

# How to Request Access to Submit Online Facilities Requests

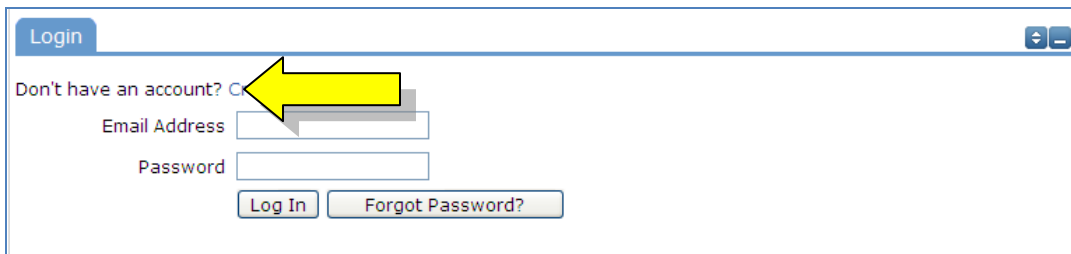
The Cardinal Local School District is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

First, click on this link to access the CommunityUse Calendar:

<https://www.communityuse.com/default.asp?acctnum=560943080>

At the top right of the page, click on the link to **Login to Request Facility Use**.

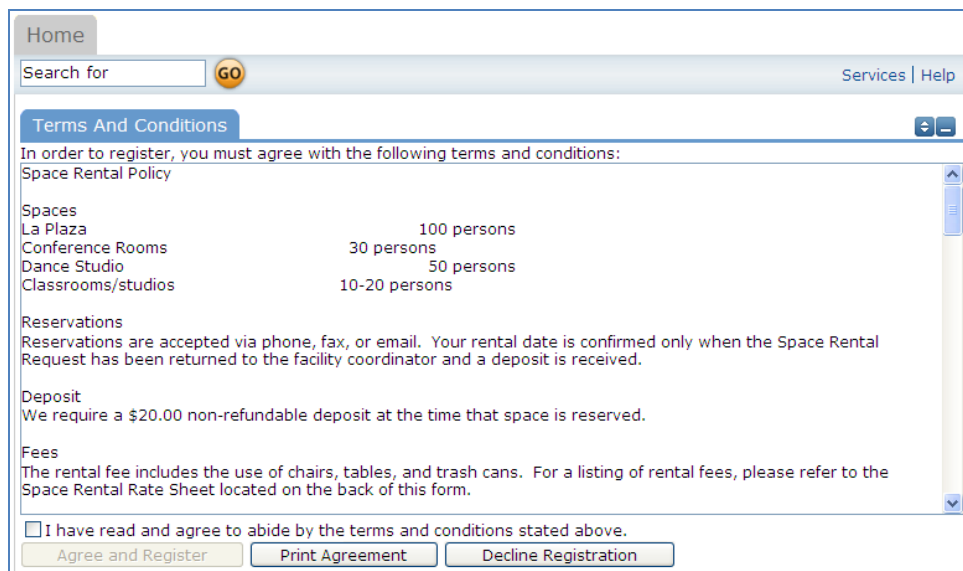
Welcome Guest! [Log in to Request Facility Use](#)  
North Carolina School District



The screenshot shows a login window titled "Login". It contains a link "Don't have an account? [Click Here](#)" with a yellow arrow pointing to it. Below the link are two input fields: "Email Address" and "Password". At the bottom are two buttons: "Log In" and "Forgot Password?".

Then click on the **Create One** link to create an account and request access to submit online requests.

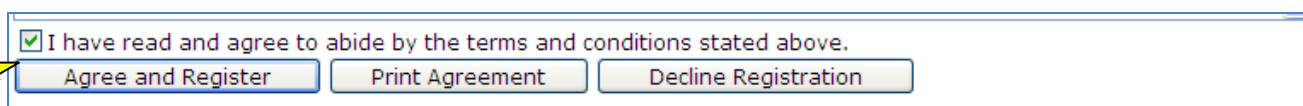
If the district has a **Terms and Conditions** form uploaded, you will be asked to read and agree to the terms first.



The screenshot shows a "Terms And Conditions" form. It starts with a search bar and "GO" button. Below is a "Terms And Conditions" section with a scroll bar. The text includes: "In order to register, you must agree with the following terms and conditions:", "Space Rental Policy", a table of spaces and capacities, "Reservations" information, "Deposit" information, and "Fees" information. At the bottom, there is a checkbox "I have read and agree to abide by the terms and conditions stated above." and three buttons: "Agree and Register", "Print Agreement", and "Decline Registration".

Spaces	
La Plaza	100 persons
Conference Rooms	30 persons
Dance Studio	50 persons
Classrooms/studios	10-20 persons

Check the Box, and click **Agree and Register**. \* You may access an easier to read agreement under the Documents tab, clicking Print Agreement here is not recommended.



The close-up shows the checkbox "I have read and agree to abide by the terms and conditions stated above." which is checked. Below it are three buttons: "Agree and Register", "Print Agreement", and "Decline Registration". A yellow star is in the top left corner.



CLIENT SERVICE CENTER  
(877) 868-3833  
support@schooldude.com

You will then be asked to complete the following **Personal Profile** Form. Click **Save and Next** once you've filled in all required fields marked with an orange vertical line.

**Step 1 of 3: Personal Profile**

Registration Wizard

[Personal Profile](#) Request Organizations Confirmation

My Contact Settings

First Name | Adam Last Name | Smith

Email Address | adam@trading.email.com

Phone Number | 111-212-1122

Cellular Phone

Your Address | 5001 Revenue Blvd  
Cash, NC 55554 \*

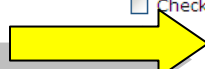
\*  
*Note: This is your Contact Address. You will enter the organization address on the next page.*

Password Settings

Password | ..... Verification | .....

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

Save & Next Cancel



On the **Request Organization** page you can request to be an OEC for one or more **Organizations**. Simply fill in the required fields and click **Add Organization**.

**Step 2 of 3: Request Organizations**

Registration Wizard

Personal Profile [Request Organizations](#) Confirmation

Request Your Organization

Organization Name | Smith Learning Co.

Organization Type | ---Select Organization Type---

Organization Address | 5001 Revenue Blvd  
Cash, NC 55554

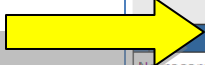
Use Your Contact Address as Organization Address

Add Organization

Requested Organization List

Organization Status	Organization Name	Organization Type	Address
No record found			

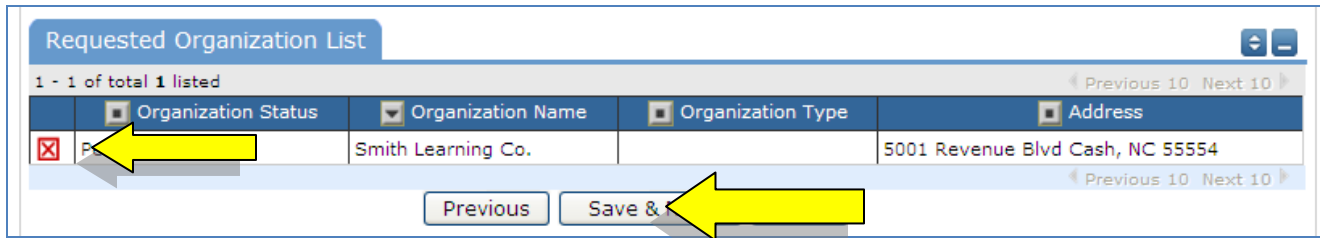
Previous Save & Next Cancel



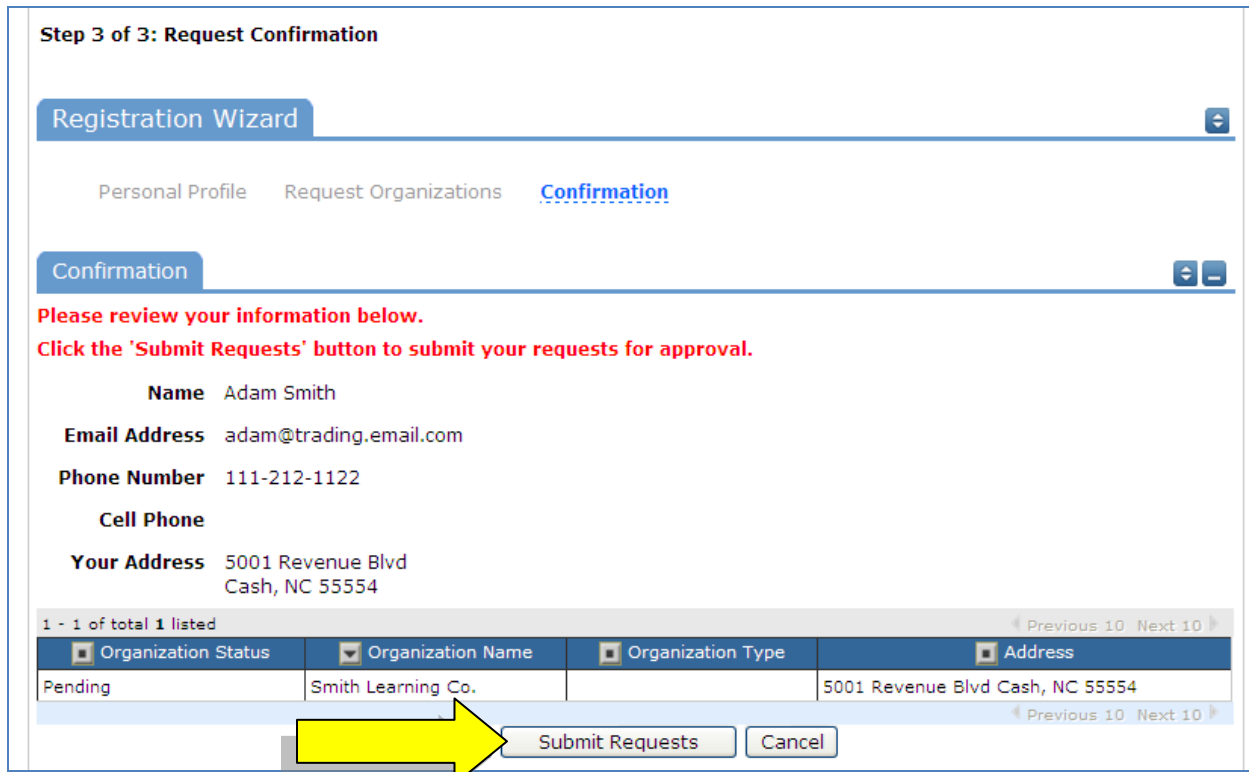
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You will then see the message Pending next to the requested Organization.

Once you've added all of the Organizations you would like to submit requests for, click **Save & Next**.



On the final page, confirm the information and click **Submit Requests**.



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.

You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.

