## How to Login and Submit a Request

Go to https://www.communityuse.com/default.asp?acctnum=658921893

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

Academy of Carolina North at Edgestow	Welcome Guest! Log in to Request Facility Use North Carolina School District
<u>it</u>	P .
Home Documents Help	
Search for	

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

Academy of Carolina North at Edgestow	Welcome Guest! Log in to Request Facility Use North Carolina School District
<u>ř</u> řř	
Home Documents Help	
Search for GO	
Login	÷ -
Don't have an account? Create One.	
Email Address mike@usa.com	
Password ••••••	
Log In Forgot Password?	

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.

Academy of Carolin Edgestow	a North at			Welcome	Mike Montgomery! North Ca	Click here to Log Out rolina School District
<u>t i Å</u>						
Home Requ	iest Facility U	Ise My Organ	izations My	Settings [	Documents H	elp
Search for	60					
Calendar Filter						88
View event titles	starting wi					
		IJKLMNOPQI	RSTUVWXYZ	ALL		
Choose L	ocation	View All Loca	tions 💌	Filter Startin	5/4/2010	
view Air Orga		Description		Filter	Click Filter	
Month Calenda	30 Month	7 Week 1 Day	Event List			88
< Prev			May, 2010			Next >
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

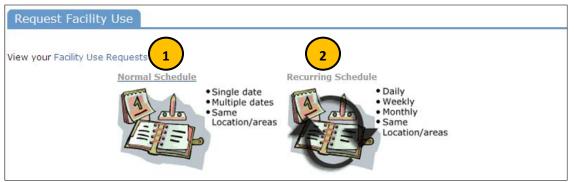
You will also see some tabs at the top of the page. To begin making a request choose Request Facility Use:





Note: If this is you 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.
- 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.)

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  $\square$  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 Scheduling Details	Personalize	eque	esi													•
First Name	Иike	Last N	Nam	e Mo	ntgo	ome	ry									
<b>1</b> Event Title																
Event Description	~															
	~															
	Wolfpack HS	*														
<b>2</b> 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	<b>*</b>														
(L	Use the CTRL key to sele	ct mu	Itiple	room	15.)											
Event Date(s)	^	0		Ma	y 20	10					Jun	e 20	010		0	
		Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	
							1	2		1	2	3	-4	5	6	
L		3					8	9	- 7					12		
				12							16					
		17	18	19	20	21	22	23	21	22	23	24	25	26	27	
(Use	the CTRL key to select	mult	iple	room	s.)											
4 Start Time 1	1 💙 00 💙 AM	~				E	nd T	ime	1	~	00	) 🗸	•	AM [	<b>~</b>	

- 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
7.811	
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	

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

Start Recurrence I
Recurrence Pattern
O Daily
O Weekly Recur every week(s) on:
Sunday Monday Tuesday Wednesday
Thursday Friday Saturday
<ul> <li>Monthly</li> <li>Day</li> <li>of every</li> <li>month(s)</li> </ul>
The first day of every month(s) h(s)
End Recurrence Check Availability

## **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 Informa	ition	
Oreceitetien	American Red Cross	
_	American Red Cross	
Insurance expires on:	Select Contact	
	Coach K Greg Puckett	

Setup Requirements and Rental Requests:

Setup Requirements		82
<b>Required Maintenance Services</b>		Service Description
Audio/Visual		
Custodial		
Heating/Ventilation /Air Conditioning		
Required IT Services		Service Description
Internet Connection		
Projector		
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	÷ 🗆
elow, please enter a number for:	
1 Total Attending	
Adults Attending	
Children Attending	
Extra Chairs Required	
Parking Spaces Required	
Yes, please display events on the community calendar 🛛 🛛 🛛	
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 Submit	

## **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.

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 Orga	anizations	My Settings	Documents	Help
Search for	<u>oo</u>				
CommunityUse - R	equest Facility Use List				
Calendar Filter					÷_
View event titles star 0 1 2 3 4 5 6 7 8 9 A View All Organizat	BCDEFGHIJKLMNOP	-	X Y Z <b>ALL</b> Filter Start	ing	
View All Organizat	ion Types 💙 Description		Filter 🗸	View All	
Schedule #156718 has	been saved!			+ R	equest New Facility Use
1 - 3 of total 3 listed					Previous 20 Next 20 🕨
Schedule ID Title No Of Events	<ul> <li>Status</li> <li>Schedule State</li> <li>Organization</li> <li>Declined Reason</li> </ul>	Location Room		Recurrance     Start Date     End Date     Event Date(S)	Total Invoiced Total Paid
156715 Montgomery Meeting 5	Submitted Inactive Abracadabra Dance Studio	Community Viper Room	Center North	Non-recurring	\$0.00 \$0.00
			!	5/1/2010 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.

## 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 North C	! Click here to Log Out Carolina School District
<u>ríí</u>			
Home Request Facility Use	e My Organizations My S	ettings Documents H	Help
Search for GO			
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 I	I K L M N O P Q R S T U V W X Y Z <b>ALI</b>		
		+ Request	Another Organization
1 - 1 of total <b>1</b> listed		∮ P	revious 10 Next 10 🕅
Organization Status	🗾 Organization Name	Organization Type	Address
Approved	Abracadabra Dance Studio	commercial	101 E Sutton
+ Request Another Organization		∮ p.	revious 10 Next 10 🕨
Print to PDF®			

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 F	Facility Use	My Organization	ns My	Settings	Documents	Help	
Search for	60		_				
Organization Inform	ation						÷.
Click here to ask adminis	strator to update	e your organization in	formation				
Organization Name	American Red C	ross		]			
Address	103 E Main St Roxboro, NC x5	469		<			
FEIN							
Sales Tax Exemption No.		Tax	Exempt?	⊖Yes ⊚≬	No		
Insurance Information	on						÷
Insurance Company							
Policy Number							
Coverage				< >			
Coverage Date			to				

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		
<u>řŤ</u> ř					
Home Request	Facility Use	My Organizations	My Settings	Documents	Help
Search for	<u>o</u>				
My Contact Setting	s				÷ _
First Nam	ne Mike	Las	t Name Montgome	ry	
Email Addres	ss mike@usa.com				
Phone Numb	er 618-543-4321				
Cellular Numb	er				
Your Addres	ss 101 E Sutton				
My Community Settings					
Old Passwo	rd				
New Passwo	rd	Verify New Pa	ssword		
	Check here	to remove self from all ev	vent-related email r	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.