

Tahoma School District - *Employee Online Facility Use Request* **TANDEM**

How to Submit an “Event Request”:

1. Log into the Tandem website: <http://tahoma.tandemcal.com>
 - a. Click on: **Sign In** at the top right corner of the screen.
 - b. Enter your email and password.
2. Click on: **Event Requests** at the menu bar at the top of the screen.
3. Click on: **Submit Event Request**
4. After you’ve read and concur with the **Terms and Conditions**, click in the box next to **“I accept the terms & condition detailed above”**.
 - a. Click on: **Continue**
5. Click in the box next to **Event Name**.
 - a. Type in the name of your event.
6. Click in the box next to **“From”**. A mini-calendar pops up.
 - a. Click on the date of your event (only choose one date at this time).
7. Enter the start time next to the **“From”** date.
8. In the box next to **“To”**, keep the date the same as it is in the **“From”** box.
9. Enter the end time next to the **“To”** date.
10. To enter multiple dates with the same times and locations, click in the box next to **“Recurs”**.
 - a. Click on the drop down box and choose **“Ad Hoc”**.
 - b. Click on: **Click to Add**
 - c. Click on all additional dates you want on this request (they must have the same start/end times and facility).
 - d. Click on the small **“x”** at the top right-hand corner to exit the mini-calendar.
11. Next to **Locations**, click on: **Add**
 - a. Click on: **Facilities**
 - b. Type the name of the facility in the box (or click on **“All”** and scroll through the list - click on the facility you’d like to request). **You can choose more than one facility.**

***NOTE: If a “Conflict” message pops up, you will need to choose a different time, date or facility. This means that the facility is not available at that time and/or date.**

12. Next to **Groups**, click on: **Add**
 - a. Click on: **All**
 - b. Type the group name in the box (or click on: **All** and scroll through the list and click on your group name). **You can add more than one Group.**
 - c. Click on: **Close**

13. Click on: **“Setup/Breakdown Times”** if your event has setup and breakdown times (if you enter a setup time, you must enter a breakdown time).
 - a. Click in the **Setup** box and enter setup time.
 - b. Click in the **Breakdown** box and enter breakdown time.

14. Click on: **Contacts, Supervisors & Equipment**
 - a. Next to **Contacts**, click on: **Add**
 - b. Click on: **Contacts**
 - c. Type contact name (or find requestor’s name and click on it), then click: **Close. You can add more than one contact name.**

15. Click on: **Misc. Options**
 - a. Scroll down to **Setup Instructions**, and type all of the setup instructions including custodial needs.
 - b. **NOTE: If your event needs additional equipment delivered to the location of your event, please submit a Work Order to the Maintenance Department which includes the date the equipment needs to be dropped off at the facility AND a date the equipment needs to be picked up from the facility.**

16. Click on: **Submit**

17. Read the information in the green box. If you want to view your requested event, click on: **View Event Request.**

18. **An email** will be sent to you when your facility request has been submitted successfully.

19. **A second email** will be sent to you when your request has been approved or denied.

20. For questions, please call Tamara Wheeler, Facility Use Coordinator at 425-413-3400.