

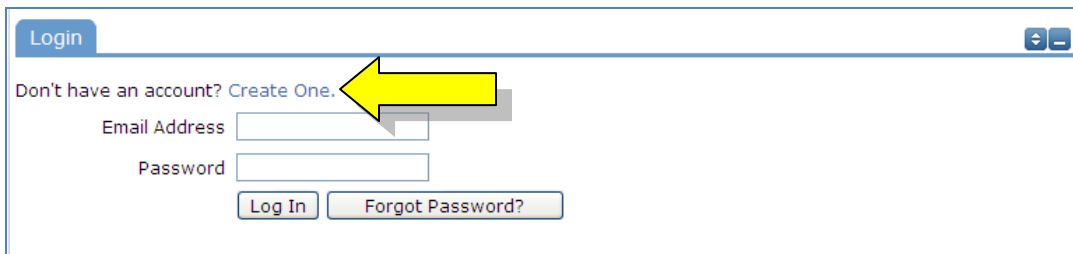
## How to Request Access to Submit Online Facilities Requests

The *Kelso 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: [Facilities Use Calendar](#) NOTE: The Facilities Use Calendar link is also in the QuickLinks Menu on the [KSD Website](#) at the <http://www.kelso.wednet.edu>

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

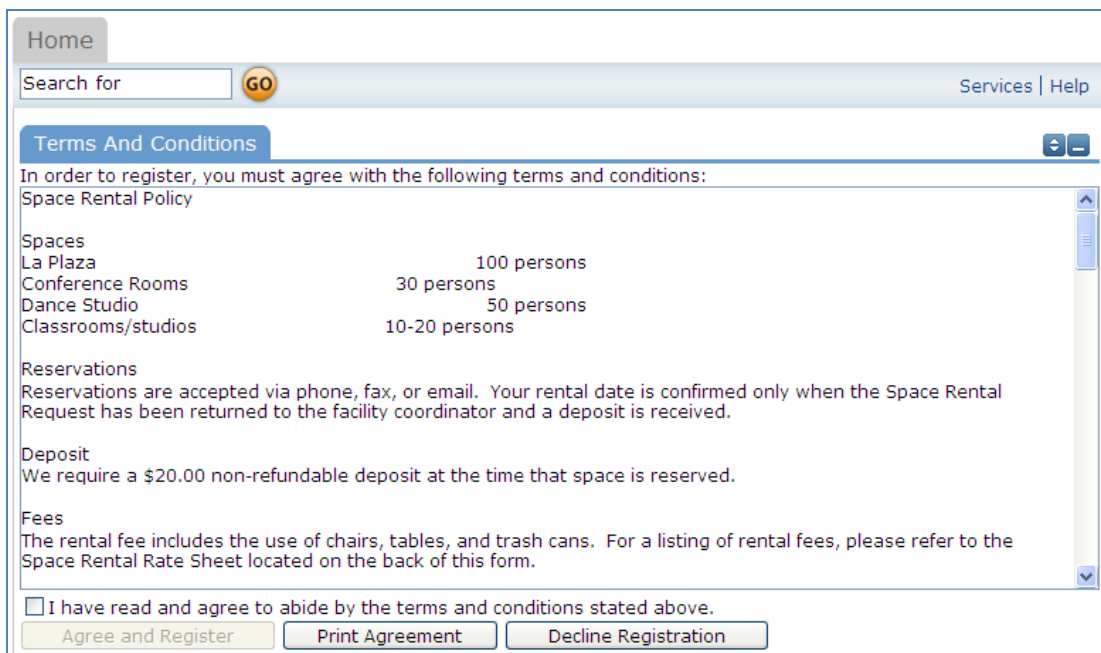
Welcome Guest! [Log in to Request Facility Use](#)  
North Carolina School District



The screenshot shows a login form titled "Login". It includes a "Don't have an account? [Create One.](#)" link, which is highlighted by a yellow arrow. Below the link are input fields for "Email Address" and "Password", and buttons for "Log In" and "Forgot Password?".

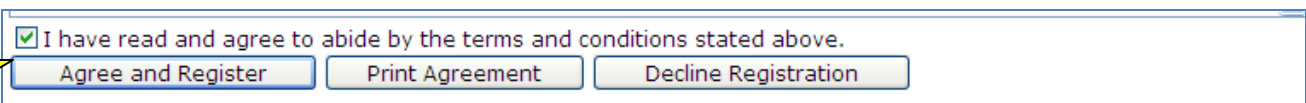
Then click on the Create One link to create an account and request access to submit online requests.

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 includes a search bar, a "GO" button, and a "Services | Help" link. The form text reads: "In order to register, you must agree with the following terms and conditions: Space Rental Policy". It lists spaces and their capacities: La Plaza (100 persons), Conference Rooms (30 persons), Dance Studio (50 persons), and Classrooms/studios (10-20 persons). It also includes sections for Reservations, Deposit, and Fees. At the bottom, there is a checkbox for "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".

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



The screenshot shows the "Terms and Conditions" form with the checkbox "I have read and agree to abide by the terms and conditions stated above." checked. The "Agree and Register" button is highlighted.

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  Last Name

Email Address

Phone Number

Cellular Phone

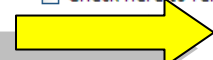
Your Address  \*

\*  
*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.



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

Organization Type

Organization Address

Use Your Contact Address as Organization Address



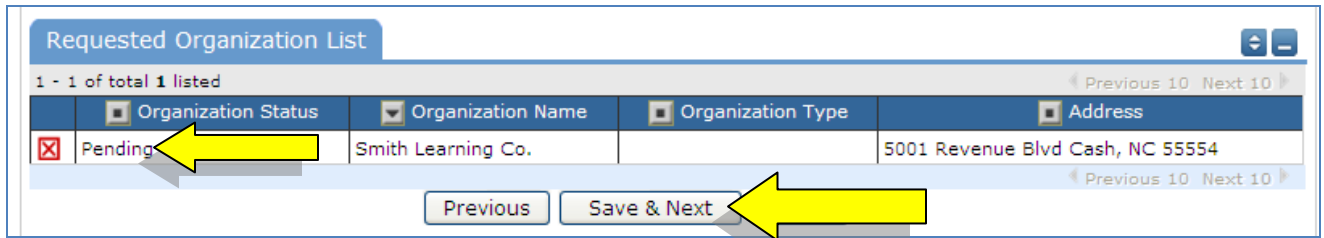
Requested Organization List

Organization Status Organization Name Organization Type Address

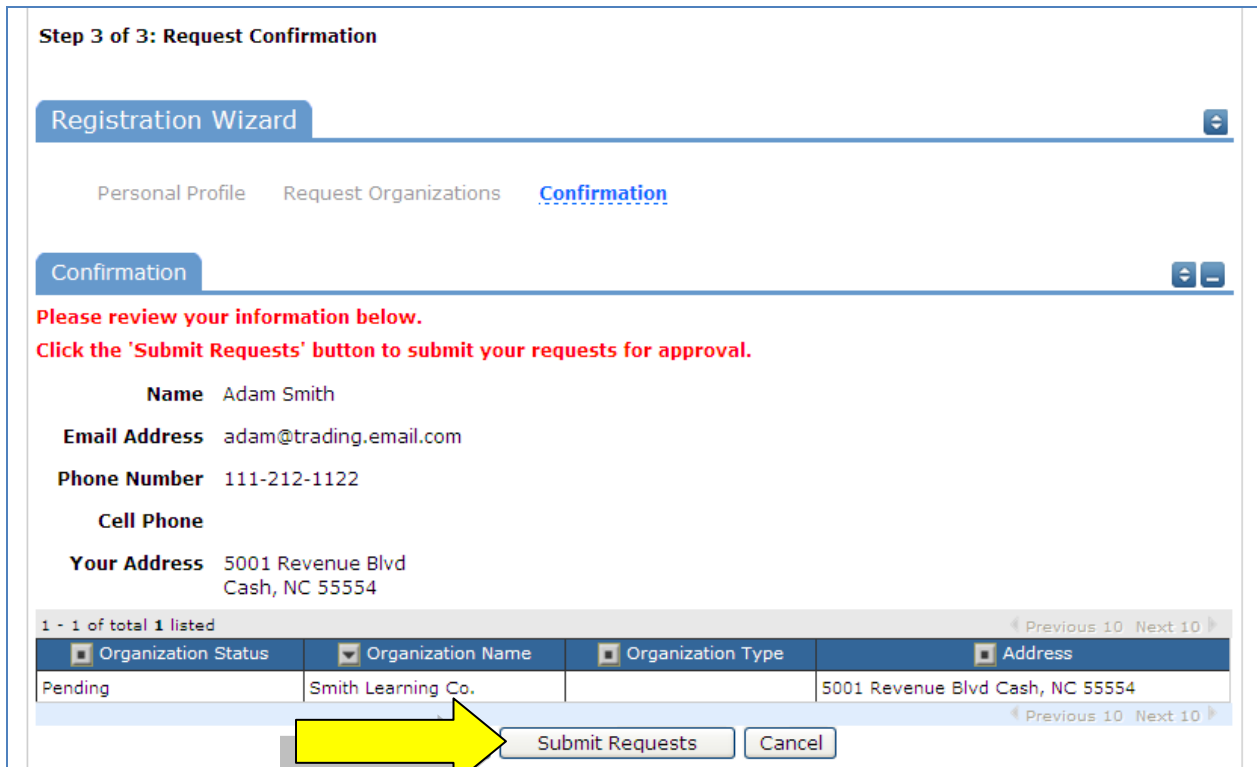
No record found

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 districts FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.

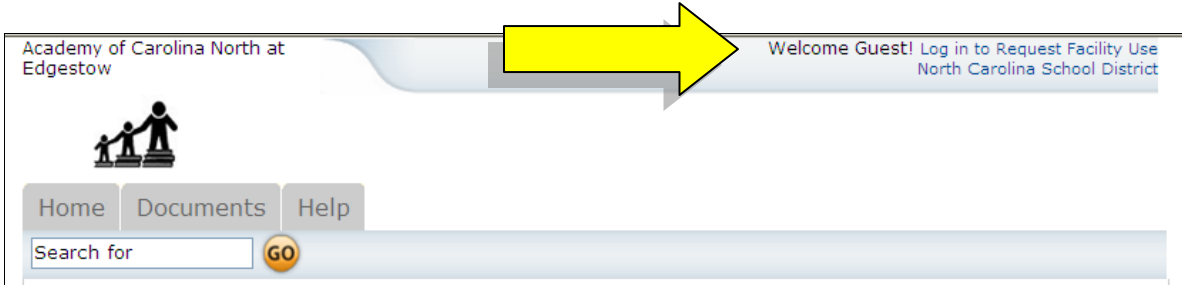
You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

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

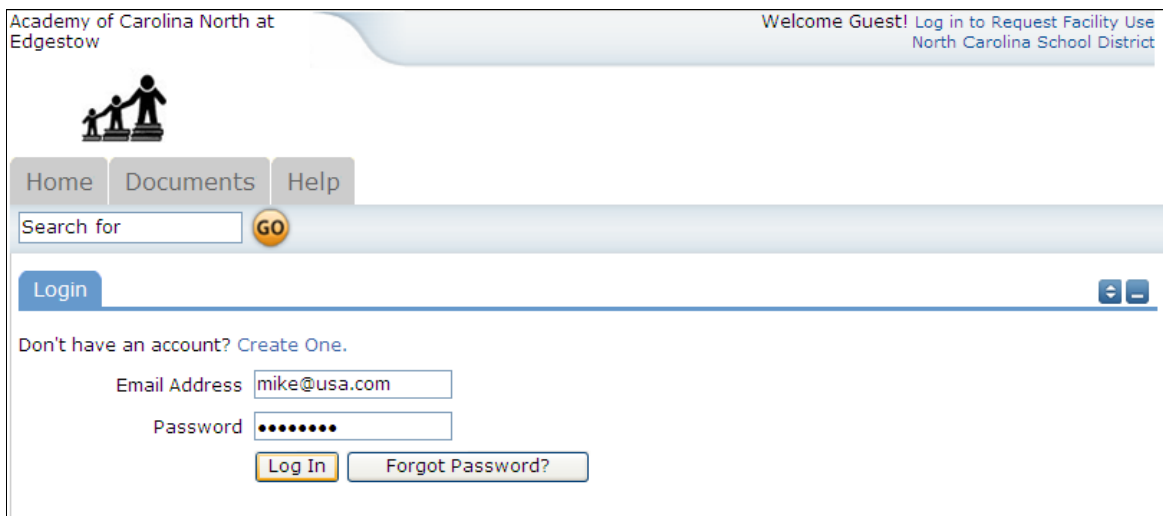
# How to Login and Submit a Request

Go to the [Facilities Use Calendar](#) NOTE: The Facilities Use Calendar link is also in the QuickLinks Menu on the [KSD Website](#) at the <http://www.kelso.wednet.edu>

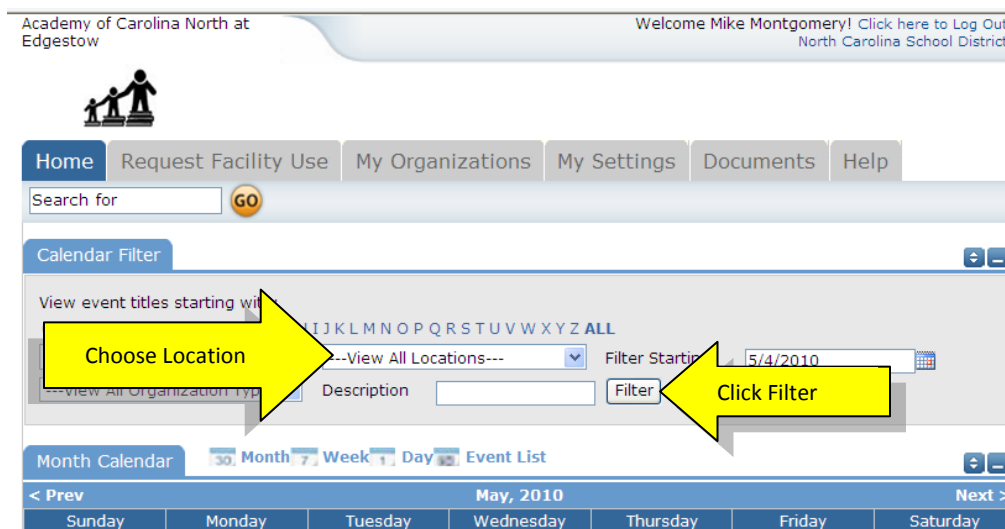
At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



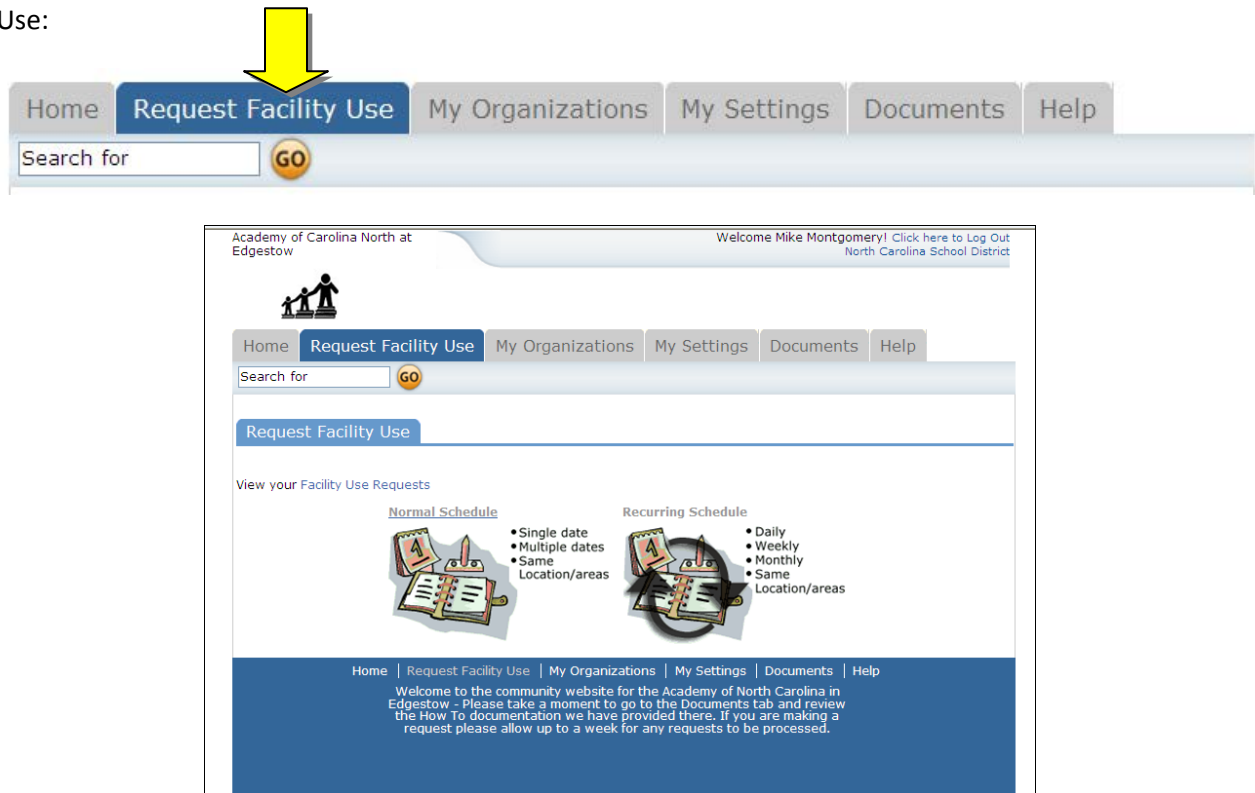
If you have already registered, enter your login name and password into the form and click Login:



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.

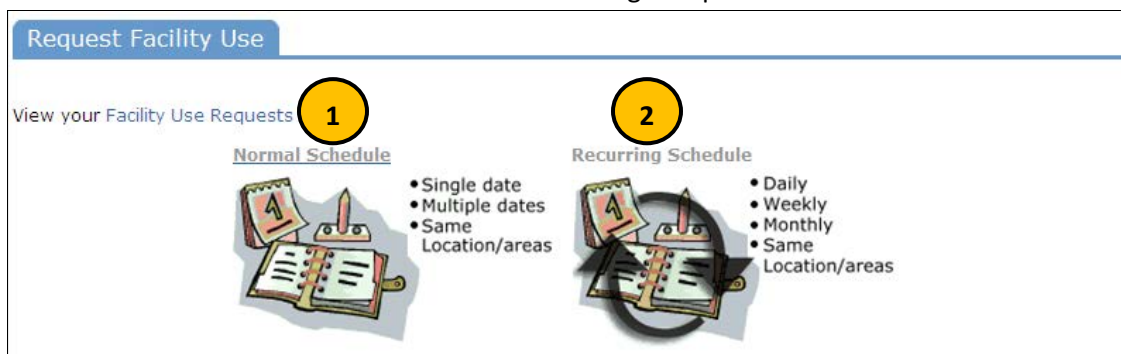


You will also see some tabs at the top of the page. To begin making a request choose Request Facility Use:



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.)

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

1 First Name Mike Last Name Montgomery

2 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)

3

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

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

**IMPORTANT:** 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 not** allow you to proceed with entering your request when a conflict is present.

If you are unable to select a non-conflicting event schedule, contact the building administrator for assistance.

Check Availability <span style="float: right;">close or Esc Key</span>	
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	
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03:00	
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04:00	
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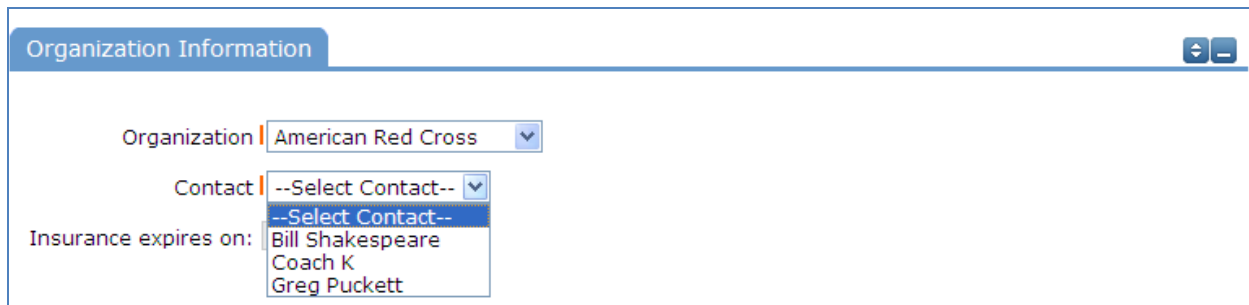
For a **Recurring Schedule** follow the same steps as above with the exception of entering dates. The date range field will look like this:

Start Recurrence	<input type="text"/>	
Recurrence Pattern		
<input checked="" type="radio"/> Daily		
<input type="radio"/> Weekly    Recur every <input type="text"/> week(s) on:		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
<input type="radio"/> Monthly		
<input checked="" type="radio"/> Day <input type="text"/> of every <input type="text"/> month(s)		
<input type="radio"/> The <input type="text" value="first"/> day of every <input type="text"/> month(s)		
<input type="text" value="h(s)"/>		
End Recurrence	<input type="text"/>	
<input type="button" value="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.

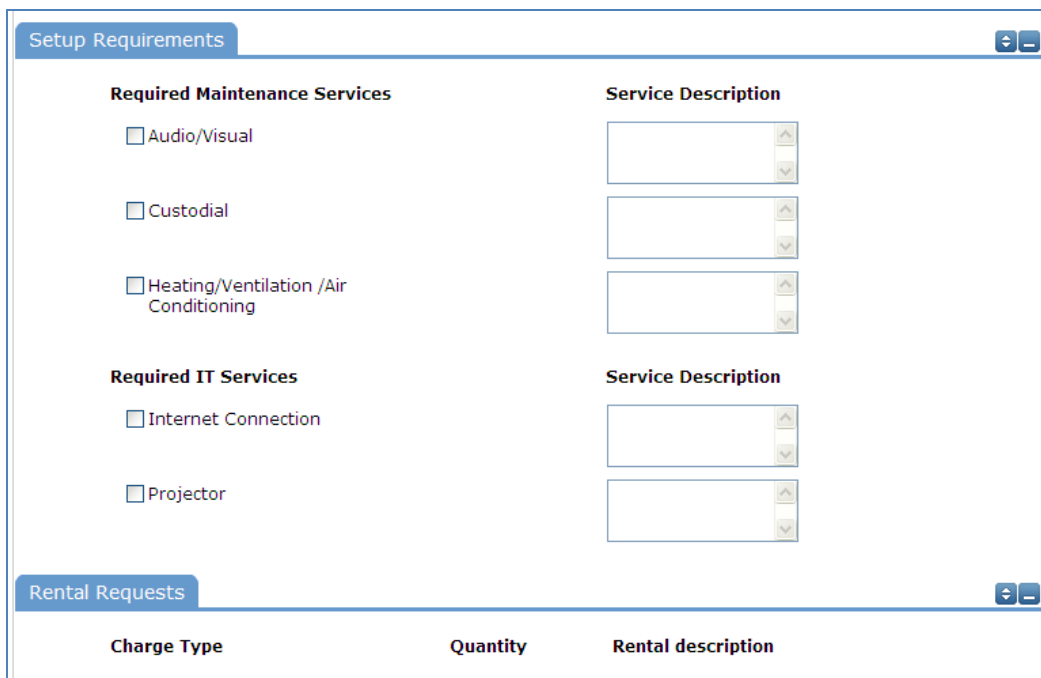
Next you will select your **Organization**. Only the organization(s) you’ve been approved for will show in the list. You will be able to see ALL contacts with that group.



The screenshot shows a web form titled "Organization Information". It contains three fields: "Organization" with a dropdown menu showing "American Red Cross", "Contact" with a dropdown menu showing "--Select Contact--" and a list of names: "Bill Shakespeare", "Coach K", and "Greg Puckett", and "Insurance expires on:" which is currently empty.

**Setup Requirements** - Here you will be able to request special access, equipment, set-up/cleanup help and other 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.



The screenshot shows a web form titled "Setup Requirements". It is divided into two main sections: "Required Maintenance Services" and "Required IT Services".

**Required Maintenance Services:**

- Audio/Visual
- Custodial
- Heating/Ventilation /Air Conditioning

**Required IT Services:**

- Internet Connection
- Projector

Each service has a corresponding "Service Description" text area with up and down arrows for scrolling.

At the bottom of the form, there is a section titled "Rental Requests" which contains a table with the following headers: "Charge Type", "Quantity", and "Rental description".



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  **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, contact the building administration for help.

### My Organizations Tab:

You can come here to review the Organization(s) that you have been approved to submit request for. If you would like to add an organization to your affiliation list, contact the building administrator to be screened for approval to be added to other organizations as needed.

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  **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 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

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

+ Request Another Organization ⌵ ⌵

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.

The screenshot shows the 'Organization Information' page. At the top, there is a navigation bar with tabs: Home, Request Facility Use, My Organizations (selected), My Settings, Documents, and Help. Below the navigation bar is a search bar with the text 'Search for' and a 'GO' button. The main content area is titled 'Organization Information' and contains a link: 'Click here to ask administrator to update your organization information'. The form fields are: Organization Name (American Red Cross), Address (103 E Main St, Roxboro, NC x5469), FEIN (empty), Sales Tax Exemption No. (empty), and Tax Exempt? (radio buttons for Yes and No, with No selected). Below this is the 'Insurance Information' section with fields for Insurance Company, Policy Number, Coverage, and Coverage Date (with a 'to' field).

### 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 the 'My Settings' page. At the top, there is a navigation bar with tabs: Home, Request Facility Use, My Organizations, My Settings (selected), Documents, and Help. Below the navigation bar is a search bar with the text 'Search for' and a 'GO' button. The main content area is titled 'My Contact Settings' and contains fields for: First Name (Mike), Last Name (Montgomery), Email Address (mike@usa.com), Phone Number (618-543-4321), Cellular Number (empty), and Your Address (101 E Sutton). Below this is the 'My Community Settings' section with fields for: Old Password, New Password, and Verify New Password. There is also a checkbox labeled 'Check here to remove self from all event-related email notifications' and a 'Submit' button.

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.