

Click Link & Sign in To Account

<https://events.dudesolutions.com/carrollk12/site/communitysite/?view=>

Click Sign-In 



STEP 3

Login to Account

First Name

Last Name

Email

Phone

SUBMIT

SIGN IN

Enter your email and password to sign into your account.

EMAIL:

PASSWORD:

By clicking Submit, you consent to the [Terms & Cond.](#)  [Privacy Policy](#) 

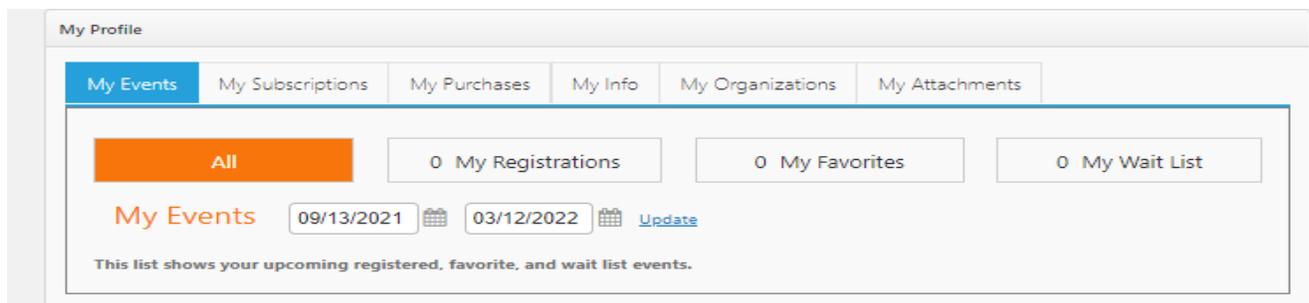
SUBMIT

[Forgot Password?](#)

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To Join an Organization:

Click on My Profile



CLICK MY ORGANIZATIONS - Option #1 - Join an Organization

If not sure - click Join an Organization and place the name of the organization from the drop down.

Event Manager is required to receive all necessary documents and approve all Organizations.

*****No one is allowed to use CCPS without being approved as an organization.**

REQUEST TO JOIN AN ORGANIZATION

Already an approved organization

My Profile

My Events My Subscriptions My Purchases My Info **My Organizations** My Attachments

REQUEST TO JOIN AN ORGANIZATION **CREATE AN ORGANIZATION**

Organization Name	Date Joined	Actions
No records to display.		

Page size: 15 0 items in 1 pages

CLICK CREATE AN ORGANIZATION- OPTION #2

Create a New Organization Settings > Organizations > Create an Organization Jennifer Kahney Site: Community Site

Create an Organization

ORGANIZATION DETAILS

FINANCIAL INFO

INSURANCE

MEMBERS

Organization Details

Organization Name *
E.g. Boy Scout

Description
In a few sentences, please describe this Organization.

Max 500 characters 800 remaining

Address 1 *
555 This Way

Address 2
Suite 103

City *
Raleigh

State *
NC

Zip *
27603

Website
http://somesite.com

Financial Info

Organization Type
E.g. Non-profit

Payment Type
Invoice

Invoice Type
No Charge

FEIN
ABC Insurance

Do not allow rental of locations

Reason for dis-allowing rentals
E.g. Student organizations cannot rent locations.

Max 500 characters 800 remaining

Insurance

Insurance Company
ABC Insurance

Policy Number
5555555555

Coverage Amount
\$1,000,000

Coverage Expiration
MM/DD/YYYY

or

Members

Add, remove and search for members.

There are no current members, please use "Add a Member" button.

Organization Treasurer

**Required

EMAIL NOTIFICATION DENYING ORGANIZATION AND REASON (S) FOR DECISION.

If denied organization - provide all necessary information based on the denial email received. Until all documents are received, an organization is not allowed to use ccps facilities'.

IF APPROVED ORGANIZATION - GO TO STEP 4