

Instructions for entering a permit in the Facility Calendar (eSiteTrak)

You may wish to print these instructions prior to entering any permit.

As an employee, you have the ability to make a reservation in the facility calendar by going to our website: www.lakeviewspartans.org and under the Staff Tab, go to Facility Reservations and click on [Staff Login for Facility Reservations](#)

Client = the Group or YOU as the person entering the permit

Example: Heather Sawyer for LHS Volleyball wanting to enter a permit for a Volleyball Camp.
The Client would be LHS Volleyball

Permit = the activity you are reserving a space (resource) for.

Heather's Activity is VOLLEYBALL CAMP
Another example would be: Angela Belson wants to schedule Kagan Training.
Client: Angela Belson Permit: Kagan Training

Once you click on that link it will bring you to the **LOGIN PAGE**

Enter your Username and Password.

If you have forgotten your password, you may select "forgot password" and you will be directed by the software company to get a new password and a link to set the password to what you want it to be. No one has access to your password except you.

If it is your first time logging in, select "forgot password" and you will be directed by the software company to create a password.

Once you login, you will be at the **CALENDAR PAGE**

On the 2nd line, you may select the **facility** and **resource** you want to view the availability for.

It is best to leave the Client and Event Status as <- - **Select All** - - > (so you are not blocking out other events that have been scheduled). You may also view by the **day**, **week** or **month** for the resource you need.

To change the day you wish to view, click on the arrow that is after the word "**today**" on the Timeline bar.

This is the line that shows: < > "**today**" and then a Down Arrow **▼**

When you click on the Down Arrow **▼** you will see the whole calendar to enable you to click on the day you want to view.

Select your day to be able to view what is already reserved, before you enter a permit.

On the 1st line, click on these links for options:


Use Preferences Search Events

Select **USE** on the Calendar page (located in the upper left hand corner)

Please note that the information you will see on the event maintenance page will reflect the permit you last entered. You will need to change that information to what you want to enter now.


CLIENT INFORMATION

Use the drop down menu and select the client, which would be your name or the group you are reserving a space for.

If you are a **new client**, you will need to click on  **add new client icon** to add in the client.


PERMIT

If you have entered a permit this school year, you will see the assortment of permits you have previously created. You may select from these existing permits, if you are adding to / editing one for the CURRENT fiscal year.

If this is a new permit, you will need to click the icon:  This icon is the ADD PERMIT button. You may now title your new permit and save it.

EVENT INFORMATION

Current **Contact:** If you have been in the system before, you will be able to select the contact name from the drop down list.

New Contact: please click on this icon  , which is the “add contact” button. If you enter your phone number, please include the area code. The more information in this area, the better.

ENTER YOUR DATE.

Once you start entering a permit, you will need to pay close attention to the date. In this program, the last permit you entered will automatically pop up on your screen. You will need to be sure to select the new date you are reserving.

Enter in your Start and End times for the EVENT TIME.

It may be helpful to click “Actual Time Same as Event Time”, if your USE TIME is the same as the EVENT TIME. If you are going to be in that space prior to your event and afterwards, you may adjust the USE times to what you need for that space.

ATTENDANCE

This is not mandatory, but helpful for setup and custodial reference.

NOTES

FILL OUT THIS PART IF YOU HAVE ANY KIND OF SETUP FOR THE CUSTODIANS TO HAVE READY FOR YOU. THIS WILL ALSO INCLUDE FIELDS AND GROUNDS OPERATIONS. If you require any type of audio visual or computer assistance, please contact our office.

FACILITY and RESOURCE

Choose the Facility (building)

Choose the Resource (the space / room / area)

No need to select any filters in this section

Resource and charges section

Nothing for you to do in that section

If this is for a one day reservation – click on SAVE

If this reservation is going to be for more than one day, click “Save and Add Recurrence”. You will see on that screen what to click on and select.

When you complete your reservation, you may send yourself a permit to confirm what you have created.

Click on SEND A PERMIT and Select Employee Permit.

***Please note that if you are entering a reservation for a group other than a Lakeview School District Group, the reservations must go through our Operations Office, by calling Lisa Hull at 269-565-3995.**

If you are a coach for any youth program that is not directly part of our Lakeview Athletic program (club sports), scout leader or part of any outside group and would like to use our facilities, please call me so I may enter that permit and have you sign a Hold Harmless Agreement. You must also provide a copy of your group’s Liability Insurance Policy. Only at that time, will you be able to use the facilities.

A cost will be incurred, if you request to use the facilities and they are closed, therefore requiring a custodian or other staff member present during the event.

IF You Are Holding A Fund Raiser for any School Group - Please contact our office. We need to review what you are planning, so we know how to schedule custodial, grounds, refuse service or Event Manager staffing. Please note this includes a \$25 per hour charge to your group for each staff member needed to support your activity.

Please contact me if you have any questions.

Lisa Hull, Operations Dept. 269-565-3995 lhull@lakeviewspartans.org