HOW TO LOG-IN TO SCHOOLDUDE

1. Go to FSD.SchoolDude.com
2. When the sign-in page comes up, type in your long email address (ex. Deborah.Bohigian@fresnounified.org.)
3. The password that was originally set up is Civiccenter1.
4. Go to FSDirect.
5. The homepage will come up. Look for the heading: Waiting for Your Approval. There will be a number under that heading, click on it.
6. The page below will come up. The highlighted area will have names/schedule numbers that are waiting for site approval. Click on each one and then click Process/Approve Now. I will then be notified to activate those schedules.
7. You can view each schedule by clicking on its name to check the dates/times/rooms, etc...

Approve Schedule Requests

<table>
<thead>
<tr>
<th>Waiting Your Approval</th>
<th>Filter on:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inactive Pending

<table>
<thead>
<tr>
<th>Event/Organization</th>
<th>Location/Zone</th>
<th>Begin/End</th>
<th>Begin/End Time</th>
<th>Setup Begin Time</th>
<th>Recurrence</th>
<th>Setup End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Youth Soccer East Fresno / CYSA, East Fresno Youth Soccer</td>
<td>Manchester GATE ES</td>
<td>8/1/2016 / 5:00PM-5:00PM</td>
<td>8:30PM Weekly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deborah Bohigian</td>
<td>Soccer Field /</td>
<td>10/31/2016 / 8:30PM</td>
<td>View Conflict if ANY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process/Approve Now</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td>Notify</td>
<td>Booked By</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decline</td>
<td>Notify</td>
<td>Contact Person</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approval Process

<table>
<thead>
<tr>
<th>Date Approved</th>
<th>Approved By</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Approval Process on record.
1. Need training? Email us at training@schooldude.com
2. For Phone Support call 1-877-868-DUDE (3833)
3. Email us at support@schooldude.com
4. Chat with a live person using the Chat support button at the bottom of every page.

- FSDirect Getting Started
- User Role Guides and Videos
- All FSDirect Help Resources
- FSDirect User Forum
- CommunityUse Interactive Help Guide

Click here to learn about the recent enhancement.
Clearing Cookies and Browser History:

Be sure to close all browser windows and re-launch browser after clearing cookies and history.

**IE Browser History:**
1. Gear/Tool menu in top right of screen
2. Internet Options
3. Browsing history > Delete
4. Make sure the following are checked:
   a. Temporary Internet files and website files
   b. Cookies and website data
   c. Form Data
   d. Passwords
5. Delete > Apply > OK

**Google Chrome Browser History:**
1. menu top right of screen
2. History
3. Clear browsing data
4. Select “The Beginning of Time”
5. Make sure the following are checked:
   a. Browsing History
   b. Cookies and other site and plugin data
   c. Passwords
   d. Autofill from data
6. Clear browsing data

**Firefox Browser History:**
1. menu top right of screen
2. Options > Privacy
3. Click link “clear your recent history”
4. Choose time range as Everything
5. Make sure all boxes are checked
6. Click Clear Now

**Safari Browser History:**
1. Edit
2. Reset Safari
3. Reset
INVOICE

Remit Payment To:
Fresno Unified School District
4600 N. Brawley Ave.
Fresno, California 93722

Contact:
Phone No:

BILL TO
Gibson ES PTO
Angie Pamagian
1365 W. Roberts
Fresno, CA 93711
Sales Tax Exemption No.

Email
Phone No 903-7039
Fax No
FEIN

COMMENT

Custodial QT hrs - 9 hrs

<table>
<thead>
<tr>
<th>DEPOSIT</th>
<th>DOCUMENT NUMBER</th>
<th>PO NUMBER</th>
<th>TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td></td>
<td></td>
<td>Due upon receipt</td>
</tr>
</tbody>
</table>

Schedule ID: 2961
Location: Gibson ES
Building(s):

Area:
Room(s):

Event: 9/23/2016 5:00PM - 9:00PM
Gibson ES PTO

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>Tax Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Facility Rental Hourly</td>
<td>4</td>
<td>$25.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>1</td>
<td>Facility Rental Hourly</td>
<td>4</td>
<td>$8.00</td>
<td>$32.00</td>
<td>$0.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>1</td>
<td>Custodial</td>
<td>9</td>
<td>$42.00</td>
<td>$378.00</td>
<td>$0.00</td>
<td>$378.00</td>
</tr>
<tr>
<td>1</td>
<td>Trash Pick-up</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$0.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Event Total Costs $535.00

Invoice Total $535.00
Total Sales Tax $0.00
Total Payments $535.00
Total Due $0.00

Note: * indicates Alternate Event
Printed: 9/6/2016 1:21:17 PM

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