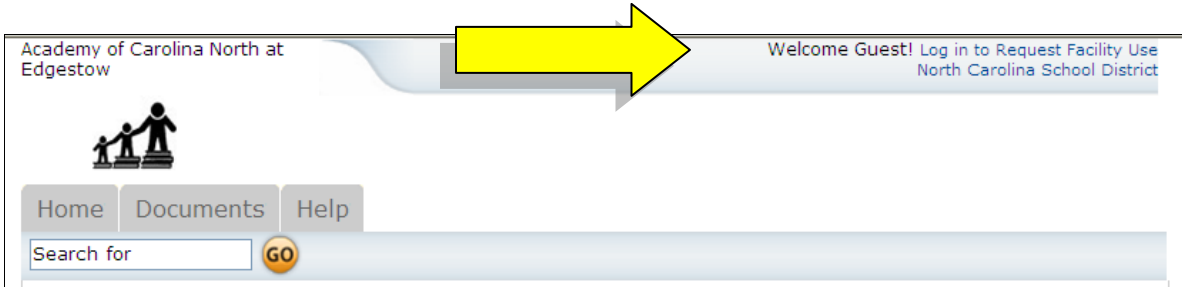


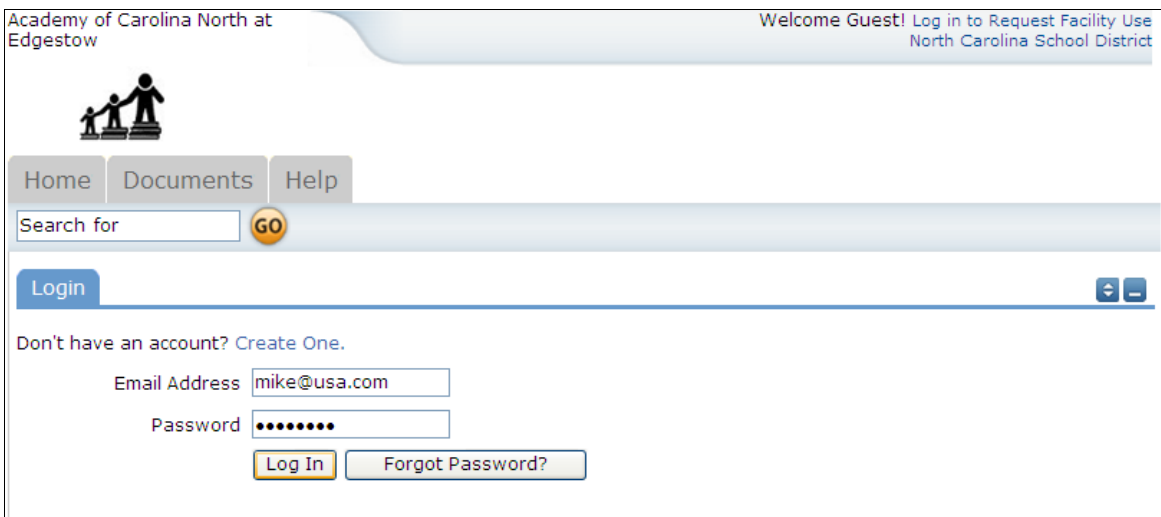
How to Login and Submit a Request

Go to [Insert District CommunityUse link](#)

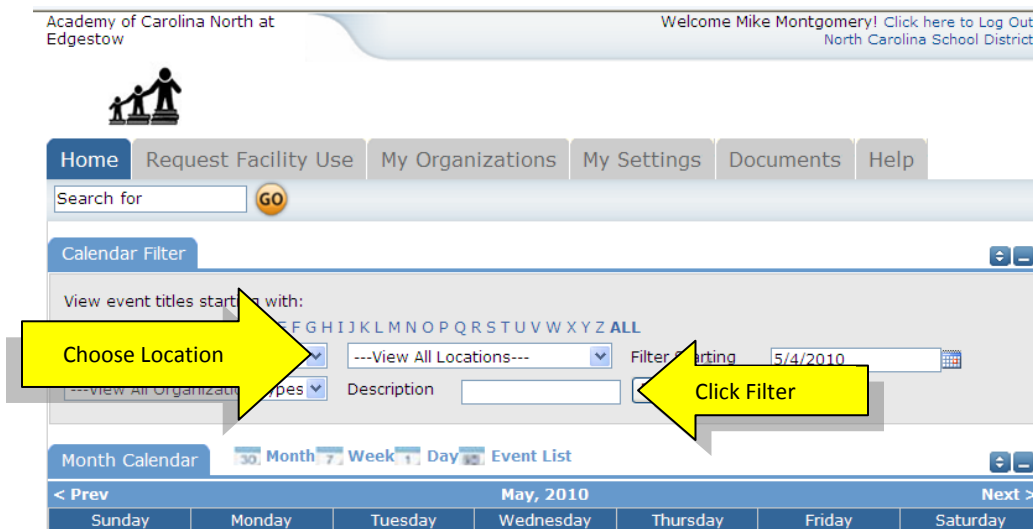
At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



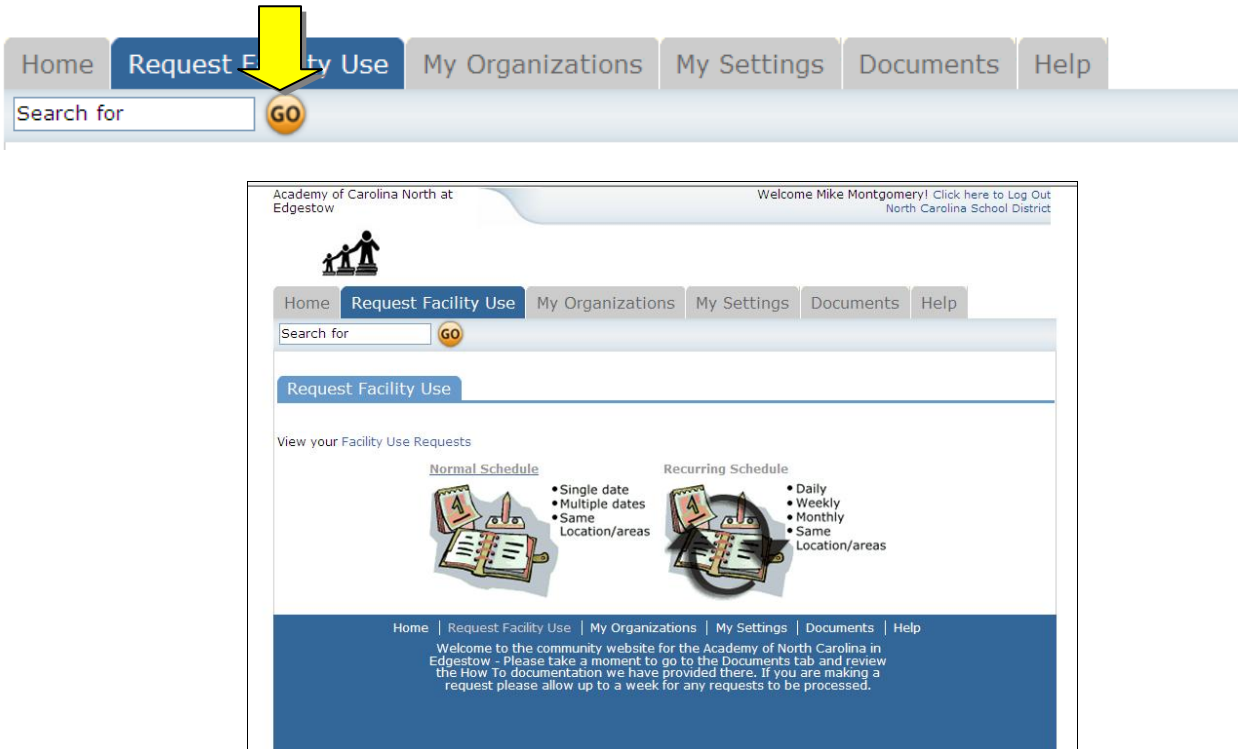
If you have already registered, enter your login name and password into the form and click Login:



When you login, you will start on the Home tab. Here you can view the calendar. If no events are showing, be sure you have a Location selected. Anytime you make a filter choice on the Calendar, be sure to click the Filter button.

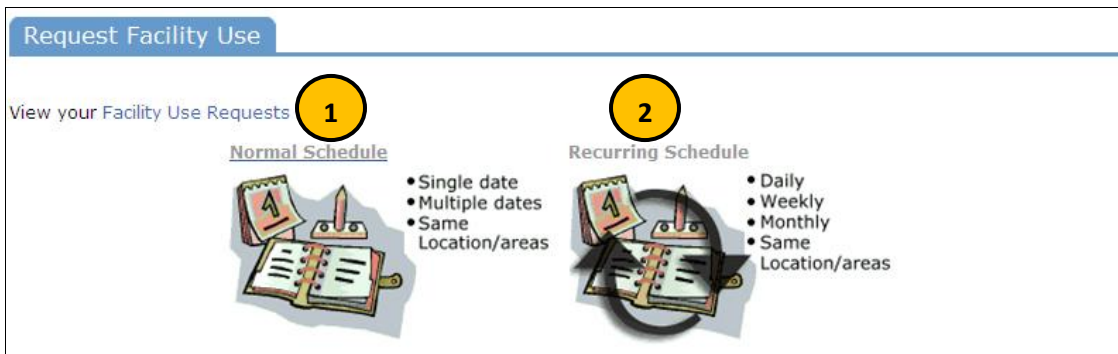


You will also see some tabs at the top of the page. To begin making a request choose Request Facility Use:



Note: If this is your first time making a request through CommunityUse, you will be asked to read the terms and conditions that the district provides. You will also be asked to verify that you agree to these terms each time you submit a request.



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



1. The Normal Schedule Form is the easier to use. It will allow you to 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.
2. 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.)

Let's start with a **Normal Schedule**.

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

You can also 'hide' sections of the page by clicking on the  icon. You can use this feature to help minimize scrolling and to keep track of sections of the request page you have already completed. The  icon allows you to jump to different sections of the page.

CommunityUse - Add Normal Schedule Request

Scheduling Details Personalize

1 First Name Mike Last Name Montgomery

Event Title |

Event Description

2 Locations Wolfpack HS

Rooms --Select Room--
Baseball field
Softball field
Auditorium, Main
Green Room, Mens
Green Room, Womens
Football Field
Locker Room: Girls
Driver Ed Classroom
Classroom 500

(Use the CTRL key to select multiple rooms.)

3 Event Date(s) |

May 2010							June 2010						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27

(Use the CTRL key to select multiple rooms.)

4 Start Time | 1 | 00 | AM End Time | 1 | 00 | AM

Check Availability

1. After you've entered your Event Title,
2. You will be asked to choose a Location & Room. You can select up to 50 rooms by using the CTRL key to highlight your choices. (If requesting athletic facilities, see page9 for instructions.)
3. You can enter the Event Date by typing in the date, or clicking on it from the calendar.
4. Then enter your event time. Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event.

5. You are **required** to

Check Availability

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.

The screenshot shows a window titled "Check Availability" with a "close or Esc Key" button in the top right corner. The window contains a vertical list of time slots from 06:00 AM to 10:00 PM. The slots for 05:00 PM and 06:00 PM are highlighted in yellow, indicating a conflict. The other slots are in a light gray color.

For a **Recurring Schedule** follow the same steps as above with the exception of entering dates. The date range field will look like this:

The screenshot shows a form for setting a recurring schedule. It includes a "Start Recurrence" field with a calendar icon, a "Recurrence Pattern" section with radio buttons for "Daily", "Weekly", and "Monthly", and an "End Recurrence" field with a calendar icon. The "Check Availability" button is at the bottom.

Start Recurrence |

Recurrence Pattern |

Daily

Weekly Recur every week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Monthly

Day of every month(s)

The first day of every month(s) h(s)

End Recurrence |

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. Choosing every 3 months would be a quarterly meeting and every 6 months for bi-annual meetings, etc.

Next you will select your **Organization**. Only the organization(s) you’ve been approved for will show in the list. You will be able to see ALL contacts with that group.

Organization Information

Organization | American Red Cross

Contact | --Select Contact--

Insurance expires on:

- Select Contact--
- Bill Shakespeare
- Coach K
- Greg Puckett

Setup Requirements and Rental Requests:

Setup Requirements

Required Maintenance Services

Audio/Visual

Custodial

Heating/Ventilation /Air Conditioning

Required IT Services

Internet Connection

Projector

Service Description

Rental Requests

Charge Type	Quantity	Rental description
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If your organization has Setup Requirement enabled, you will be able to request special services. Simply check the box and then you can enter detailed setup information in the box. Some services may be limited to district use. There may be fees associated with some services.

Look under the Help tab and contact your district liaison for more information on services, availability, and cost.

The screenshot shows a web form titled "Event Information" with a blue header bar. Below the header, the text "Below, please enter a number for:" is displayed. The form contains several input fields and a checkbox, each with a yellow circular callout containing a number:

- 1**: A text input field labeled "Total Attending".
- 2**: A checkbox labeled "Yes, please display events on the community calendar" which is checked.
- 3**: A text area labeled "Other Needs" with up and down arrow icons on the right side.
- 4**: A text input field labeled "Signature" with the instruction "(please enter your email address)" to its right.
- 5**: A "Submit" button.

Below the "Signature" field, there is a checkbox and the text: "I confirm that I have previously read and agree with the [terms and conditions](#) of facilities use".


Event Information

- 1. Total Attending** - Enter the approx. number attending
- 2. Yes, please display events on the community calendar** – leave this box checked unless the district indicates otherwise.
- 3. 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
- 4. 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.
- 5. 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 should 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.


Home Request Facility Use My Organizations My Settings Documents Help

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

Schedule #156718 has been saved!

[+ Request New Facility Use](#)

1 - 3 of total 3 listed Previous 20 Next 20


Schedule ID	Status	Location	Recurrence	Total Invoiced
Title	Schedule State	Room	Start Date	Total Paid
No Of Events	Organization		End Date	
	Declined Reason		Event Date(S)	
156715	Submitted	Community Center North	Non-recurring	\$0.00
Montgomery Meeting	Inactive	Viper Room	5/1/2010	\$0.00
5	Abracadabra Dance Studio		5/8/2010	
			5/15/2010	
			5/22/2010	
			5/29/2010	

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.


The My Organizations Tab:

You can come here to review the Organization(s) that you have been approved to submit request for.



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 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

[+ Request Another Organization](#)

1 - 1 of total 1 listed Previous 10 Next 10

	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Approved	Abracadabra Dance Studio	commercial	101 E Sutton

[+ Request Another Organization](#) Previous 10 Next 10

 Print to PDF[®]

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.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, Request Facility Use, My Organizations (which is highlighted), My Settings, Documents, and Help. Below the navigation bar is a search bar with the text "Search for" and a "GO" button. The main content area is divided into two sections. The first section, titled "Organization Information", contains a link that says "Click here to ask administrator to update your organization information". Below this link are several input fields: "Organization Name" with the value "American Red Cross", "Address" with the value "103 E Main St, Roxboro, NC x5469", "FEIN" (empty), "Sales Tax Exemption No." (empty), and "Tax Exempt?" with radio buttons for "Yes" and "No", where "No" is selected. The second section, titled "Insurance Information", contains input fields for "Insurance Company", "Policy Number", "Coverage", and "Coverage Date" with a "to" field for a range.

The My Settings Tab:

You can come here to update your personal contact information or reset your password.

Be sure to click Submit to save any changes.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, Request Facility Use, My Organizations, My Settings (which is highlighted), Documents, and Help. Below the navigation bar is a search bar with the text "Search for" and a "GO" button. The main content area is divided into two sections. The first section, titled "My Contact Settings", contains input fields for "First Name" (Mike), "Last Name" (Montgomery), "Email Address" (mike@usa.com), "Phone Number" (618-543-4321), "Cellular Number" (empty), and "Your Address" (101 E Sutton). The second section, titled "My Community Settings", contains input fields for "Old Password", "New Password", and "Verify New Password". Below these fields is a checkbox labeled "Check here to remove self from all event-related email notifications" and a "Submit" button.

Athletic Facility Request Instructions:

When requesting athletic facilities (gym, field, etc.), please submit a separate request per building/campus. For example, if you need both the AMS and the GMS main gym, submit one request for AMS and a separate request for GMS.

You will also need to submit a separate request if you need an athletic facility and a campus facility. For example, if you need the cafeteria and the main gym and activity gym at GMS, you would create:

1. A request for Cafetorium:
 - a. Select Granbury Middle School under Location
 - b. Select Cafetorium under Rooms
2. A request for Main Gym:
 - a. Select Athletics Facilities under Location
 - b. Select Granbury Middle School under Building
 - c. Select GMS - Main Gym and GMS - Activity Gym under Rooms

Thank you for using the CommunityUse site to submit your online requests. Refer to the Help tab for contact information should you have any questions.