

BFHS Facility Scheduling Information

I wanted to reach out and go through our updated process for scheduling facility use. We are excited to announce that all of our scheduling will now be taking place online. You will be able to view all events currently scheduled with the time and location they are taking place.

Important things to know:

Type of Event	Person responsible for scheduling
HS Sporting Events (Practices, Open Gyms, etc.)	Sport Specific AD/Athletic Admin Assistant
Youth Organizations (Lil' Chiefs, BF Attack, Ball & Glove)	Facility Requestor Account
School Meetings or Events (Co-Curricular events, IEPs, etc.)	Facility Requestor Account
Recreation Department (Events/Programs provided through BF Rec)	Recreation Department

Facility Scheduling Contact:

Mike Welden

Email: mhwelden@bigfoot.k12.wi.us

Below are links to show you what the facility calendar looks like and a link to set up your requester account.

BFHS Website Link:

<https://www.bigfoot.k12.wi.us/domain/204>

Availability Calendar View Link:

<http://fs-bigfoot.rschoolday.com/calendar/index/publicview/>

Facility Requestor Direct Link:

<https://fs-bigfoot.rschoolday.com/authentication/credential/login/>

FAQ

Why the change?

To make the process of scheduling facilities easier for all stakeholders. With the new outdoor facilities and the amount of outside groups that are requesting to use our facilities we need to streamline that process.

What are some of the benefits?

Group leaders can look to see what facilities are available to help them schedule events with confidence that space is available. Along with selecting a space you are able to add specifics to your event if there will be things you need. (ex. Custodian, tables, chairs, etc...)

What is the difference between Athletic Rschool Calendar and the Facility Calendar?

All events that take place at BFHS will be scheduled in either the Athletic Rschool Calendar or the Facility Calendar.

Athletic Rschool Calendar: high school athletic practice and competitions ONLY

Facility Calendar: groups, clubs, youth organizations, rec programs, etc. + HS events are displayed as well (MASTER FACILITY SCHEDULE)

Is setting up an account difficult to do?

No, it is very quick and easy to do. If you have any questions setting up your account please contact Mike Welden. mhwelden@bigfoot.k12.wi.us