



MasterLibrary

K12 Facility Scheduling Software Buyer's Guide

Six underrated features to look for
in K12 Facility Scheduling Software

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.

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.

Days Notice to Cancel :	<input type="text" value="5"/>
Days Notice to Request :	<input type="text" value="7"/>
	<input checked="" type="radio"/> Days <input type="radio"/> Date
Days in Future Allowed :	<input type="text" value="365"/>

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.

2

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.

<input type="checkbox"/>	Id	Site	Space	Group	Group User	Event	Start	Status
<input type="checkbox"/>	15279	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Thu 10/17/2024 03:00 PM	Approved
<input type="checkbox"/>	15392	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Thu 10/17/2024 03:00 PM	Approved
<input type="checkbox"/>	15505	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Thu 10/17/2024 03:00 PM	Approved
<input type="checkbox"/>	15618	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Thu 10/17/2024 03:00 PM	Approved
<input type="checkbox"/>	14719	Elementary School	ES Cafeteria	U12 Travel Soccer	Aaron Barley	Indoor Soccer Club	Thu 10/17/2024 03:30 PM	Approved
<input type="checkbox"/>	15006	Middle School	ML MS Classroom 111	Springfield Dance Studio	Andrew Barlett	Testing RSVP/Senior Events/Other Events (C. Carr)	Thu 10/17/2024 03:30 PM	Approved
<input type="checkbox"/>	15091	Intermediate School	ML Intermediate Cafeteria	Basketball Team	Nicole Admin User	Davis Basketball workshop	Fri 10/18/2024 01:30 PM	Approved
<input type="checkbox"/>	15177	Adams High School	MS HS Swimming Pool	Jaxon Barley	Jaxon Barley	ELC Swim Class (H. Richmer Mallett)	Fri 10/18/2024 02:30 PM	Approved
<input type="checkbox"/>	15280	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Sat 10/19/2024 03:00 PM	Approved
<input type="checkbox"/>	15393	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Sat 10/19/2024 03:00 PM	Approved
<input type="checkbox"/>	15506	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Sat 10/19/2024 03:00 PM	Approved
<input type="checkbox"/>	15619	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Sat 10/19/2024 03:00 PM	Approved
<input type="checkbox"/>	15092	Intermediate School	ML Intermediate Cafeteria	Basketball Team	Nicole Admin User	Davis Basketball workshop	Mon 10/21/2024 01:30 PM	Approved
<input type="checkbox"/>	15178	Adams High School	MS HS Swimming Pool	Jaxon Barley	Jaxon Barley	ELC Swim Class (H. Richmer Mallett)	Mon 10/21/2024 02:30 PM	Approved
<input type="checkbox"/>	15281	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Mon 10/21/2024 03:00 PM	Approved
<input type="checkbox"/>	15394	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Mon 10/21/2024 03:00 PM	Approved
<input type="checkbox"/>	15507	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Mon 10/21/2024 03:00 PM	Approved
<input type="checkbox"/>	15620	Adams High School	HS Baseball Field	Baseball Team	Aaron Barley	Baseball Practice	Mon 10/21/2024 03:00 PM	Approved

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.

3

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.

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.

4

Feature #4

Approve/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.

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.

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.

Flag Group that Insurance is Required :	No ▼
Block Group if No / Expired Insurance :	No ▼

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.

6

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).

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.

Anytown School District						
Upcoming Events						
Below is a list of upcoming events you need to know about.						
Id	Site / Space	Group	Event	Requester Notes	Provider Notes	Date / Time
15006	Middle School ML MS Classroom 111	Springfield Dance Studio	Testing RSVP/Senior Events/Other Events (C. Carr)	N/A	N/A	10/17/2024 03:30 PM - 10/17/2024 05:00 PM
15091	Intermediate School ML Cafeteria	Basketball Team	Davis Basketball workshop	N/A	N/A	10/18/2024 01:30 PM - 10/18/2024 03:00 PM
ADDITIONAL INFORMATION: Number of people attending: 25						
PERSONNEL: Custodial Staff / Notes: Yes: Cleanup after event						
15092	Intermediate School ML Cafeteria	Basketball Team	Davis Basketball workshop	N/A	N/A	10/21/2024 01:30 PM - 10/21/2024 03:00 PM
ADDITIONAL INFORMATION: Number of people attending: 25						
PERSONNEL: Custodial Staff / Notes: Yes: Cleanup after event						
15007	Middle School ML MS Classroom 111	Springfield Dance Studio	Testing RSVP/Senior Events/Other Events (C. Carr)	N/A	N/A	10/22/2024 03:30 PM - 10/22/2024 05:00 PM

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.



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Schedule a one-on-one personalized demo.

Take an hour to talk with one of our expert team members for a no-pressure walk-through of the many features ML Work Orders has to offer. This dedicated time allows you to go in-depth on any questions or features you'd like to understand better.

www.masterlibrary.com/demo

