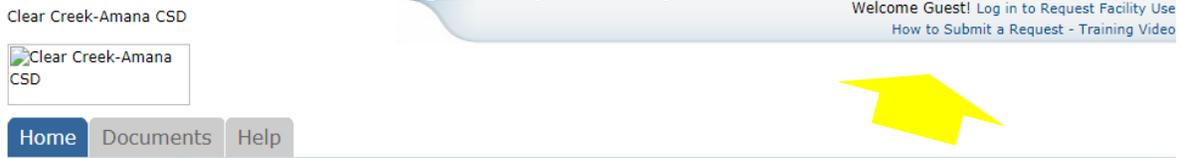
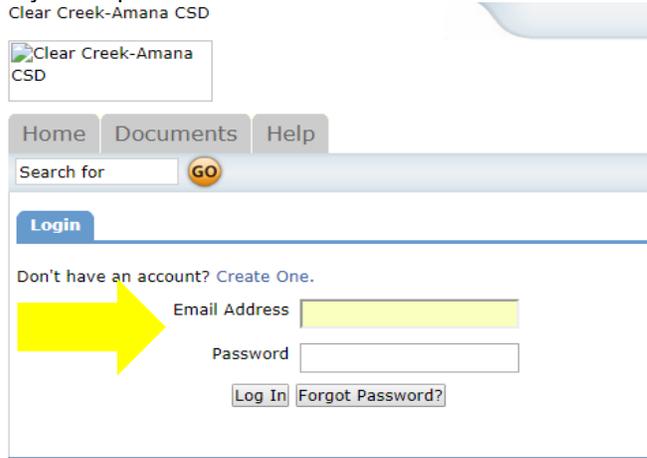


## How to Login and Submit a Request

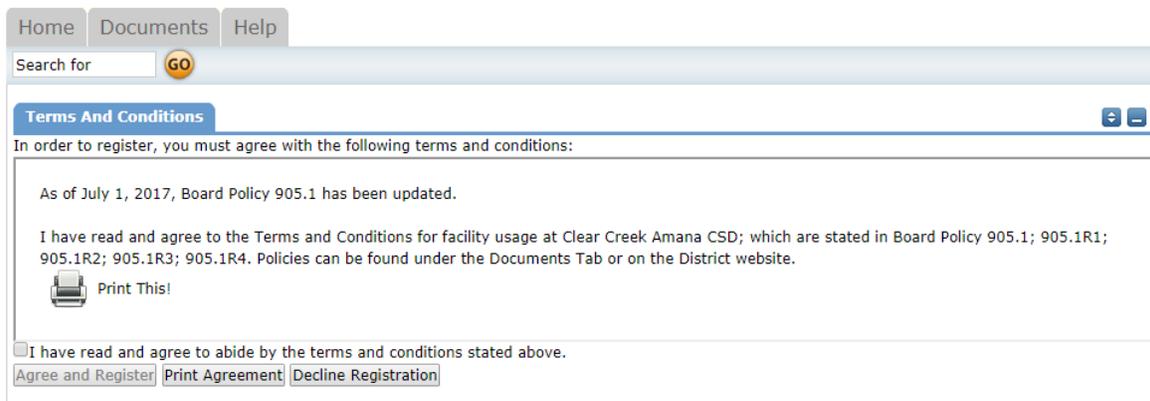
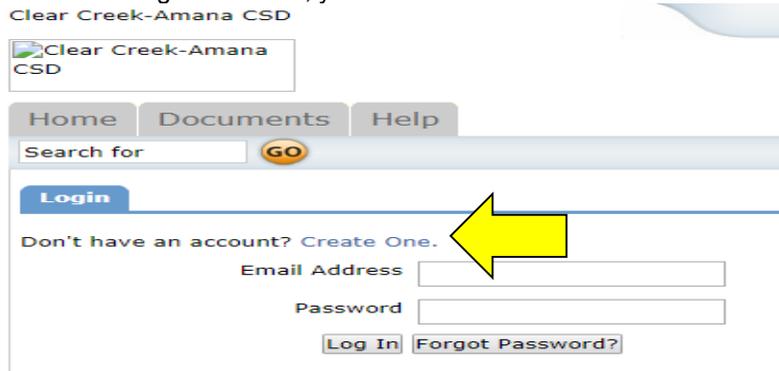
To start the request process, Click "Login to Request Facility Use".



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

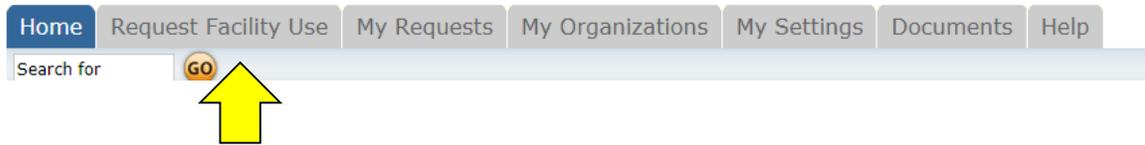


If you are not a registered user, you will need to create an account.



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:



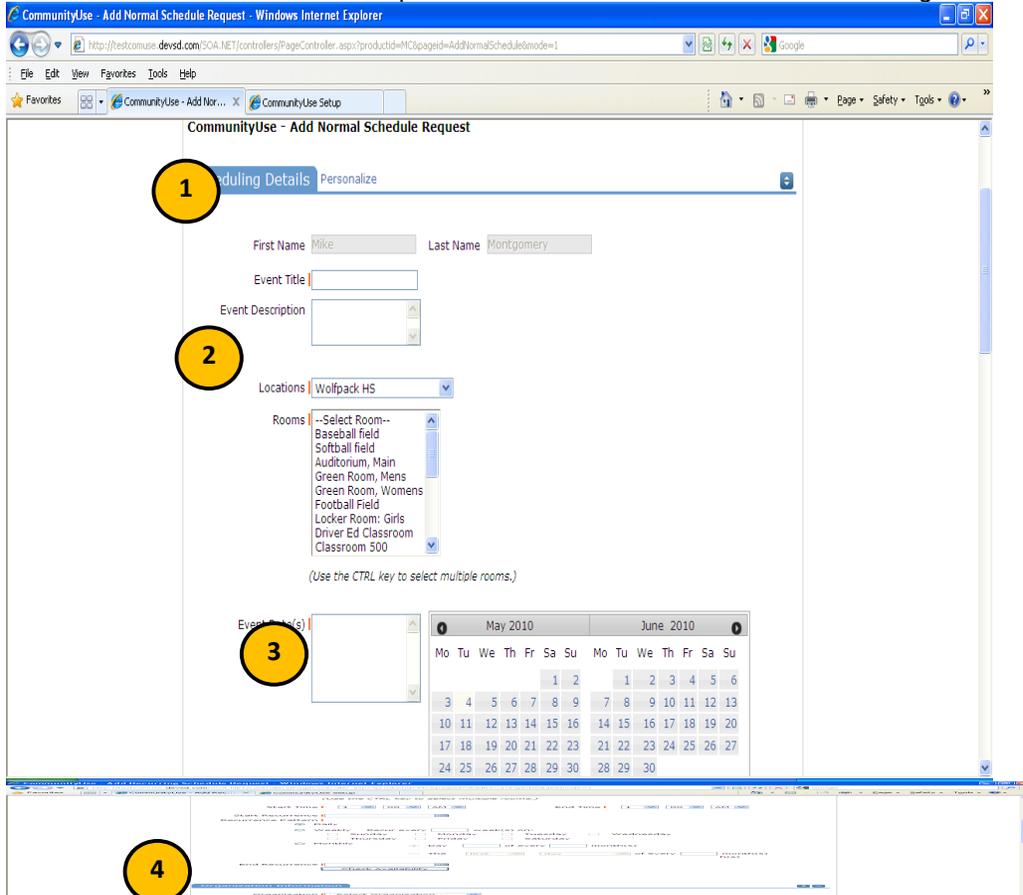
You have two forms to choose from when submitting a request.



### 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.

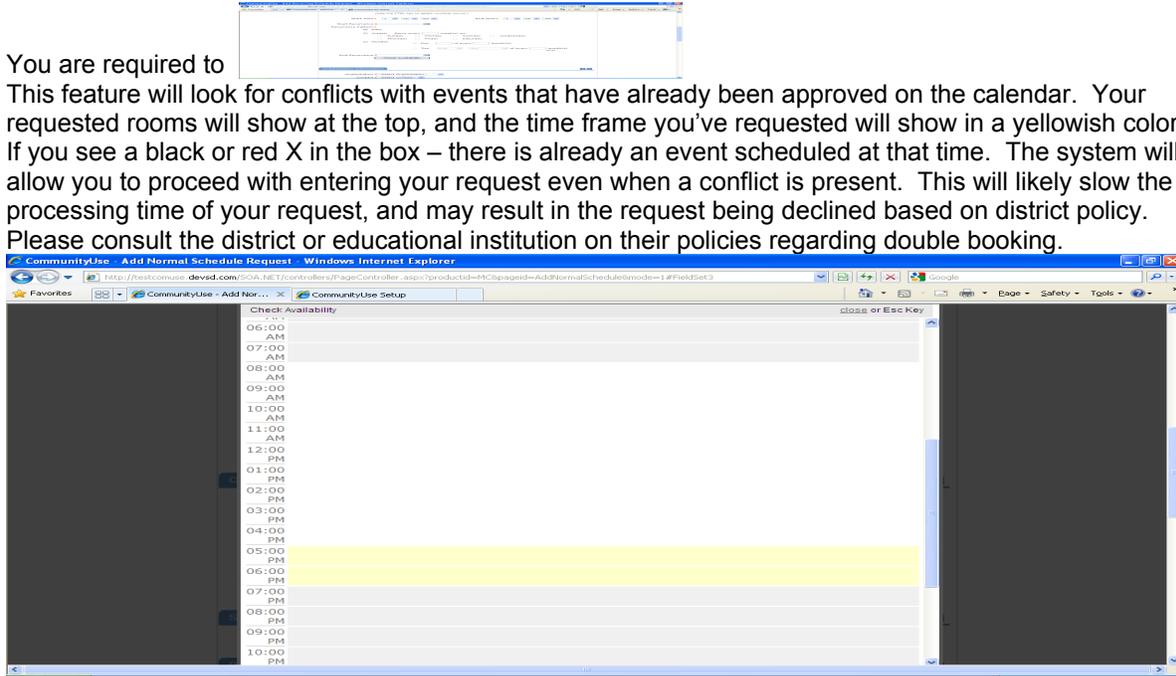
You will be asked to fill in some required fields. These are indicated with an orange vertical line.



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.

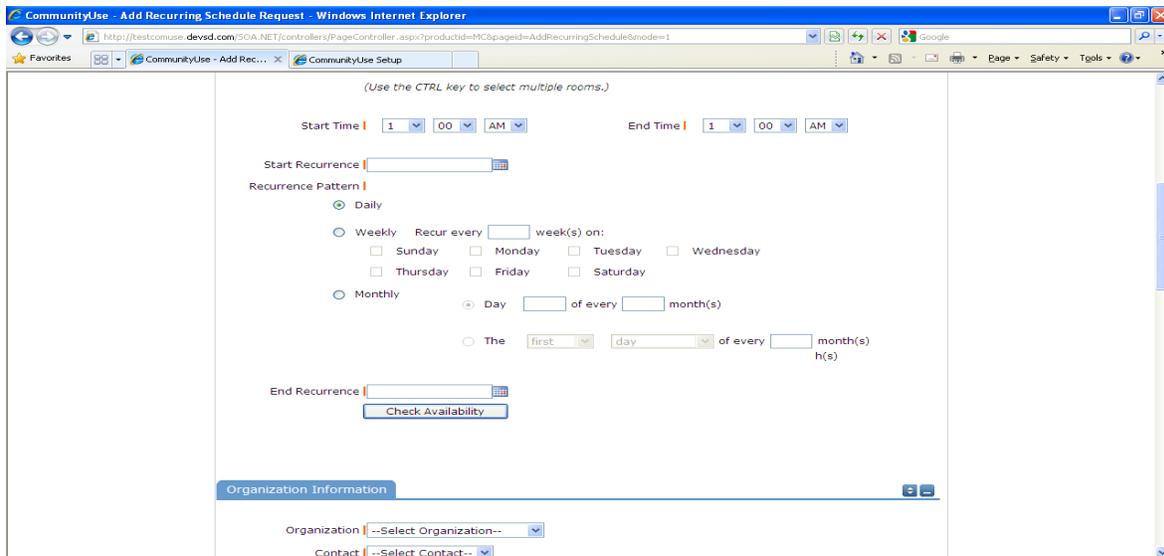
You are required to

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 15<sup>th</sup>) 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.

Organization Information

Organization: American Red Cross  
 Contact: --Select Contact--  
 Insurance expires on: Bill Shakespeare, Coach K, Greg Puckett

Setup Requirements

Required Maintenance Services

- Audio/Visual
- Custodial
- Heating/Ventilation /Air Conditioning

Required IT Services

- Internet Connection
- Projector

Rental Requests

Charge Type	Quantity	Rental description

Event Information

Below, please enter a number for:

**Setup Requirements and Rental Requests:**

Organization Information

Organization: American Red Cross  
 Contact: --Select Contact--  
 Insurance expires on: Bill Shakespeare, Coach K, Greg Puckett

Setup Requirements

Required Maintenance Services

- Audio/Visual
- Custodial
- Heating/Ventilation /Air Conditioning

Required IT Services

- Internet Connection
- Projector

Rental Requests

Charge Type	Quantity	Rental description

Event Information

Below, please enter a number for:

Event Information

Below, please enter a number for:

Total Attending:

Adults Attending:

Children Attending:

Extra Chairs Required:

Parking Spaces Required:

Yes, please display events on the community calendar:

Other Needs:

Signature:  (please enter your email address)

I confirm that I have previously read and agree with the terms and conditions of facilities use

Submit

Legend

- Required Fields
- Insurance Expired

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.

The screenshot shows the 'Request Facility Use List' page. At the top, a red message states 'Schedule #156718 has been saved!'. Below this is a table with the following data:

Schedule ID	Status	Location Room	Recurrence	Total Invoiced
156715	Submitted	Community Center North Viper Room	Non-recurring	\$0.00
	Inactive	Abacadabra Dance Studio	5/1/2010 5/8/2010 5/15/2010 5/22/2010 5/29/2010	\$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

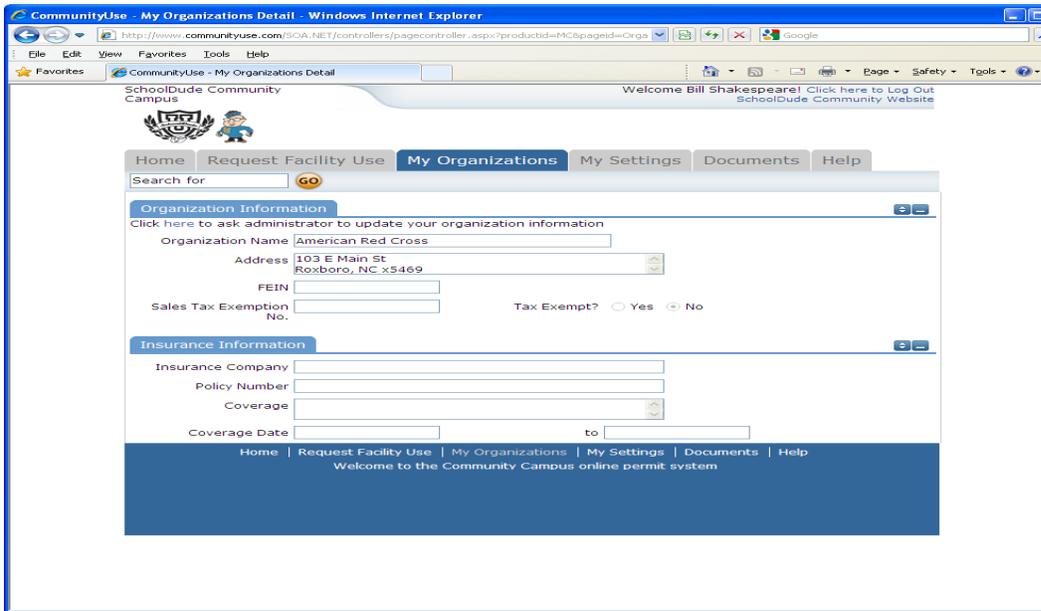
This shows the Organization(s) that are associated with you.

The screenshot shows the 'My Organizations' page. It features a table with the following data:

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

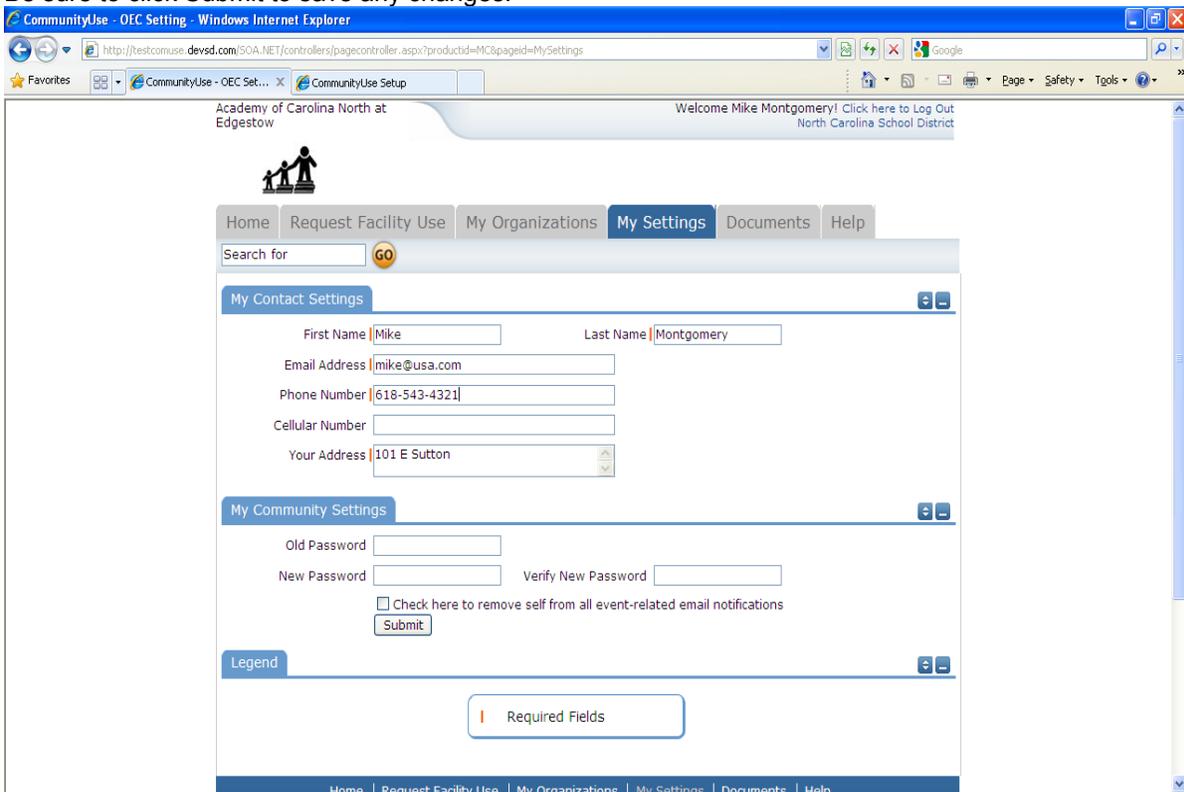
Below the table, there is a legend with a red 'X' icon and the text 'Insurance Expired'.

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.



### My Settings

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



### 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.