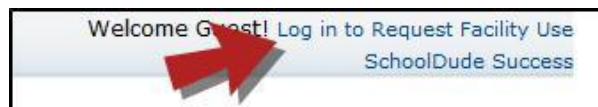


# Requesting Access to Community Use

*Andover Public Schools* 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/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>
- At the top of the page, click on the **Login to Request Facility Use** link.



- Click the **Create One** link to create an account and request access to submit online requests.
- If the district has a Terms and Conditions form uploaded, you will be asked to read and agree to the terms first. Check the box to agree to the terms and click **Agree and Register**.
- Complete the Personal Profile form and click **Save & Next**.
- On the Request Organization page you can request to be an Organization Event Contact for one or more Organizations. Simply fill in the required fields and click **Add Organization**.
- Once you've added an Organization you will see the status of Pending next to the requested Organization. After you have added all the Organizations you would like to submit click **Save & Next** to continue.



	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Pending	Drama Club	Internal	123 Dude Way

- On the Confirmation page, confirm the information and click **Submit Requests**.
- You should receive email confirmation that your request has been submitted. You will receive additional notifications letting you know if your request was accepted or declined.
- An email will go to the district's FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.
- Once your registration is accepted, you can return to the CommunityUse login page and log in to begin requesting facility usage.