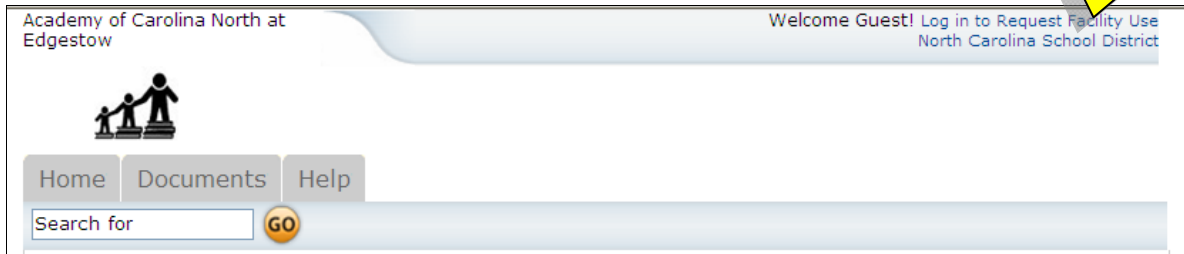


## How to Login and Submit a Request

Go to [School Dude Request Website](#)

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



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

A screenshot of the login form on the website. The header is identical to the previous screenshot. Below the navigation tabs is a search bar. A blue "Login" button is visible on the right side of the page. Below the search bar, there is a link: "Don't have an account? [Create One.](#)". The login form consists of two input fields: "Email Address" with the value "mike@usa.com" and "Password" with masked characters "••••••". Below these fields are two buttons: "Log In" and "Forgot Password?". At the bottom of the page, there is a blue footer area with navigation links "Home | Documents | Help" and a welcome message: "Welcome to the community website for the Academy of North Carolina in Edgestow - Please take a moment to go to the Documents tab and review the How To documentation we have provided there. If you are making a request please allow up to a week for any requests to be processed."

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.



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

Search for  **GO**

**Calendar Filter**

View event titles starting with: **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 Locations--  5/4/2010

Description

**Month Calendar**

May, 2010							
< Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next >
25	26	27	28	29	30	May 1	
2	3	4	5	6	7	8	

You will also see some tabs at the top of the page like this:

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

Search for  **GO**

CommunityUse - Monthly Calendar - Windows Internet Explorer

http://testcomuse.devsd.com/50A.NET/controllers/PageController.aspx?productid=MC&pageid=CalendarMonth

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

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 5/4/2010

---View All Organization Types--- Description

Month Calendar

May, 2010							
< Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next >
	25	26	27	28	29	30	May 1
	2	3	4	5	6	7	8

To begin making a request choose Request Facility Use:



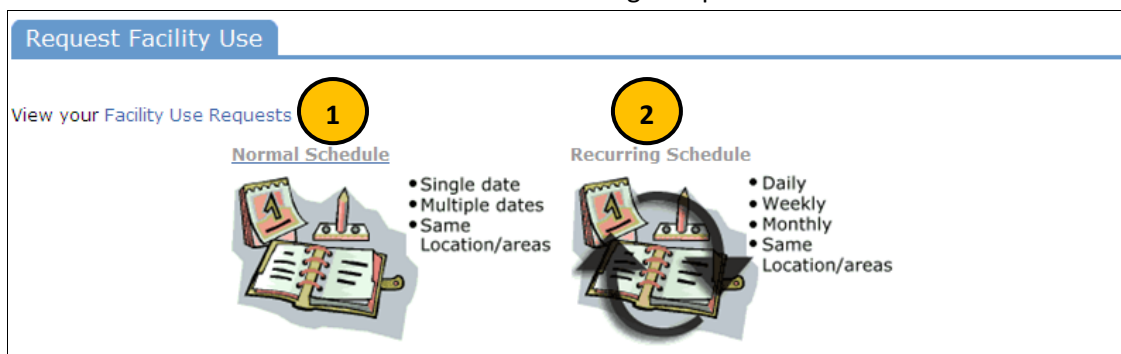
Home **Request Facility Use** My Organizations My Settings Documents Help

Search for



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 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.)



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

You will be asked to fill in some required fields. These are indicated with a red 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 image shows a screenshot of a web form titled 'Scheduling Details'. The form has a 'Personalize' button in the top right corner. The form contains several input fields: 'First Name' with the value 'Mike', 'Last Name' with the value 'Montgomery', 'Event Title' (with a red vertical line indicating it is a required field), 'Event Description' (a text area with up and down arrows), 'Locations' (a dropdown menu with the text '--Select Location--'), and 'Rooms' (a dropdown menu with the text '--Select Room--').

**CommunityUse - Add Normal Schedule Request**

Scheduling Details Personalize

First Name  Last Name

1 Event Title

Event Description

Locations

2 Rooms   
 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.)

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

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 it off of 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.

## Check Availability

5. You are **required** to

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	<a href="#">close</a> or Esc Key
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:

The screenshot shows a form for setting a recurring schedule. It includes a 'Start Recurrence' field with a calendar icon, a 'Recurrence Pattern' section with three radio buttons: 'Daily' (selected), 'Weekly', and 'Monthly'. The 'Weekly' option has a 'Recur every' field and checkboxes for days of the week. The 'Monthly' option has two sub-options: 'Day' (selected) with 'of every' and 'month(s)' fields, and 'The' with dropdowns for 'first' and 'day' and 'of every' and 'month(s) h(s)' fields. There is an 'End Recurrence' field with a calendar icon and a 'Check Availability' button at the bottom.

### 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.

The screenshot shows a form titled 'Organization Information'. It has a dropdown menu for 'Organization' with 'American Red Cross' selected. Below it is a 'Contact' dropdown menu with a list of names: '--Select Contact--', 'Bill Shakespeare', 'Coach K', and 'Greg Puckett'. There is also a label 'Insurance expires on:' next to the contact dropdown. The form has a close button in the top right corner.



Setup Requirements

↑
-

---

**Required Maintenance Services**

Audio/Visual

Custodial

Heating/Ventilation /Air Conditioning

**Required IT Services**

Internet Connection

Projector

**Service Description**

↑
↓

↑
↓

↑
↓

---

Rental Requests

↑
-

---

<b>Charge Type</b>	<b>Quantity</b>	<b>Rental description</b>
--------------------	-----------------	---------------------------

**Setup Requirements and Rental Requests:**

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
⌵ ⌵

Below, 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  **2**

**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**

## 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 Organizations My Settings Documents Help

Search for

**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

Schedule #156718 has been saved!

[+ Request New Facility Use](#)

1 - 3 of total 3 listed

<input type="checkbox"/> Schedule ID	<input type="checkbox"/> Status	<input type="checkbox"/> Location	<input type="checkbox"/> Recurrence	<input type="checkbox"/> Total Invoiced
<input type="checkbox"/> Title	<input type="checkbox"/> Schedule State	<input type="checkbox"/> Room	<input type="checkbox"/> Start Date	<input type="checkbox"/> Total Paid
<input type="checkbox"/> No Of Events	<input type="checkbox"/> Organization		<input type="checkbox"/> End Date	
	<input type="checkbox"/> Declined Reason		<input type="checkbox"/> 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.

## The My Organizations Tab:

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

The screenshot shows the 'My Organizations' tab selected in the navigation menu. The page header includes the Academy of Carolina North at Edgestow logo and a welcome message for Mike Montgomery. Below the navigation menu is a search bar with a 'GO' button. The main content area is titled 'My Organizations' and includes a 'Filtering' section with a dropdown menu set to 'ALL'. Below this is a table with one row of data:

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

Below the table is a 'Print to PDF' button and a 'Request Another Organization' link.

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.

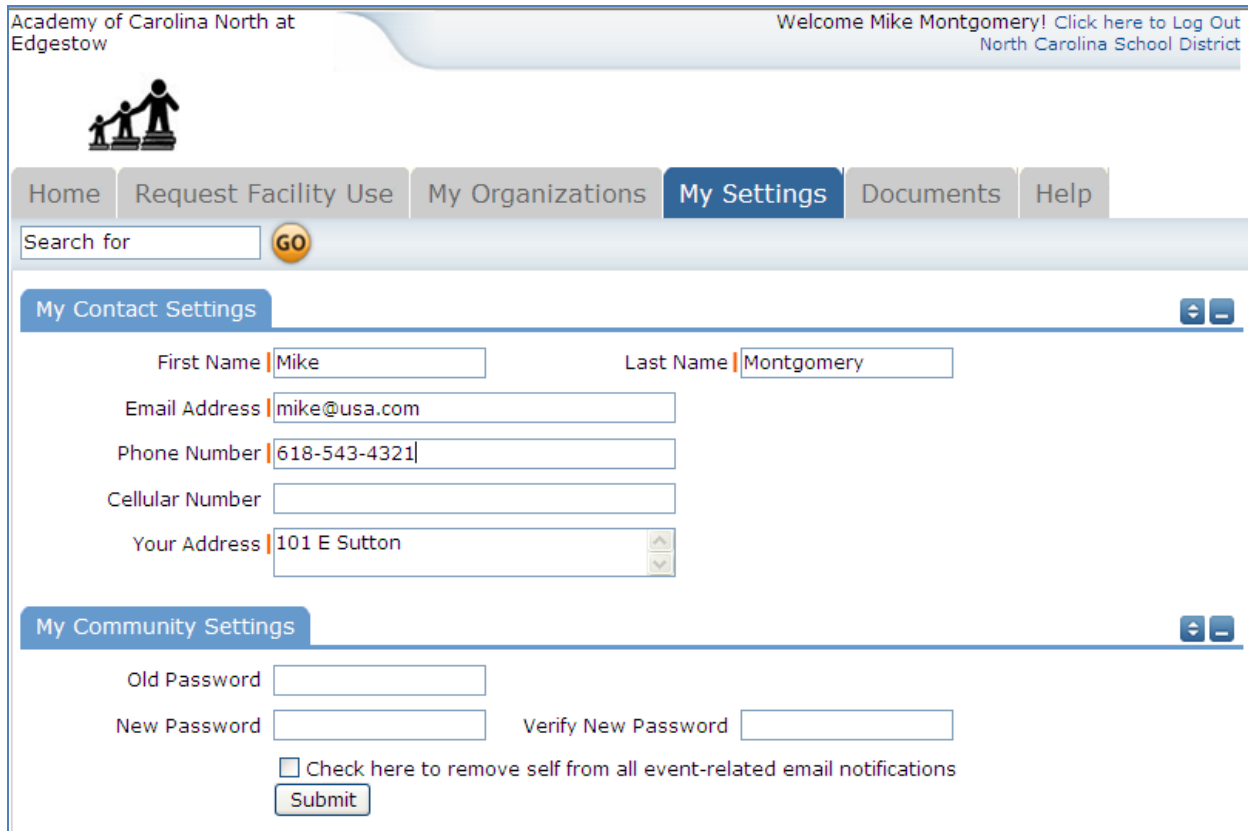
The screenshot shows the 'Organization Information' page. The navigation menu is the same as in the previous screenshot. The page title is 'Organization Information' and includes a link to ask the administrator to update the information. The form contains the following fields:

- Organization Name: American Red Cross
- Address: 103 E Main St, Roxboro, NC x5469
- FEIN: [Empty]
- Sales Tax Exemption No.: [Empty]
- Tax Exempt?:  Yes  No
- Insurance Information section (collapsed):
  - Insurance Company: [Empty]
  - Policy Number: [Empty]
  - Coverage: [Empty]
  - Coverage Date: [Empty] to [Empty]

## 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.





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.