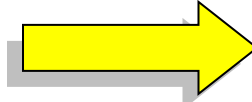


How to Login and Submit a Request

Go to <https://www.communityuse.com/default.asp?acctnum=829231361>

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:

Plainfield CCSD202

Welcome Guest! [Log in to Request Facility Use](#)
Plainfield CCSD202

Home Documents Help

Search for

Login

Don't have an account? [Create One.](#)

Email Address

Password

Home | Documents | Help

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.

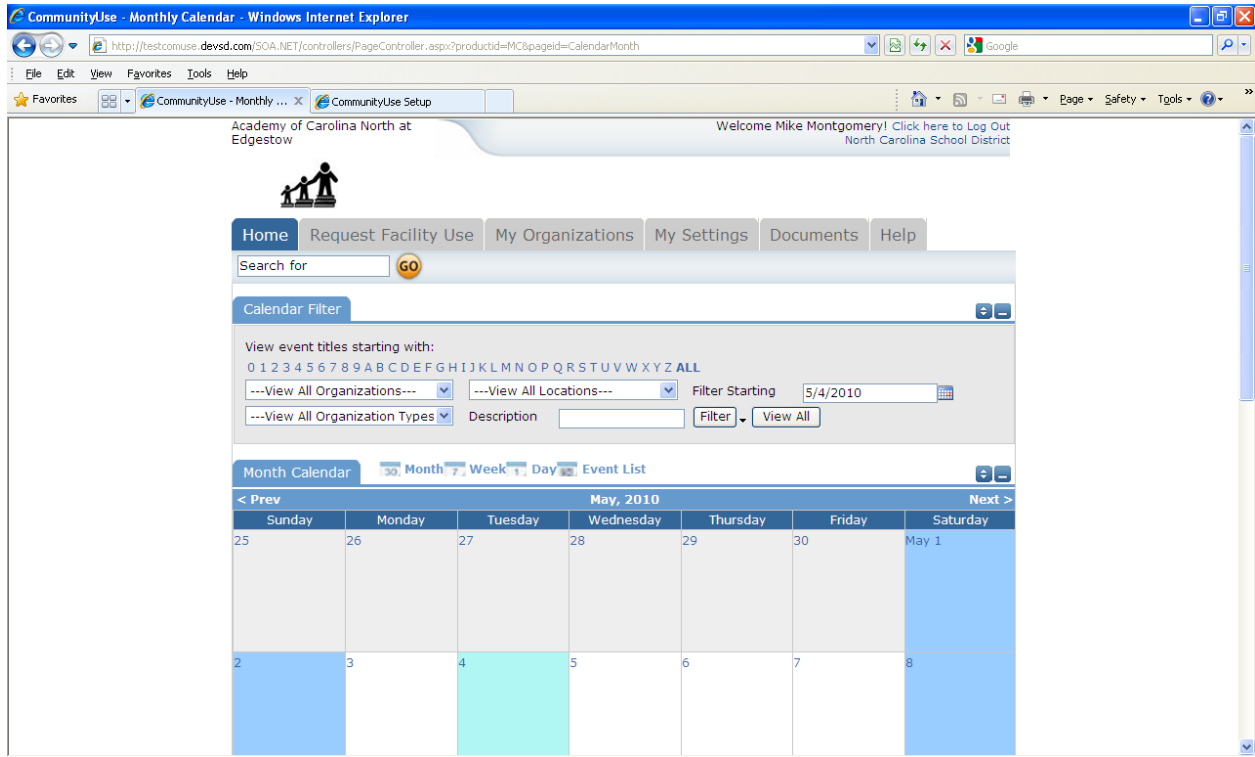
How to Guide for Community Use

The screenshot shows the Plainfield CCSD202 website interface. At the top, there is a header with the logo and name "Plainfield CCSD202" on the left, and a welcome message "Welcome Mike Montgomery! Click here to Log Out" and the name "Plainfield CCSD202" on the right. Below the header is a navigation bar with tabs: "Home", "Request Facility Use", "My Organizations", "My Settings", "Documents", and "Help". A yellow arrow points to the "Home" tab. Below the navigation bar is a search bar with the text "Search for" and a "GO" button. Below the search bar is a "Calendar Filter" section. It includes a "View event titles starting with" dropdown menu with letters A-Z and "ALL". A yellow arrow labeled "Choose Location" points to this dropdown. Below the dropdown is a "--View All Locations--" dropdown menu. To the right is a "Filter Starting" date field set to "5/4/2010" and a "Filter" button. A yellow arrow labeled "Click Filter" points to the "Filter" button. Below the filter section is a "Month Calendar" section for "May, 2010". It shows a grid of days from Sunday to Saturday. The days 2, 4, and 8 are highlighted in light blue. The days 25, 26, 27, 28, 29, and 30 are highlighted in light grey. The days 1, 3, 5, 6, 7, and 8 are highlighted in light blue.

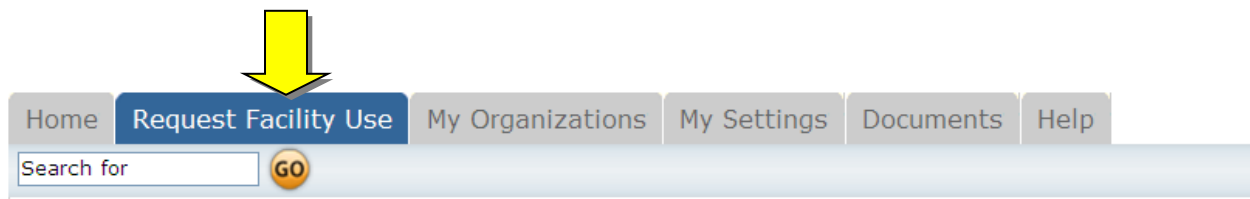
You will also see some tabs at the top of the page like this:

The screenshot shows a close-up of the navigation tabs and search bar. The tabs are "Home", "Request Facility Use", "My Organizations", "My Settings", "Documents", and "Help". The "Home" tab is highlighted in blue. Below the tabs is a search bar with the text "Search for" and a "GO" button.

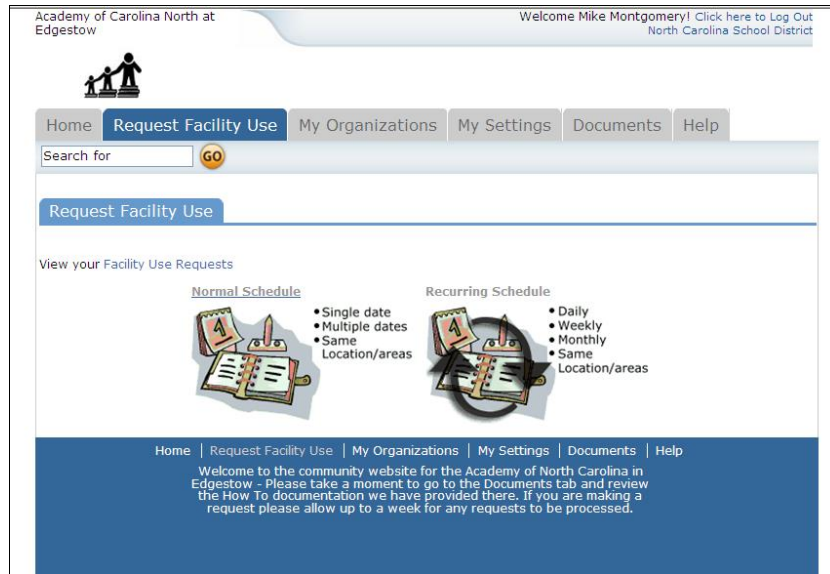
How to Guide for Community Use



To begin making a request choose Request Facility Use:

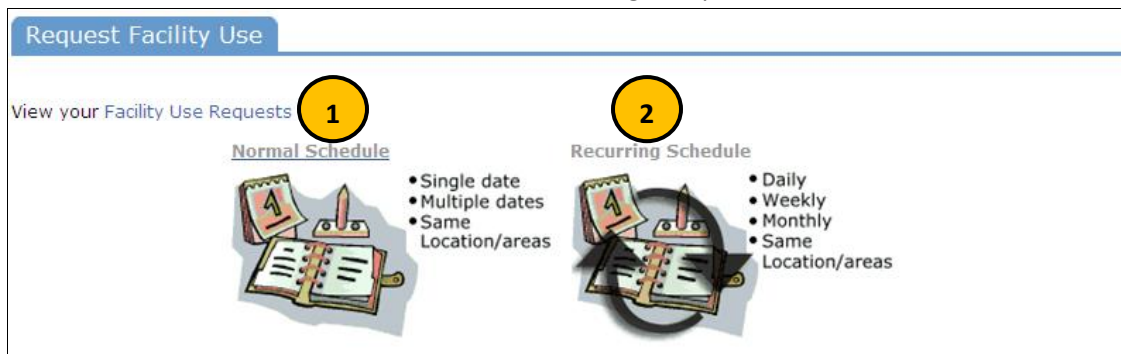


How to Guide for Community Use



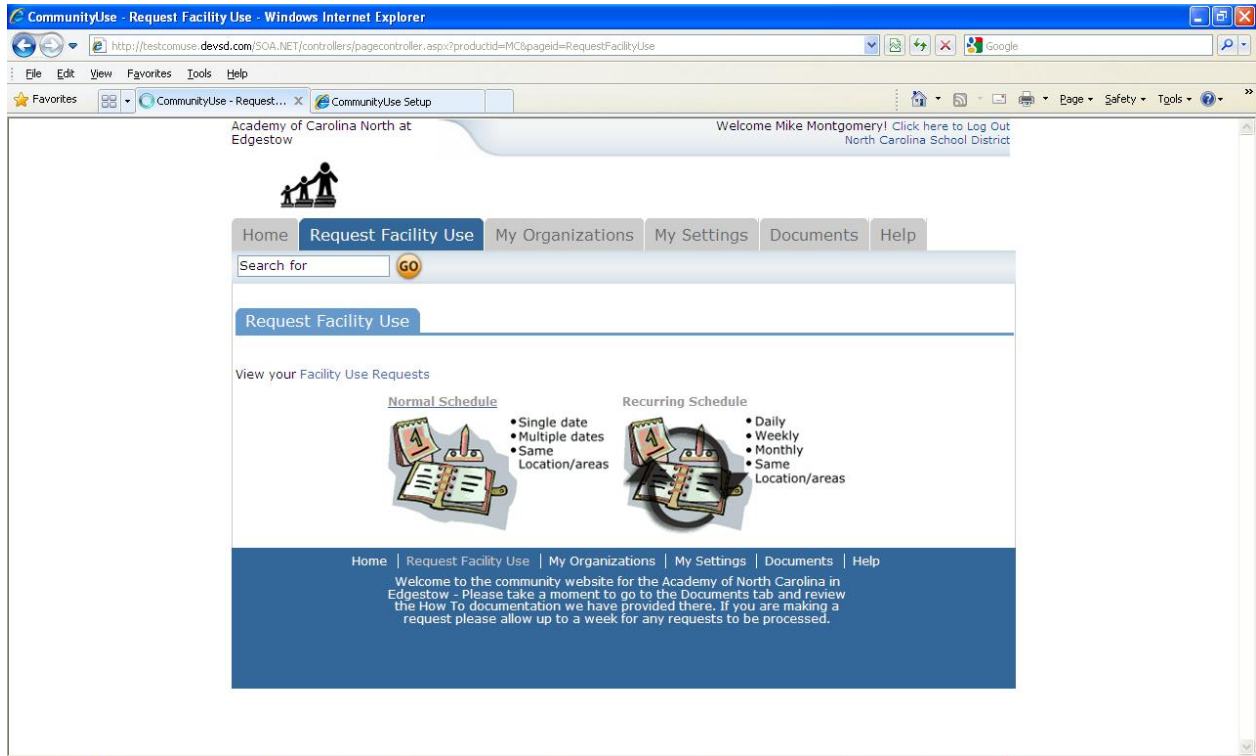
Note: if this is your first time making a request through CommunityUse, you will be asked to read the terms and conditions that the district provides. You will also be asked to verify you agree to these terms each time you submit a request.

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.)


How to Guide for Community Use



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.

Scheduling Details Personalize 

First Name Last Name

Event Title

Event Description

Locations

Rooms

How to Guide for Community Use

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)

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

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.

How to Guide for Community Use

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	close 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	

How to Guide for Community Use

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. At the top, there is a 'Start Recurrence' field with a calendar icon. Below it is the 'Recurrence Pattern' section with three radio button options: 'Daily' (selected), 'Weekly', and 'Monthly'. The 'Weekly' option includes a 'Recur every' field and checkboxes for days of the week (Sunday through Saturday). The 'Monthly' option has two sub-options: 'Day' (selected) with 'of every' and 'month(s)' fields, and 'The' with dropdown menus for 'first' and 'day' and 'of every' and 'month(s)' fields. At the bottom, there is an 'End Recurrence' field with a calendar icon and a 'Check Availability' button.

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 15th) 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.

How to Guide for Community Use

Organization Information

Organization: American Red Cross

Contact: --Select Contact--

Insurance expires on: Bill Shakespeare
Coach K
Greg Puckett

Setup Requirements

Required Maintenance Services	Service Description
<input type="checkbox"/> Audio/Visual	
<input type="checkbox"/> Custodial	
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	

Required IT Services	Service Description
<input type="checkbox"/> Internet Connection	
<input type="checkbox"/> Projector	

Rental Requests

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

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.

How to Guide for Community Use

The screenshot shows a web form titled "Event Information" with a blue header bar. Below the header, the text "Below, please enter a number for:" is displayed. The form contains several input fields and a checkbox, each with a yellow circular callout number:

- 1** Total Attending: A text input field.
- Adults Attending: A text input field.
- Children Attending: A text input field.
- Extra Chairs Required: A text input field.
- Parking Spaces Required: A text input field.
- 2** Yes, please display events on the community calendar: A checkbox that is checked.
- 3** Other Needs: A large text area with up and down arrow buttons on the right side.
- 4** Signature: A text input field with the placeholder text "(please enter your email address)".
- 5** Submit: A button labeled "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

How to Guide for Community Use

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.

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

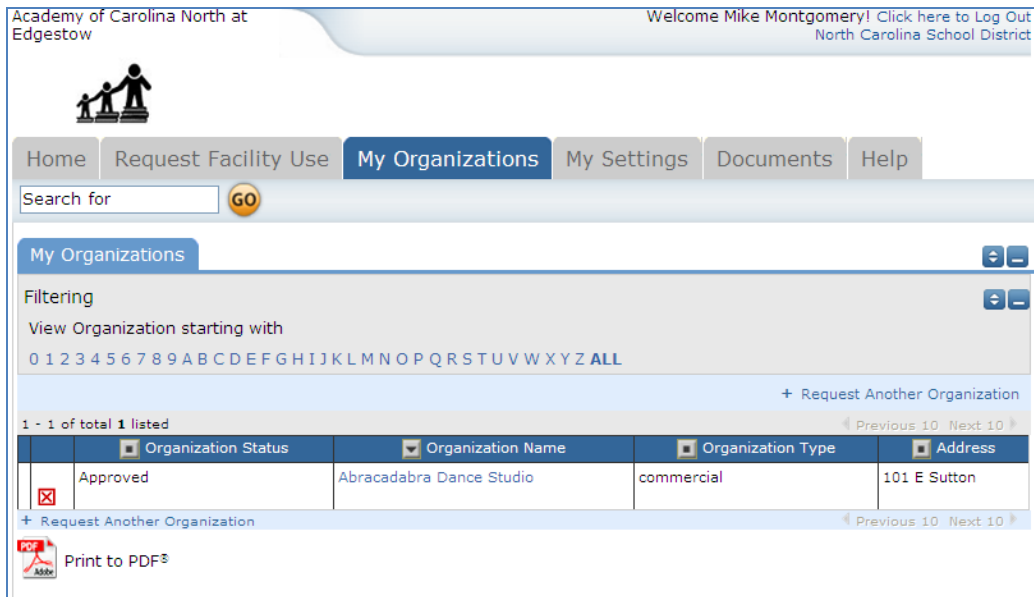
1 - 3 of total 3 listed Previous 20 Next 20

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	

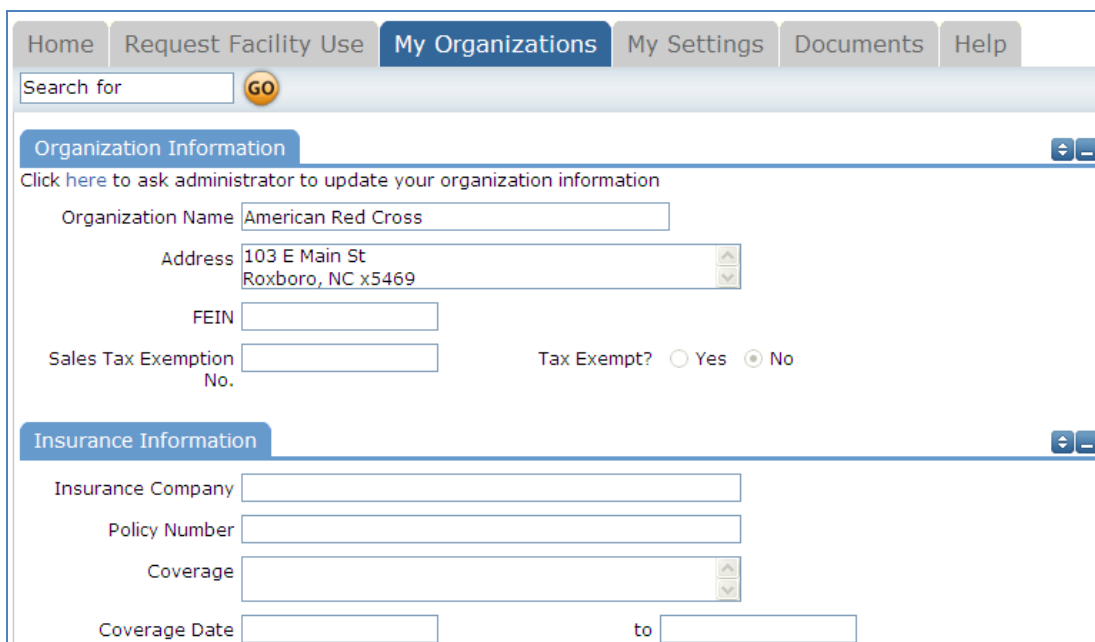
Please allow an appropriate amount of time for the request to be processed by the district. If you have any questions, refer to the Help tab for district contact information.

The My Organizations Tab:

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



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 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.