

Q. CAN I CHECK THE STATUS OF A REQUEST OR SEE PAST/UPCOMING REQUESTS?

A. Yes, you can! To do so, first log into your account and navigate to the “My Requests” tab.

The screenshot shows the 'Calendar Filter' interface. At the top, there is a search bar for event titles starting with letters A-Z and 'ALL'. Below this are several filter options: 'View All Organizations' (set to 'Hylton HS'), 'Filter Starting' (set to '8/3/2009'), 'View All Organization Type' (set to 'Description'), and buttons for 'Filter' and 'View All'. The interface also shows '+ Request New Facility Use' and '1 - 1 of total 1 listed'. Below the filters is a table with columns for Schedule ID, Title, No Of Events, Status, Schedule State, Organization, Declined Reason, Location, Room, Recurrence, Start Date, End Date, Event Date(S), Total Invoiced, and Total Paid. The table contains one entry for a 'Test Event' with a status of 'Declined Inactive' and a date of '9/5/2014'.

Schedule ID	Title	No Of Events	Status	Schedule State	Organization	Declined Reason	Location	Room	Recurrence	Start Date	End Date	Event Date(S)	Total Invoiced	Total Paid
366355	Test Event	1	Declined	Inactive	Test Homeowners Association	- FOR TRAINING ONLY	Hylton HS Gymnasium B100 (Zone 11) Health Room Back of Gym B119 (Zone 11) Auxiliary Gym B120 (Zone 11) Girls Locker Room-Gym Area (Zone 11) Boys Locker Room-Gym Area (Zone 11)		Non-recurring			9/5/2014	View Invoices \$0.00 \$0.00	

- 1. Location:** Filter by school location. Useful if you submit reservations to multiple PWC schools and want to view activities at a specific site.
- 2. Filter Starting:** A date filter that allows users to view events scheduled to start from a specific date forward.
- 3. Description:** Allows users to search by specific keyword(s). The system does complete partial searches (e.g. type in “Test” instead of “Testing Office”).
- 4. Filter:** Applies filters and searches for requests matching the specified criteria.
- 5. View All:** Removes selected filters and only shows events scheduled to take place from today’s date forward.

If you experience technical difficulties, please call 703-791-7435 or send an email to minortd@pwcs.edu. If the question relates to a submitted request, please have readily available the 6-digit assigned ID number, so the event(s) may be easily retrieved.