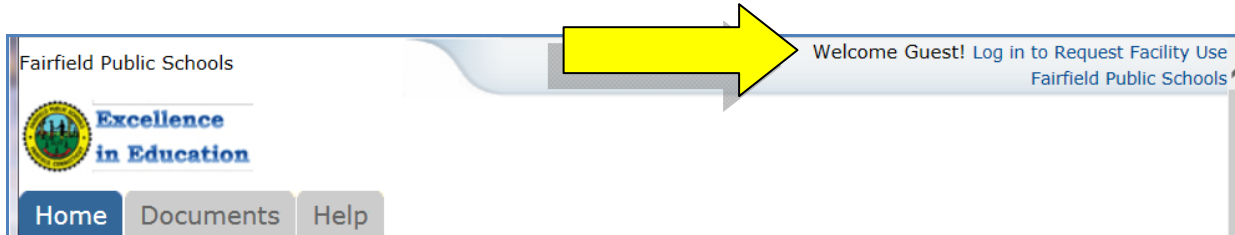


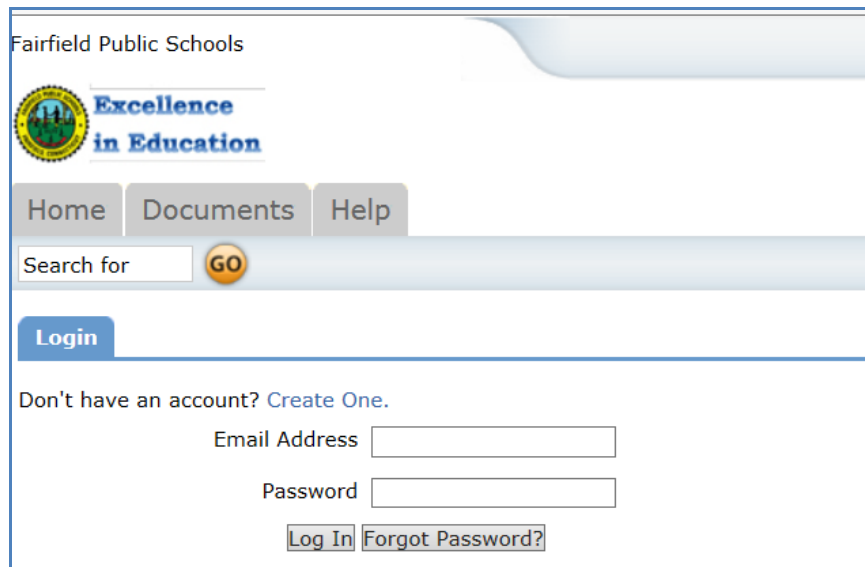
How to Login and Submit a Request

Go to <https://www.communityuse.com/default.asp?acctnum=124618240>

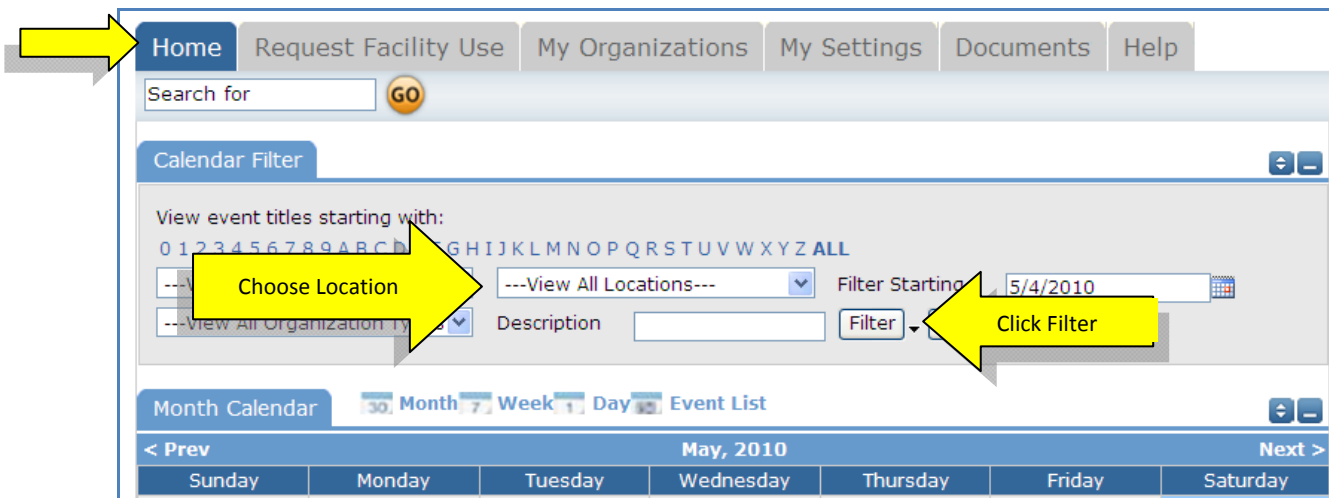
At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



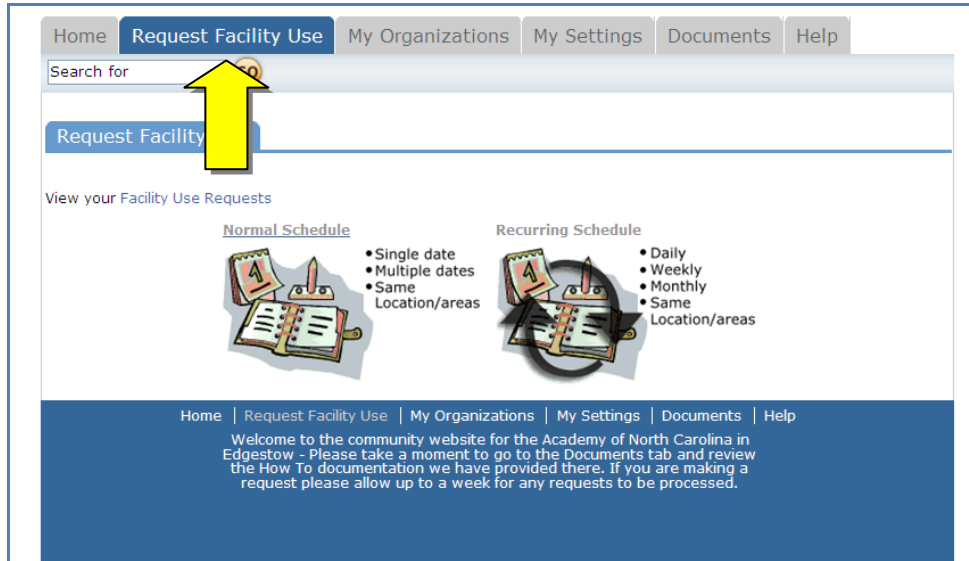
If you have already registered, enter your login name and password into the form and click Login:



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.

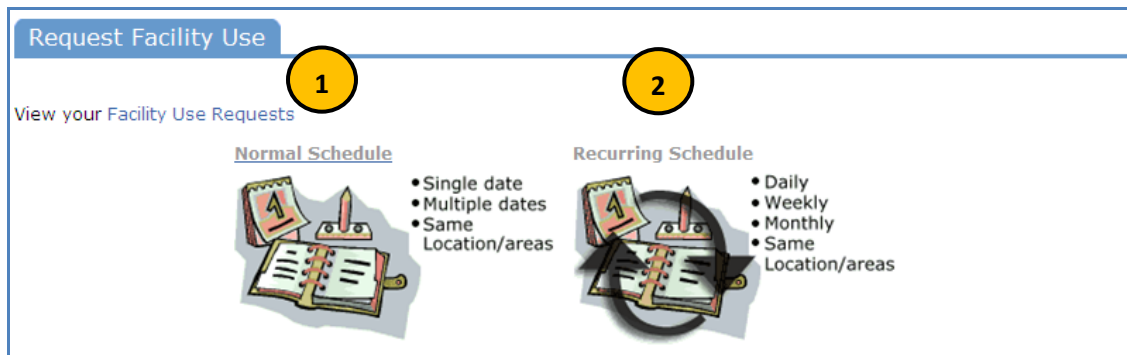


You will also see some tabs at the top of the page. To begin making a request choose Request Facility Use:






Note: You will be asked to verify you agree to the terms and conditions each time you submit a request; that prompt will be at the bottom of the request form.

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

First Name Last Name

1 Event Title

Event Description

Locations

2 Rooms
 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.)

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 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |

(Use the CTRL key to select multiple rooms.)

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


1. After you've entered your Event Title,
2. You will be asked to choose a Location & Room(s). You can select up to 50 rooms by using the CTRL key to highlight your choices.
3. You can enter the Event Date by typing in the date, or clicking it off of 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.

Check Availability

5. 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.

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

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 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  

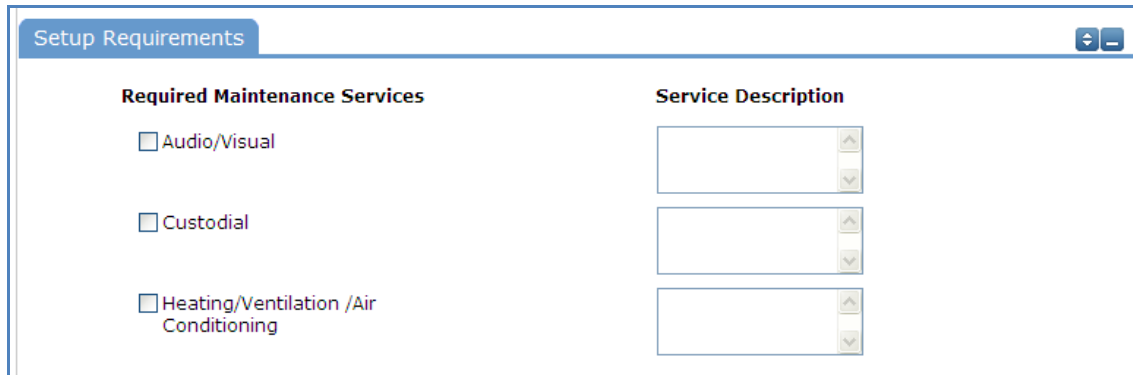
Organization |

Contact |

Insurance expires on:

Setup Requirements:

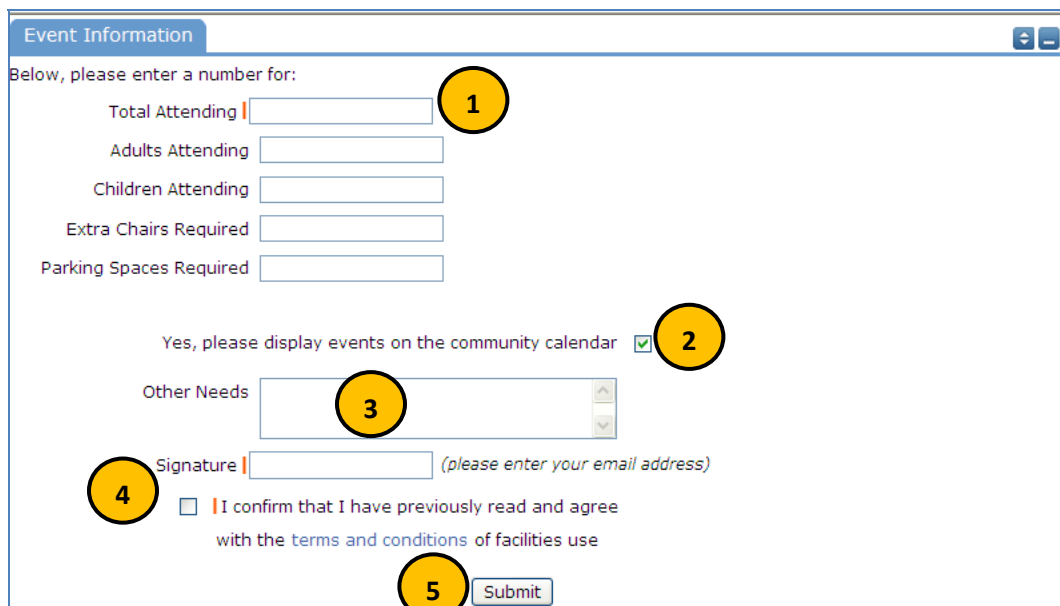
If your organization has Setup Requirement enabled, you will be able to request special services. Simply check the box and then you can enter detailed setup information in the box. Some services may be limited to district use. There may be fees associated with some services. Look under the Help tab and contact your district liaison for more information on services, availability and cost.



The screenshot shows a window titled "Setup Requirements" with a blue header bar. Below the header, there are two columns: "Required Maintenance Services" and "Service Description". Under "Required Maintenance Services", there are three checkboxes: "Audio/Visual", "Custodial", and "Heating/Ventilation /Air Conditioning". To the right of each checkbox is a text input field with a small up/down arrow icon on the right side.

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



The screenshot shows a window titled "Event Information" with a blue header bar. Below the header, the text "Below, please enter a number for:" is followed by several input fields. The fields are: "Total Attending" (with a yellow circle 1), "Adults Attending", "Children Attending", "Extra Chairs Required", and "Parking Spaces Required". Below these is a checkbox "Yes, please display events on the community calendar" which is checked (with a yellow circle 2). Below that is a text input field "Other Needs" (with a yellow circle 3). Below that is a text input field "Signature" (with a yellow circle 4) and a checkbox "I confirm that I have previously read and agree with the terms and conditions of facilities use". At the bottom right is a "Submit" button (with a yellow circle 5).

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 **GO**

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!

[+ Request New Facility Use](#)

1 - 3 of total 3 listed ⏪ Previous 20 Next 20 ⏩

| <input type="checkbox"/> Schedule ID | <input type="checkbox"/> Status | <input type="checkbox"/> Location | <input type="checkbox"/> Recurrence | <input type="checkbox"/> Total Invoiced |
|---------------------------------------|--|-----------------------------------|--|---|
| <input type="checkbox"/> Title | <input type="checkbox"/> Schedule State | <input type="checkbox"/> Room | <input type="checkbox"/> Start Date | <input type="checkbox"/> Total Paid |
| <input type="checkbox"/> No Of Events | <input type="checkbox"/> Organization | | <input type="checkbox"/> End Date | |
| | <input type="checkbox"/> Declined Reason | | <input type="checkbox"/> 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.

Home Request Facility Use My Organizations My Settings Documents Help

Search for **GO**

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 ⏩

| <input type="checkbox"/> | <input type="checkbox"/> Organization Status | <input type="checkbox"/> Organization Name | <input type="checkbox"/> Organization Type | <input type="checkbox"/> 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 the 'My Organizations' page with a navigation bar containing 'Home', 'Request Facility Use', 'My Organizations' (selected), 'My Settings', 'Documents', and 'Help'. Below the navigation bar is a search bar with a 'GO' button. The main content area is divided into two sections: 'Organization Information' and 'Insurance Information'. The 'Organization Information' section includes a link to ask an administrator to update information, and fields for Organization Name (American Red Cross), Address (103 E Main St, Roxboro, NC x5469), FEIN, Sales Tax Exemption No., and Tax Exempt? (Yes/No radio buttons). The 'Insurance Information' section includes fields for Insurance Company, Policy Number, Coverage, and Coverage Date.

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 the 'My Settings' page with a navigation bar containing 'Home', 'Request Facility Use', 'My Organizations', 'My Settings' (selected), 'Documents', and 'Help'. Below the navigation bar is a search bar with a 'GO' button. The main content area is divided into two sections: 'My Contact Settings' and 'My Community Settings'. The 'My Contact Settings' section includes fields for First Name (Mike), Last Name (Montgomery), Email Address (mike@usa.com), Phone Number (618-543-4321), Cellular Number, and Your Address (101 E Sutton). The 'My Community Settings' section includes fields for Old Password, New Password, and Verify New Password, along with a checkbox for 'Check here to remove self from all event-related email notifications' and a 'Submit' button.

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.