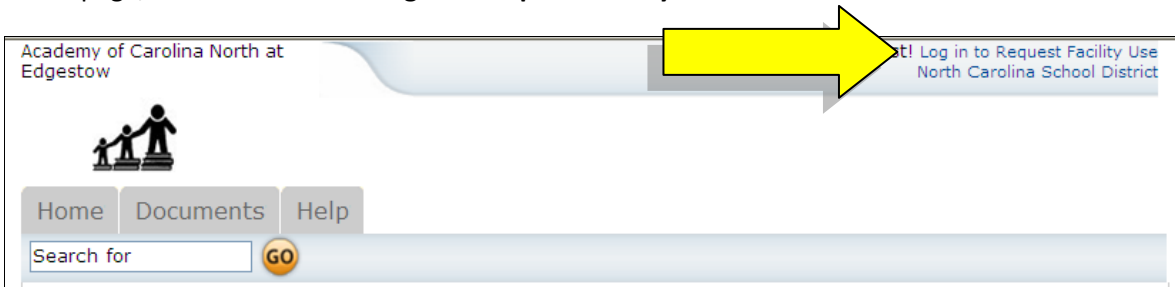


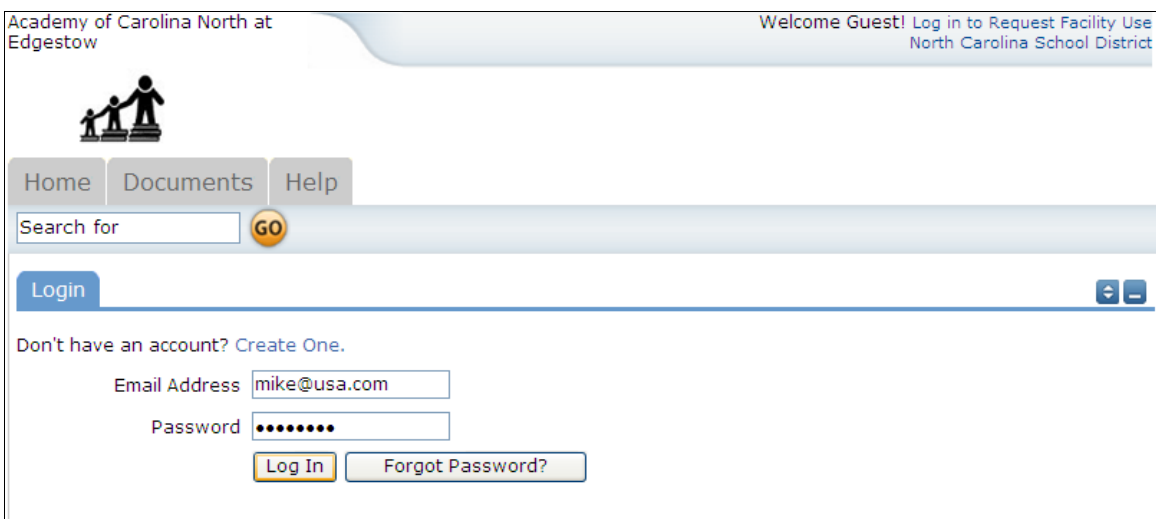
# How to Login and Submit a Request

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

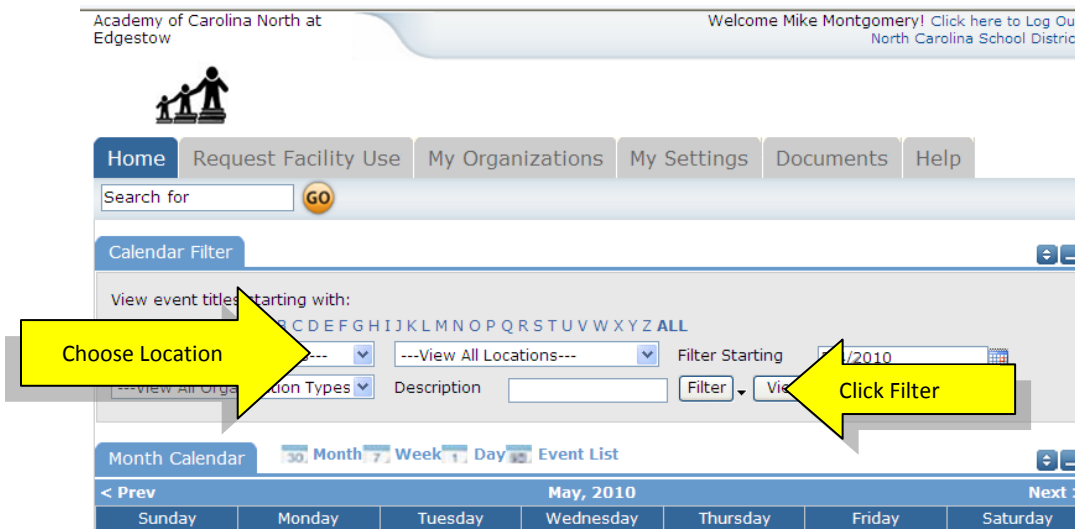
At the top of the page, click on the link to **Login to Request Facility Use**.



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

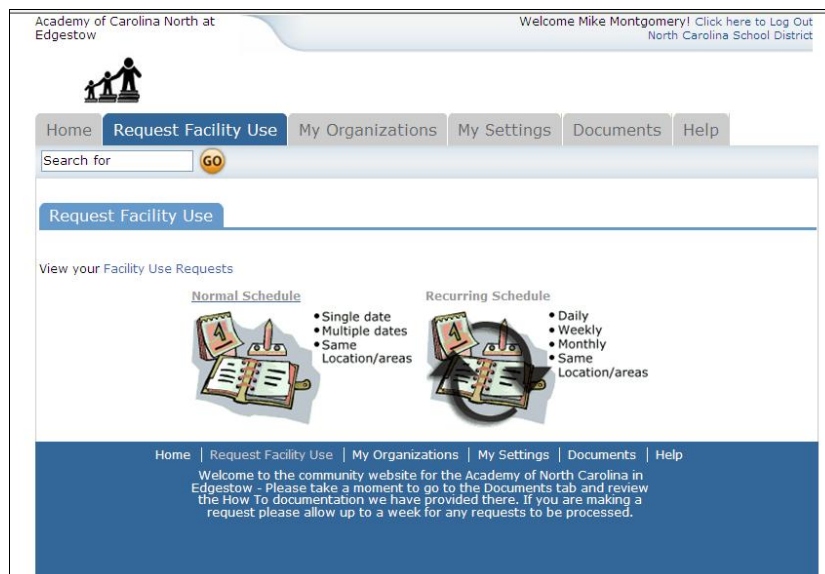
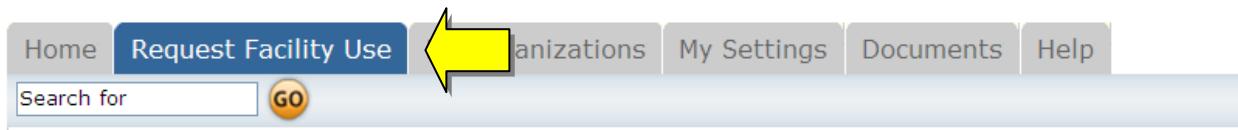


When you login, you will start on the **Home** tab. Here you can view the calendar. If no events are showing, be sure you have a **Location** selected. Anytime you make a filter choice on the Calendar, be sure to click the Filter button.



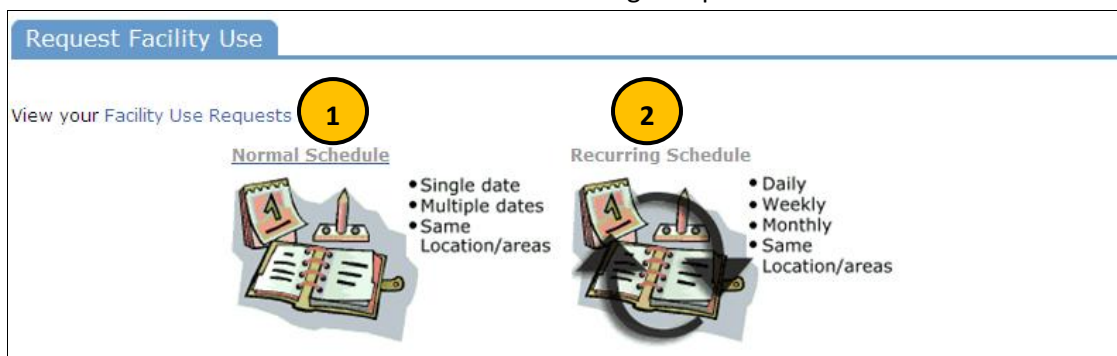
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You will also see some tabs at the top of the page. To begin making a request choose **Request Facility Use**:



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.





1. The **Normal Schedule** form is the easier to use. 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.
2. The **Recurring Schedule** form will allow even more events. You can choose up to 100 events with this form, and the events should be in the same room(s) at the same time over different days – and these days will happen on a recurring basis (e.g. every Monday and Wednesday for a month, or every Sunday for a year, etc.)



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Let's start with a **Normal Schedule**.

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

First Name Mike Last Name Montgomery

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) |

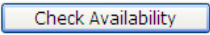
May 2010 June 2010

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				

(Use the CTRL key to select multiple rooms.)

Start Time | 1 | 00 | AM | End Time | 1 | 00 | AM |

Check Availability

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 



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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.

The screenshot shows a 'Check Availability' window with a close button (Esc Key). The window displays a vertical list of time slots from 06:00 AM to 10:00 PM. The 05:00 PM and 06:00 PM slots are highlighted in yellow, indicating they are the requested time frame.

For a **Recurring Schedule** follow the same steps as above with the exception of entering dates. The date range field will look like this:

The screenshot shows a form for configuring a recurring schedule. It includes a 'Start Recurrence' field with a calendar icon, a 'Recurrence Pattern' section with radio buttons for 'Daily', 'Weekly', and 'Monthly'. The 'Weekly' option has a 'Recur every' field and checkboxes for days of the week. The 'Monthly' option has radio buttons for 'Day' and 'The first day of every' with corresponding input fields. There is also an 'End Recurrence' field with a calendar icon and a 'Check Availability' button.



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## Recurrence Patterns:

- **Daily** – this is every day in the date range including weekdays and weekends
- **Weekly** – Use this for meetings on specific days of the week. Choose Recur every “1” week for your weekly meetings and then choose the day of the week as well
- **Monthly** – You can have a meeting on a specific date (like the 15<sup>th</sup>) of each month, or you can choose the second option which allows you to choose a floating date like the Second Weekday of Every 1 month. Choosing every 3 months would be a quarterly meeting and every 6 months for bi-annual meetings, etc.

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: ⌵

- Select Contact--
- 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

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.

The screenshot shows a web form titled "Event Information" with a blue header bar. Below the header, the text reads "Below, please enter a number for:". The form contains several input fields and checkboxes, each with a yellow circle containing a number from 1 to 5. 1. "Total Attending" is a text input field. 2. "Adults Attending" is a text input field. 3. "Children Attending" is a text input field. 4. "Extra Chairs Required" is a text input field. 5. "Parking Spaces Required" is a text input field. 6. "Yes, please display events on the community calendar" is a checked checkbox. 7. "Other Needs" is a text area with up and down arrows. 8. "Signature" is a text input field with the instruction "(please enter your email address)". 9. "I confirm that I have previously read and agree with the terms and conditions of facilities use" is an unchecked checkbox. 10. "Submit" is a button at the bottom right.



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.

Home Request Facility Use My Organizations My Settings Documents Help

Search for  **GO**

**CommunityUse - Request Facility Use List**

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

---View All Organizations---  ---View All Locations---  Filter Starting

---View All Organization Types---  Description  **Filter** **View All**

**Schedule #156718 has been saved!**

+ Request New Facility Use

1 - 3 of total 3 listed Previous 20 Next 20

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

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.



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## The My Organizations Tab:

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

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 Organizations**

Filtering

View Organization 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

[+ Request Another Organization](#)

1 - 1 of total 1 listed Previous 10 Next 10

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

[+ Request Another Organization](#) Previous 10 Next 10

Print to PDF<sup>®</sup>

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.

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

Search for

**Organization Information**

[Click here to ask administrator to update your organization information](#)

Organization Name

Address

FEIN

Sales Tax Exemption  No. Tax Exempt?  Yes  No

**Insurance Information**

Insurance Company

Policy Number

Coverage

Coverage Date  to





## 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.

The screenshot shows a web interface for the Academy of Carolina North at Edgestow. The top navigation bar includes links for Home, Request Facility Use, My Organizations, My Settings (highlighted), Documents, and Help. A search bar is located below the navigation. The main content area is divided into two sections: My Contact Settings and My Community Settings. The My Contact Settings section contains input fields for First Name (Mike), Last Name (Montgomery), Email Address (mike@usa.com), Phone Number (618-543-4321), Cellular Number, and Your Address (101 E Sutton). The My Community Settings section contains input fields for Old Password, New Password, and Verify New Password, along with a checkbox for removing self from all event-related email notifications and a Submit button.

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.

