

Use the following guide to help you book programs using your Arts Every Day's Arts Directory.

Teachers—as a general guideline we ask that you request programs at least two weeks in advance. This allows adequate time for AED to receive and process documentation for payment to the artist partner.

1. **Log into your school's account by clicking "School Login" in the top right corner of [our site](#).** If you need help remembering your username or password, please email Arts Integration Schools Manager at sam@artseveryday.org
2. **Once logged in, you should see your school's basic info as well as your total funding amount.** You can also scroll down to view all past programs booked by your school.

The screenshot shows the 'School Account Dashboard' for 'AED Test School'. The dashboard includes a header with the Arts Every Day logo and navigation links (HOME, ARTS DIRECTORY, CONTACT, RESOURCES, AED HOMEPAGE). The main content area is divided into two sections: 'AED Test School' and 'Funding Information'. The 'AED Test School' section displays a placeholder for a logo and the address '123 Street, city, MD 11223'. The 'Funding Information' section shows a table with the following data:

Category	Amount
Total:	\$2,500.00
Funds Approved:	\$0.00
Funds Pending:	\$0.00
Remaining:	\$2,500.00

Below the dashboard, there is a section for 'Approved Events and Programs' with a green checkmark icon.

3. Search the directory for the programs you would like to book. Remember that you can search by program or by artist/organization.
4. When you have found a program that you would like to book, click the teal "Request this Program" button.

The screenshot shows the 'Program / Event Details' page for 'Arts Every Day School Programs'. The page includes contact details and address information for the provider. Below this, there is a section titled 'AED-Funded Transportation for AED Partner Schools' which includes a yellow school bus icon and detailed text about the transportation funding process. At the bottom of the page, there is a 'REQUEST PROGRAM' button.

Provider: Arts Every Day School Programs

Contact Details:
410685872
support@artseveryday.org
<https://artseveryday.org/schools-program>

Address:
1505 Eulaw Place, Ste 204
Baltimore, MD 21217
Primary Contact: Arts Integration Schools Manager (support@artseveryday.org)

AED-Funded Transportation for AED Partner Schools

Arts Every Day provides funding for transportation to and from arts and cultural institutions listed in the directory to partner schools in the AED Schools Program.

To book a bus, first complete the booking request button linked here to let AED know the details of your requested booking.

After completing the booking request form linked here, schools should reach out directly to Diana Adcock at Woodlawn Motorcoach (410-744-3300 x118, diana.adcock@woodlawnmc.com) to request a quote for an Arts Every Day funded trip.

Diana will send a quote to AED and the school for you to review. Once ok-ed by the school AED will sign and return the quote to Diana to confirm your bus. In accordance with Woodlawn's billing policies, AED will pay transportation invoices the day after the trip.

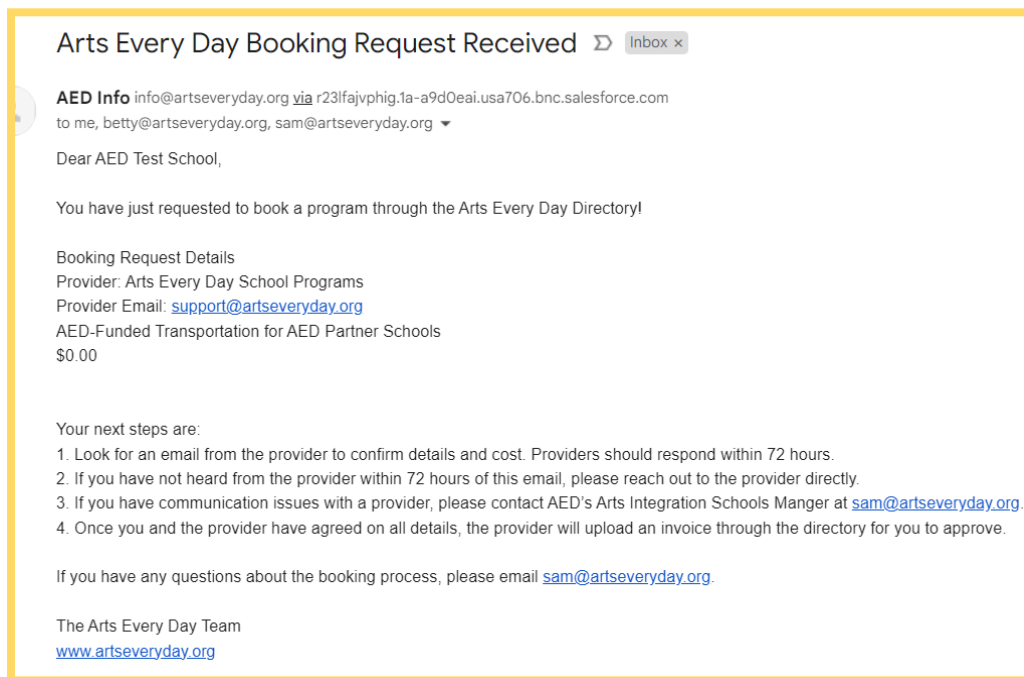
If any changes need to be made to your trip details after AED has signed the quote, please notify Diana and AED.

REQUEST PROGRAM

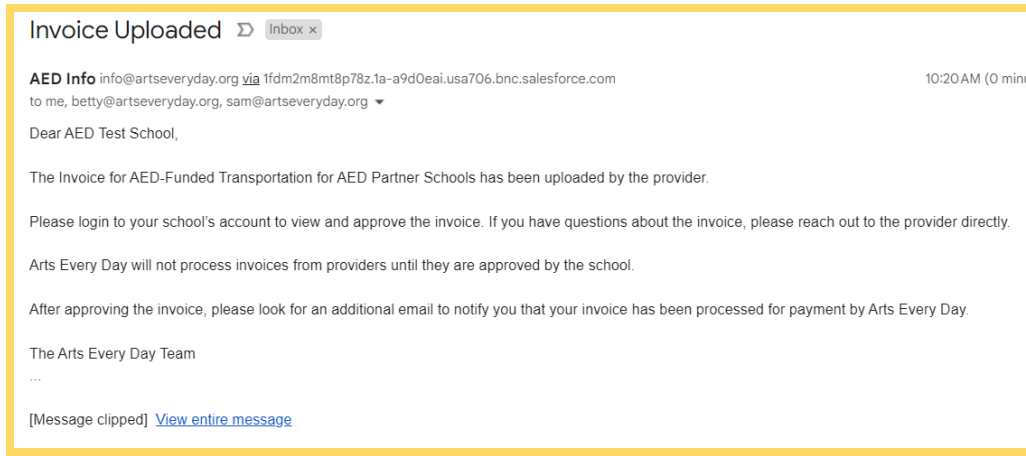
Event/Program Details

Location: 1505 Eulaw Place Ste 204 Baltimore, MD 21217

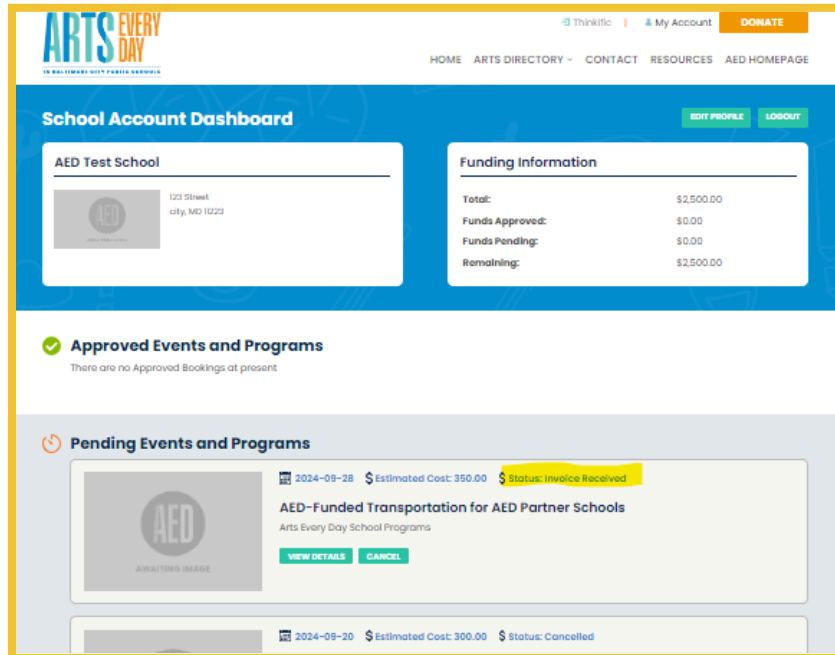
5. **Fill out the booking request form with all of the details of your request, including desired date, time, number of students, etc. Use the “notes/comments” field to provide any additional information to the provider. Please click the submit button only once; it may take a moment for you to be redirected back to your account page after submitting your booking request.**
6. **The booking request should now show as “Pending” on your account page and the estimated cost for your requested program as “Funds Pending.”** The Primary Contact for your school will receive a confirmation email that your booking request has been received.



7. **You should hear back from the provider via email or phone within 72 hours. If you do not hear back from the provider, we encourage you to reach out to them directly using the contact information listed on their directory page.**
 - a. If you need support in contacting a provider, we are happy to help. Email me at sam@artseveryday.org
8. **Once you and the provider have discussed and agreed upon logistics for the booking, the provider will upload an invoice for the pending program.** The Primary Contact for your school will receive an email notification when an invoice has been uploaded.




- Log into your school account to view and approve the invoice uploaded by the provider.** Click “View Details” for the program with an invoice received. Click “Download Invoice” to view the invoice uploaded by the provider. Please double check details like date, time, number of students, cost, etc. If everything looks accurate, enter the amount from the invoice into the “approved amount” field and select “Approve Booking.” If you have any questions about the invoice uploaded, follow up with the provider directly.



Your booking details

If you have any questions, please email info@artseveryday.org or call our offices at (410) 685-1172



This booking status is **Invoice Received**

The event/program provider has uploaded their invoice for your approval. Please confirm the amount is correct, enter it into the box below and press **Approve Booking** when ready

Event Name	AED-Funded Transportation for AED Partner Schools
Provider	Arts Every Day School Programs
Purchased By	AED Test School
School Primary Contact	Samantha Green (smgreen108@gmail.com)
Booking Status	Invoice Received
Event Cost	-
Audience	<ul style="list-style-type: none"> Kindergarten
Total Number of Students	75
Date of Event/Program	2024-09-28
Requested Time	10:00
Notes/Comments	This is a test booking made on 9/23 at 10:13am as Sam and Betty test the dav site.
Total Estimated Cost	\$350
I agree to the Provider's Cancellation Policy	Yes
Provider Invoice	DOWNLOAD INVOICE

Approved Amount *

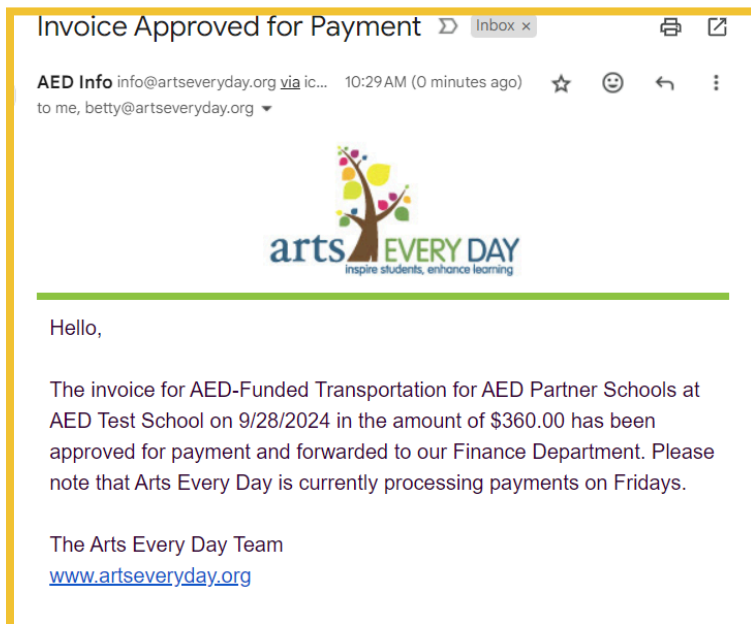
By entering the amount, you acknowledge that you have reviewed and approved the attached invoice uploaded by the provider for this event/program. You acknowledge that the amount listed on the invoice by the provider is accurate

\$

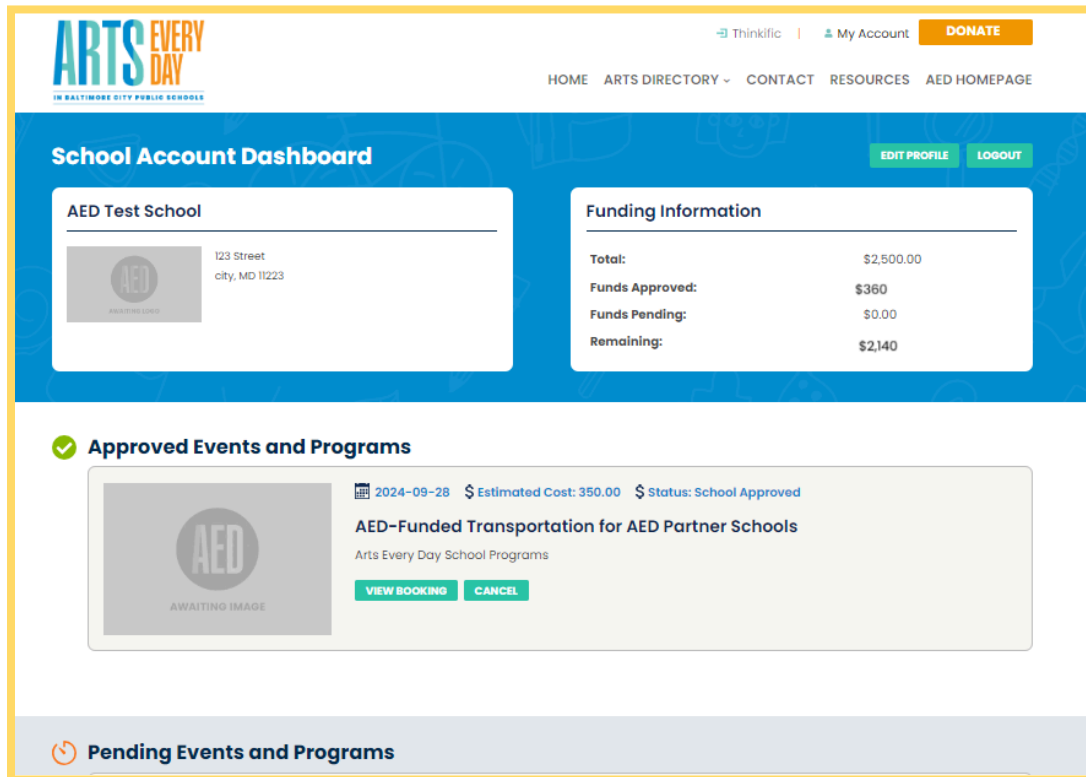
[APPROVE BOOKING](#)

[BACK TO DASHBOARD](#)

10. **Arts Every Day and the provider will be notified once you have approved the invoice. Arts Every Day will work to process payment of the invoice directly to the provider.** The Primary Contact for your school will receive an email when the invoice is being processed for payment.



11. Your program will now show as approved and your remaining grant balance will be updated.



The screenshot displays the 'School Account Dashboard' for Arts Every Day. The dashboard includes a navigation bar with 'Thinkific', 'My Account', and 'DONATE' buttons. Below the navigation bar, there are links for 'HOME', 'ARTS DIRECTORY', 'CONTACT', 'RESOURCES', and 'AED HOMEPAGE'. The main content area is divided into several sections:

- AED Test School:** Displays the school's name and address: '123 Street, city, MD 11223'.
- Funding Information:** A table showing the following data:

Total:	\$2,500.00
Funds Approved:	\$360
Funds Pending:	\$0.00
Remaining:	\$2,140
- Approved Events and Programs:** A section with a green checkmark icon. It features a card for 'AED-Funded Transportation for AED Partner Schools' with the following details:
 - Calendar icon: 2024-09-28
 - Estimated Cost: \$350.00
 - Status: School Approved
 - Program Name: AED-Funded Transportation for AED Partner Schools
 - Sub-program: Arts Every Day School Programs
 - Buttons: VIEW BOOKING, CANCEL
- Pending Events and Programs:** A section with a red clock icon, currently empty.

AED-Funded Transportation Bookings

Grant funding can be used to fund transportation to and from any experience in the Directory. To book transportation using your grant funding:

1. Log into your school's account as outlined above.
2. Select the [AED-Funded Transportation for AED Partner Schools](#) Program and click "Request to Book."
3. In your booking request, please note what program/event you are requesting transportation for in the "Notes/Comments" field.
4. After submitting a booking request through the Directory, reach out to Woodlawn Motor Coach to request a bus.
 - Contact Diana Adcock, the Charter Coordinator for Arts Every Day, at 410-744-3300 x119 or diana.adcock@woodlawnmc.com. Be sure to note that you are an Arts Every Day partner school and that the invoice will be paid by Arts Every Day!
 - Diana will send a trip quote to Arts Every Day to sign to confirm your bus. Arts Every Day will ask you to approve this trip quote before signing.
5. Arts Every Day will upload the trip quote to the booking in the Directory.

Arts Every Day will pay the invoice after the trip has occurred.