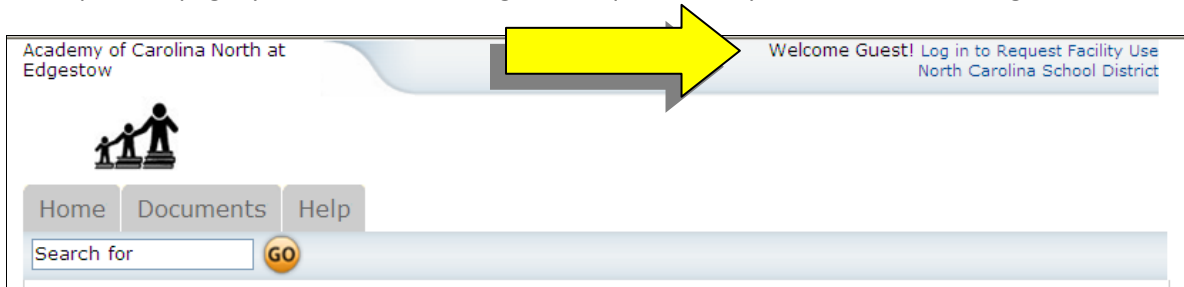


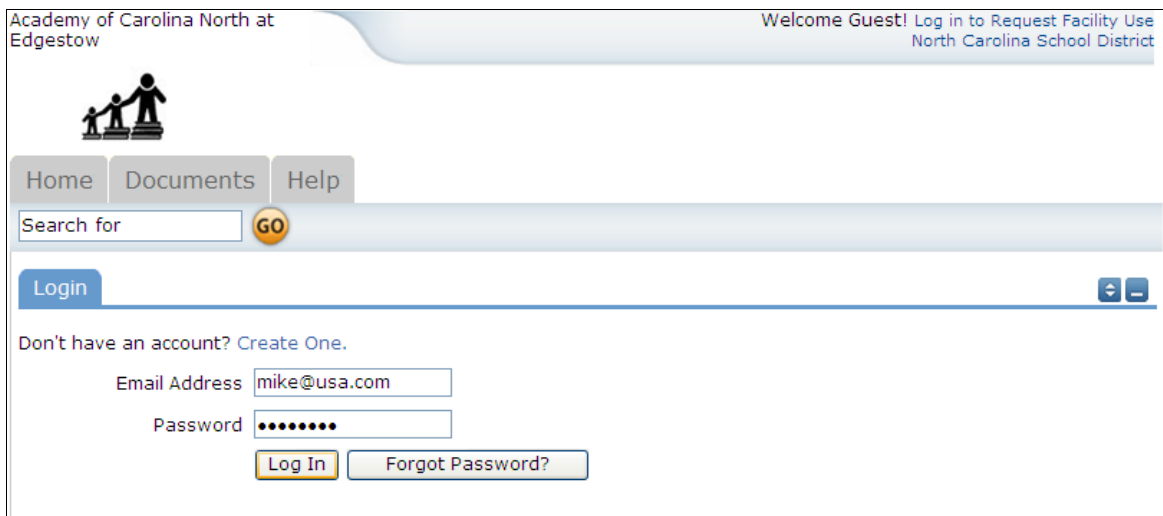
How to Login and Submit a Request

<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>

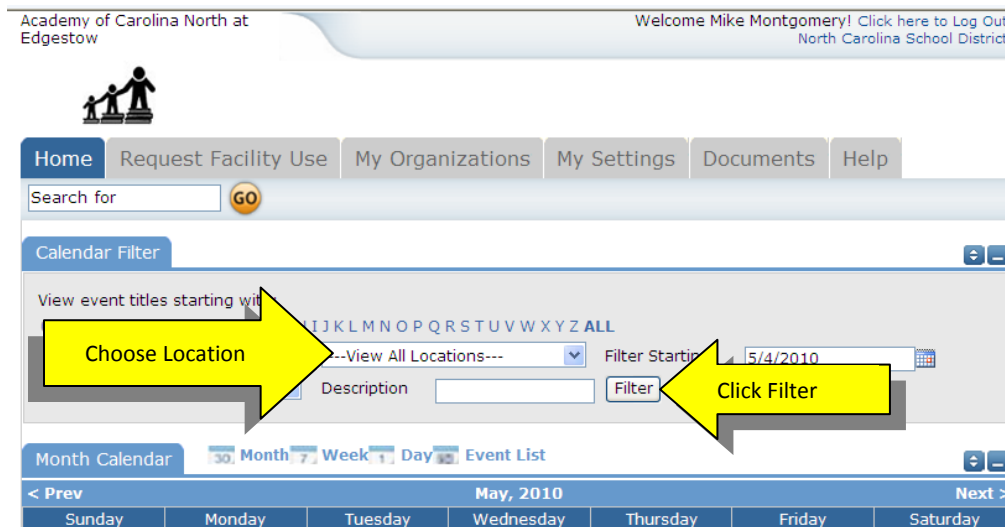
At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



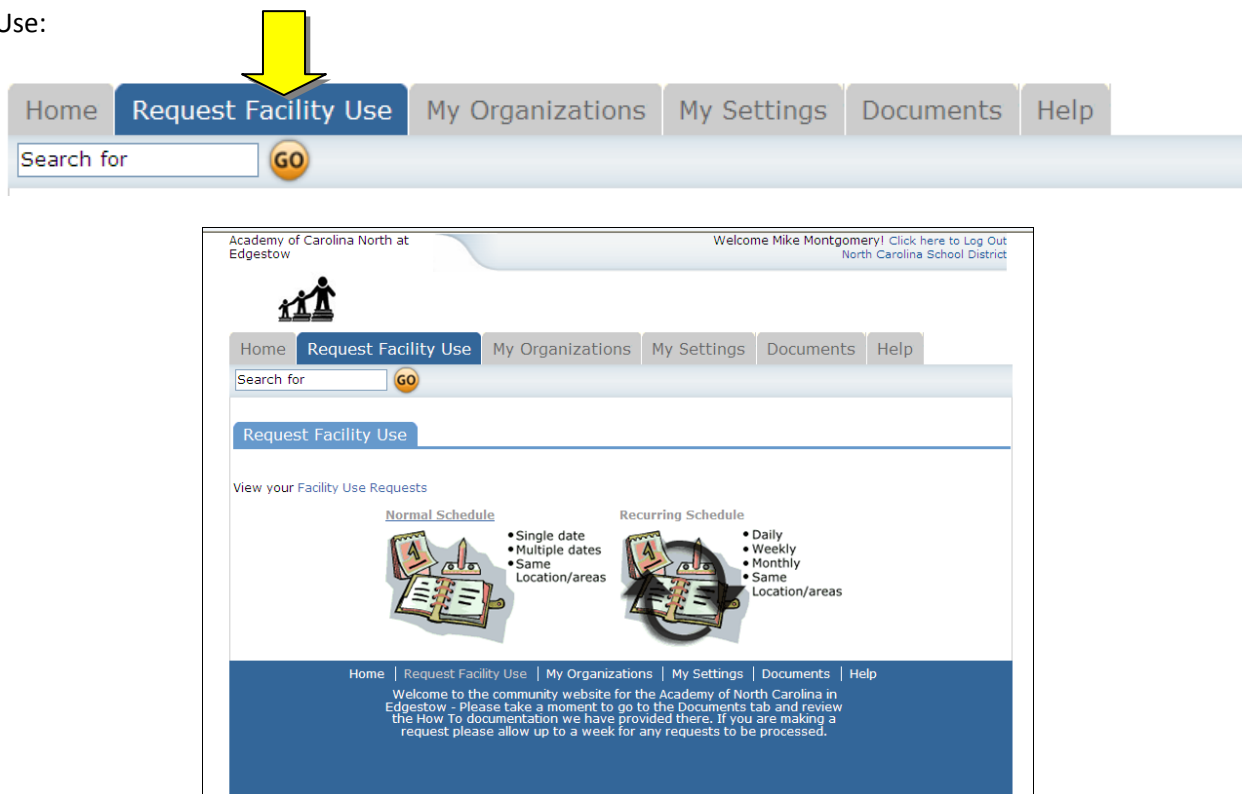
If you have already registered, enter your login name and password into the form and click Login:



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. Use these options to help you browse currently scheduled events and make sure the time slot for the room you are requesting is available.

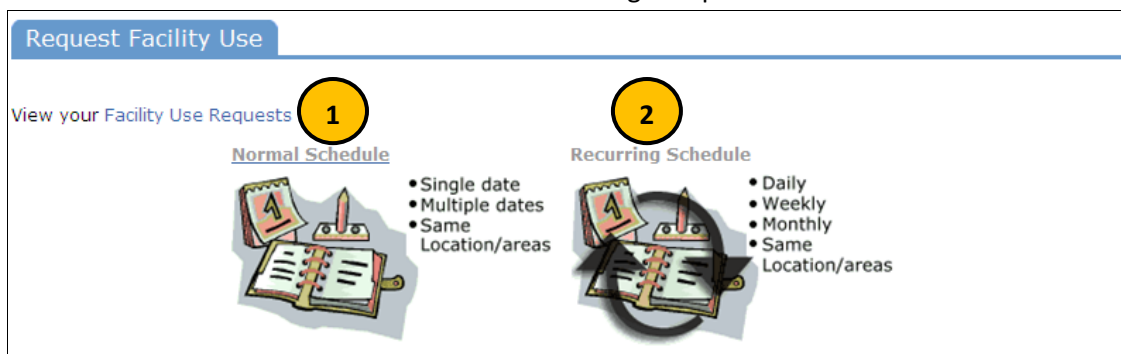


You will also see some tabs at the top of the page. To begin making a request choose Request Facility Use:



Note: If this is your first time making a request through CommunityUse, you will be asked to read the terms and conditions that the district provides. You will also be asked to verify that you agree to these terms each time you submit a request.



You have two forms to choose from when submitting a request.



ONLY use the Normal Schedule request type.

The Normal Schedule Form is easier to use and it creates less conflicts. 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. If you need more than 20 events, or rooms at a different time of the day, you will need to create more than one schedule request.

You will be asked to fill in some required fields. These are indicated with an orange vertical line

You can also 'hide' sections of the page by clicking on the  icon. You can use this feature to help minimize scrolling and to keep track of sections of the request page you have already completed. The  icon allows you to jump to different sections of the page.

CommunityUse - Add Normal Schedule Request

Scheduling Details Personalize

1 First Name Mike Last Name Montgomery

2 Event Title

Event Description

Locations Wolfpack HS

Rooms

- Select Room--
- Baseball field
- Softball field
- Auditorium, Main
- Green Room, Mens
- Green Room, Womens
- Football Field
- Locker Room: Girls
- Driver Ed Classroom
- Classroom 500

(Use the CTRL key to select multiple rooms.)

Event Date(s)

3

4 Start Time 1:00 AM End Time 1:00 AM

(Use the CTRL key to select multiple rooms.)

1. After you've entered your Event Title,
2. You will be asked to choose a Location & Room. You can select up to 50 rooms by using the CTRL key to highlight your choices.
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. 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. Please consult the district or educational institution on their policies regarding double booking.

Check Availability		close or Esc Key
06:00	AM	
07:00	AM	
08:00	AM	
09:00	AM	
10:00	AM	
11:00	AM	
12:00	PM	
01:00	PM	
02:00	PM	
03:00	PM	
04:00	PM	
05:00	PM	
06:00	PM	
07:00	PM	
08:00	PM	
09:00	PM	
10:00	PM	

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.

Organization Information		⌵	⌵
Organization	American Red Cross	⌵	
Contact	--Select Contact--	⌵	
Insurance expires on:	Bill Shakespeare Coach K Greg Puckett		

Setup Requirements and Rental Requests:

Setup Requirements

Required Maintenance Services	Service Description
<input type="checkbox"/> Audio/Visual	<input type="text"/>
<input type="checkbox"/> Custodial	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>

Required IT Services	Service Description
<input type="checkbox"/> Internet Connection	<input type="text"/>
<input type="checkbox"/> Projector	<input type="text"/>

Rental Requests

Charge Type	Quantity	Rental description
-------------	----------	--------------------

If your organization has Setup Requirement enabled, you will be able to request special services. Simply check the box and then you can enter detailed setup information in the box. Some services may be limited to district use. There may be fees associated with some services.

Look under the Help tab and contact your district liaison for more information on services, availability and cost.

Event Information

Below, please enter a number for:

1	Total Attending	<input type="text"/>
	Adults Attending	<input type="text"/>
	Children Attending	<input type="text"/>
	Extra Chairs Required	<input type="text"/>
	Parking Spaces Required	<input type="text"/>

Yes, please display events on the community calendar 2

3 Other Needs

Signature (please enter your email address)

4 I confirm that I have previously read and agree with the terms and conditions of facilities use

5

Event Information

1. **Total Attending** - Enter the approx. number attending
2. **Yes, please display events on the community calendar** – leave this box checked unless the district indicates otherwise.
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.
- 6.

If your request was successfully entered, the webpage will reload and you will see a message like this:

Schedule #11111 has been saved!

You should also receive an email notification confirming your request was received. Save this email and refer to the Schedule ID number should you have any questions or need to make any changes.

Schedule #156718 has been saved!

Schedule ID	Title	No Of Events	Status	Schedule State	Organization	Declined Reason	Location	Room	Recurrence	Start Date	End Date	Event Date(S)	Total Invoiced	Total Paid		
156715	Montgomery Meeting	5	Submitted	Inactive	Abacadabra Dance Studio		Community Center North	Viper Room	Non-recurring	5/1/2010	5/8/2010	5/15/2010	5/22/2010	5/29/2010	\$0.00	\$0.00

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.

The My Organizations Tab:

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

The screenshot shows the 'My Organizations' tab selected in the navigation menu. The page displays a list of organizations with the following table:

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Approved	Abracadabra Dance Studio	commercial	101 E Sutton

Below the table, there is a 'Print to PDF' button and a 'Request Another Organization' link.

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 screenshot shows the 'Organization Information' page. The organization name is 'American Red Cross'. The address is '103 E Main St, Roxboro, NC x5469'. The FEIN field is empty. The Sales Tax Exemption No. field is empty. The Tax Exempt? field has radio buttons for 'Yes' and 'No', with 'No' selected. The Insurance Information section includes fields for Insurance Company, Policy Number, Coverage, and Coverage Date.

Organization Name: American Red Cross

Address: 103 E Main St
Roxboro, NC x5469

FEIN: [Empty]

Sales Tax Exemption No.: [Empty]

Tax Exempt? Yes No

Insurance Information

Insurance Company: [Empty]

Policy Number: [Empty]

Coverage: [Empty]

Coverage Date: [Empty] to [Empty]

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.

Academy of Carolina North at Edgestow

Welcome Mike Montgomery! [Click here to Log Out](#)
North Carolina School District

Home Request Facility Use My Organizations **My Settings** Documents Help

Search for 



My Contact Settings  



First Name | Last Name |

Email Address |

Phone Number |

Cellular Number |

Your Address |  

My Community Settings  

Old Password |

New Password | Verify New Password |

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

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.