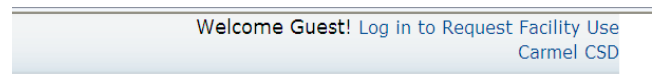


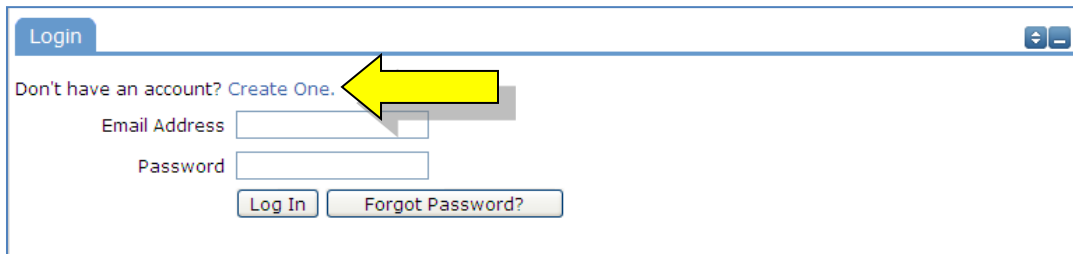
How to Request Access to Submit Online Facilities Requests

Go to the Community Use webpage for your school district.

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



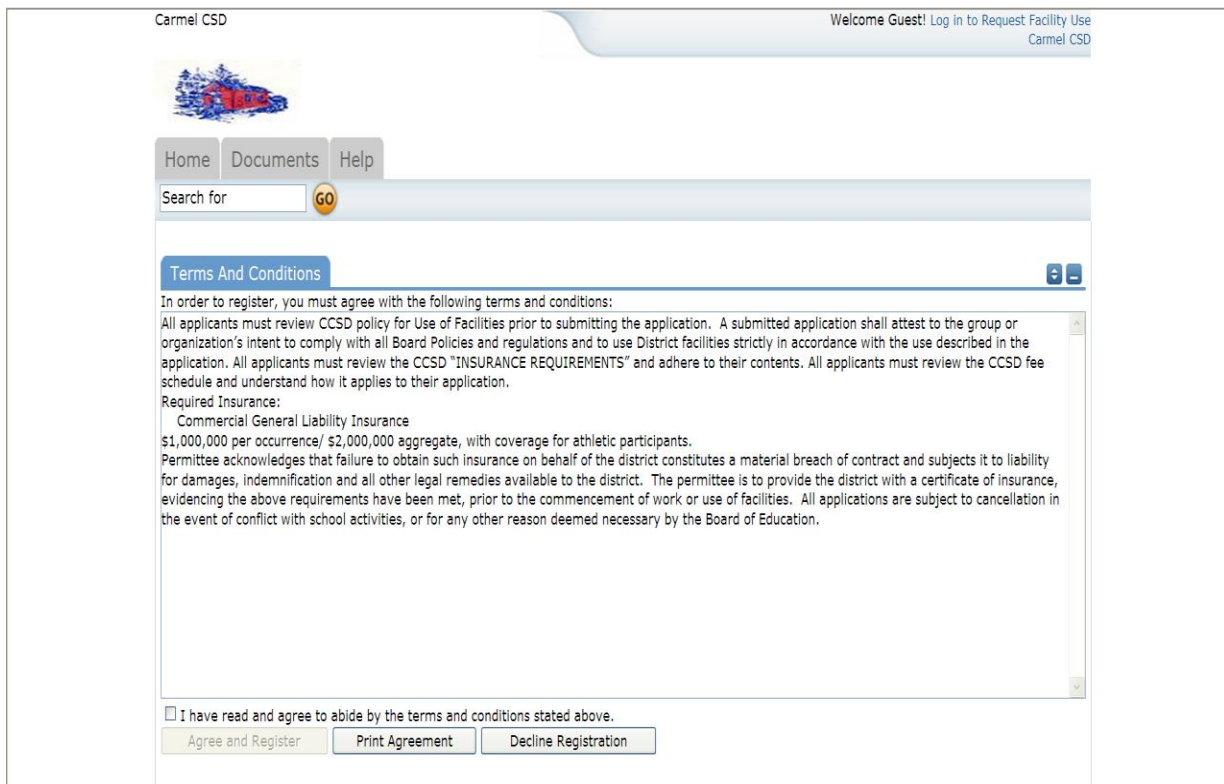
Click on that link to Login:



The screenshot shows a login form with the following elements: a 'Login' tab, a 'Don't have an account? Create One.' link (highlighted with a yellow arrow), an 'Email Address' input field, a 'Password' input field, and 'Log In' and 'Forgot Password?' buttons.

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 the 'Terms And Conditions' page. It includes a search bar, a 'GO' button, and a scrollable text area containing the following text:

In order to register, you must agree with the following terms and conditions:
All applicants must review CCSD policy for Use of Facilities prior to submitting the application. A submitted application shall attest to the group or organization's intent to comply with all Board Policies and regulations and to use District facilities strictly in accordance with the use described in the application. All applicants must review the CCSD "INSURANCE REQUIREMENTS" and adhere to their contents. All applicants must review the CCSD fee schedule and understand how it applies to their application.
Required Insurance:
Commercial General Liability Insurance
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.
Permittee acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the district. The permittee is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. All applications are subject to cancellation in the event of conflict with school activities, or for any other reason deemed necessary by the Board of Education.

At the bottom, there is a checkbox labeled '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 Choose Agree and Register.* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.



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

Agree and Register

Print Agreement

Decline Registration

You will then be asked to complete the following Personal Profile Form.

Click Save and Next once you've filled in all required fields.

Search for

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

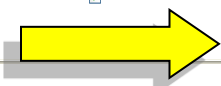
Your Address *

*
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.



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support@schooldude.com

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

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> 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”

Requested Organization List

1 - 1 of total 1 listed

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



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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

1 - 1 of total 1 listed

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

Submit Requests Cancel

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.

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile Request Organizations Confirmation

Confirmation

Your Organization Requests have been submitted.

They will be processed shortly, and you will receive e-mail updates of their status.

If you have any questions, contact SchoolDude CUse Contact at 919-555-1212 or schooldude.admin+CUSEcontact@gmail.com.

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



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