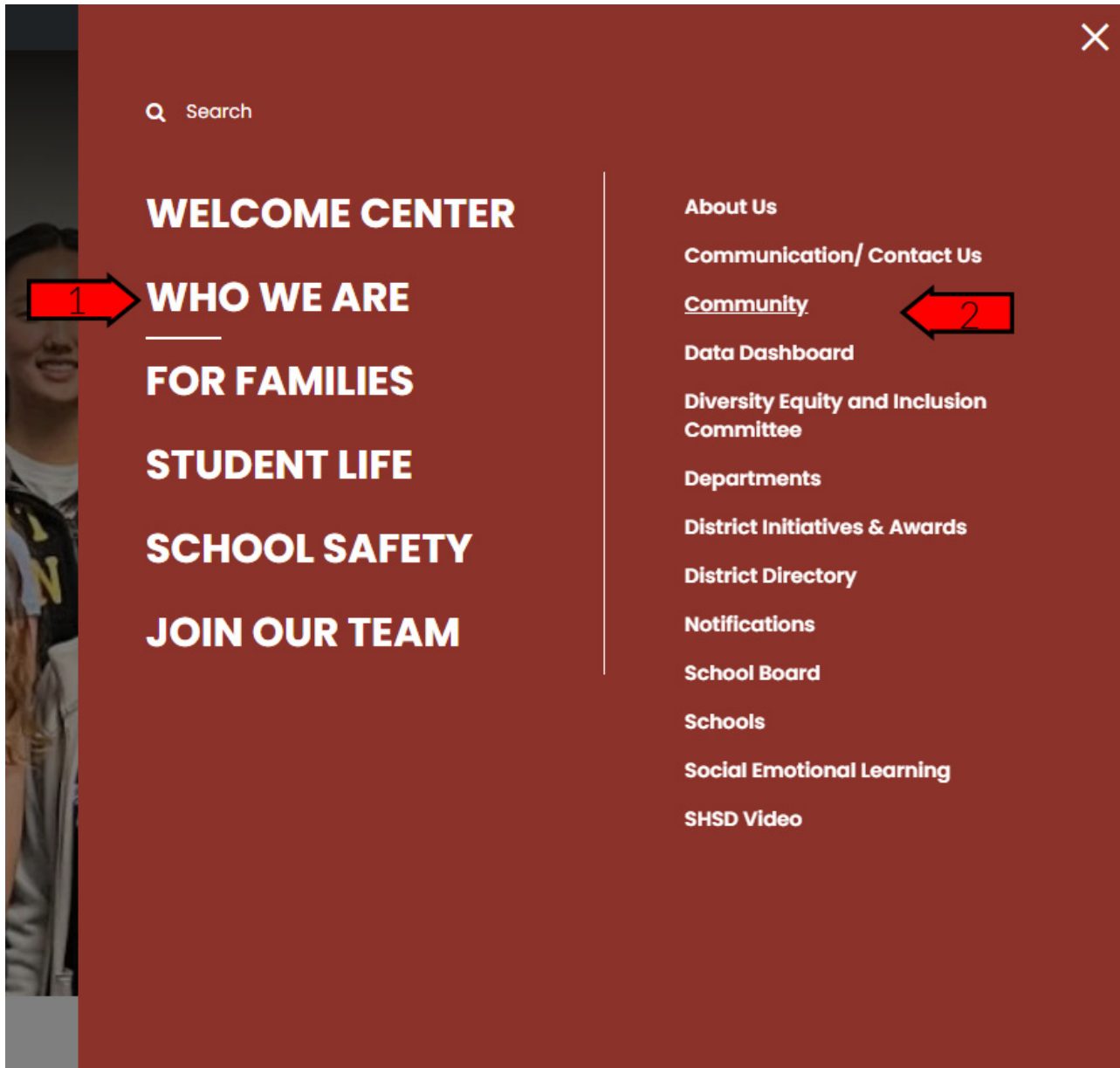


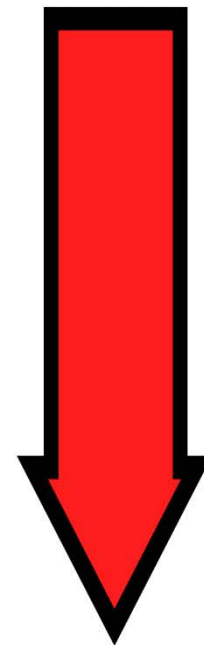
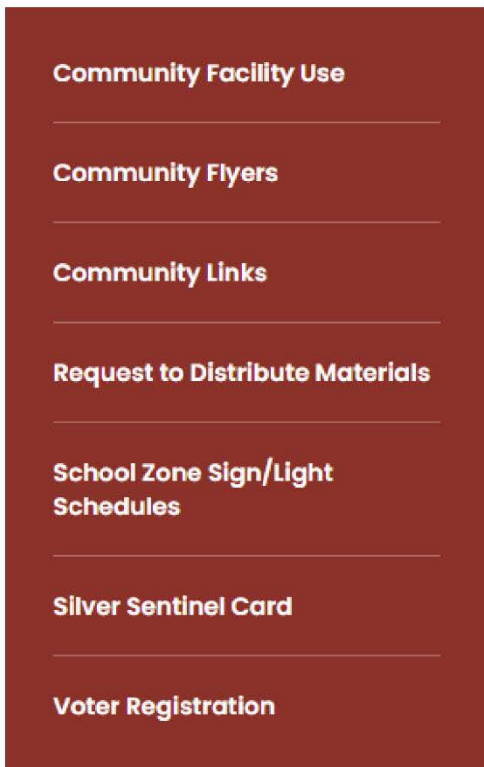
HOW TO REQUEST FOR A LOGIN FOR FIRST TIME USERS



Step 1: Click on Menu in upper right corner, and click on Who We Are

Step 2: Click on Community

HOW TO REQUEST FOR A LOGIN FOR FIRST TIME USERS



Community Facility Use

Requesting facility use in Steilacoom Historical School District is easy! Our district uses a web-based software called SchoolDude for all facility use. Please see below our process for facility requests.



+ | [Requesting a Facility](#)

+ | [Scheduling](#)

Step 3: Click on Community Facility Use and then Facility Use Calendar

HOW TO REQUEST FOR A LOGIN FOR FIRST TIME USERS

4



Home Documents Help

Search for

Calendar Filter

View event titles starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Filter Starting

Description

Month Calendar

February 2023						
< Prev						Next >
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
						Saturday

Step 4: Log in



Home Documents Help

Search for

Login

Don't have an account? [Create One.](#)

Email Address

Password

5

Step 5: Create an account.

HOW TO REQUEST FOR A LOGIN FOR FIRST TIME USERS



Home Documents Help

Search for

Terms And Conditions

In order to register, you must agree with the following terms and conditions:

The applicant agrees that the Steilacoom School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicants, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs & other expenses, and hold harmless, the School District and its officers, employees, directors & agents from claims, liabilities, or suites, arising out of injury to person or property from negligent acts of applicant, directly or indirectly to user's activities and/or premises except for sole negligence of the School District.



I have read and agree to abide by the terms and conditions stated above.

6

Step 6: Read Terms of Agreement. Agree and Register.



Home Documents Help

Search for

Step 1 of 3: Personal Profile

Registration Wizard

[Personal Profile](#) Request Organizations Confirmation

My Contact Settings

First Name |

Last Name |

Email Address |

Phone Number |

Cellular Phone

Your Address | *

*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.

7

Step 7: Fill out Personal Profile page and Password Settings.

HOW TO REQUEST FOR A LOGIN FOR FIRST TIME USERS



Home Documents Help

Search for

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile [Request Organizations](#) Confirmation

Request Your Organization

Organization Name

Organization Type

Organization Address

Use Your Contact Address as Organization Address

Requested Organization List

Items Per Page: 25 | 50 | 75 | 100

«« Previous 10 Next 10 »»

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
No record found			

«« Previous 10 Next 10 »»

Items Per Page: 25 | 50 | 75 | 100



Step 8: Fill out organization information. Organization type information is provided in page one of "Use of School District Facilities 4260P". Go to next page.

HOW TO REQUEST FOR A LOGIN FOR FIRST TIME USERS



Home Documents Help

Search for

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 My Example
Email Address Example@gmail.com
Phone Number 2539832207
Cell Phone
Your Address 123 Anywhere Street
Any City, WA12345

1 - 1 of total 1 listed Items Per Page: 25 | 50 | 75 | 100
«« Previous 10 Next 10 »»

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
Pending	Example	Category I	123 Anywhere Street Any City, WA 12345

«« Previous 10 Next 10 »»
Items Per Page: 25 | 50 | 75 | 100

 **9**

Step 9: Review confirmation information and submit request. You will receive an automatic email from SchoolDude once the request is approved.