

## 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 at the top.

The screenshot shows the 'Calendar Filter' interface. At the top, there is a 'Calendar Filter' tab and a search bar for event titles starting with letters A-Z and 'ALL'. Below this, there are several filter options: 'View All Organizations--' with a dropdown menu showing 'Hylton HS' (circled 1), 'Filter Starting' with a date input '8/3/2009' (circled 2), 'View All Organization Ty' with a dropdown menu showing 'Description' (circled 3), and 'Filter' and 'View All' buttons (circled 4 and 5). The interface also includes a '+ Request New Facility Use' link, '1 - 1 of total 1 listed', and 'Items Per Page: 25 | 50 | 75 | 100'. The main table displays a single request with the following details:

Schedule ID	Status	Location	Recurrence	Total Invoiced
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 any technical difficulties when submitting a request and require assistance, please call 703-791-7435 or send an email to [minortd@pwcs.edu](mailto: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.