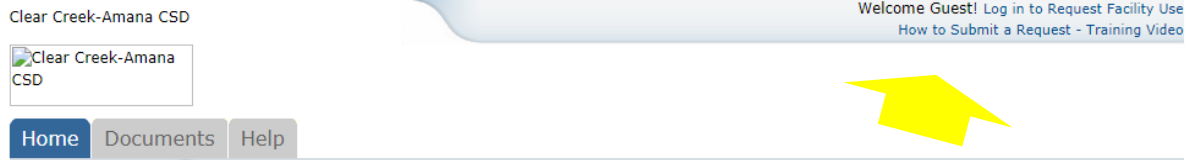


How to Login and Submit a Request

To start the request process, Click "Login to Request Facility Use".



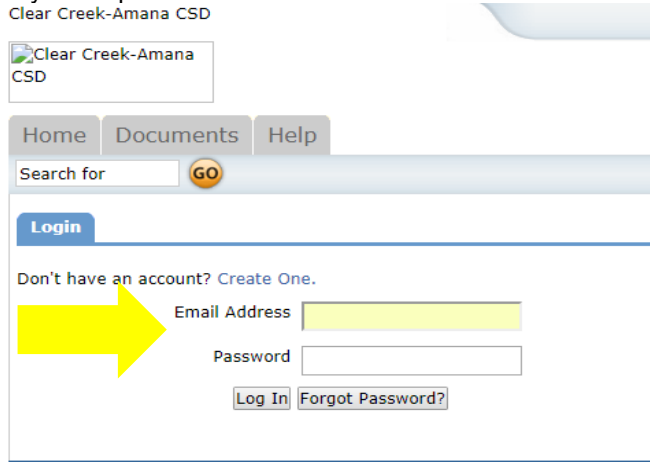
Clear Creek-Amana CSD

Welcome Guest! [Log in to Request Facility Use](#)
[How to Submit a Request - Training Video](#)

Clear Creek-Amana CSD

Home Documents Help

If you already registered, enter your login name and password into the form and click Login and proceed with your request.



Clear Creek-Amana CSD

Clear Creek-Amana CSD

Home Documents Help

Search for

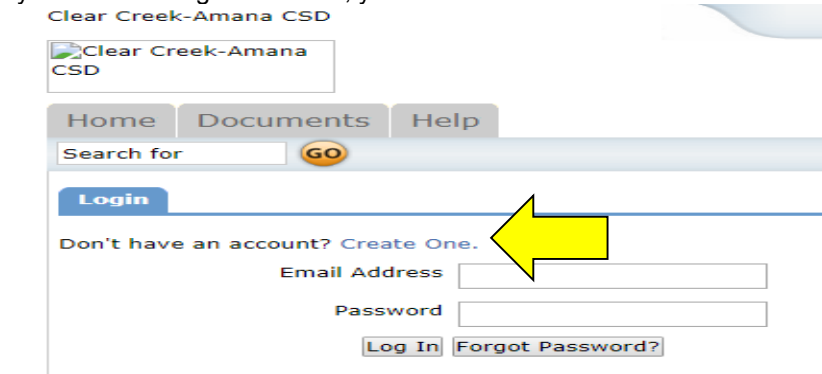
Login

Don't have an account? [Create One.](#)

Email Address

Password

If you are not a registered user, you will need to create an account.



Clear Creek-Amana CSD

Clear Creek-Amana CSD

Home Documents Help

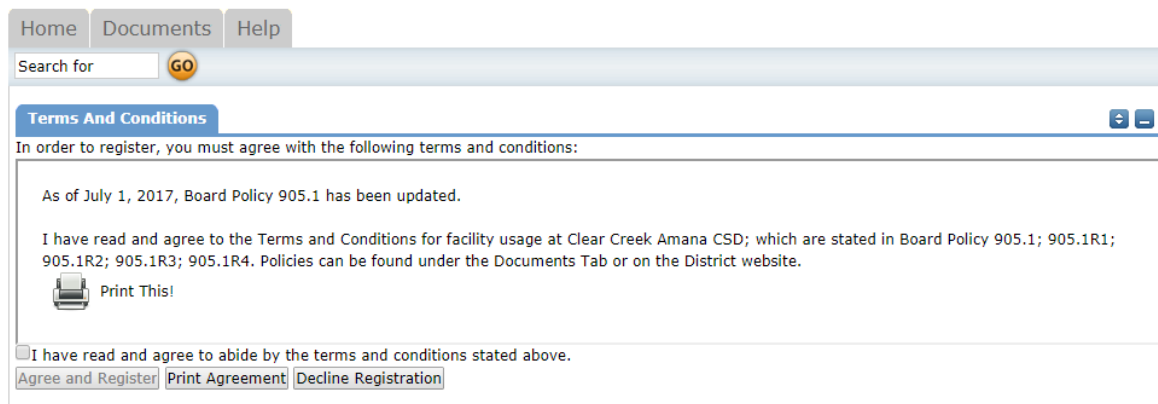
Search for

Login

Don't have an account? [Create One.](#)

Email Address

Password



Home Documents Help


Search for

Terms And Conditions

In order to register, you must agree with the following terms and conditions:

As of July 1, 2017, Board Policy 905.1 has been updated.

I have read and agree to the Terms and Conditions for facility usage at Clear Creek Amana CSD; which are stated in Board Policy 905.1; 905.1R1; 905.1R2; 905.1R3; 905.1R4. Policies can be found under the Documents Tab or on the District website.

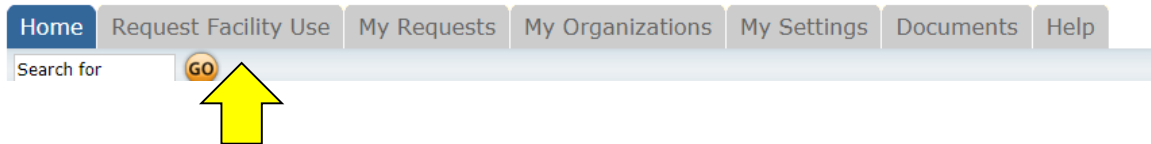
 [Print This!](#)

☐ I have read and agree to abide by the terms and conditions stated above.

[Agree and Register](#) [Print Agreement](#) [Decline Registration](#)

Once you have agreed and registered, fill out the personal profile. After you submit the request, the Administrator will review your request. After your request has been approved, you can enter facility requests.

To make a request choose Request Facility Use:



You have two forms to choose from when submitting a request.



Normal Schedule

You can request up to 20 events at one time. All of your events should be in the same room(s) at the same time over different days.

You will be asked to fill in some required fields. These are indicated with an orange vertical line

The screenshot shows the 'Add Normal Schedule Request' form. It has a navigation bar with tabs: Home, Request Facility Use, My Organizations, My Settings, Documents, and Help. Below the tabs is a search bar. The main content area is titled 'CommunityUse - Add Normal Schedule Request' and has two tabs: 'Scheduling Details' (highlighted with a yellow circle labeled '1') and 'Personalize'. The 'Scheduling Details' tab contains the following fields: 'First Name' (Mike), 'Last Name' (Montgomery), 'Event Title' (highlighted with a yellow circle labeled '3'), 'Event Description', 'Locations' (Wolfpack HS, highlighted with a yellow circle labeled '2'), 'Rooms' (a list of rooms including Baseball field, Softball field, Auditorium, Main, Green Room, Mens, Green Room, Womens, Football Field, Locker Room: Girls, Driver Ed Classroom, and Classroom 500), and a calendar for May and June 2010. The bottom section of the form is highlighted with a yellow circle labeled '4'.

After you've entered your Event Title,
You will be asked to choose a location & room, event date, and event time. Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event.

You are required to

This feature will look for conflicts with events that have already been approved on the calendar. Your requested rooms will show at the top, and the time frame you've requested will show in a yellowish color. If you see a black or red X in the box – there is already an event scheduled at that time. The system will allow you to proceed with entering your request even when a conflict is present. This will likely slow the processing time of your request, and may result in the request being declined based on district policy. Please consult the district or educational institution on their policies regarding double booking.



Recurring Schedule

Same steps as above with the exception of entering dates. The date range field will look like this: The Recurring Schedule form will allow even more events. You can choose up to 100 events with this form, and the events should be in the same room(s) at the same time over different days – and these days will happen on a recurring basis (e.g. every Monday and Wednesday for a month, or every Sunday for a year, etc.)

Recurrence Patterns:

Daily – this is every day in the date range including weekdays and weekends

Weekly – Use this for meetings on specific days of the week. Choose Recur every “1” week for your weekly meetings and then choose the day of the week as well

Monthly – You can have a meeting on a specific date(like the 15th) of each month, or you can choose the second option which allows you to choose a floating date like the Second Weekday of Every 1 month.

Setup Requirements and Rental Requests:

Other Needs- Additional information about your request can be entered here. If you have Setup Requirements enabled, it is recommended that as much information be put in those fields as possible

Signature/Terms & Conditions- this is your Email address that you logged in with. It will need to match *exactly* and is case sensitive. You are also asked to confirm that you have read the Terms and Conditions. You can click the words 'terms and conditions' to review the district policy info.

Submit - After you have completed all required fields, entered your email signature and agreed to the Terms and Conditions, click "Submit" to enter your request.

If your request was successfully entered, the webpage will reload and you will see a message like this:
Schedule #11111 has been saved!

You will also receive an email notification confirming your request was received. Save this email and refer to the Schedule ID number should you have any questions or need to make any changes.

CommunityUse - Request Facility Use List

Search for

CommunityUse - Request Facility Use List

Calendar Filter

View event titles starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

---View All Organizations--- ---View All Locations--- Filter Starting

---View All Organization Types--- Description Filter

Schedule #156718 has been saved!

1 - 3 of total 3 listed

Schedule ID	Status	Location	Recurrence	Total Invoiced
156715	Submitted	Community Center North Viper Room	Non-recurring	\$0.00
156716	Submitted	Wolfpack HS	Weekly	\$0.00

Please allow an appropriate amount of time for the request to be processed by the district. If you have any questions, refer to the Help tab for district contact information.

My Organizations

This shows the Organization(s) that are associated with you.

CommunityUse - My Organizations

Search for

My Organizations

Filtering

View Organization starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
Approved	Abacadabra Dance Studio	commercial	101 E Sutton

Legend

Sort on this field

Insurance Expired

Clicking the Organization Name will take you to the Organization Information page, where you can verify Address and other important information including Insurance Information. Please contact your CommunityUse administrator if any of the information is inaccurate or out of date to have this updated.

CommunityUse - My Organizations Detail - Windows Internet Explorer

http://www.communityuse.com/SOA.NET/controllers/pagecontroller.aspx?productid=MC&pageid=Orga

CommunityUse - My Organizations Detail

Welcome Bill Shakespeare! Click here to Log Out
SchoolDude Community Website

Home Request Facility Use **My Organizations** My Settings Documents Help

Search for

Organization Information

Click here to ask administrator to update your organization information

Organization Name

Address

FEIN

Sales Tax Exemption No.

Tax Exempt? ☐ Yes ☒ No

Insurance Information

Insurance Company

Policy Number

Coverage

Coverage Date to

Home | Request Facility Use | My Organizations | My Settings | Documents | Help

Welcome to the Community Campus online permit system

My Settings

You can review your contact information or reset your password.
Be sure to click Submit to save any changes.

CommunityUse - OEC Setting - Windows Internet Explorer

http://testcomuse.devsd.com/SOA.NET/controllers/pagecontroller.aspx?productid=MC&pageid=MySettings

CommunityUse - OEC Set... X CommunityUse Setup

Academy of Carolina North at Edgestow

Welcome Mike Montgomery! Click here to Log Out
North Carolina School District

Home Request Facility Use My Organizations **My Settings** Documents Help

Search for

My Contact Settings

First Name Last Name

Email Address

Phone Number

Cellular Number

Your Address

My Community Settings

Old Password

New Password Verify New Password

☐ Check here to remove self from all event-related email notifications

Legend

Home | Request Facility Use | My Organizations | My Settings | Documents | Help

Documents

Board policies, FAQ and how to use this site are housed here.

Help

Refer to the Help tab for contact information should you have any questions.

Thank you for using the Community Use site to submit your online requests.