



Good Day Amity !!!

We are pleased to announce that we are introducing a new process for tracking our daily school hours and after-hours facility usage. You will no longer need to turn in a paper form to your school secretary! Effective July 1, 2016 we will be using a web accessible software application called FSDirect. The software can be accessed from any device with web browsing capabilities, from any location! This includes from your school, or your smartphone, or even from home. You can fill out the room or facility



you would like to use as well as the date times and other pertinent information. Your request will route electronically through the approval process and you will receive email updates about the status of your request.

The FSDirect application is provided by SchoolDude.com. By introducing this new process we will be able to reduce the amount of time it takes to process requests by making the process electronic. FSDirect will allow us to make each site's event calendar more readily available and it has some very handy features that will also allow us to coordinate custodial, security and other event setup services. It also allows us to invoice the community organizations using our facilities.

We will also be using a public calendar of events entered into FSDirect called CommunityUse. The link for the calendar will be loaded onto the district web site and allow pre-approved community members to request use of space. Again, this should reduce the amount of time staff spend processing and verifying the community use of our school sites.

Another benefit to using FSDirect is that as a user, you will have access to unlimited training and technical support. You may click on the link below to access FSDirect.

<https://login.myschoolbuilding.com/msb?acctNum=475594626&productID=FSD>

[FSDirect Requester Guide](#)

[FSDirect – Requester Training Video](#)

So if you have any questions or issues please don't hesitate to contact Tracy Daigle (tracy.daigle@reg5.k12.ct.us) at the Amity Regional School District No. 5 Facilities office at 203-397-4817, or contact support@schooldude.com.

Thanks for your time and happy summer!

Have a GREAT School year!