval. Your request will then route to all approvers. Upon final approval, you will receive an email verifying that your request has been approved. If at any point your request is denied, you will receive an email.

If you need help completing this process, please contact the Athletic Office at 724-745-1402 for assistance.