

# Tahoma School District - *Online Facility Use Request*

## TANDEM

### How to Submit an “Event Request”:

1. Log into the Tandem website: <http://tahoma.intand.com>
  - a. Click on: **Sign In** at the top right corner of the screen.
  - b. Enter your email and password.
2. At the menu bar at the top of the screen, click on: **Event Request**
3. Under “Submit and List”, click on: **Submit Event Request**
4. After you’ve read and concur with the **Request Event 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 to the right of **Start** that shows the date. A mini-calendar pops up.
  - a. Click on the date of your event (only choose one date at this time).
7. Click in the box to the right of **Start** that shows the time.
  - a. Click on the time your event starts (not setup time).
8. Click in the box to the right of **End** that shows the time.
  - a. Click on the time your event ends (not breakdown time).
9. Click on: **Optional Times** if your event has a setup & breakdown time (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.

10. Click on the drop-down box next to **Recurs** if you have more dates to add with the same start/end times and/or facilities. (If you have more dates to add with different start/end times and/or facilities, you'll need to submit a separate request.)

- a. Click on: **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/facilities).
- d. Click on the small **X** at the top right corner to exit the mini-calendar.

11. Next to **Locations**, click on: **Add**

- a. Click on: **Facilities**
- b. Click on: **All**
- c. Scroll through the list (or type the facility name in the box) and click on the facility you'd like to request (you can click on more than one facility).
- d. Click on: **Ok**

**\*NOTE: If a "Conflict" message pops up, you will need to choose a different time or date. 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. Scroll through the list (or type your group name in the box) and click on your group name (you can add more than one group).
- c. Click on: **Ok**

13. Click on: **Contacts, Supervisors & Equipment**

- a. Next to **Contacts**, click on: **Add**
- b. Click on: **Contacts**
  - i. Click on requestor's name and click on: **Ok**
  - ii. If requestor's name does not show up, add it:
    1. Clicking on: **Add Contact**
    2. A separate webpage comes up. Enter:
      - a. **First Name**
      - b. **Last Name**
      - c. **School**
      - d. **Position**
      - e. **Contact Phone Number**
    3. Click on: **Add**
    4. Click on **X** at top right corner of screen to exit.
    5. Click on: **Close**
    6. Next to **Contacts**, click on: **Add**
    7. Click on: **Contacts**
    8. Click on the name you added and click on: **Ok**

14. Next to **Equipment**, click on: **Add**
  - a. Click on all equipment needed, then click on: **Ok** (if you need to add more details regarding the equipment, add it at the next step – Setup Instructions.)
15. Click on: **Misc. Options**
  - a. Scroll down to **Setup Instructions**, and type all of the setup instructions.
16. Click on: **Request Event**
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.

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