Greater Saskatoon Catholic Schools

Facilities Reservation System Manual

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HOW TO RENT GREATER SASKATOON CATHOLIC SCHOOL FACILITIES

- Go to https://gscs.ebasefm.com/rentals/welcome.

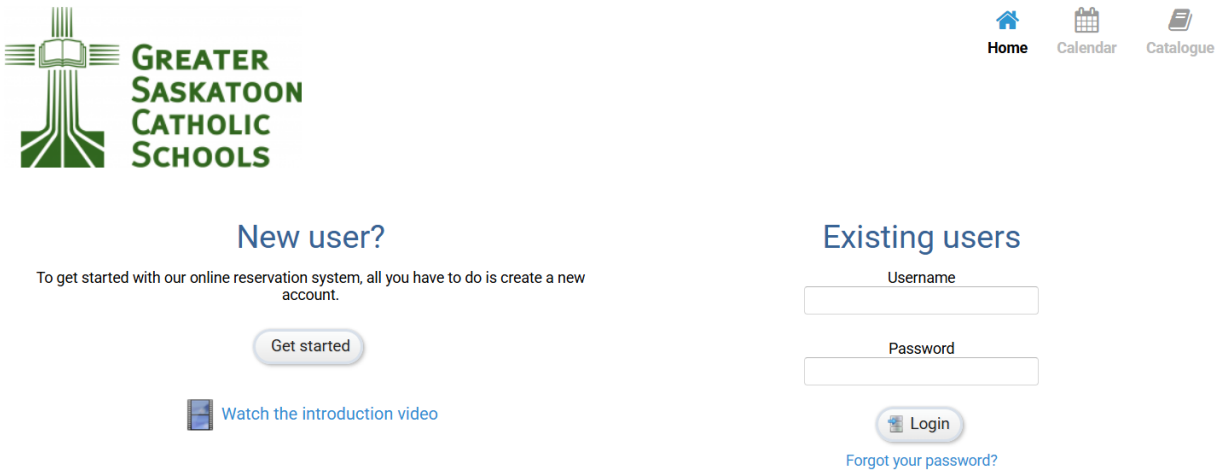
  This site is found at gscs.ca – Community - Facility Rentals – Visit the GSCS Online Facility Booking Site – Greater Saskatoon Catholic Schools.

- There is an introduction video that you can watch which will walk you through the steps.

- To request a rental permit, you will first need to create an account.

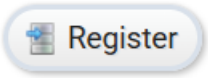
CREATING A NEW ACCOUNT

- Click the **Get Started** button.



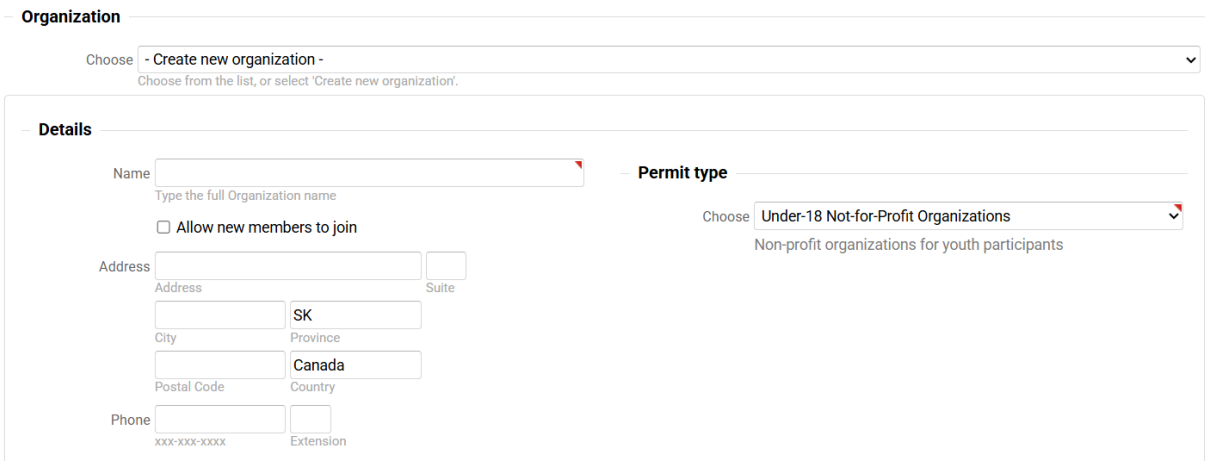
- At this time you may wish to view the **Frequently Asked Questions**.

- Click **Register** and complete the required fields.



- You may create a new organization, join an existing organization or create an account as a private individual (choose none from the organization drop down).

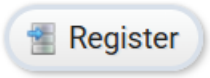
- If you are creating a new organization, ensure you choose the correct permit type. Descriptions of the permit types are available.



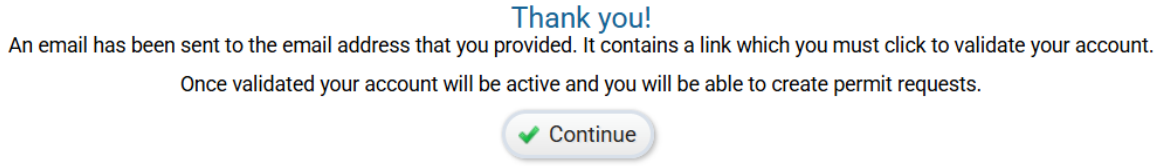
- Credit card information is required unless alternate payment arrangements have been made with the rentals coordinator in advance. Fees will be charged at the time your permit is approved for single events or monthly for on-going permits with multiple weekly or monthly bookings.

- The files at the bottom must be acknowledged before you can procced. Click on each one to open and review it and then check off “I have read and agree” and click **Acknowledge**.

- Click **Register**

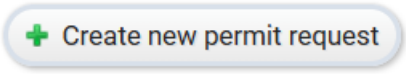


- You will receive an email with a validation link. Once you click on the link, you are ready to submit permit requests.

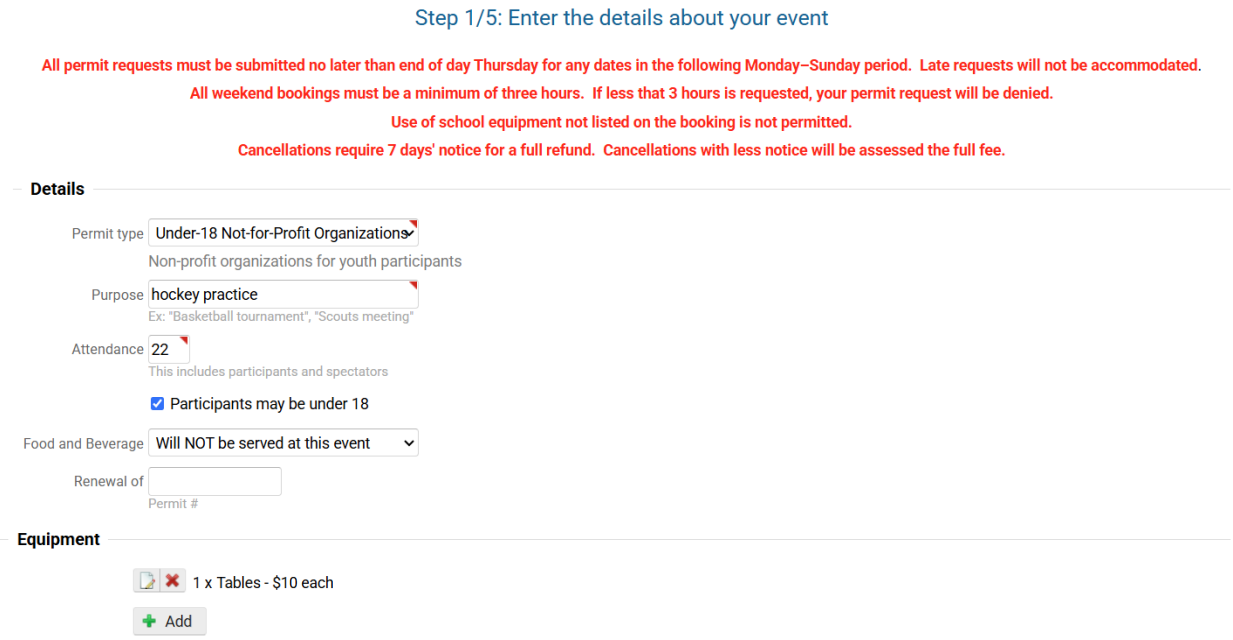


REQUESTING A PERMIT

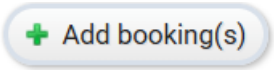
- Log in to your account.
- Click **Create new permit request**.



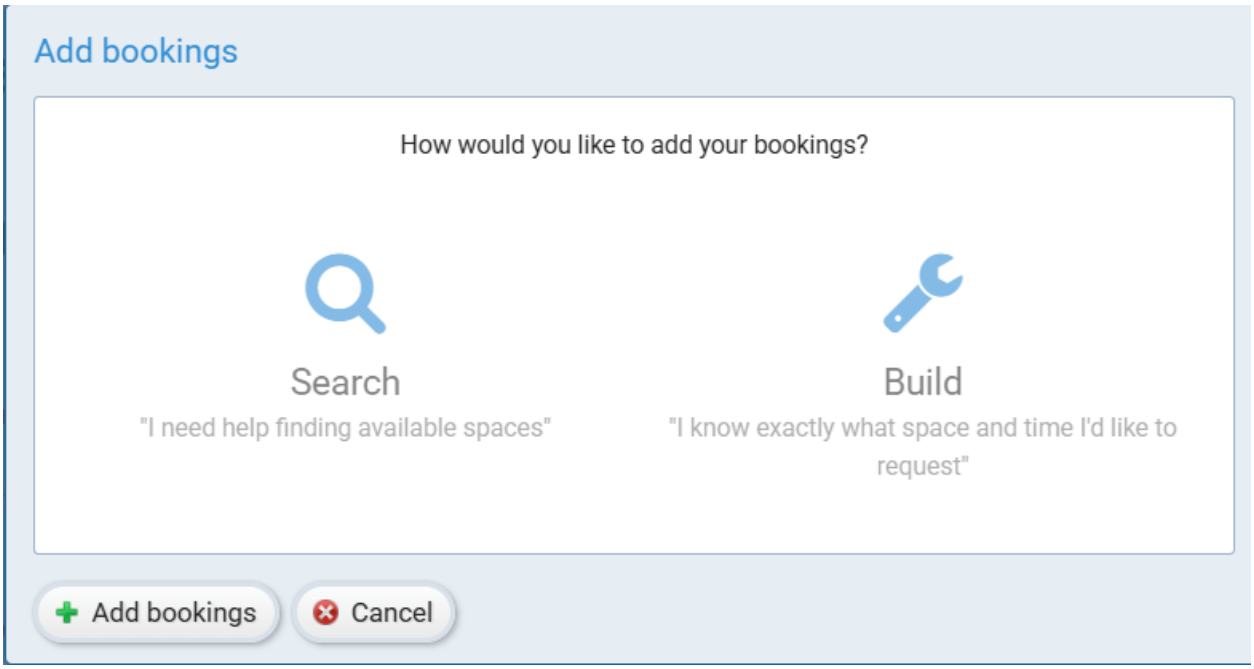
- Tutorial screens will display at each step. Once you've review these, click **Close**.
- Take note of the information provided.
- Complete the required fields.
- If any equipment is needed, click **Add**, check off the items and quantities needed and click **Save**.



- Click **Continue to next step**.
- Click **Add bookings(s)**.

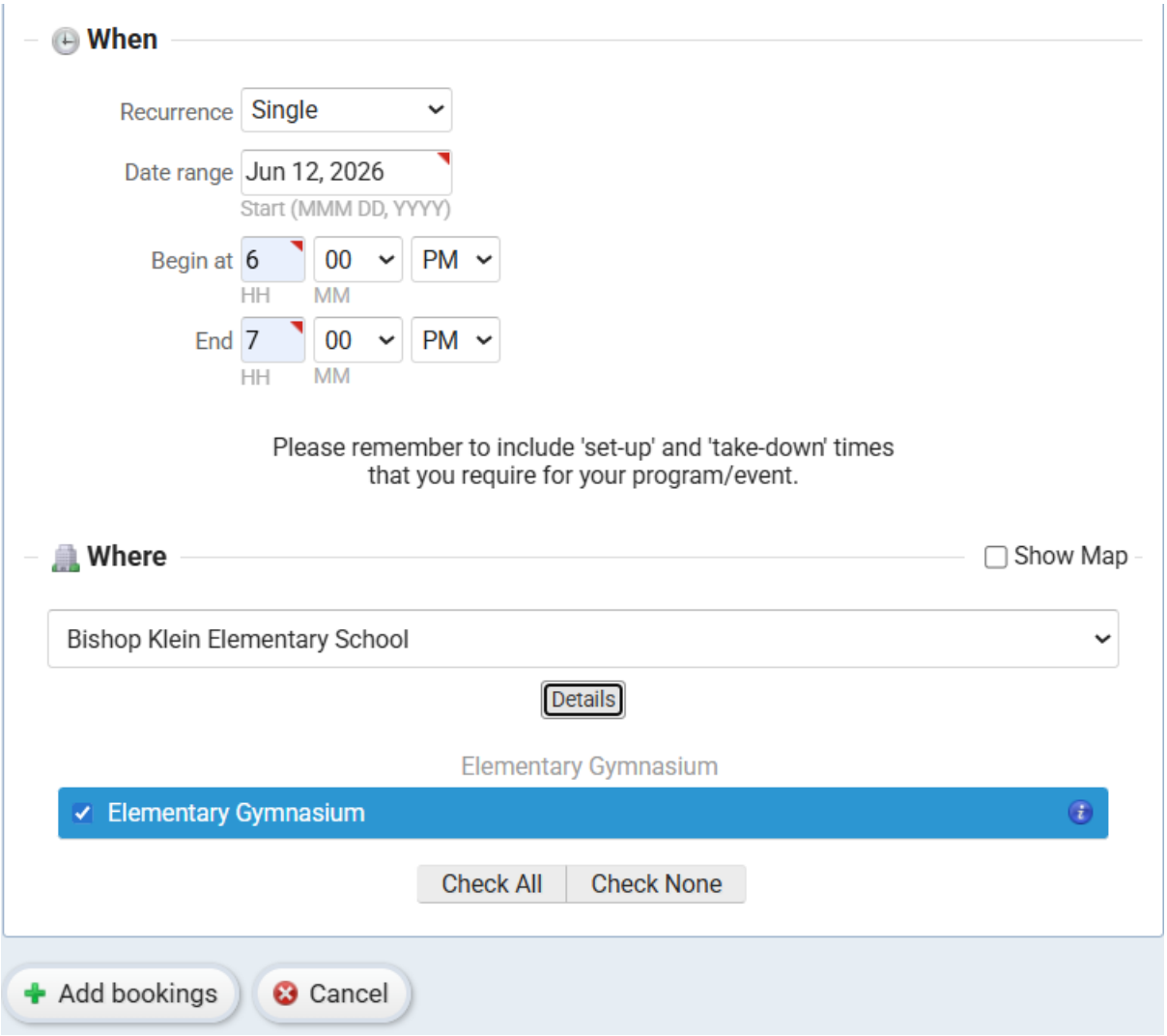


- Click **Search** or **Build**, depending on how you woul like to search for availabiliy, and then click **Add bookings**.



SINGLE EVENT BOOKING - Choose Recurrence Single

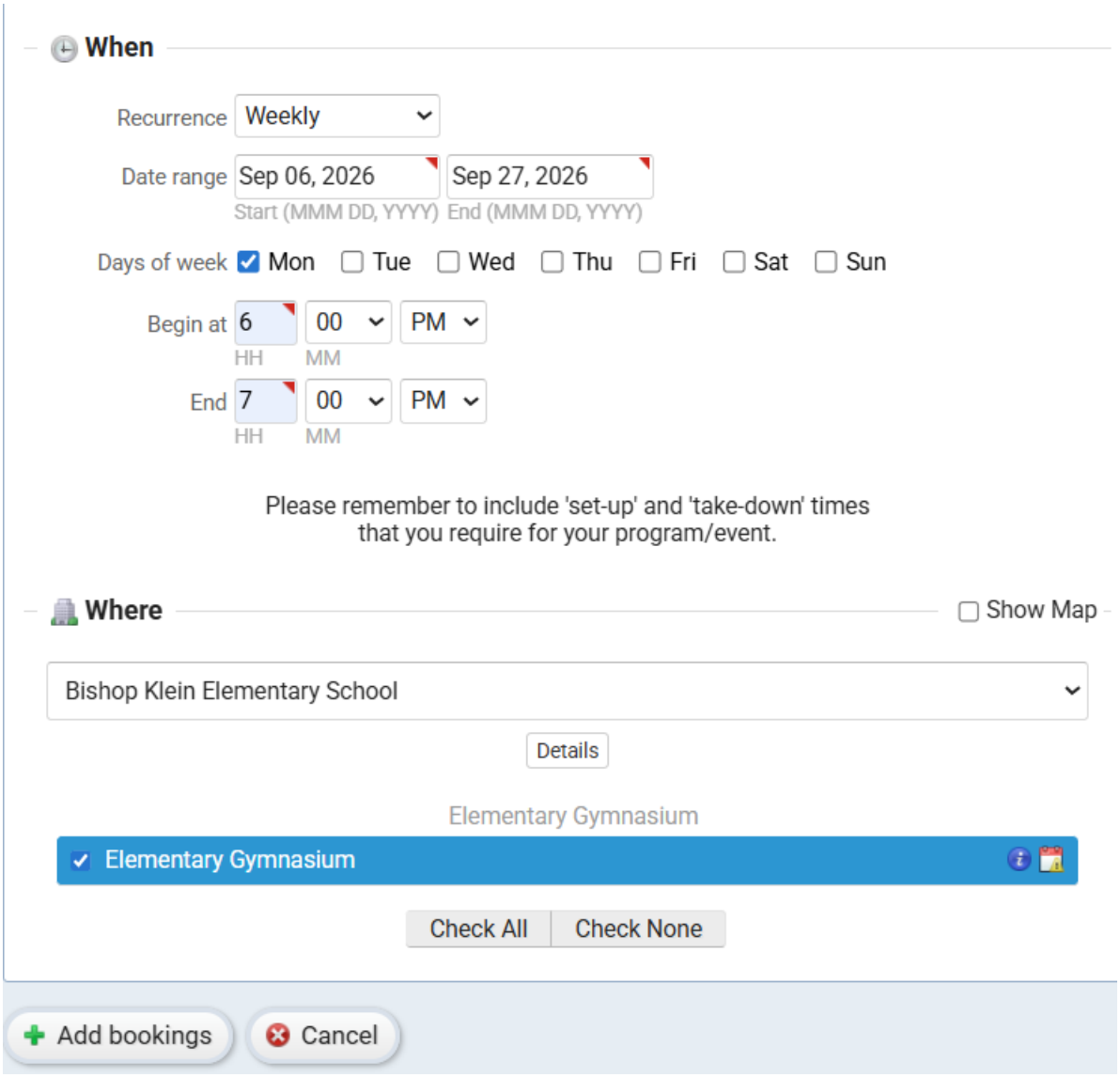
- Select a date – remember that requests for the following Monday to Sunday time period must be submitted by the previous Thursday.
- Select a begin time and an end time.
- Select a school.
- Select a space within the school.



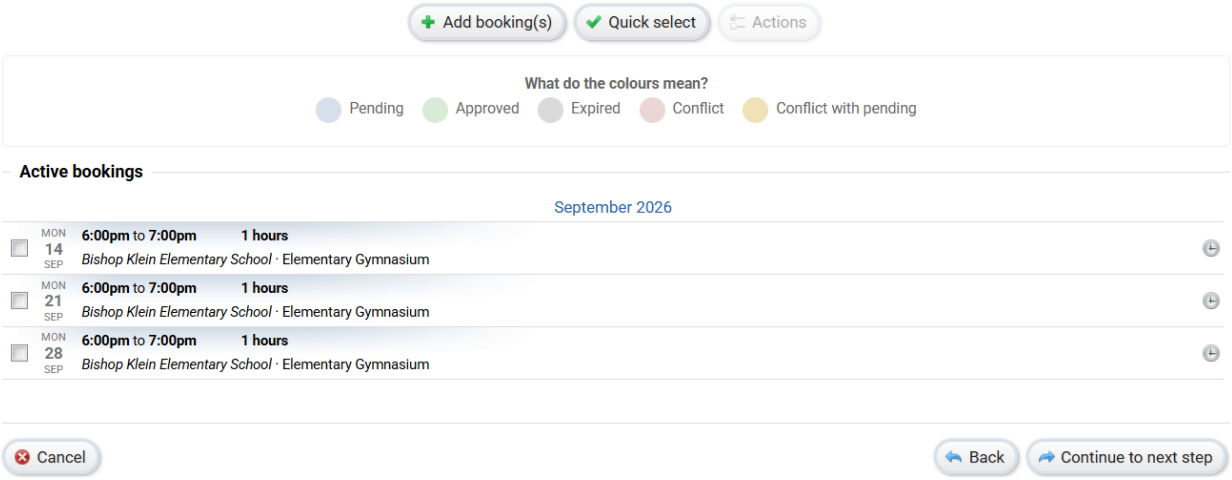
- Click **Add booookings**.

MULTIPLE DATE BOOKINGS - choose a recurrence pattern (daily, weekly, bi-weekly, monthly)

- Select a date range, day of the week and begin/end times - remember that requests for the following Monday to Sunday time period must be submitted by the previous Thursday.
- Select a begin time and an end time.
- Select a school.
- Select a space within the school.

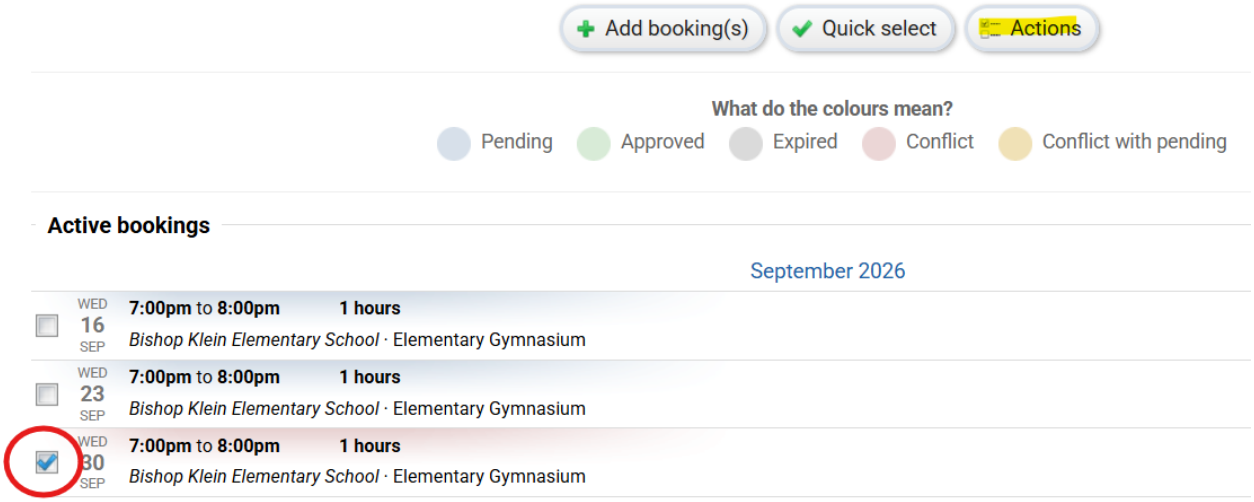


- Click **Add bookings**.

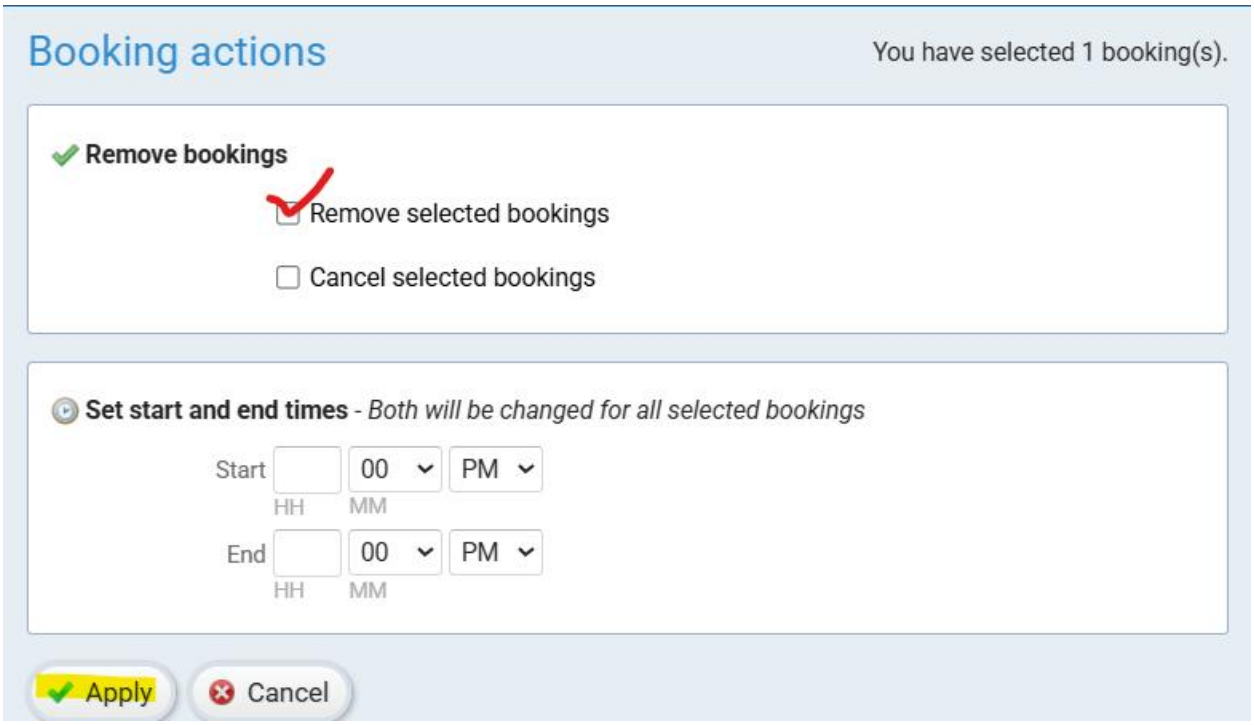


- Note the highligted colour of each booking. If they are all blue (pending), click **Continue to next step**.

- If any bookings are pink (conflict), those will need to be remvoed before you can continue. To do this, check off any red bookings then click **Actions**.

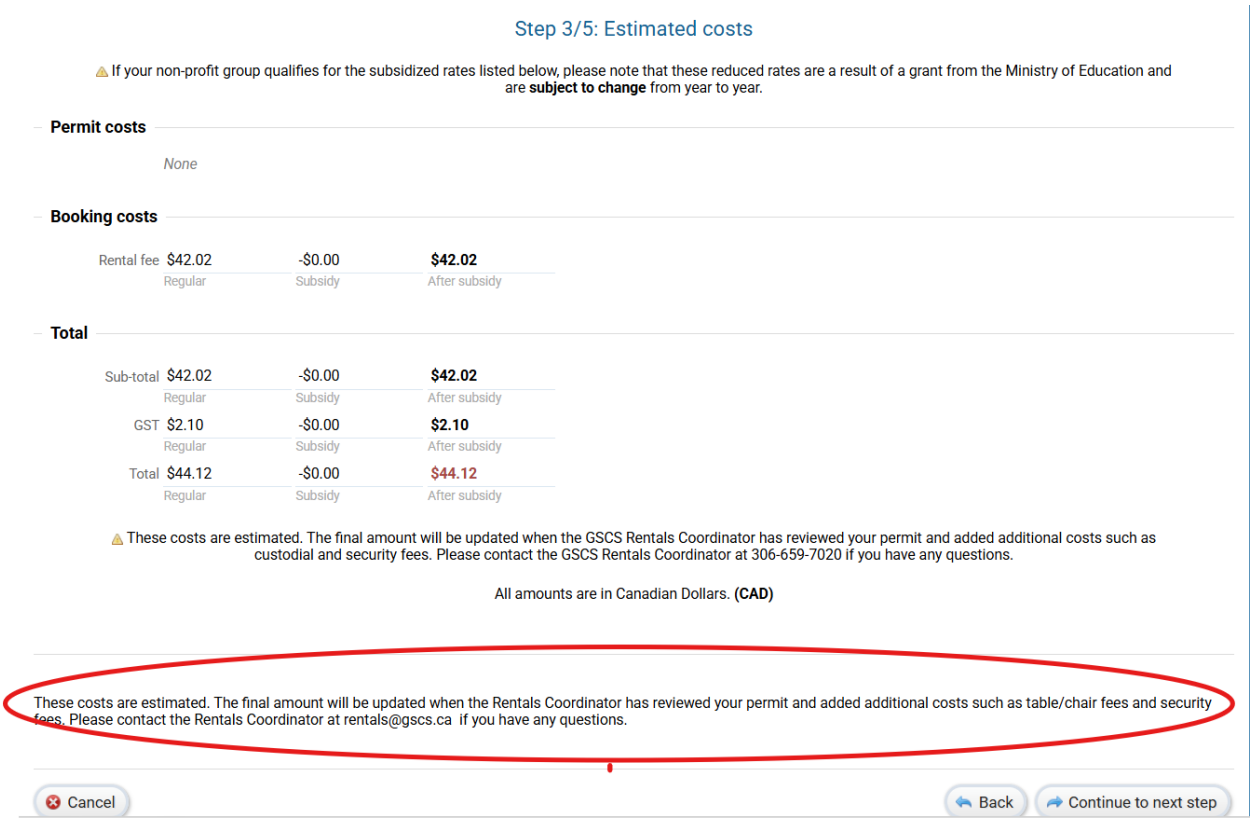


- Check off Remove selected bookings and click **Apply**.



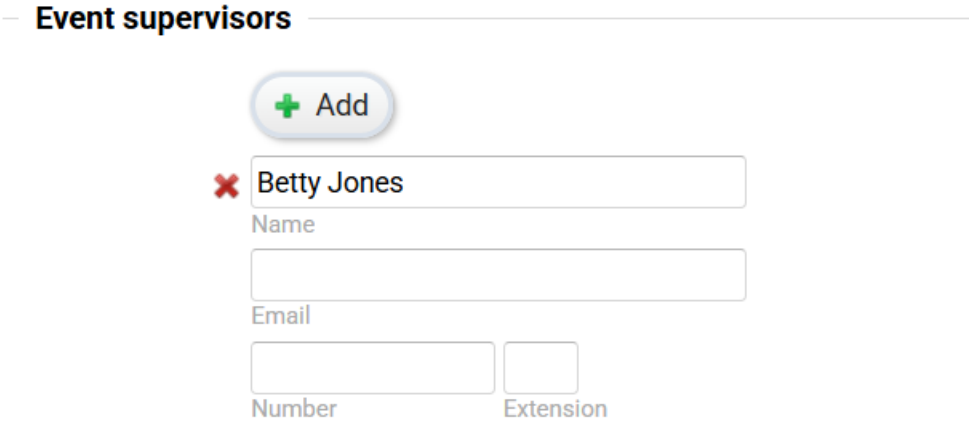
- Now click **Continue to next step**.

- A summary screen will display. Note the information provided.



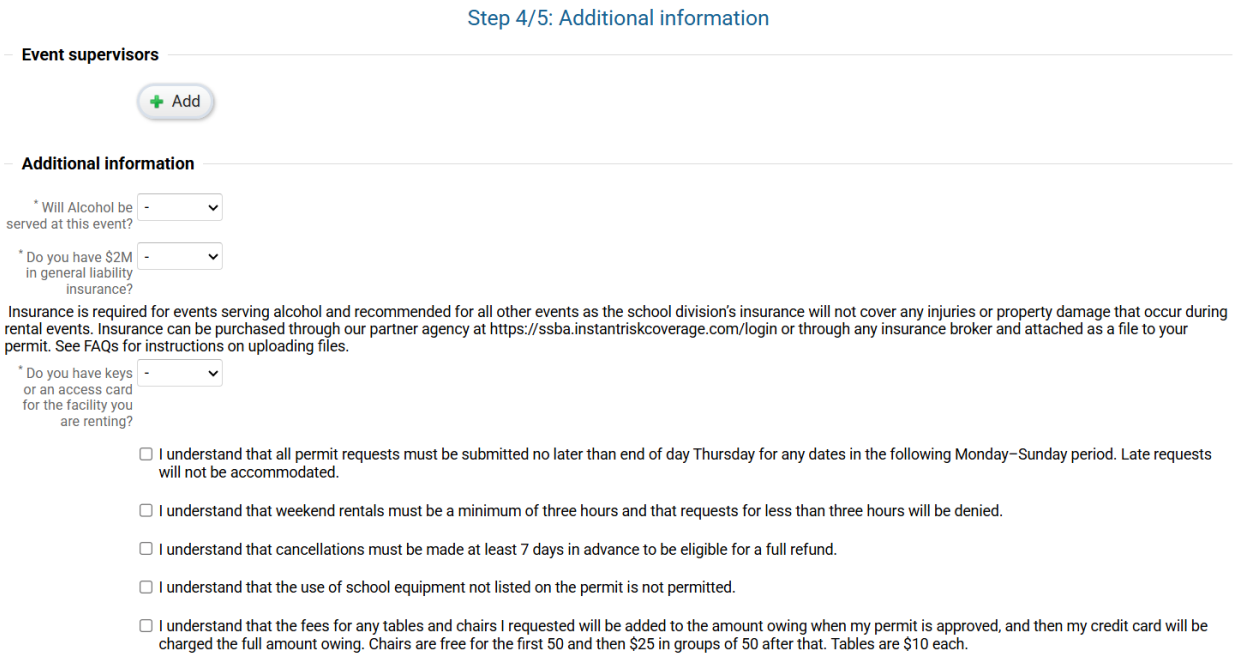
- Clcik **Continue to next step**.

- On the next screen, click **Add** to include an event supervisor if applicable. Either a phone number or an email address will be requried. If an email address is provided, this individual will receive notifications applicable to the permit, such as cancellation notices, etc.

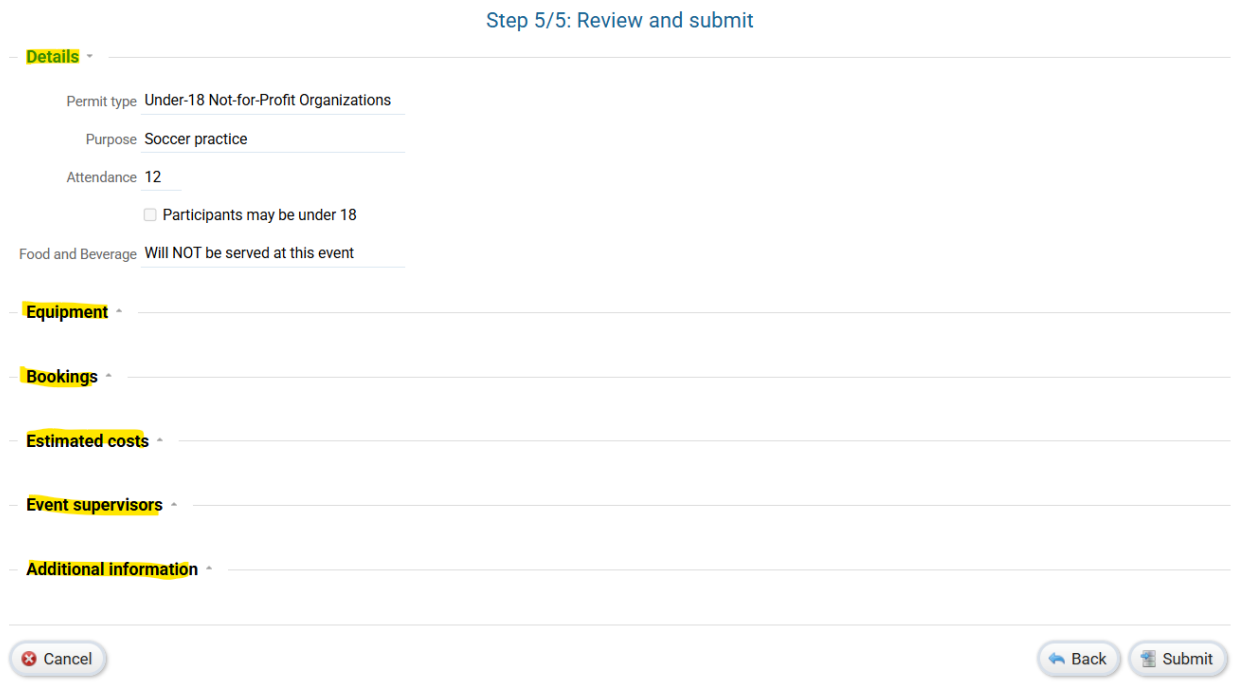


- Complete the additional information on the page.

- Read and acknowldege the statements.



- Click **Continue to next step**.



- Here you can click on each section to review the information. If changes are needed, click **Back** to make changes.

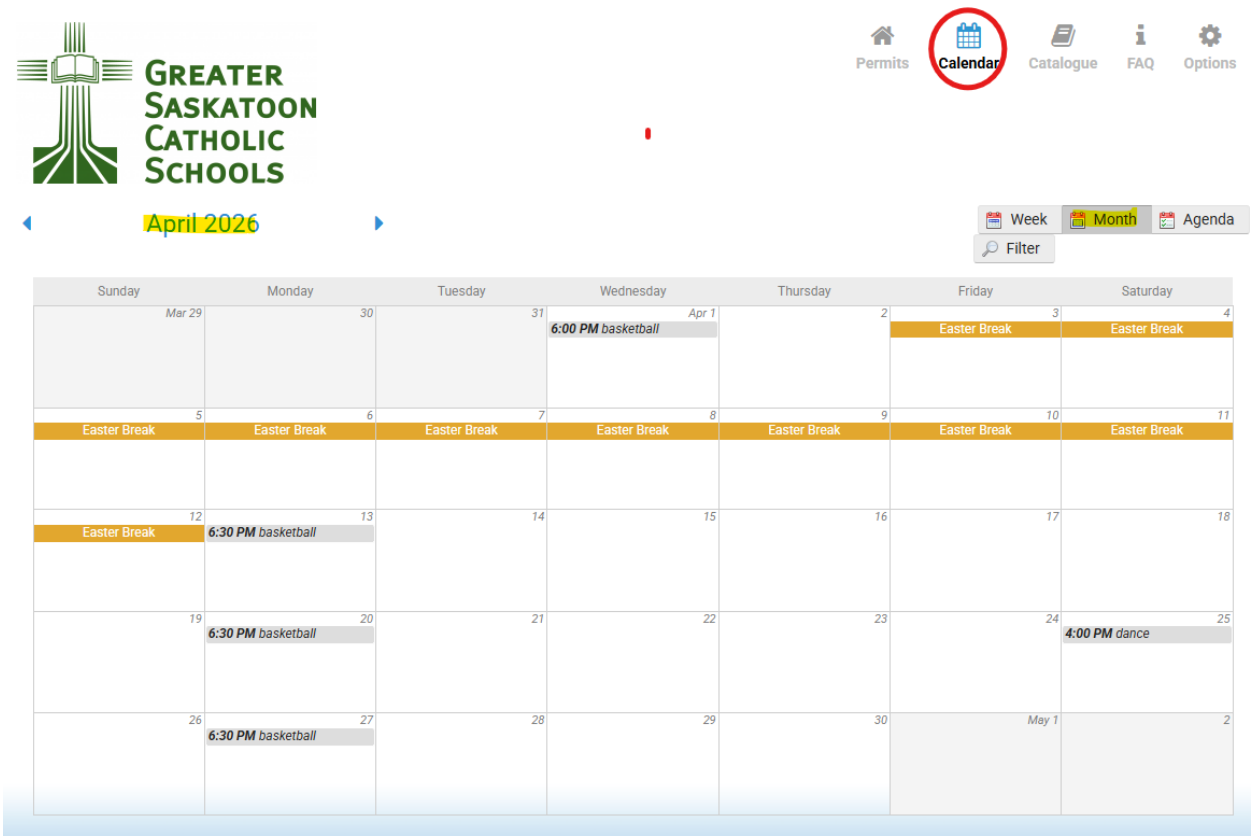
- When you have confirmed all information is correct, click **Submit**.

- You will receive an email once your permit request has been reviewed which will indicate a status of approved, denied, etc.

VIEWING YOUR PERMITS

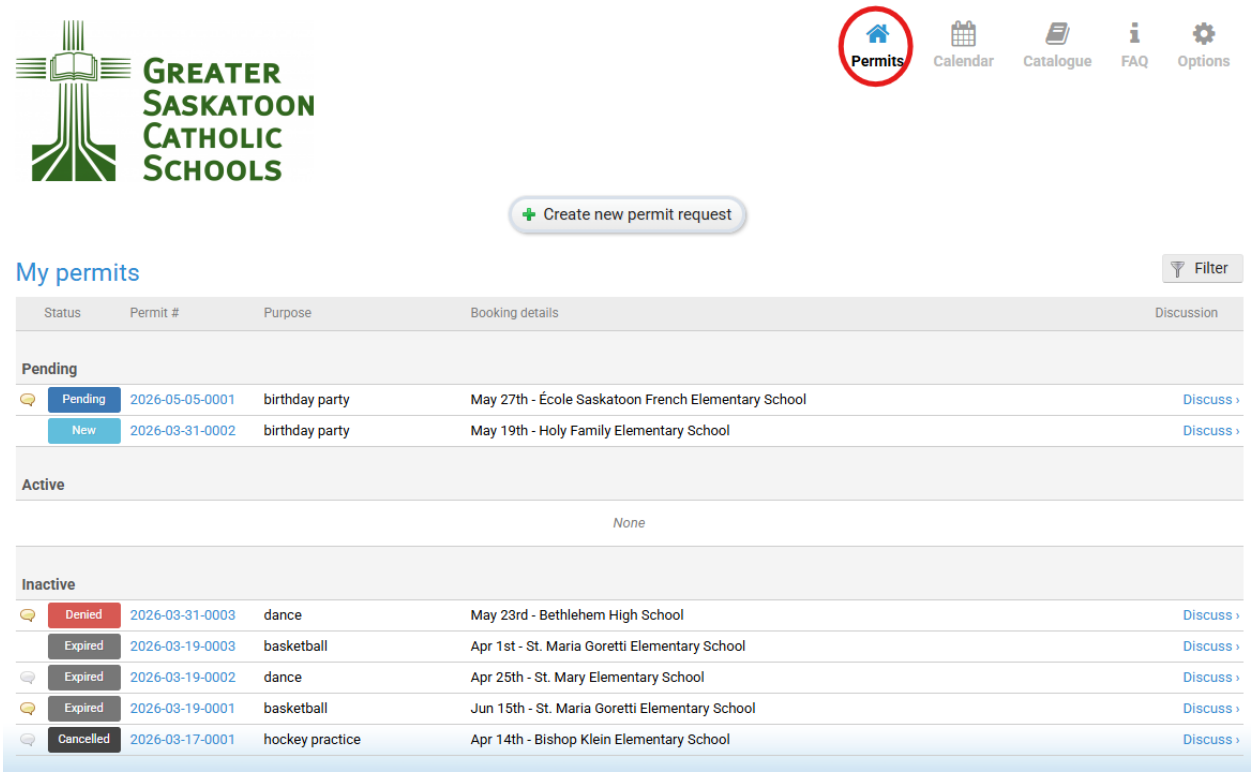
Calendar View

- Once you've logged in, click **Calendar**.
- You can choose week, month or agenda views and scroll between time periods.
- Click on a booking to see more details.



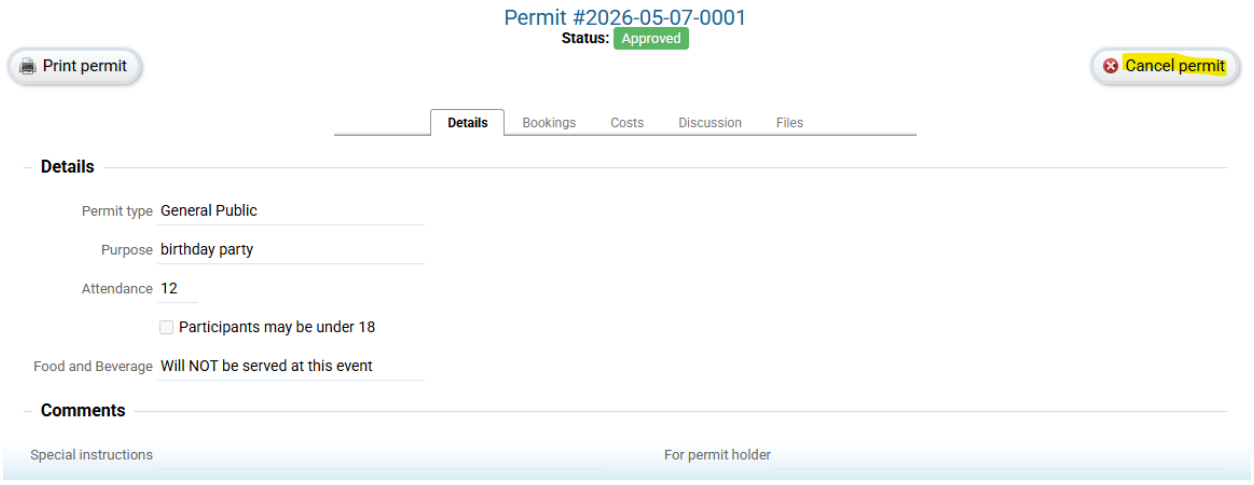
Permits View

- Once you've logged in, click **Permits**.
- Here you can see all of your permits and booking details including the status of each.

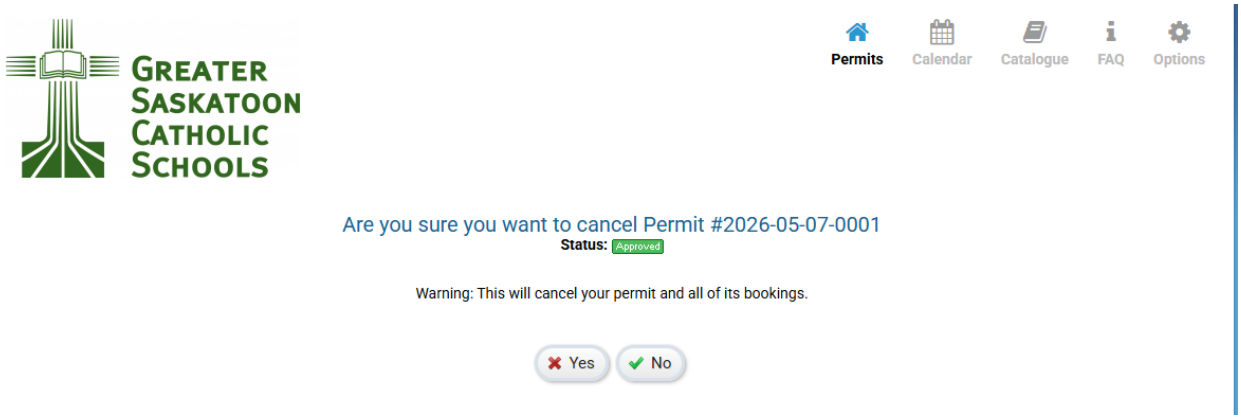


CANCELLING A PERMIT

- Once you've logged in, you will be directed to your Permits page.
- Click on the permit you would like to cancel. This will cancel the entire permit and all of its bookings.
- Click **Cancel permit**

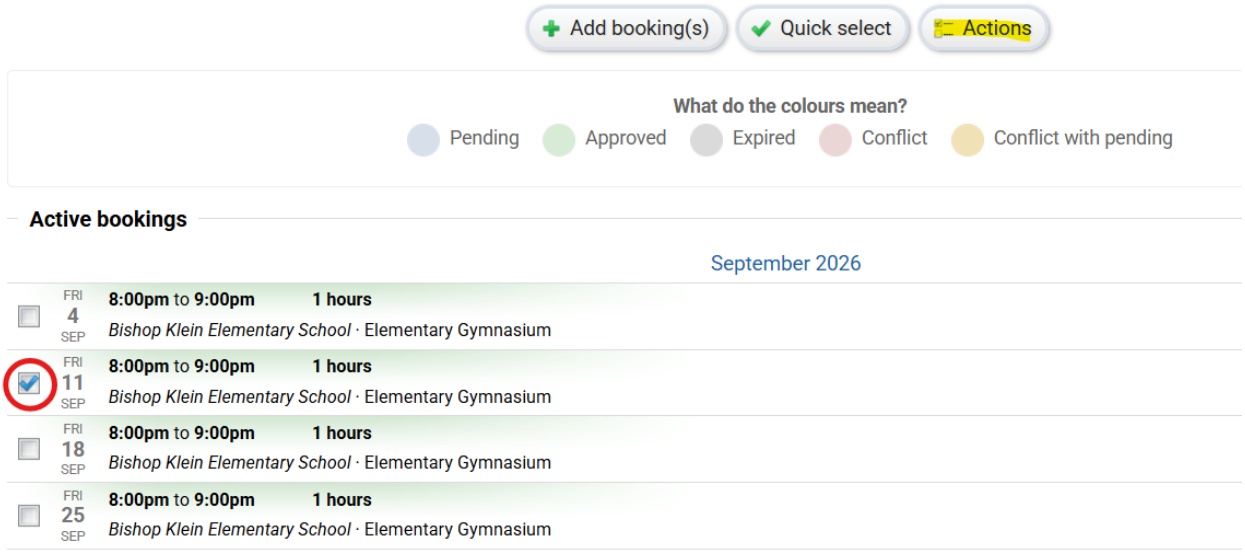


- Click **Yes**

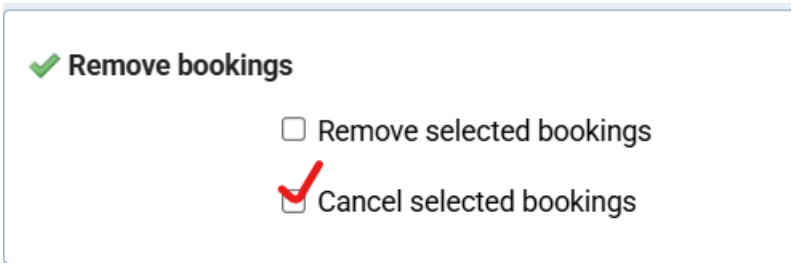


CANCELLING A SINGLE BOOKING

- Once you've logged in, you will be directed to your Permits page.
- Click on the permit that includes the booking you need to cancel.
- Click **Edit permit**
- Click **Continue to next step.**
- Check off the booking you need to cancel, and then click **Actions**.



- Under Remove bookings, check off Cancel selected bookings

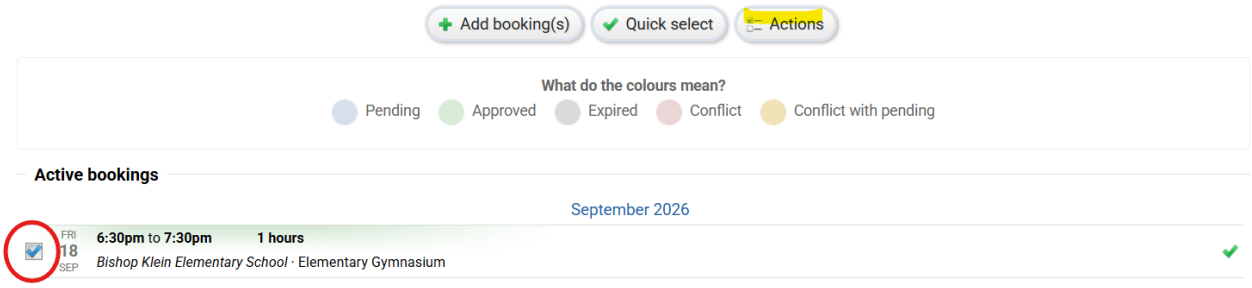


- Click **Apply**
- Click **Review and Submit**

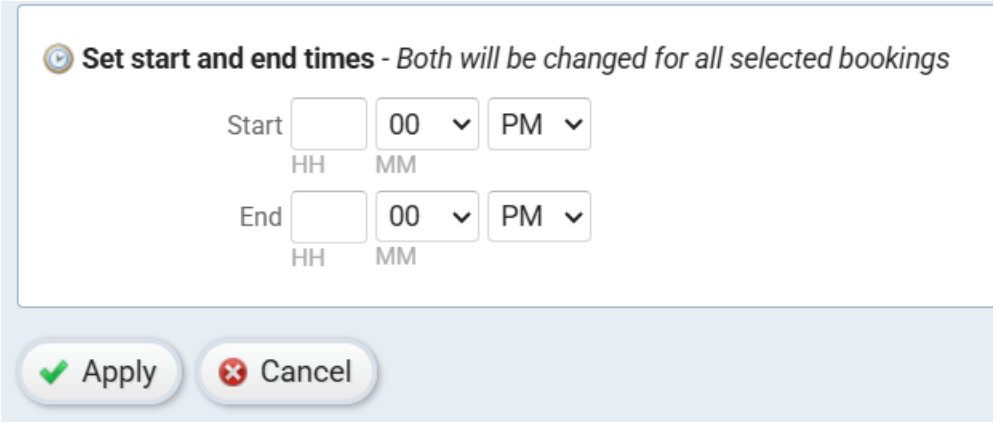
EDITING A PERMIT

- Once you've logged in, you will be directed to your Permits page.
- Click on the permit you would like to edit.
- Click **Edit permit.**
- Make the requested changes and click **Continue to next step** at the bottom of each screen when done.

- To change the time requested, check off the booking(s) you would like to make a change to and click **Actions.**



- Enter the new times



- Click **Submit**.

- Click **Completed**.

- Depending on what was changed, your permit will remain at an **Approved** status or will change to a **Revised** status. Permits in a Revised status must be re-approved by the Rentals Coordinator.

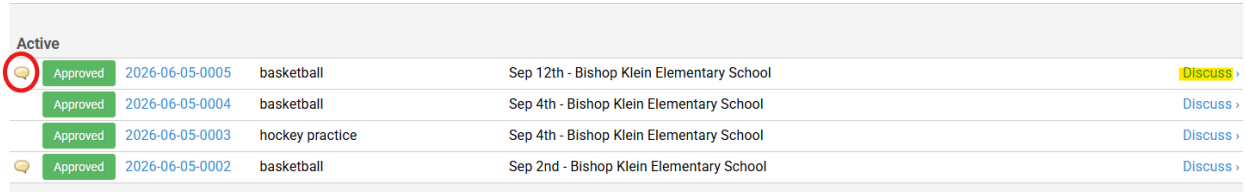
USING THE DISCUSSION TOOL

All communication regarding permits that have been approved will take place through the discussion tool.

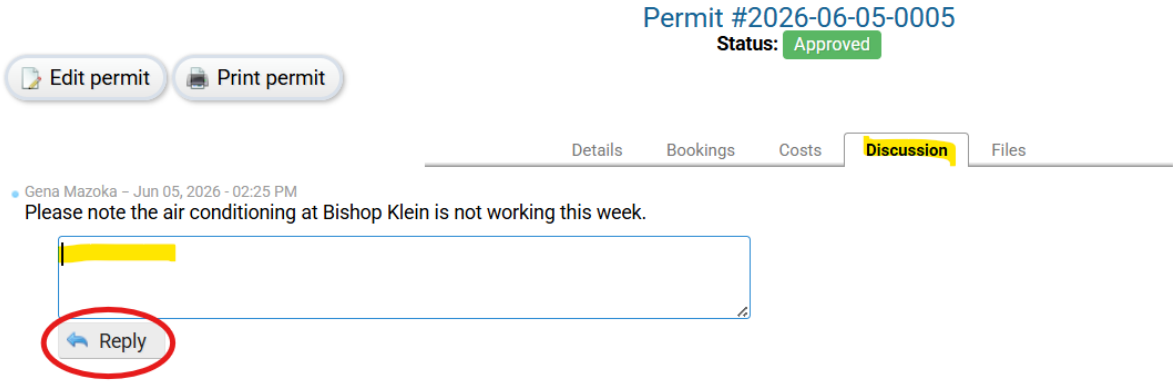
- If a discussion has been started, a white bubble will appear to the left of the permit. If there is a new discussion item, the bubble will be yellow.

- Any time a discussion entry is made, an email will be sent to the event supervisor (if an email was entered for an event supervisor) and to the person who entered the permit.

- To read, respond to or start a discussion, click **Discuss** or click the Permit and then click **Discussion.**



- Here you can type a response and then click **Reply**. The rentals coordinator will then be able to view your response.



- Please note that discussions attached to permits cancelled or denied by the rentals coordinator will no longer be monitored.