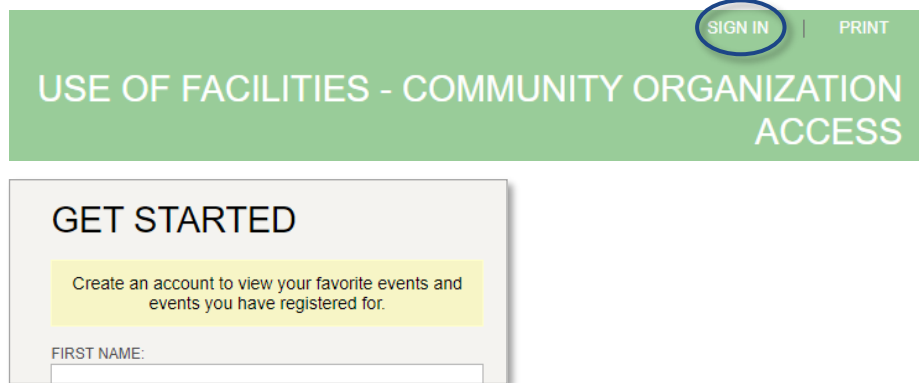# CCPS Use of Facilities
FIRST TIME USERS: HOW TO GET STARTED

Do you wish to request school space and are a first-time user?

Your first step is to create an account. Follow these directions:

Go to the [Community Organization Calendar Page](#) , click on "SIGN IN" at the top right, then follow the simple instructions in the "GET STARTED" box that pops up

USE OF FACILITIES - COMMUNITY ORGANIZATION ACCESS

SIGN IN | PRINT

GET STARTED

Create an account to view your favorite events and events you have registered for.
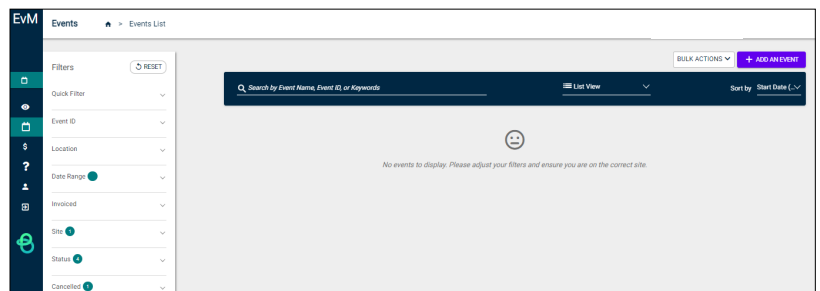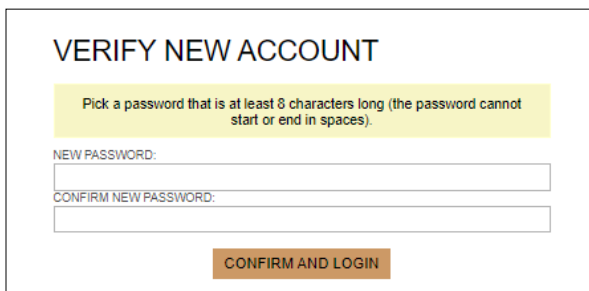
FIRST NAME:

When you've submitted your information the green box at right will pop up, confirming that your account has been created successfully

Your account has been created successfully! You will receive an email with a link that must be clicked to verify the email entered and setup your password. You will not be able to signin until you complete verification.

In a few moments you will receive an email from <notifications@mail.dudesolutions.com>

Thank you for creating an account with Event Manager. In order to complete this process, please click this link to set your password and verify your email.

Click on the link in the email and the 'VERIFY NEW ACCOUNT" screen will open. Create your password and click "CONFIRM AND LOGIN" and then the EvM dashboard will open:

VERIFY NEW ACCOUNT

Pick a password that is at least 8 characters long (the password cannot start or end in spaces).

NEW PASSWORD:

CONFIRM NEW PASSWORD:

CONFIRM AND LOGIN

You now have an account in CCPS's Event Manager.

TO REQUEST SPACE YOU NEED TO BE A REQUESTING MEMBER OF AN ORGANIZATION

TO LEARN HOW TO JOIN AN ORGANIZATION PLEASE DOWNLOAD:

CCPS Use of Facilities | HOW JOIN AN ORGANIZATION