How to Login and Submit a Request

Go to *https://www.communityuse.com/default.asp?acctnum=224238992*

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

To begin making a request choose Request Facility Use Request Facility Use:
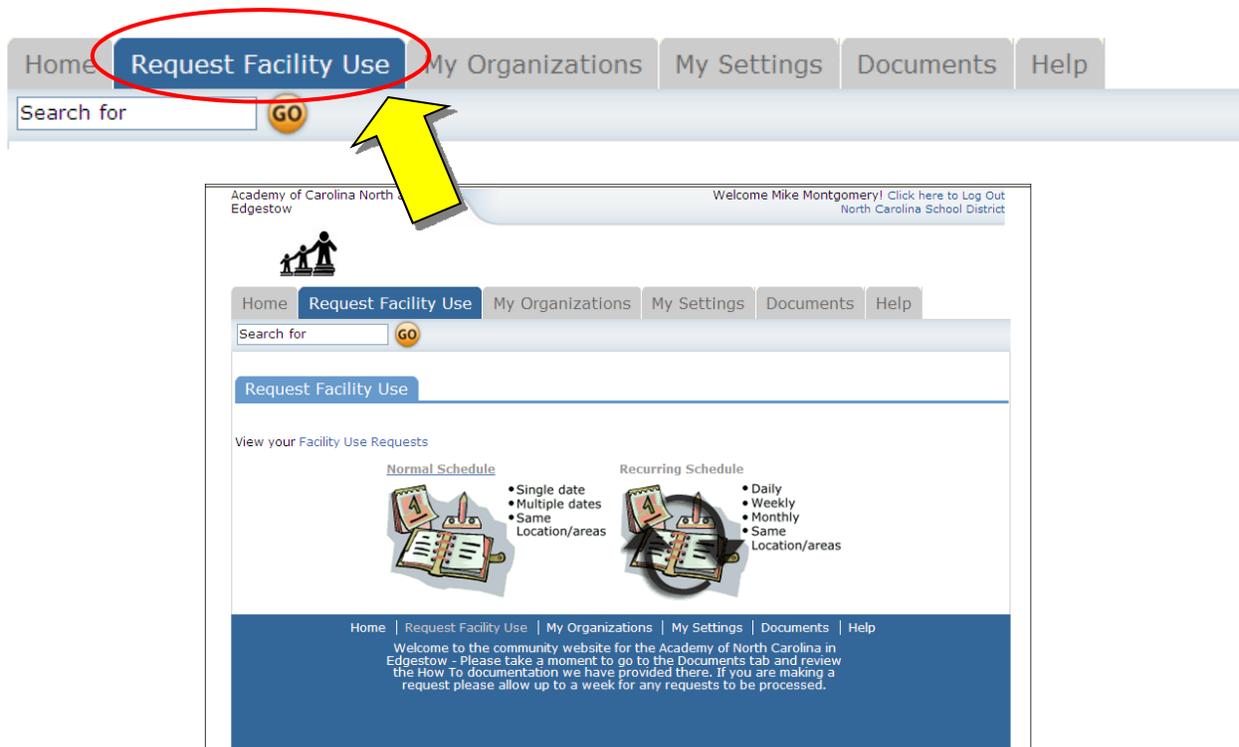
You have two forms to choose from when submitting a request.
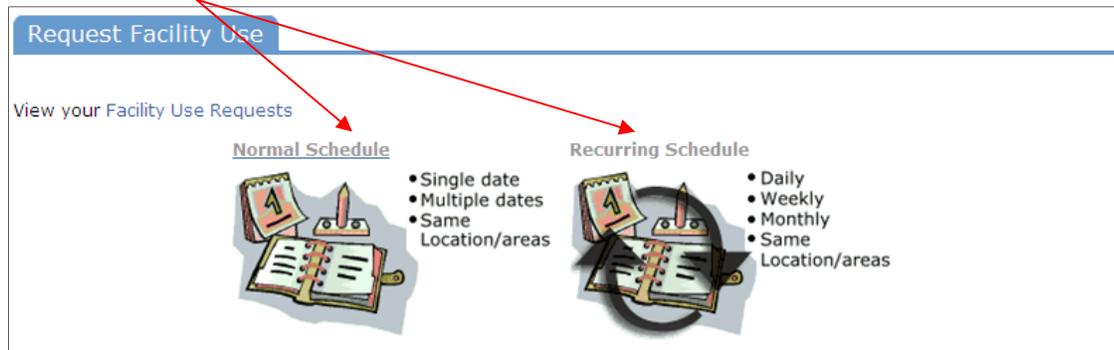
1. The **Normal Schedule** Form is the easier to use. It will allow you to request up to 20 events at one time. All of your events should be in the same room(s) at the same time over different days.
2. The Recurring Schedule form will allow even more events. You can choose up to 100 events with this 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▎

1. After you've entered your Event Title,
2. You will be asked to choose a Location & Room. **CLICK ON THE BINOCULARS 👓 TO VIEW ALL THE OPTIONS FOR LOCATIONS, AND ROOMS.**
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 or there is a school break during 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.

For a _Recurring Schedule_

Follow the same steps as with a normal schedule with the exception of entering dates. The date range field will look like this (please note the required fields):

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.

Setup Requirements and Rental Requests:

Simply check the box and then you can enter detailed setup information in the box. If you check the box, you must enter text in the text box describing your needs. There may be fees associated with some services.

Event Information:

1. **Total Attending** - Enter the approx. number attending
2. **Yes, please display events on the community calendar** – leave this box checked.

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!

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.

Email Notifications:

1. You should also receive an email notification confirming your request was *received* and is bring routed through the approval process in the school division. Save this email and refer to the Schedule ID number should you have any questions or need to make any changes.

2. Please take note that these emails DO NOT MEAN YOUR REQUEST HAS BEEN APPROVED!

Email Content:

(Please do not reply to this message. It is a system generated message to notify you of a new schedule request.)

The facility schedule request listed below was routed to school contact   and is waiting for his her approval.

The Other Tabs:

The "My Organizations" Tab:

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

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 "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.

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.