

How to Request Access to Submit Online Facilities Requests

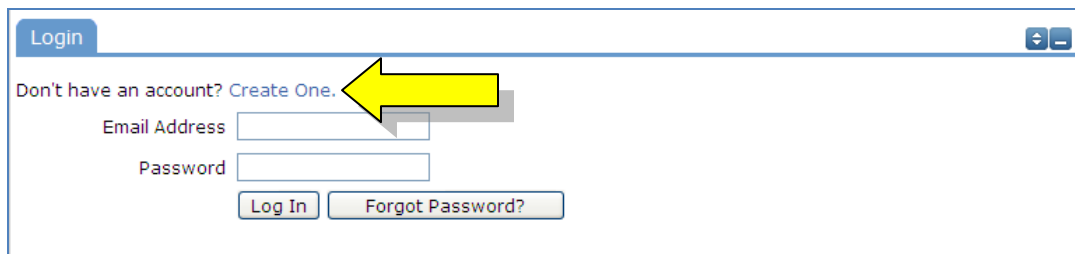
The Northgate School District is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

First, click on this link to access the CommunityUse Calendar:

<https://www.communityuse.com/default.asp?acctnum=695572947>

At the top of the page, click on the link to Login to Request Facility Use.

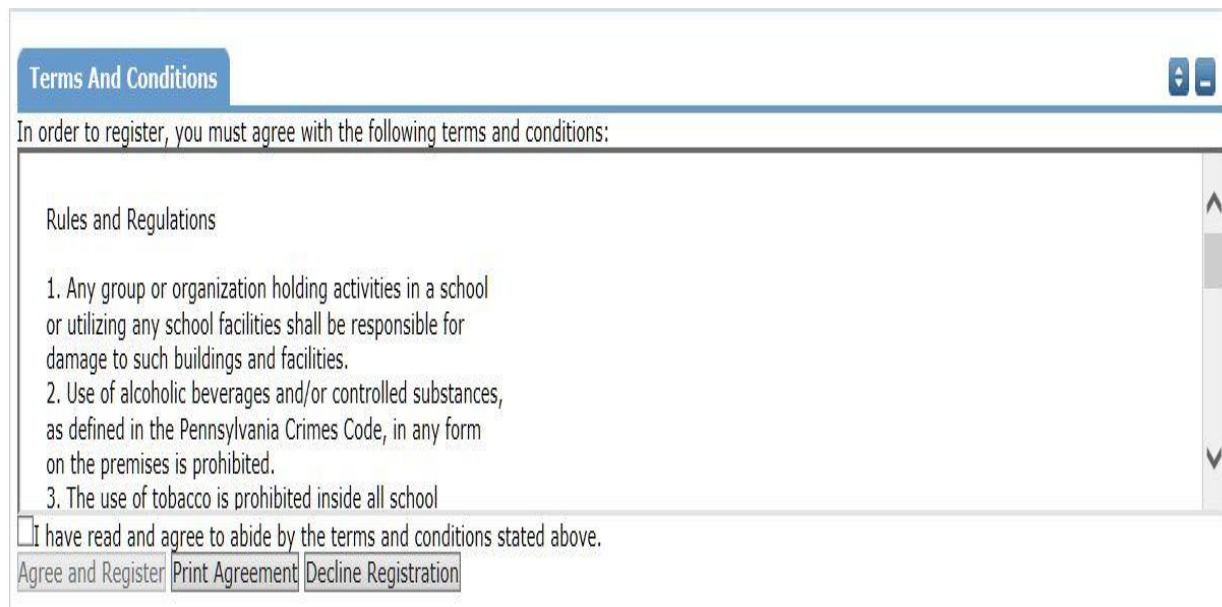
Welcome Guest! [Log in to Request Facility Use](#)
Northgate School District



The screenshot shows a login window titled "Login". It contains the text "Don't have an account? [Create One.](#)" with a yellow arrow pointing to the "Create One" link. Below this are input fields for "Email Address" and "Password", and buttons for "Log In" and "Forgot Password?".

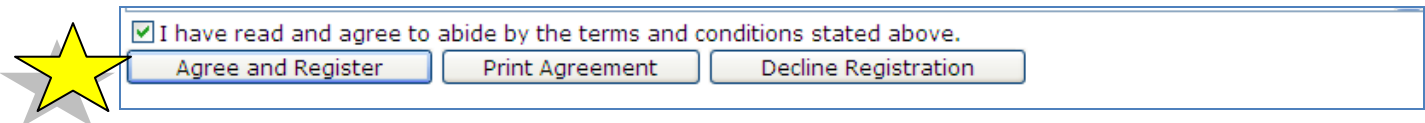
Then click on the Create One link to create an account and request access to submit online requests.

You will be asked to read and agree to the terms and conditions first.



The screenshot shows a "Terms And Conditions" window. It starts with the text "In order to register, you must agree with the following terms and conditions:". Below this is a scrollable area titled "Rules and Regulations" containing three numbered items: 1. Any group or organization holding activities in a school or utilizing any school facilities shall be responsible for damage to such buildings and facilities. 2. Use of alcoholic beverages and/or controlled substances, as defined in the Pennsylvania Crimes Code, in any form on the premises is prohibited. 3. The use of tobacco is prohibited inside all school. At the bottom, there is a checkbox labeled "I have read and agree to abide by the terms and conditions stated above." and three buttons: "Agree and Register", "Print Agreement", and "Decline Registration".

Check the Box, and Click Agree and Register.* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.



This close-up screenshot shows the checkbox "I have read and agree to abide by the terms and conditions stated above." which is checked. To its right are three buttons: "Agree and Register", "Print Agreement", and "Decline Registration". A yellow star is positioned to the left of the checkbox.

You will then be asked to complete the following Personal Profile Form. Click Save and Next once you've filled in all required fields marked with an orange vertical line.

Step 1 of 3: Personal Profile

Registration Wizard

Personal Profile Request Organizations Confirmation

My Contact Settings

First Name | Bob Last Name | Metz

Email Address | bmetz@northgate.k12.pa.us

Phone Number | 412-732-3300

Cellular Phone |


Your Address | 591 Union Avenue
Pittsburgh PA 15202-2958 *

Note: This is your Contact Address. You will enter the organization address on the next page. *

Password Settings

Password | Verification |

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

 Save & Next Cancel

On the Request Organization page you can request to be an OEC for one or more Organizations. Simply fill in the required fields and click "Add Organization".

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile **Request Organizations** Confirmation


Request Your Organization

Organization Name | Northgate Administrative Center

Organization Type | School Group

Organization Address | 591 Union Avenue
Pittsburgh PA 15202-2958

Use Your Contact Address as Organization Address

 Add Organization

Requested Organization List

Items Per Page: 25 | 50 | 75 | 100

Previous 10 Next 10

Organization Status	Organization Name	Organization Type	Address
No record found			

Previous 10 Next 10

Items Per Page: 25 | 50 | 75 | 100

Previous Save & Next Cancel

You will then see the message Pending next to the requested Organization.

Once you've added all of the Organizations you would like to submit requests for, click "Save & Next"

Requested Organization List				
<input type="checkbox"/>	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

1 - 1 of total 1 listed

Previous Save & Next

On the final page, confirm the information and click Submit Requests.

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile Request Organizations Confirmation

Confirmation

Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

Name Bob Metz
Email Address bmetz@northgate.k12.pa.us
Phone Number 412-732-3300
Cell Phone
Your Address 591 Union Avenue
Pittsburgh PA 15202-2958

1 - 1 of total 1 listed

Items Per Page: 25 | 50 | 75 | 100

<input type="checkbox"/>	Organization Status	Organization Name	Organization Type	Address
<input type="checkbox"/>	Pending	Northgate Administrative Center	School Group	591 Union Avenue Pittsburgh PA 15202-2958

Items Per Page: 25 | 50 | 75 | 100

Previous Submit Requests Cancel

Registration Wizard

Personal Profile Request Organizations Confirmation

Confirmation

Your Organization Requests have been submitted.

They will be processed shortly, and you will receive e-mail updates of their status.

An email will go to the districts FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.