

## SchoolDude - CommunityUse Requests

Software/Hardware: **SchoolDude**

Revised Date: **1/10/2017**

Supersedes Date: **1/10/2017**

### Navigation

**URL:** <https://www.communityuse.com/default.asp?acctnum=945472671>

### Introduction

The Mat-Su Borough 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 the directions in this document. Includes:

1. [Creating Account and Requesting Access to Submit Online Facilities Requests](#)
2. [Logging In](#)
3. [Checking the calendar for availability](#)
4. [Submitting a Facility Request](#)
5. [My Organizations Tab](#)
6. [My Settings Tab](#)

### Questions

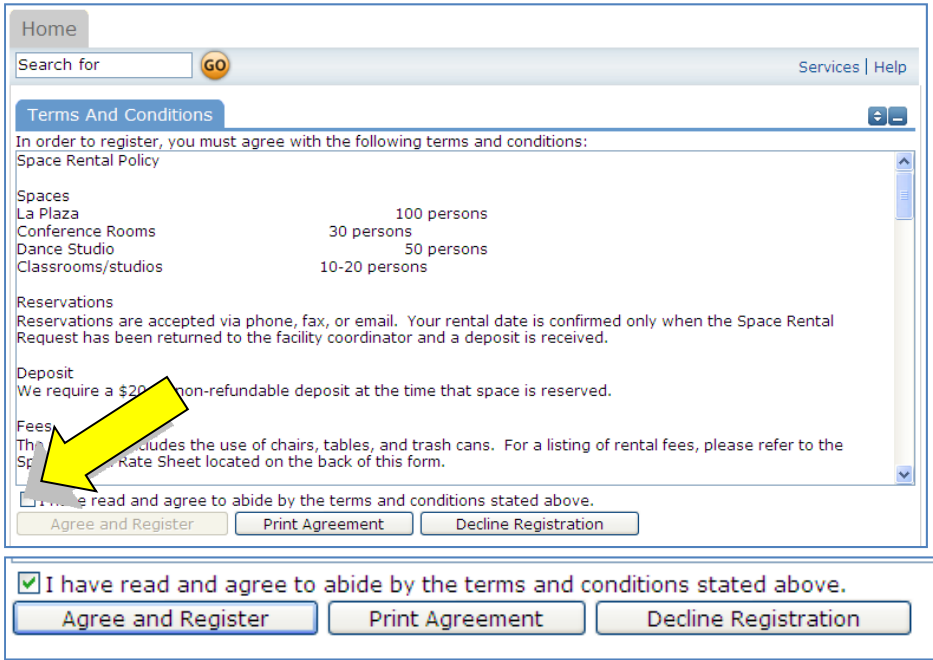
Name, Department: Phone or [First.Last@matsuk12.us](mailto:First.Last@matsuk12.us)

## 1. Creating an Account

- a. **Go to** <https://www.communityuse.com/default.asp?acctnum=945472671> At the top of the page, you'll see a link to Login to Request Facility Use.
- b. **Click on the Log in** to Request Facility Use link.

- c. **Click on: Don't have an account? Create One** to create an account and begin to request access to submit online requests.

- d. **If the district has a Terms and Conditions form uploaded, read and agree to the terms.**
- e. **Check the Box, and Choose Agree and Register.\*** You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.



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**Terms And Conditions**

In order to register, you must agree with the following terms and conditions:

Space Rental Policy

Spaces

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

Reservations  
Reservations are accepted via phone, fax, or email. Your rental date is confirmed only when the Space Rental Request has been returned to the facility coordinator and a deposit is received.

Deposit  
We require a \$20 non-refundable deposit at the time that space is reserved.

Fees  
This includes the use of chairs, tables, and trash cans. For a listing of rental fees, please refer to the Space Rental Rate Sheet located on the back of this form.

I have read and agree to abide by the terms and conditions stated above.

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I have read and agree to abide by the terms and conditions stated above.



- f. **Complete the following Personal Profile Form.** Click Save and Next once you've filled in all required fields.

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  \*  
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.

- g. **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			

- h. **You will see a message Pending to the requested Organization.**

- i. **Once you’ve added all of the Organizations you would like to submit requests for, click “Save & Next”**

Requested Organization List

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

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

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile [Request Organizations](#) [Confirmation](#)

Confirmation

Please review your information below.  
Click the 'Submit Requests' button to submit your requests for approval.

**Name** Adam Smith

**Email Address** adam@trading.email.com

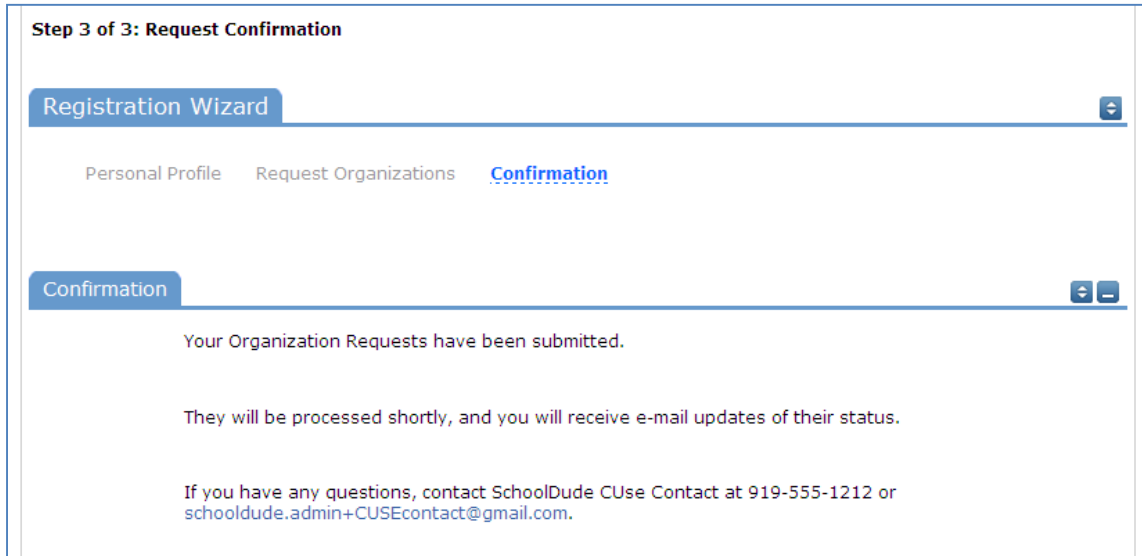
**Phone Number** 111-212-1122

**Cell Phone**

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

Organization Status	Organization Name	Organization Type	Address
Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

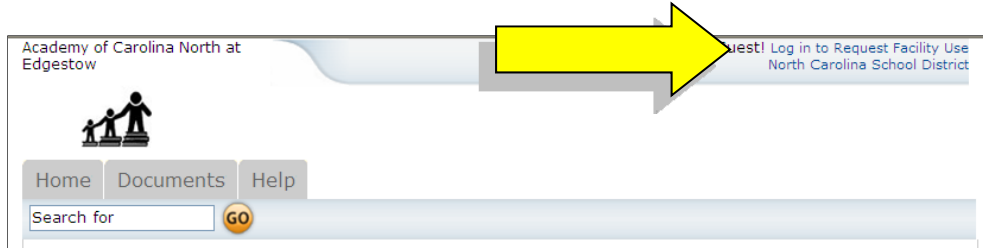
- k. **An email will go to the districts FSDirect Administrator** who will review your request and make sure you are associated with the correct Organization(s) in their master list.
- l. **You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.**



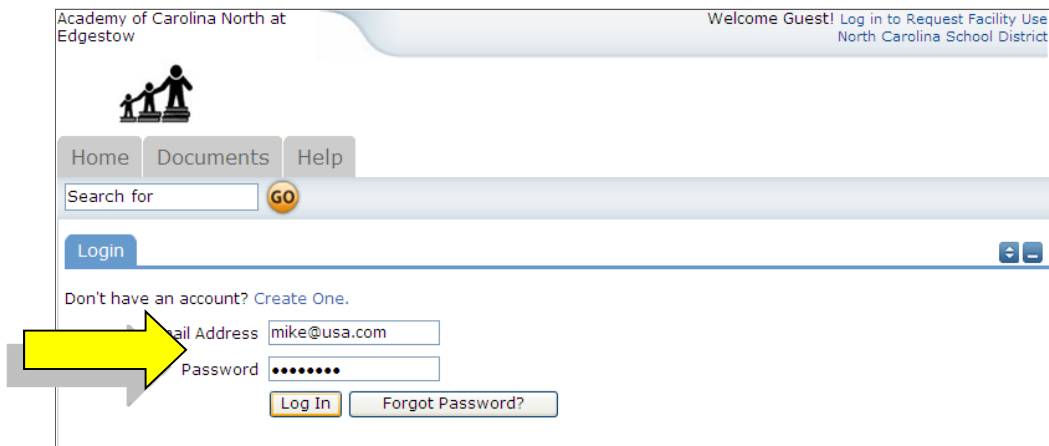
- m. **If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage. Directions for those steps are below.**

## 2. Logging In

- a. Go to <https://www.communityuse.com/default.asp?acctnum=945472671>
- b. At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.

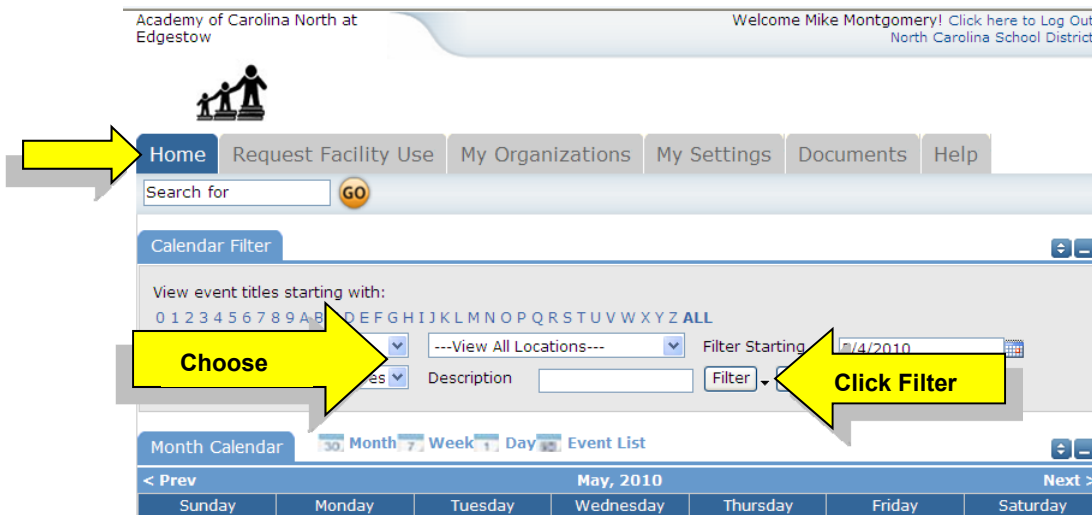


- c. Enter your login name and password into the form and click Login.



## 3. Checking the calendar for availability

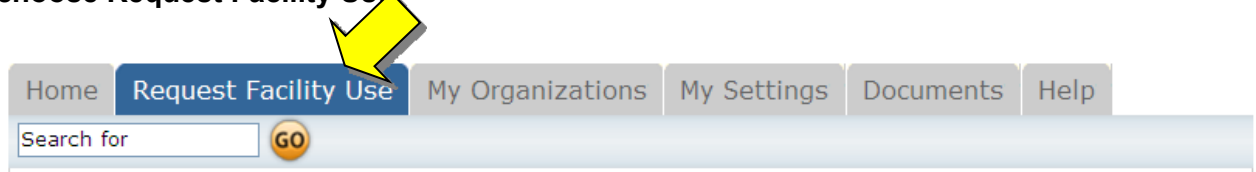
When you login, you will be on the Home tab. Here you can view the calendar. If no events are showing, be sure you have a Location selected. Anytime you make a filter choice on the Calendar, be sure to click the Filter button.



#### 4. Submitting Facility Request

*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.*

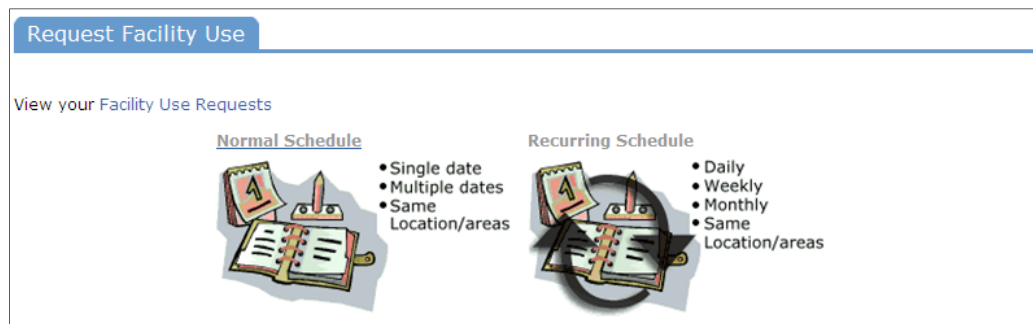
- a. You will also see some tabs at the top of the page. To begin making a request choose Request Facility Use:





- b. You have two forms to choose from when submitting a request.

**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.)



- c. Some required fields are indicated with an orange vertical line. |
- d. You can '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.

## Normal Schedule

1. Enter your Event Title,
2. Choose a Location & Room. You can select up to 50 rooms by using the CTRL key to highlight your choices.
3. Enter the Event Date by typing in the date, or clicking it off of the calendar.
4. 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

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.

### CommunityUse - Add Normal Schedule Request

Scheduling Details [Personalize](#)

1 First Name  Last Name

1 Event Title

Event Description

2 Locations

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.)

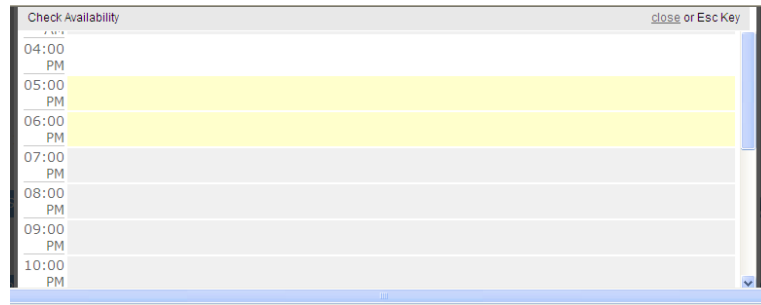
3 Event Date(s)

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 |

**5** Check Availability



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

Start Recurrence | [calendar icon]

Recurrence Pattern |

Daily

Weekly Recur every [ ] week(s) on:

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Monthly

Day [ ] of every [ ] month(s)

The [ first ] day of every [ ] month(s) h(s)

End Recurrence | [calendar icon]

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.



- a. **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.

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.

Charge Type	Quantity	Rental description
-------------	----------	--------------------

c. **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 completing all required fields, enter your email signature and agree to the Terms and Conditions, then click "Submit" to enter your request

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

Other Needs 3

4 Signature  (please enter your email address)

I confirm that I have previously read and agree with the terms and conditions of facilities use

Submit 5

Legend

d. **CONFIRMATION**

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

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

- e. 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.

## 5. 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

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

+ Request Another Organization

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

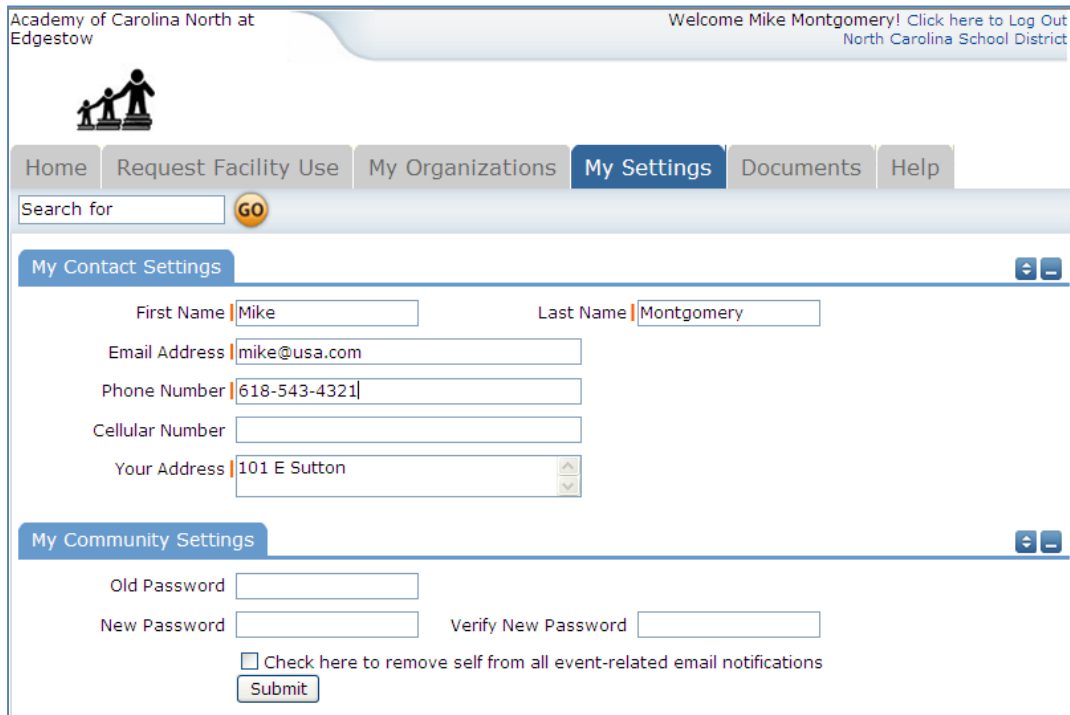
Policy Number

Coverage

Coverage Date  to

## 6. 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.**