**Scheduling Do’s and Don’ts**

1. Review the attached files for School Dude request process and try to follow the same pattern if you are not doing that already. Please discuss if you have reservations.
2. Schedule Air for after-school activities for the **current month only**. Recurring schedules that spill over the following months will not be approved, as per district policy.
3. Append all event titles with your school code/identifier. For e.g., put in “Basketball Game-00X”
4. Schedule for the duration of the event only. The building automation system accounts for pre-cooling/heating so the building is at the right temperature at the Event Start Time.
5. Enter schedules at least 48 hours before the start time so we have enough time to approve/verify them. Please be mindful of holidays when entering recurring schedules.
6. Please email always if a schedule needs to be cancelled.
7. There should be one main School Dude Scheduler from your campus along with a back-up person. Please provide names of all those in your campus that have access to FS Direct and also **highlight** the names that will continue with access in the future. We will disable the other logins while keeping only two.