1. **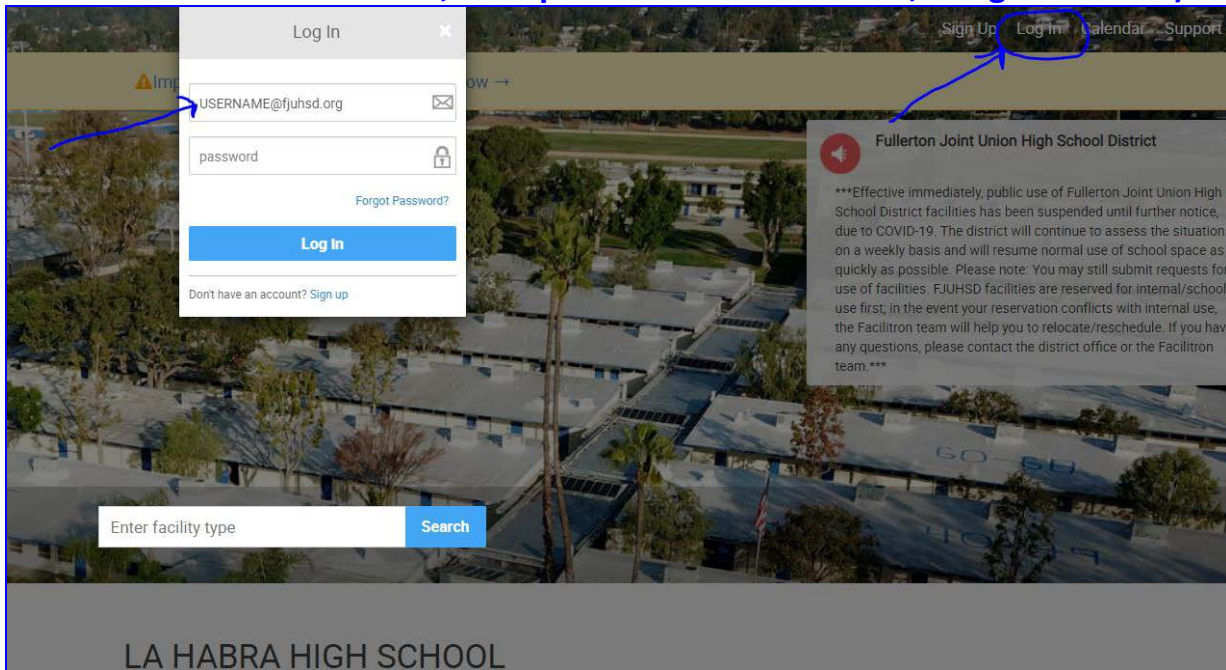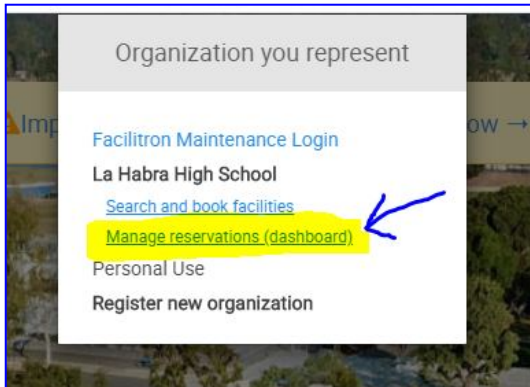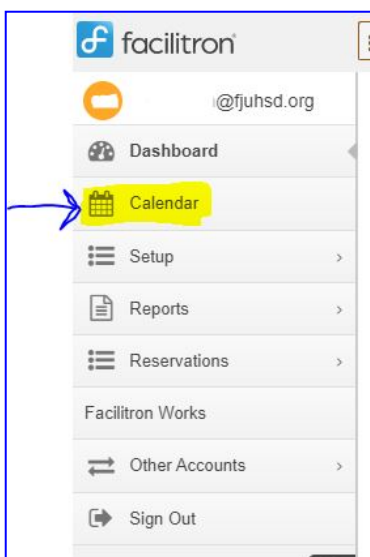On Facilitron, use your school email address to log on (if you have never logged in before and need an account, then please contact the APIO, Craig Weinreich).**
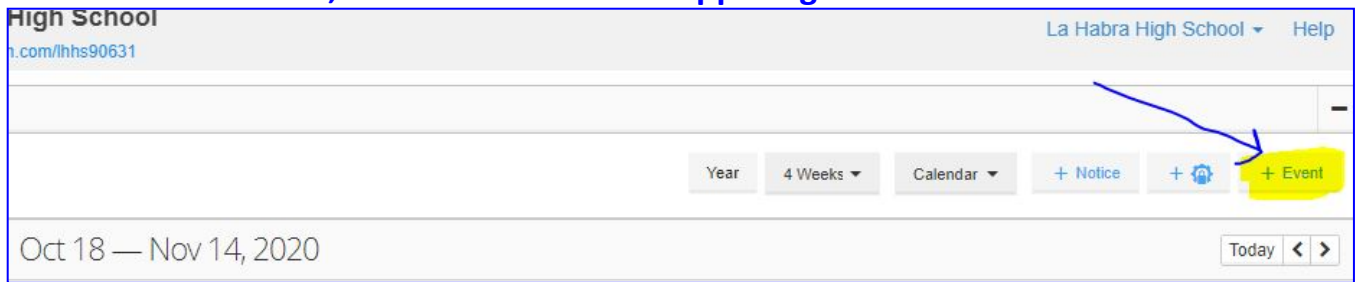

2. **Be sure you are logged onto La Habra High School and click "Manage reservations (dashboard)":**

3. **Once on your dashboard, click on "Calendar" from the left menu:**

4. **Once in the calendar, click "+ Event" in the upper right above the calendar:**

5. **This will allow you to create a schedule request. Please complete all information regarding the request including the name and description of the event, indicate what internal group is sponsoring the event, any special setup instructions (custodial needs, tech needs, tables, chairs, etc.), the campus location(s) requested, as well as the date(s) and times – please note that you can request multiple dates and times on each schedule request for the same type of event:**

6. **Once complete, click "Add to Schedule" button and the request will be submitted to the APIO office for final approval.**