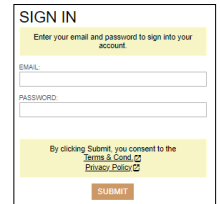



# CCPS Use of Facilities

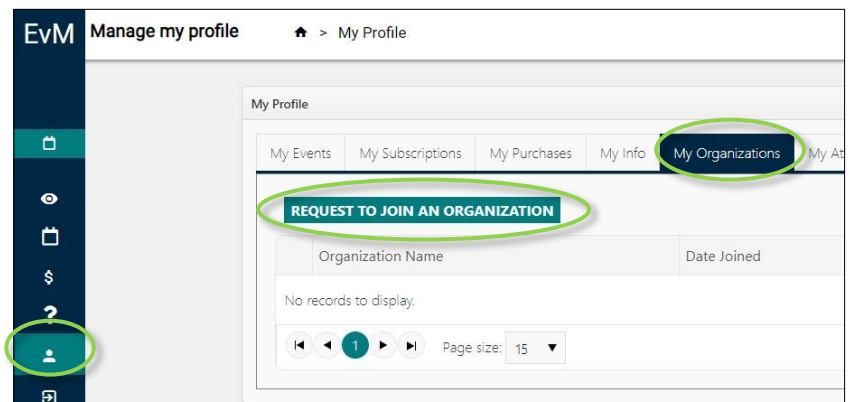
## HOW TO JOIN AN ORGANIZATION

**In order to request space, you need to be an official member of your organization. Follow these directions to join your organization.**

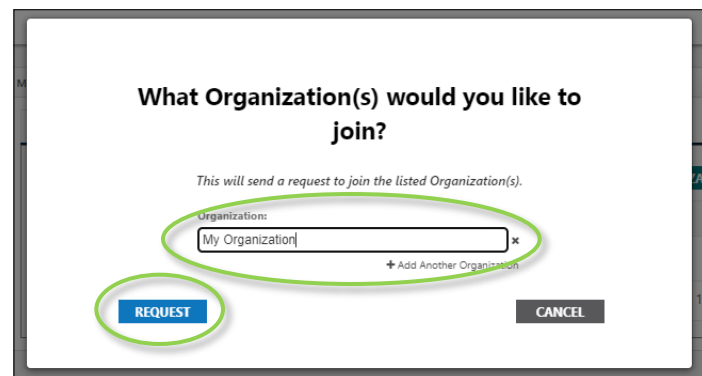
Go to the [Community Organization Calendar Page](#), click on “SIGN IN” at the top right, then in the “SIGN IN” box, use the credentials that were established when you created your Event Manager (EvM) account.

A "SIGN IN" form with fields for "EMAIL:" and "PASSWORD:". Below the fields is a "SUBMIT" button. A small disclaimer at the bottom states: "By clicking Submit, you consent to the Terms & Conditions Privacy Policy".

Once in EvM dashboard, click on the “My Profile” icon:  The “Manage my profile” box will pop up. Go to the “My Organizations” tab, then click “REQUEST TO JOIN AN ORGANIZATION”

A screenshot of the "EvM Manage my profile" page. The left sidebar has a "My Profile" icon circled in green. The main content area shows tabs for "My Events", "My Subscriptions", "My Purchases", "My Info", "My Organizations" (circled in green), and "My At". Under "My Organizations", there is a "REQUEST TO JOIN AN ORGANIZATION" button circled in green. Below this is a table with columns "Organization Name" and "Date Joined", showing "No records to display." and a "Page size: 15" dropdown.

Type the name of the organization you wish to join (the organization for which you'll be requesting space).  
*Example, “Carrolltowne Elementary’s PTA” and click “REQUEST”*

A form titled "What Organization(s) would you like to join?". It includes a sub-header "This will send a request to join the listed Organization(s).". Below this is a text input field labeled "Organization:" containing "My Organization". To the right of the field is a small "x" icon. Below the field is a link "+ Add Another Organization". At the bottom are two buttons: "REQUEST" (circled in green) and "CANCEL".

*Your request goes to the Facilities Department for approval. Once approved, you will receive an email from <notifications@mail.dudesolutions.com>*

Great news! Your request to join My Organization has been approved! You can now create events as part of this Organization.

[Link to sign in](#)

**You now have ability to request space (create event) for your organization**

**TO LEARN HOW TO REQUEST SPACE PLEASE DOWNLOAD:**

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