



Tracy Unified School District
Online Facility Use Permits



CIVIC PERMITS

WELCOME

GUIDE



Tracy Unified School District

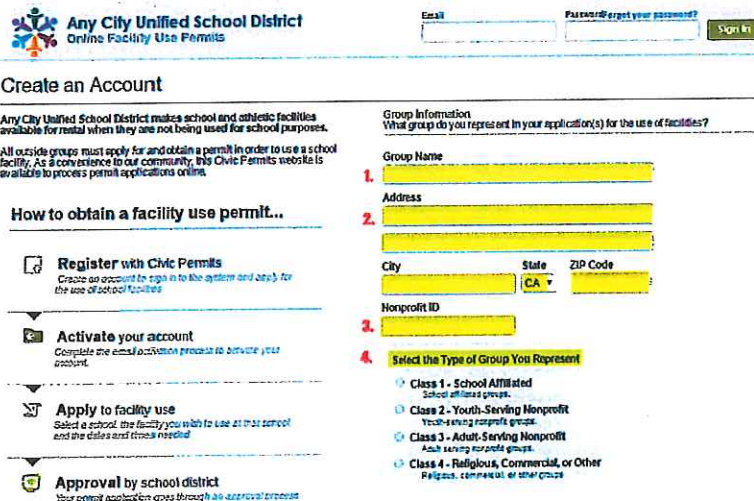
Facility Use Department

Cindy Everhart

(209) 830-3297

ceverhart@tusd.net

How to setup a user account



Steps 1- 4

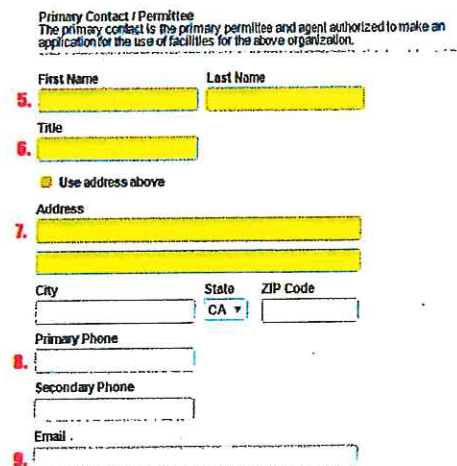
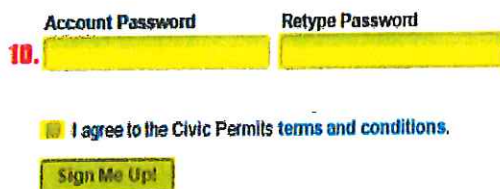
1. Enter the District, site or group name
2. Enter the District, site or group Address
3. (District/site users skip)

Nonprofit ID should be entered for groups claiming a nonprofit status

4. Select the appropriate group or class

Steps 5 - 9

5. Enter your name.
6. Enter your title (Admin, Director etc.)
7. Enter your address or check the "Use address above" box
8. Enter your primary phone number
9. Enter the email address you wish to receive notifications at.

Step 12-email Cindy Everhart in the facility use department that you have created a new user account:
ceverhart@tusd.net

Steps 10

10. Create a password with at least 6 characters

Passwords are case sensitive

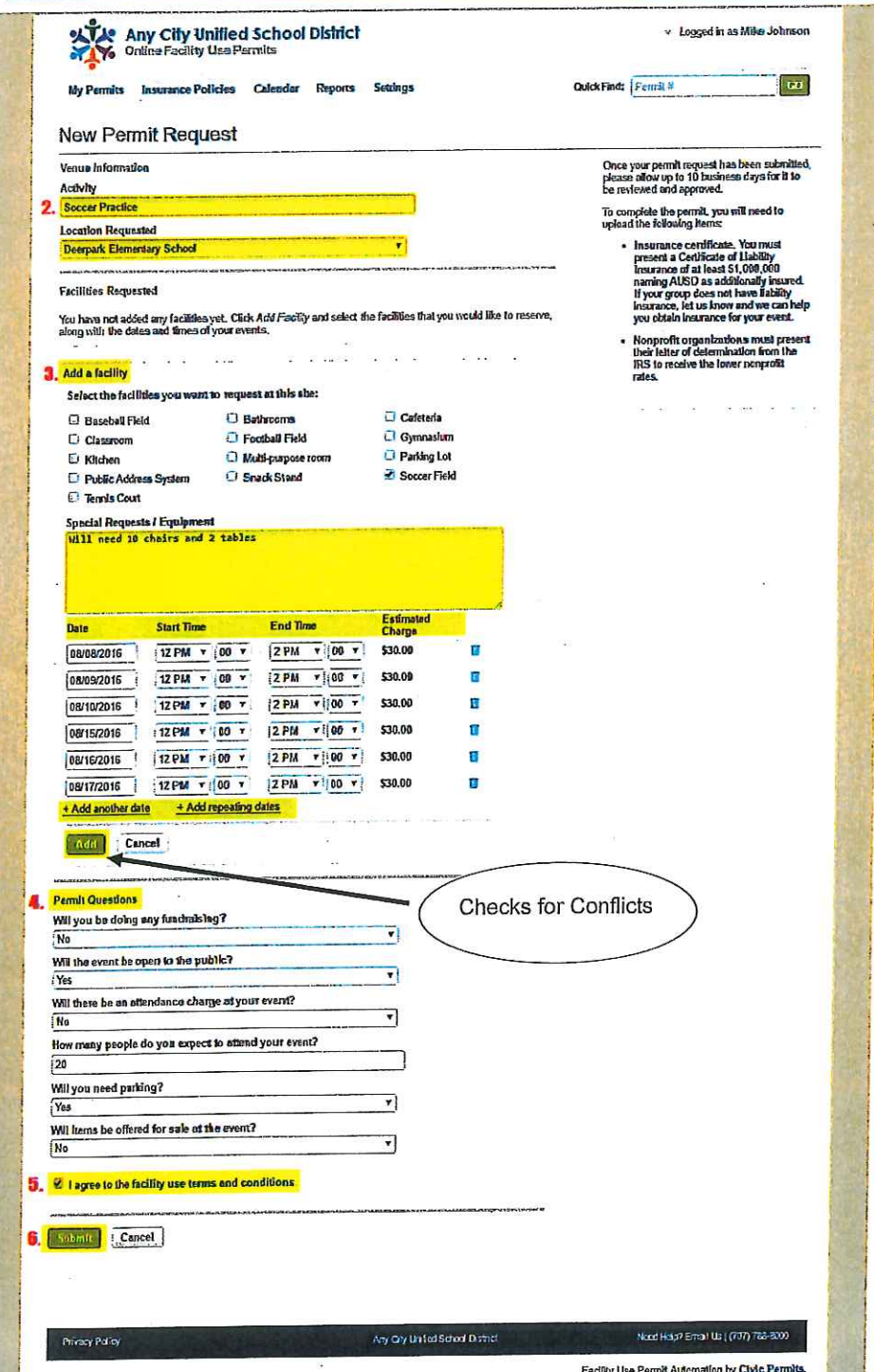
Step 11

11. You will receive an email link. Click on this to activate your account. Within about 24 hours you will be able to start entering your permit requests.

How to Submit a Permit Request



1. As soon as you log in you will be routed to the My permits page.



2. Fill in the Activity box and select the location you wish to use.

3. Select the facility you wish to use at the site and add the dates and times you wish to request and push the green Add button * Note the +Add repeating date tabs at the bottom.


4. Answer the permit question if required

5. Click the facility use terms and conditions to read and check the I agree to the facility use terms and conditions box.

6. Click submit and done.

HOW TO SELECT REPEATING DATES

If your activity involves many dates for the same activity description, you can add all the dates to one permit instead of submitting one permit per date.

For each date(s) the same day(s) of the week(s), select the room and restrooms, then click on ± Add repeating dates  The Add repeating dates box will pop up, check day(s) of the week, start on date and end date, then adjust start and end time and click Add dates then Add and Confirm button.


To add another section of dates on the same activity permit for a different date or time, just click Add Facility again as many times as needed.

<input type="checkbox"/> Classroom 30	<input type="checkbox"/> Classroom 31	<input type="checkbox"/> Classroom 32
<input type="checkbox"/> Classroom 33	<input type="checkbox"/> Classroom 34	<input type="checkbox"/> Classroom 38
<input type="checkbox"/> Classroom 4	<input type="checkbox"/> Classroom 40	<input type="checkbox"/> Classroom 41
<input type="checkbox"/> Classroom 5	<input type="checkbox"/> Classroom 6	<input type="checkbox"/> Classroom 7
<input type="checkbox"/> Classroom 8	<input type="checkbox"/> Classroom 9	<input type="checkbox"/> Conference Room
<input type="checkbox"/> Field - Grass	<input type="checkbox"/> K1	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Library	<input type="checkbox"/> Multipurpose Room	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Playground	<input type="checkbox"/> Restrooms	<input type="checkbox"/> Stage

Special Requests / Equipment

Date	Start Time	End Time	Estimated Charge
<input type="text"/>	12 PM <input type="text"/> 00 <input type="text"/>	1 PM <input type="text"/> 00 <input type="text"/>	

[+ Add another date](#)

[+ Add repeating dates](#) 

[Add & Confirm](#)

[Cancel](#)

Add repeating dates ✕

Repeat Every: ☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Start on:

End on:

Start Time: 12 PM 00

End Time: 1 PM 00

[Add dates](#)
[Cancel](#)

Making Changes To A Permit

(BEFORE SUBMITTING ONLY)

Facilities Requested

Multipurpose Room, Restrooms

Date	Start Time	End Time
Tuesday, Jun 05, 2018	6:00 AM	10:00 PM
Tuesday, Nov 06, 2018	6:00 AM	10:00 PM

Special Requests / Equipment

(3) 8' tables and 8 chairs

Make Changes

#1 Click
Make
Changes

#2 Click Edit
Facilities
Requested

Facilities Requested



Multipurpose Room, Restrooms



Edit Facilities Requested

Change or Add
another Room

Add more comments for all
to view. Denying a date or
time or room change,
custodial info, equipment
not available, etc.

- | | | |
|--|---|--|
| <input type="checkbox"/> Classroom 34 | <input type="checkbox"/> Classroom 35 | <input type="checkbox"/> Classroom 4 |
| <input type="checkbox"/> Classroom 5 | <input type="checkbox"/> Classroom 6 | <input type="checkbox"/> Classroom 7 |
| <input type="checkbox"/> Classroom 8 | <input type="checkbox"/> Classroom 9 | <input type="checkbox"/> Computer Lab |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> County Classroom 30 | <input type="checkbox"/> County Classroom 31 |
| <input type="checkbox"/> County Classroom 32 | <input type="checkbox"/> Field - Grass | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Library | <input checked="" type="checkbox"/> Multipurpose Room | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Playground | <input checked="" type="checkbox"/> Restrooms | <input type="checkbox"/> Staff Room |
| <input type="checkbox"/> Stage | Special Requests / Equipment | |

(3) 8' tables and 8 chairs

Date	Start Time	End Time	Estimated Charge
06/05/2018	6 AM 00	10 PM 00	\$851.04
11/06/2018	6 AM 00	10 PM 00	\$851.04

Change
Date or
Times

Add more
date(s)

+ Add another date

+ Add repeating dates

To Delete
Dates – click
on the
Trash Can

Add & Confirm

Cancel

WHEN DONE MUST
CLICK **ADD & CONFIRM**
TO VERIFY
AVAILABILITY

MUST CLICK **SUBMIT** OR
CHANGES WON'T BE
MADE

Submit

Cancel

To remove a date from one
room and add another room to
the Permit do steps #1 & #2-
Delete date(s) Add & Confirm.

Select Add Facility
Select additional room,
Add & Confirm & Submit


Uploading Documents And Insurance

Upload Documents




To upload a document, click on Document TAB  Click in the box to the left of the Browse... 
Locate your document and double click.

Request Details	 Documents	Insurance Policies	Invoices	History
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No documents have been uploaded for this permit request.

	Browse...	(Supported file types: PDF File Size Limit: 10MB)
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Upload Insurance

To upload insurance requirements, click on Insurance TAB  Click on Upload a new insurance policy link  Click in the box to the left of the Browse...  Select your document and double click.

Request Details	Documents	 Insurance Policies	Invoices	History
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 No insurance policies are on file. [Upload a new insurance policy.](#)

Upload a new insurance policy as a PDF file. Size limit: 10 MB

	Browse...
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CALENDAR COLOR CODES

BLUE
IS
SUBMITTED

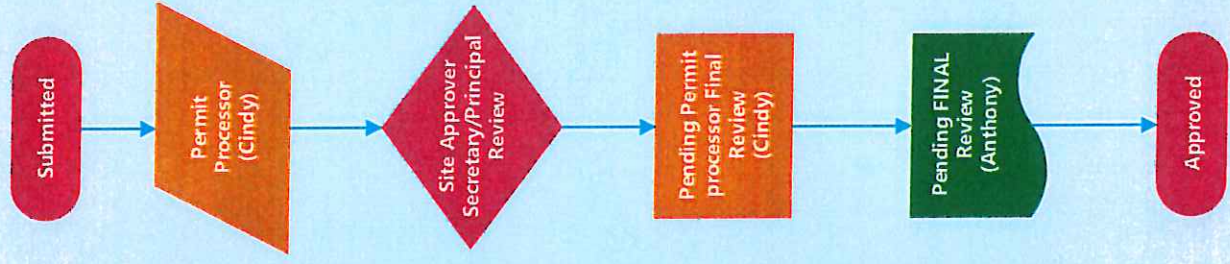
PURPLE
AWAITING INSURANCE
OR PAYMENT

ORANGE
IS IN THE
APPROVAL PROCESS

RED
IS
CANCELLED OR DENIED

GREEN
IS
APPROVED

Approval Flow TUSD Elementary & Middle Schools



Approval Flow TUSD High Schools

