

Facilitron Back-to-School Checklist: 2026–27

Before the Bell Rings

Use this checklist to prepare your people, facilities, calendars, and communications before the busy season begins. A few proactive updates now can help reduce scheduling conflicts, avoid last-minute surprises, and keep facility use operations running smoothly throughout the year.

Checkpoint 1: Prepare Your Team & Support Services

☐ Review Approvers and User Access

- Remove former employees, and add new staff, approvers, and administrators from the system as needed. Use [Facilitron's Guide on Roles & Approvals](#) to review role assignments and permission levels, then follow the instructions in [Adding Staff/Users to Your Account – Administrators](#) to make updates (For districts using SSO, consult your Facilitron Account Manager). For large batches of user changes, complete this [user update spreadsheet template](#) and send it to your Account Manager for processing.

☐ Ensure Staff Receive Facilitron Training

- Ensure approvers, office staff, custodial leads, athletics staff, and other stakeholders are aligned on current facility use policies, approval workflows, and cost recovery practices. Encourage new site administrators to attend [Facilitron training](#) and direct returning staff to refresher resources as needed. Our [Online Support Center](#) also offers videos, guides, and how-to articles covering virtually every aspect of facility use management.
- For reservation-specific support/inquiries, encourage staff to use the Alert Facilitron feature on the Reservation Details Page. For more information, see the support article, [How to Alert Facilitron via Comments](#).

☐ Review Internal Procedures for Custodial, HVAC, and Security Requests

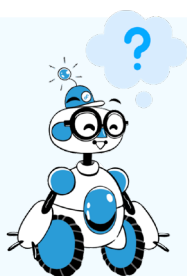
- Review how custodial, HVAC, security, and other event support requests will be handled this year.

☐ Verify District Emergency and Cancellation Procedures

- Make sure staff know how to manage weather closures, schedule changes, and last-minute cancellations.

☐ Confirm District Escalation Information

- Confirm that lockout, after-hours, and emergency contact information is current on permits and event communications. If facility information needs to be added, corrected, or removed, submit updates to your Facilitron Account Manager.



Did you know?

Facility lockouts are one of the most common causes of renter support calls. A quick review of your lockout contacts can help prevent after-hours issues, reduce support requests, and ensure renters can access facilities when they arrive. Make sure contacts are current, responsive, and available during facility use.

Checkpoint 2: Audit Your Facility Inventory

☐ Review Facility Details

- Confirm that facility names, descriptions, capacities, and amenities accurately reflect each space. Review any new site specific site requirements for upcoming school year (for example a site may be latex free). If facility information needs to be added, corrected, or removed, submit updates to your Facilitron Account Manager.

☐ Verify Your Facility Inventory

- Ensure all rentable spaces are represented correctly in the system. Check that newly completed facilities have been added and spaces under renovation or no longer available are updated accordingly. Send all changes to your account manager.

☐ Refresh Facility Photos

- Updated photos help renters understand your spaces, set expectations, and choose the right facility for their needs. If your photos are outdated or no longer reflect the current condition of a space, review [Submitting New or Updated Photos of Facilities](#) for guidance on submitting updates.

Checkpoint 3: Establish Your Daily Dashboard Routine

☐ Review Administrative Action Required

- Review and respond to any internal or external pending reservation change or cancellation requests in the Administrative Action Required section of your dashboard, see the article [How To Pre-Approve and Approve Automated Change Requests for Reservations](#) for detailed guidance. For more information on processing cancellation requests, see the article [Cancelling a Reservation](#).

☐ Monitor Your Pending List

- Keep requests moving by reviewing pending approvals and outstanding actions. Ensure no request remains pending for more than 5 days and that all reservations scheduled within the next 14 days have been reviewed and processed. If you'd like a refresher on the approval process, review the [Approving Reservations for Administrators](#) support article.

☐ Check Comments & Communications

- Review questions, updates, and messages related to reservations and permits to keep everyone informed. For additional dashboard tips and navigation guidance, see the article [Using the Dashboard – Administrators](#).

☐ Download Your [Daily Facility Use Ops Guide](#)

- Keep this quick-reference guide handy to streamline your daily workflow and stay on top of facility use operations throughout the school year.
- Pro Tip: A quick dashboard review each day can help prevent approval delays, missed communications, and scheduling surprises during peak back-to-school activity.

☐ Master the Reservation Details Page

- Review common administrative tasks such as updating reservation information, processing changes and cancellations, managing insurance, adding adjustments, editing timeslots, and communicating with renters. Refer to the [Working with Reservations for Administrators](#) support folder if you find yourself performing the same task repeatedly or thinking, "there has to be an easier way." Taking time now to learn the Reservation Details Page's built-in tools and efficiency features can help you work smarter, reduce clicks, and manage reservations more effectively throughout the year.

Checkpoint 4: Update Public Information & Communications

☐ Enter Internal Events & Activities

- Add all known activities that occur outside of the regular bell schedule to the Facilitron calendar, including athletics, practices, performances, testing, school events, holidays, and other non-instructional activities. A complete and up-to-date calendar helps reduce scheduling conflicts, improves visibility across departments, and ensures renters see accurate availability. Note: Use maintenance blocks only for facility maintenance and repair work. For additional guidance, review the [Creating an Internal Reservation](#) support article.

☐ Review Renter-Facing Information

- Verify that district and school websites link to the correct Facilitron rental page. Take a few minutes to review your Facility Use webpage from a renter's perspective—is it easy to find, easy to understand, and clear about how to request a facility? If your page could use a refresh, download the [District Facility Use Website Guide](#) for templates, best practices, and real district examples. You may also use this [Facility Use Flyer Template](#) to create customized on-site announcements.

☐ Align Internal Back-to-School Communication

- Make sure schools and departments understand when facility availability to the community will be open, how requests will be processed, and who to contact with questions. While reviewing your communication plan, consider whether email notifications should be updated to ensure the right staff, departments, and approvers receive timely updates about requests, comments, approvals, and permit activity. For additional guidance, review the [Customizing Email Notifications for Administrators](#) support article.

☐ Open Your Facility Calendars

- Contact your Account Manager to extend facility availability through the full school or fiscal year so renters can begin planning and submitting requests. Facilitron can also send a marketing email to notify renters when availability opens.
- Pro Tip: You can see how far out your district's availability is currently open by checking the date displayed in the top-right corner of the Calendar page in Facilitron.

Coming This Fall: Back-to-School Video Series

Looking for a little extra guidance? This fall, we'll be launching a short video series featuring Facilitron Account Managers walking through each checklist checkpoint and sharing practical tips, best practices, and time-saving strategies to help you get the most out of your Facilitron program. Keep an eye on your inbox for more details!