








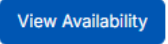

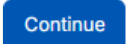
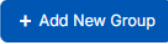
MasterLibrary was recently acquired by Follett School Solutions. The Follett Facilities Suite (previously MasterLibrary) has undergone some changes to branding, as well as the user interface. To account for this change, the how-to videos and this Quick Start guide have been updated.

Facilities Schedules formerly ML Schedules

Facilities Schedules™ Software Commonly Used Icons

-  *Add/Create* new item (e.g., add Group)  *Additional Information available*
-  *Edit* an existing item (e.g., a User or Group profile)
-  *Help* to open the online Help website
-  *Cancel* procedure or delete selected item

Facilities Schedules™ Software Commonly Used Buttons

-  *View Availability* to verify that a space(s) is available to request based on the criteria entered.
-  *Confirm & Submit Request* to submit a completed Request form for approval by the district.
-  *Continue* to select available spaces during a Recurring or Multiple Spaces at the Same Time requests
-  *Add New Group* in the User Profile page

Basic User Quick Start Guide

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1. Getting Started

Before you begin using Facilities Schedules™ for the first time, you will need to register for a new user account with a Group Name (e.g., for a club, group, organization or individual).

This Account setup step is only necessary the first time you use the platform. After that, you will be able to log into your Village of Ridgewood Facilities Schedules' account using your email address and password to submit facility requests.

To access the VOR Facilities Schedules™ system from the Village of Ridgewood Web Site, click on the following link:

<https://www.ridgewoodnj.net/419/Field-and-Facility-Rental-Requests>



register for a new account
(only needed for first-time use)

Then click on the **register for a new account** icon

The Village of Ridgewood **Field and Facility Rental Requests** Web Site:

The screenshot shows the Village of Ridgewood website's 'Field and Facility Rental Requests' page. The page has a dark blue header with the Village of Ridgewood logo and navigation links for 'GOVERNMENT', 'DEPARTMENTS', 'RESIDENTS', and 'HOW DO I...'. Below the header is a large image of a brick building. The main content area is white and contains the following sections:

- Field and Facility Rental Requests**: A section with a dark blue background on the left containing links for 'Field Status' and 'Breakdown of Seasons for Outdoor Sports'.
- Field and Facility Rental Requests**: A main heading followed by a paragraph explaining the program and a paragraph detailing the requirements for requesting a VOR field or facility.
- Click Below to Register for a New Account**: A section with a red arrow pointing to a 'register for a new account' icon.
- Click Below to Login and Begin Requesting**: A section with a 'log in and request' icon.
- For First Time Users:**: A list of three steps for new users.
- Facilities Schedules™ Quick Start Guide**: A link to a guide.

Quick Links on the right side include: [MasterLibrary Instruction Doc](#), [Ridgewood BOE MasterLibrary](#), [VOR Parks Catalog](#), and [Athletic Fields and Recreational Facilities Use Policy](#).

2. Register For a New Account

Village of Ridgewood

Facilities Schedules

User Name *

Password *

Create New Account (video)
Forgot Password?

Log In

or

Log in with Google

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After you click on **the register for a new account** icon, the Facilities Schedules login screen to the left will be displayed.

Select **Create New Account**

A **New Account Setup** page will then be displayed (see next page) to enter information about yourself and your Group(s).

Note: You should bookmark the Village of Ridgewood (VOR) Facilities Schedule specific URL for future log-ins:



<https://nj28.mlschedules.com/Login.aspx>

2. Register For a New Account (cont.)

Under **Classification**, select a Group Classification from the drop-down menu that matches your group's description.

New Account Setup

Please complete all fields and upload the requested documents (in PDF or JPG format) to create a new Facilities Schedules™ Software user account and related Group(s).

 *Please note that Village of Ridgewood requires your Group to have a valid insurance certificate on file. Please upload a valid insurance certificate before continuing. 

Classification *

- Please Select -

Class	Description
Class A	Groups meeting under the sole jurisdiction of the Village of Ridgewood and activities of "recognized groups" by the Department of Parks and Recreation.
Class B	Official use by Village municipal government agencies, Board of Education, boards and committees.
Class C	Local branches of clubs and groups, both charitable and/or civic in nature not affiliated with the Village of Ridgewood. Membership in this category must be comprised of majority of Ridgewood residents (75%), and the organization must have a Ridgewood mailing address.
Class D	All other groups, organizations or clubs made up of citizens of Ridgewood, or businesses based in Ridgewood, who request the use of facilities on an occasional basis when space is available. 60% of the host group must live or work full-time in Ridgewood. Also includes individual Ridgewood residents.
Class E	Private Groups (both non-profit and for-profit) where less than 60% of the host group do not live or work fulltime in Ridgewood and are not affiliated with the Village of Ridgewood. Also includes individual non-Ridgewood residents.

2. Register For a New Account (cont.)

Enter all of the requested data under **User Information** and **Group Information**.

NOTE: If you are an individual who will be submitting requests on your own behalf (i.e. not for a club, group or organization), use your first and last name as the **Group Name**.

User Information	
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Phone Number	
<input type="text"/>	
E-mail Address *	Confirm E-mail Address *
<input type="text"/>	<input type="text"/>
Password *	Confirm Password *
<input type="password"/>	<input type="password"/>
Group Information	
If you are an individual who will be submitting requests on your own behalf (i.e. not for a group, team, club, etc), use your first and last name as the Group Name.	
Group Name *	Group Phone Number *
<input type="text"/>	<input type="text"/>
Street / Mailing Address *	City *
<input type="text"/>	<input type="text"/>
State *	Zip Code *
<input type="text" value="- Please Select -"/>	<input type="text"/>
Reason for Registration *	
<input type="text" value="Please provide a reason for submitting a group application at Village of Ridgewood"/>	

* Denotes **Required** Field

Scroll down to the next section.

2. Register For a New Account (cont.)

Select the **Choose File** button to upload a copy of your group's current certificate of insurance (PDF or JPG) and enter the insurance **Expiration Date**

Additional Group Information








External / Outside Groups: Upload the Group's Certificate of Insurance and its Expiration Date.


No file chosen

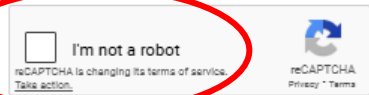
Expiration Date

All new groups and individuals are required to upload their insurance certificate prior to their group request being approved. Individuals may upload a copy of their homeowners insurance declaration page showing they have sufficient liability insurance. Returning groups and individuals will be notified to upload a new insurance certificate at least 30 days prior to their current policy expiring. Facility reservation requests will not be approved until a valid insurance certificate is submitted. In addition, a valid insurance certificate is required at time of VOR facility usage.

Additional Group Files

Proof of Non-Profit Status		<input type="button" value="Choose File"/> No file chosen
Organization's By-Laws		<input type="button" value="Choose File"/> No file chosen
Organization's Code of Conduct		<input type="button" value="Choose File"/> No file chosen
Grievance Policy with contact info/Incident Report		<input type="button" value="Choose File"/> No file chosen
Coaches and instructors background checks. Certifications/Training where applicable.		<input type="button" value="Choose File"/> No file chosen
Organization's Mission Statement		<input type="button" value="Choose File"/> No file chosen
IRS Form 990, Form 990-EZ or Form 990-N (including attachments) your organization filed.		<input type="button" value="Choose File"/> No file chosen

Files marked with  are required.



Select the **Create User Account** button checkbox

 Your new user account request is sent to the VOR Parks & Recreation Department for review.

Check the **I'm not a robot** checkbox

3. Logging In For The First Time

Creating Your Password

1. Within 48-72 hours, your new account request will be reviewed. If approved, you will receive an email notification from **Follett Facilities Schedules Software** to “request a password reset if needed by [clicking here.](#)” After [clicking here](#) in the email, you will be taken to the Password Reset screen.



2. Enter your email address and select **Send Reset Email.**

3. You will then see a screen informing you that an email notification was sent to you (from **Follett Facilities Schedules Software**) to set your password. In the email, click on [Click here to set your password.](#)

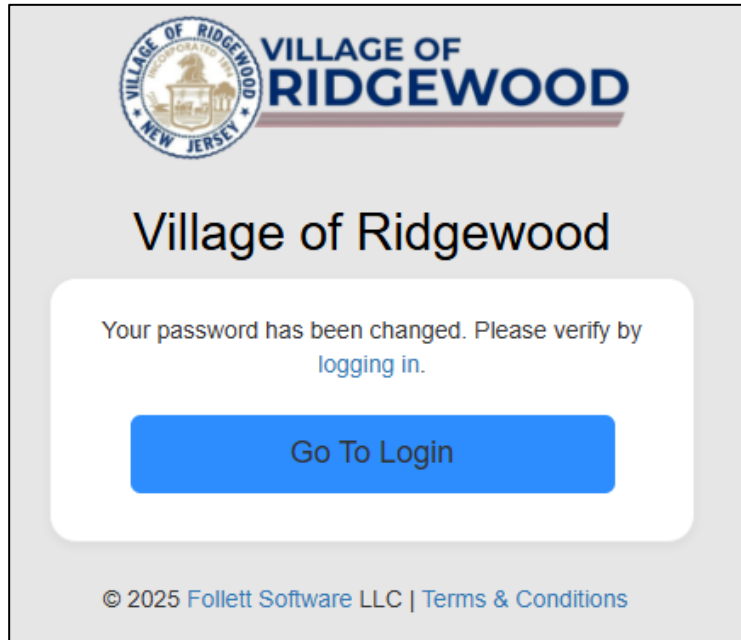


4. You will then see a **Password Reset** screen. Enter a password in the top box and type it in again in the bottom box to confirm. Then hit **Save Password.**

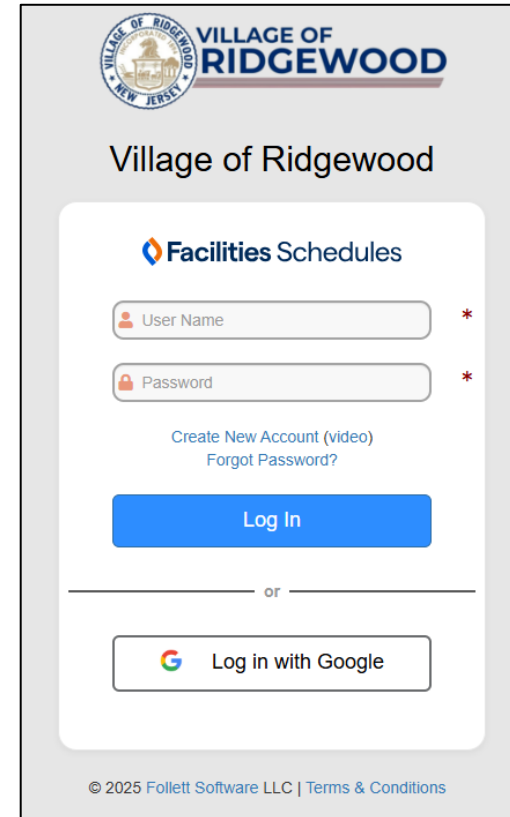
3. Logging In For The First Time (cont.)

Verify Password and Login

You will then see confirmation that your password has been changed. Select **Go To Login**.



Enter your email address for your User Name and the password you just created. Then select **Log In**.



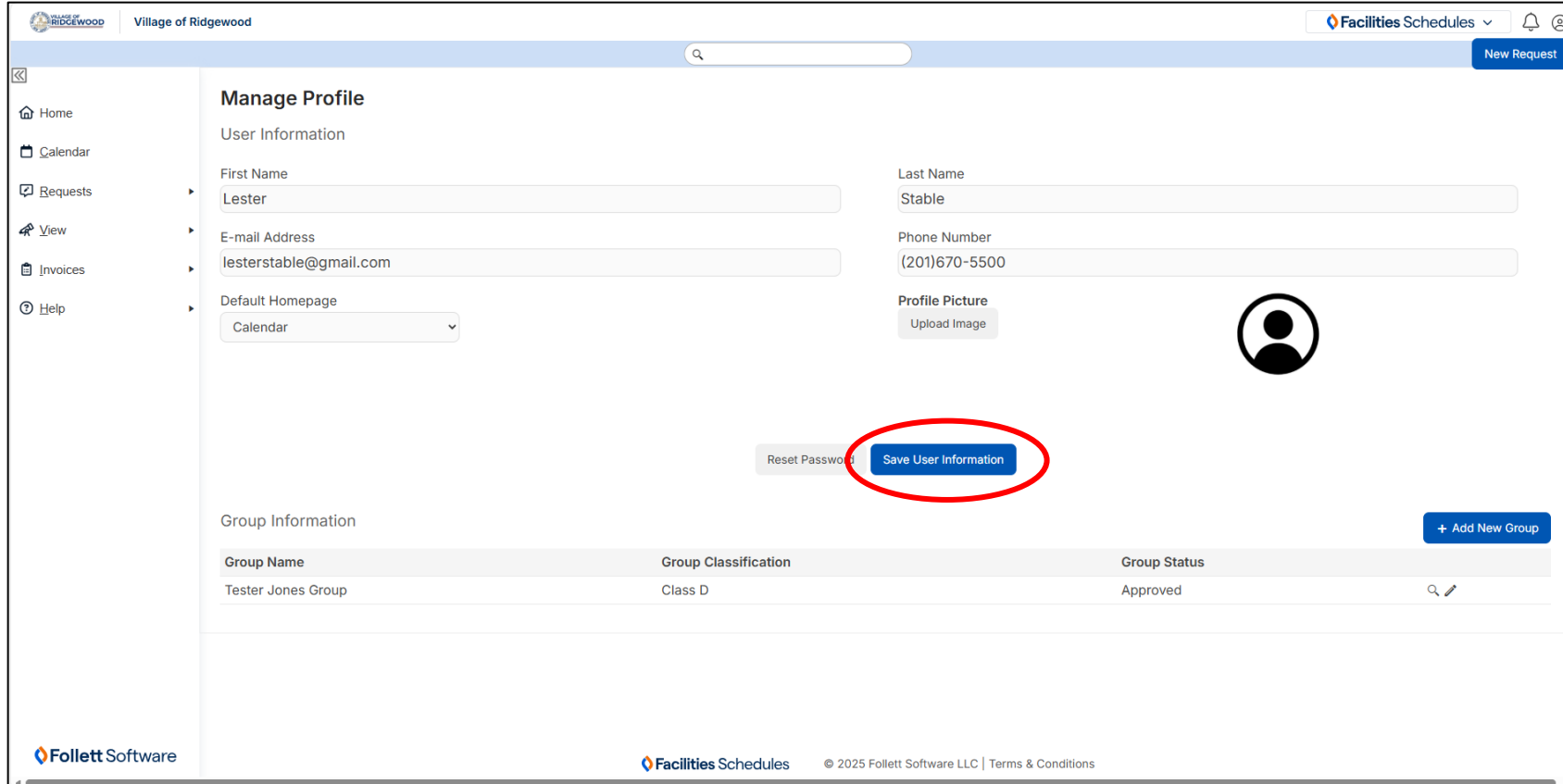
4. Accepting the Terms and Conditions

The first time you login to **Facilities Schedules** you will be ask to read and Accept the Terms and Conditions. Select **Accept** to continue.

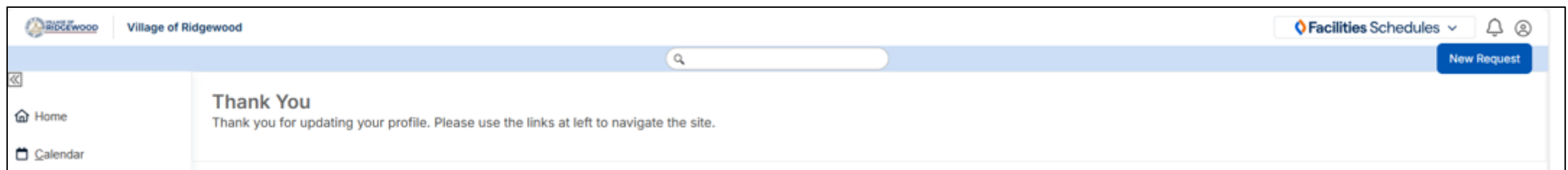
The screenshot shows the user interface of the 'Facilities Schedules' software. At the top left is the 'Village of Ridgewood' logo and name. At the top right, there is a 'Facilities Schedules' dropdown menu, a notification bell icon, a user profile icon, and a 'New Request' button. A search bar is located in the center of the top navigation bar. On the left side, there is a vertical navigation menu with icons and labels for 'Home', 'Calendar', 'Requests', 'View', 'Invoices', and 'Help'. The main content area displays a message: 'Thank you for using Facilities Schedules™ K12 Facility Request Software. Please read our [Terms and Conditions](#) and select the Accept button below to signify your acceptance of these terms for your use of Facilities Schedules™ Software.' Below this message are two buttons: a blue 'Accept' button and an orange 'Decline' button. The 'Accept' button is circled in red.

5. Verifying Your Profile

The first time you login to **Facilities Schedules** you will also be ask to verify your Profile. Verify everything looks correct and update any information that is not. Once done, select the **Saver User Information** button.



A **Thank You** message will then be displayed. At this point, you are all setup to begin the process of requesting facility space.



6. Home Screen

Select **Home** from the left-side menu to display the default Home Screen, which is the calendar view. From here, you can follow the instructions for **Submitting Facility Requests**, which begin on the next page.

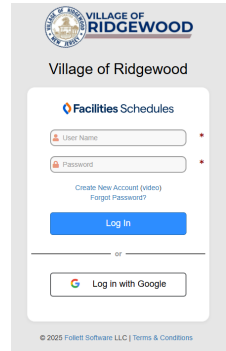
The screenshot displays the 'Village of Ridgewood' Facilities Schedules interface. The left sidebar menu has 'Home' circled in red. The main area shows a calendar for Thursday, November 20, 2025. The calendar is currently in 'Day' view. A large yellow 'all-day' block covers the top of the calendar. Below it, several colored blocks indicate facility unavailability:

- 12:00am - 11:45pm Not Available @ Fields/Parklands - Hawes Upper Diamond (VOR) (Green block)
- 8:30am - 6:00pm Not Available @ Fields/Parklands - Graydon North Lot (Pool Side) (Black block)
- 9:30am - 11:30am Not Available @ Community Center - Pat Mancuso Senior Lounge (Red block)
- 12:00pm - 3:00pm Not Available @ Community Center - Pat Mancuso Senior Lounge (Red block)

The interface includes a search bar at the top, a 'New Request' button, and various navigation and filter options. The Follett Software logo is visible in the bottom left corner.

7. Submitting Facility Requests

✓ Login if you have not already done so



Once you are logged in, there are several ways to access the **Make A Request** screen to request facility space:

1. By selecting **Requests > Submit New Request** from the left-panel toolbox on any screen.
2. By double clicking an open day/time slot on the calendar panel from the default screen.
3. By selecting the **New Request** button at the top right of the screen.

1

2

3

7. Submitting Facility Requests

The Make A Request screen

The screenshot shows the 'Make A Request' form with the following fields and options:

- Group:** Tester Jones Group ((Lester Stable))
- Site(s):** - Select Site -
- Space(s)*:** - Select Space -
- Frequency*:** One Time Event
- Date & Time Information:** Start Date, End Date, Start Time (including Setup), End Time (including Breakdown)

Note: Entries marked with (*) denotes a required field

1. If you only manage one group, the group name will be displayed in the **Select Group** menu.
 - If managing more than one Group: Select the desired group from the **Select Group** drop-down menu.
2. Select the location(s) of the space you want to reserve from the **Site(s)** drop-down menu. For example:

3. Select the spaces(s) you want to reserve from the **Space(s)** drop-down menu. For example:

Site(s)

× Community Center × Fields/Parklands × Stable

Space(s)* Select All

× Maple Multipurpose Field (VOR)

7. Submitting Facility Requests (cont.)

The Make A Request screen

Village of Ridgewood

Make A Request

Tester Jones Group ((Lester Stable)) *

Site(s)

- Select Site -

Space(s)*

- Select Space -

Frequency*

One Time Event

Date & Time Information

Start Date *

Start Time * (including Setup)

View Availability

4. Select a request **Frequency** from the drop-down menu.

Frequency*

Custom Frequency

- Select Frequency -

One Time Event

Daily

Daily - Weekdays Only

Weekly

Every Other Week

Multiple Days Per Week

Monthly

Custom Frequency

Choose a frequency that best fits your scheduling request needs.

5. Select a **Start Date** by clicking on the **Start Date** field. A Calendar will pop up so you can chose the date. Repeat for **End Date**.

6. Select a **Start Time** from the drop down by clicking on the **Start Time** field. Repeat for **End Time**.

Date & Time Information

Nov 2025

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Note : Entries n

7. Select the **View Availability** button

Start Time * (including Setup)

3:15pm

3:30pm

3:45pm

4:00pm

4:15pm

7. Submitting Facility Requests (cont.)

Date & Time Information

11/29/2025

Start Date *

11/29/2025

End Date *

7:00pm

Start Time *
(including Setup)

8:00pm

End Time *
(including Breakdown)

Space(s) Available?

Space	Start Date	Start Time (incl. Setup)	End Date	End Time (incl. Breakdown)	Available
<input type="checkbox"/> Maple Multipurpose Field (VOR)	11/29/2025	7:00pm	11/29/2025	8:00pm	YES

Note : Entries marked with (*) denotes a required field

8. A list of each occurrence showing an **Available** status (**YES** or **NO**) for the selected space will be displayed. If the desired space is available for the selected start date, times and frequency, **YES** will be displayed in the Available column.

Note: If the desired space is not available, try changing one or more of the field settings to find available spaces that meet your group's needs.

9. If you searched for multiple sites/spaces:

Select the Delete icon () for any spaces that you don't want included on the request.

10. Select the **Continue** button to confirm the request. You will now need to add the information for your request.

7. Submitting Facility Requests (cont.)

EVENT INFORMATION*

Event Name*

Minutes for Setup

Minutes for Breakdown

Select Event Type

Event Type*

Please provide details for your request such as the activities that will occur.

Event Notes (Set Up Directions, Other Instructions, etc)*


ADDITIONAL INFORMATION* *(Some field(s) are required in this section)*

 Optional

Is this a Fundraising Activity? If Yes - please explain what it is for.

 Optional

Will there be an Admission Charge? / If Yes - How much and how will it be used?

Are you a Resident?* 

Will food be served? If Yes-Briefly describe source i.e. bringing pizza and baked goods made at home 

Sports Division (Please select Boys or Girls or Co-ed)

Sports Division - Please Enter The Age Bracket For This Division

11. Enter the information in all the relevant fields. Required fields will have a **red *** and must be filled out.
12. Scroll down to the next sections when you are done with the **Additional Information** section.

7. Submitting Facility Requests (cont.)

EQUIPMENT* *(Some field(s) are required in this section)*

of Pop-Up Tents needed (for rent) / Notes

Parks have a carry in/carry out policy. Are garbage cans needed for this event? If yes how many?

Will a generator be used? Please state type and how it will be used.

Any Other Equipment Required? - Please Be Specific*

Will you be using Tents or Canopies? If yes-please enter number and size(ft) of tents and canopies

Will a food truck be used? Please indicate how many and vendor names.

Will there be propane tanks used? Please provide for what and how many will be used.

PERSONNEL* *(Some field(s) are required in this section)*

Will Attendance Exceed 200 People At Any One Time? How many people do you estimate?*

Any Other Personnel Required? Please Be Specific

13. Enter the information in all the relevant fields. Required fields will have a **red *** and must be filled out.

14. Scroll down to the bottom of the form when you are done with the **Personnel** section

7. Submitting Facility Requests (cont.)

ADDITIONAL FILES

Choose File No file chosen

File Attachment 1 / Note

Choose File No file chosen

File Attachment 2 / Note

Choose File No file chosen

File Attachment 3 / Note

Choose File No file chosen

File Attachment 4 / Note

Choose File No file chosen

File Attachment 5 / Note

Choose File No file chosen

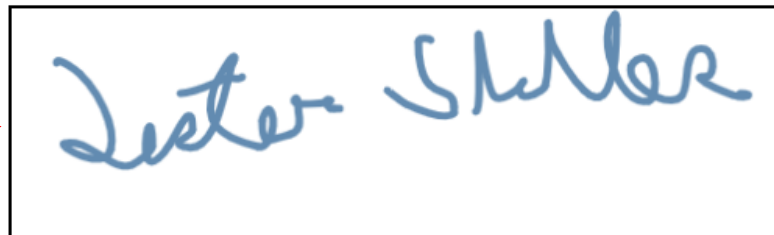
File Attachment 6 / Note

Note : Entries marked with () denotes a required field*

I have read and agree to the Terms & Conditions [\(view\)](#)

Send me a Confirmation E-mail

Sign below if you have read and agree to the Contract [\(view\)](#)



Signature OK. 

Continue to Estimated Costs

15. Upload relevant files if it pertains to your event.

16. Check the **Terms & Conditions** and **Send me a Confirmation E-Mail** boxes.

17. Sign the **signature** box

18. Select **Continue to Estimated Costs**.

7. Submitting Facility Requests (cont.)

19. Depending on your groups classification and the space requested, you may be subject to a facility fee. The amount for each facility you requested along with the estimated total will be displayed.

Confirm Your Estimated Costs:

[Go back to previous screen](#)

This is an ESTIMATE. Actual costs may vary upon Approval depending on additional equipment, staff, hours, and additional permits required by other departments.

Citizens Multipurpose Field (VOR)

Total Cost



I agree to the estimated costs above

[Confirm & Submit Request](#)

20. Check the **I agree to the estimated costs above** checkbox and select the **Confirm & Submit** button. (If applicable, you will receive an invoice via email.)

21. You will then see a **Thank You** confirmation and receive an email that your request is going through the approval process. You will be notified of its progress via email. Note that the requested space will now appear as **Pending Approval** to other users when searching spaces and they will not be able to request it for the same date\time.

Thank You

Your request is going through the necessary approval steps and you will be notified once a decision has been made.

You may view your request here: ([RequestId 11899](#))


You can go to the [My Requests](#) page to view all of your requests.

8. Cancelling Your Request

Pull up the request you want to cancel. Then click on the pull down menu for Status.

Request #12069 Submitted 12/10/2025 03:30 PM By Lester Stable

Status **Approved** 

Actions 

Then select Cancel

Cancel

- Event**
- Group
- Info
- Notes
- Files
- Notifications
- History
- Estimates

Event Information

Event THIS IS A TEST	Setup Start Sat 12/20/2025 06:00 PM	Breakdown End Sat 12/20/2025 07:00 PM
Site Fields/Parklands (view on map)	Event Start Sat 12/20/2025 06:00 PM	Event End Sat 12/20/2025 07:00 PM
Space Maple Multipurpose Field (VOR)	Space Cost \$100.00	<input type="checkbox"/> Show Event Details to the Public
Event Type Game		

Contract Signature




8. Cancelling Your Request (cont.)

A pop up box will appear for you to **Add a Note**.

Request #12069 Submitted 12/10/2025 03:30 PM By Lester Stable

Status Approved 


Actions 


Event Group Info Notes Files Notifications History Estimates

Event Information

Event THIS IS A TEST	Setup Start Sat 12/20/2025 06:00 PM	Breakdown End Sat 12/20/2025 07:00 PM
Site Fields/Parklands (view on map)	Event Start Sat 12/20/2025 06:00 PM	Event End Sat 12/20/2025 07:00 PM
Space Maple Multipurpose Field (VOR)	Space Cost \$100.00	<input type="checkbox"/> Show Event Details to the Public
Event Type Game		

Contract Signature



Add Note to Request(s) 

This request is being cancelled due to a scheduling change.

Internal Notes Only

Save & Send Email **Save**

After you have typed in the reason for the cancelation, hit **Save & Send Email**.

8. Cancelling Your Request (cont.)

You will receive confirmation that your request has been canceled.

Request #12069 Submitted 12/10/2025 03:30 PM By Lester Stable

Status **Canceled on 12/10/2025 03:35 PM by Lester Stable** ▾

Actions ▾

Event Group Info Notes Files Notifications History Estimates

Event Information

The Status will change to **Canceled**.

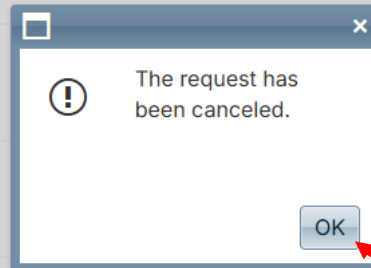

Event THIS IS A TEST Setup Start Sat 12/20/2025 06:00 PM Breakdown End Sat 12/20/2025 07:00 PM

Site Fields/Parklands (view on map) Event Start Sat 12/20/2025 06:00 PM Event End Sat 12/20/2025 07:00 PM

Space Maple Multipurpose Field (VOR) Space Cost \$100.00 Show Event Details to the Public

Event Type Game

Contract Signature

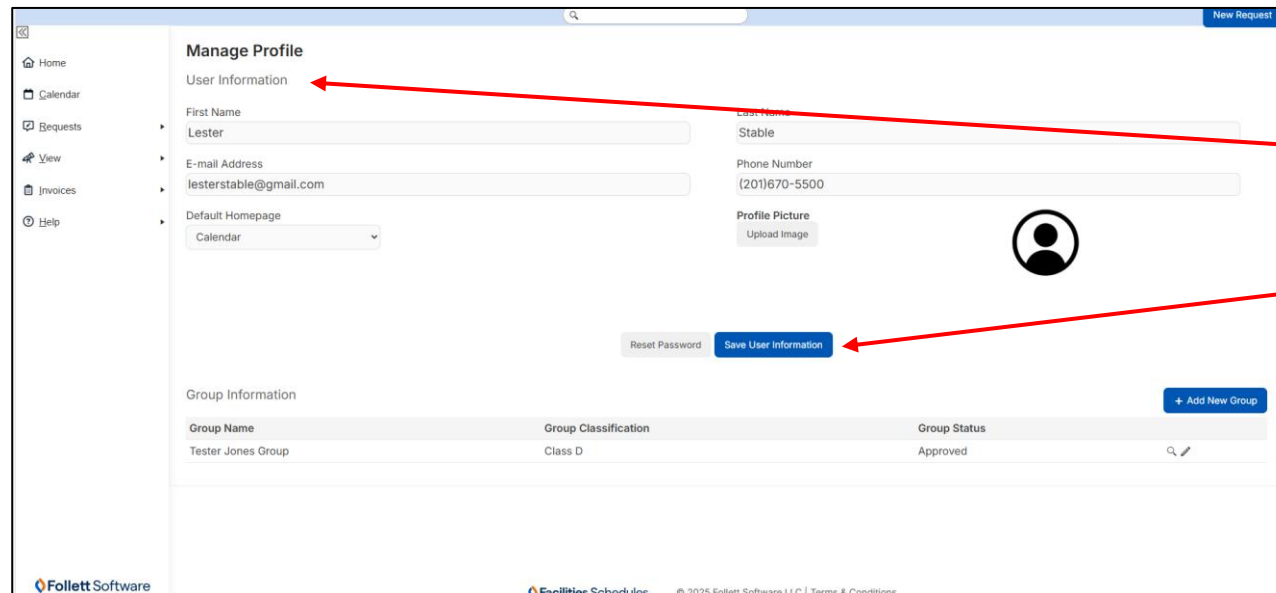
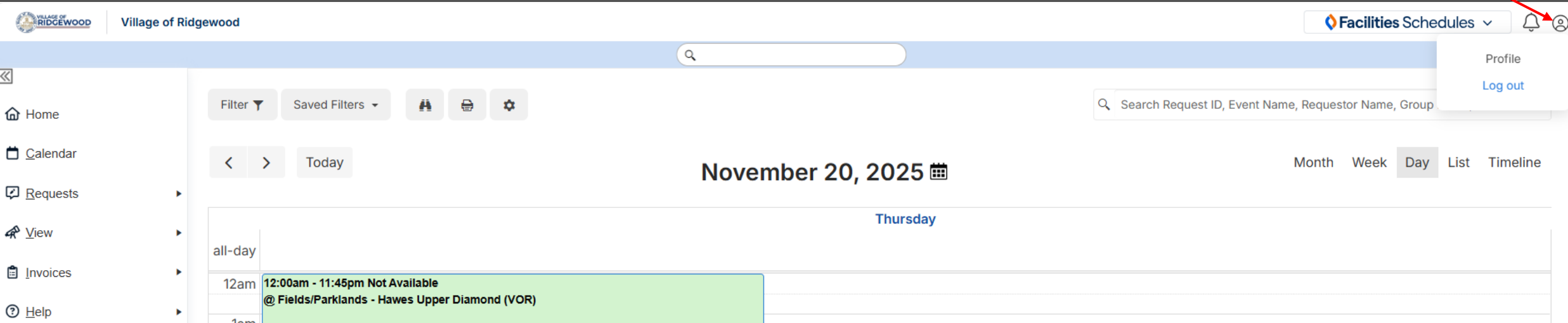


Click on **OK**.

9. Edit Your Profile Information

To edit your User Information

1. Left click on the Profile Icon and select Profile



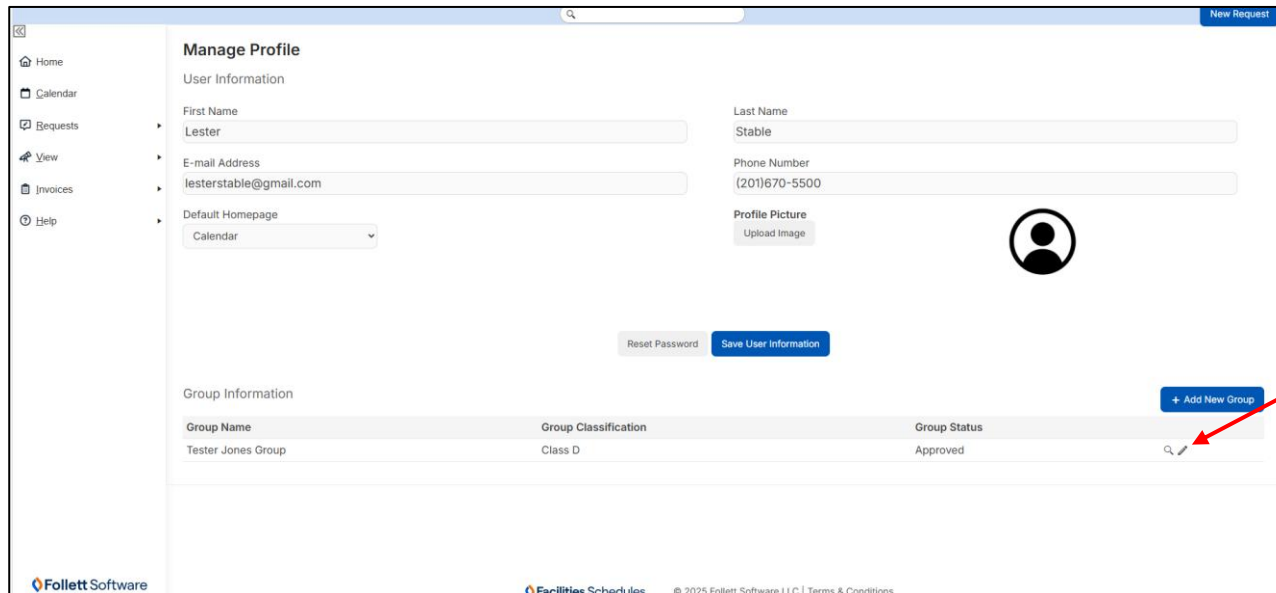
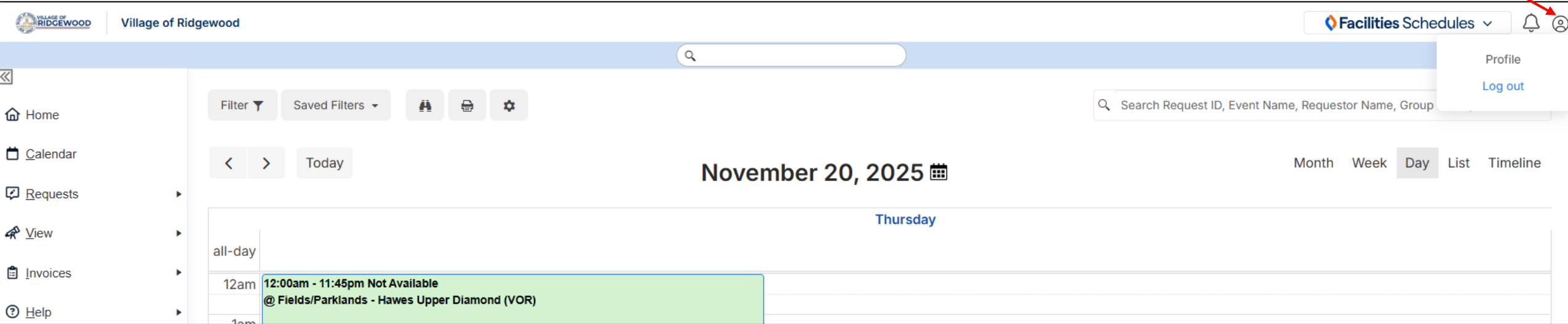
← The **Manage Profile** Screen Will Appear

2. Update any of the fields under **User Information** as necessary,
3. Select **Save User Information** when done.

10. Edit Group Information

To edit Group Information and upload a new insurance certificate

1. Left click on Profile Icon and select Profile



← The **Manage Profile** Screen Will Appear

2. Select the pencil icon to bring up the **Group Information** Screen

10. Edit Group Information (cont.)

Group Information

Please enter all fields for the Group you are managing.

Tester Jones Group

Group Name

13 Main Street

Group Mailing Street Address

New Jersey

State

(123)456-7890

Group Phone Number

Ridgewood

City

07450

Zip

Edit Group Information

Update Insurance Expiration Date after Uploading New Insurance Certificate

Insurance Information

Upload New Insurance Certificate

ⓘ Updating your insurance information will require re-approval, which may cause a delay in processing.

[\(View Current File\)](#) [Remove File](#)

Choose File No file chosen

12/31/2025

Insurance Expiration Date

All new groups and individuals are required to upload their insurance certificate prior to their group request being approved. Individuals may upload a copy of their homeowners insurance declaration page showing they have sufficient liability insurance. Returning groups and individuals will be notified to upload a new insurance certificate at least 30 days prior to their current policy expiring. Facility reservation requests will not be approved until a valid insurance certificate is submitted. In addition, a valid insurance certificate is required at time of VOR facility usage.

10. Edit Group Information (cont.)

Additional Files

Proof of Non-Profit Status		Choose File	No file chosen
Organization's By-Laws		Choose File	No file chosen
Organization's Code of Conduct		Choose File	No file chosen
Grievance Policy with contact info/Incident Report		Choose File	No file chosen
Coaches and instructors background checks. Certifications/Training where applicable.		Choose File	No file chosen
Organization's Mission Statement		Choose File	No file chosen
IRS Form 990, Form 990-EZ or Form 990-N (including attachments) your organization filed.		Choose File	No file chosen

Files marked with ★ are required.

Classification

Village of Ridgewood - Class D
Group Status Approved

Group Managers

Note: Group Managers are able to submit requests for this group. Additional permissions can optionally be granted.

Name	E-mail	Phone	
Lester Stable	lesterstable@gmail.com	(201)670-5500	
ML Admin	admin@masterlibrary.com		
Tester Jones	testerjones@gmail.com	(201)670-5500 x3117	
Tester Jones	testerjones259@gmail.com	(201)670-5500 x3117	

Group Contacts

Note: Group Contacts are able to receive e-mail notifications about requests and do not need to login to Facilities Schedules.

Name	E-mail	Phone	
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Add a new **Group Manager** to the Group

Edit existing **Group Manager** Information by selecting the pencil icon

Add Group Manager

Add Contact to Group

Add a new **Contact** to the Group

Save Group

Select **Save Group** when done with edits.

11. Online Information

When you're logged into Facilities Schedules, comprehensive online documentation can be accessed from any screen by selecting the Help icon (?) from the gray header menu displayed at the top of all pages. If you have a suggestion on how to improve the usability of Facilities Schedules or this Quick Start Guide, please let us know.



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