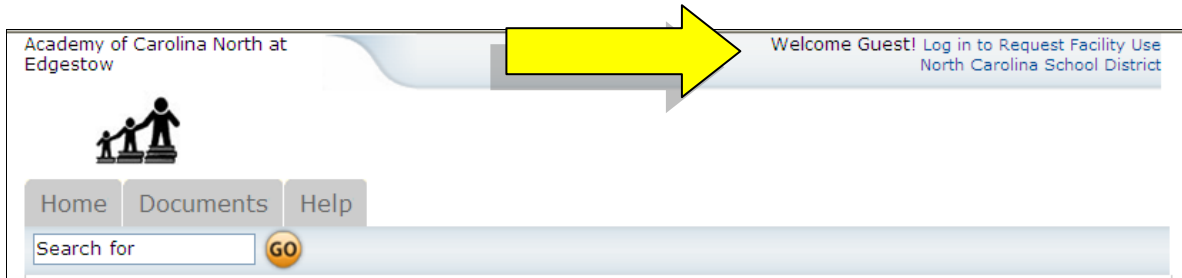


Gloucester County Public Schools

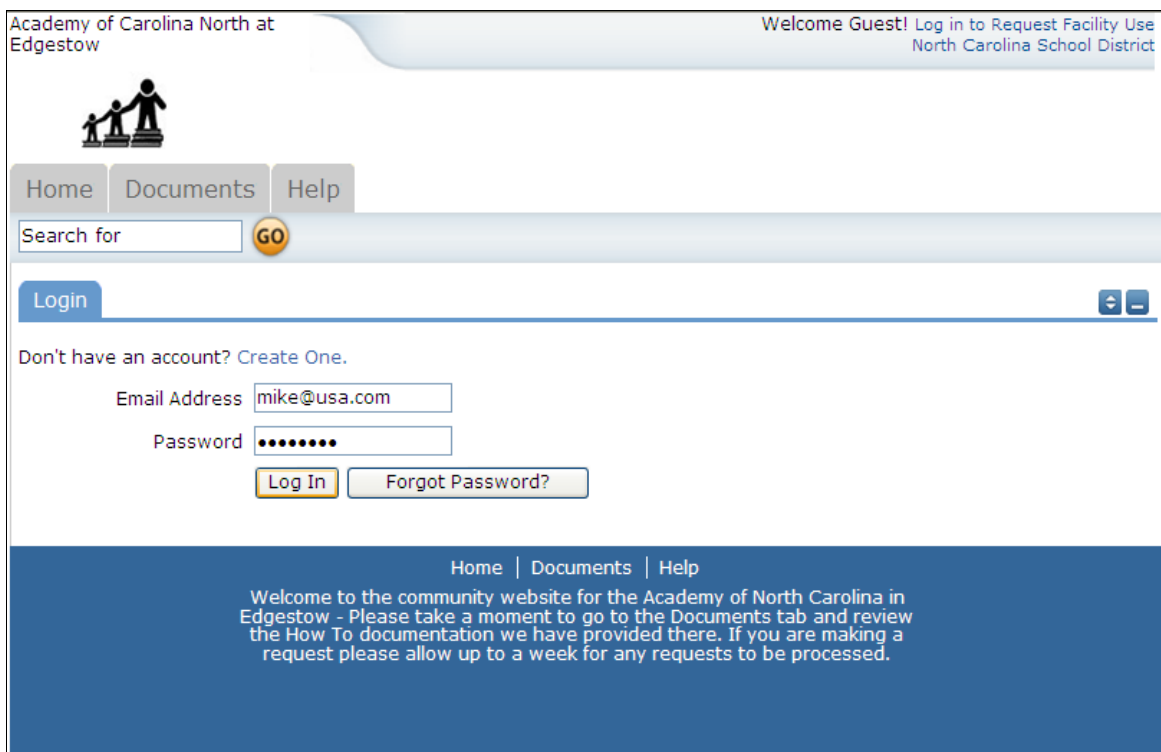
How to Login and Submit a Request (Rentals)

Go to <https://www.communityuse.com/default.asp?acctnum=672491419>

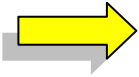
At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



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.



Home Request Facility Use My Organizations My Settings Documents Help

Search for

Calendar Filter

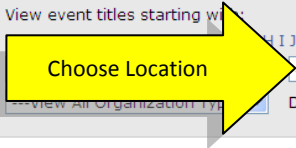
View event titles starting with: **H I J K L M N O P Q R S T U V W X Y Z ALL**

---View All Locations--- Filter Starting: 5/4/2010

---View All Organization Types--- Description Filter

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

CommunityUse - Monthly Calendar - Windows Internet Explorer

http://testcomuse.devsd.com/GOA.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

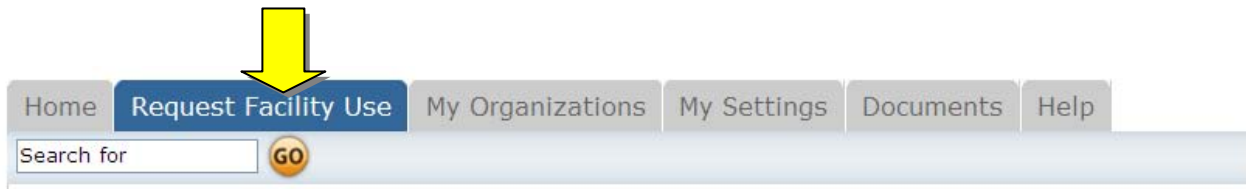
---View All Organizations--- ---View All Locations--- Filter Starting: 5/4/2010

---View All Organization Types--- Description Filter View All

Month Calendar

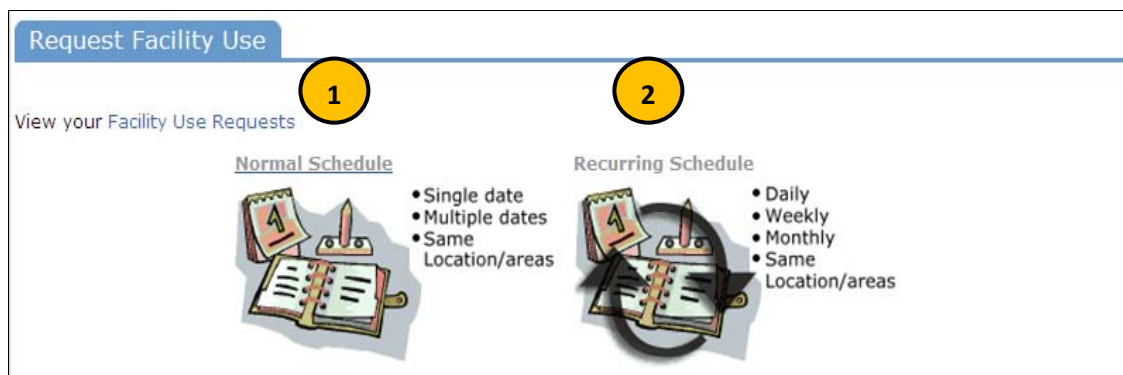
| May, 2010 | | | | | | | |
|-----------|--------|--------|---------|-----------|----------|--------|--------|
| < Prev | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Next > |
| 25 | 26 | 27 | 28 | 29 | 30 | May 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |

To begin making a request choose Request Facility Use:



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 title bar with 'Scheduling Details' and 'Personalize' buttons. The form fields are: First Name (Mike), Last Name (Montgomery), Event Title (red vertical line), Event Description (text area), Locations (dropdown menu), and Rooms (dropdown menu).

CommunityUse - Add Normal Schedule Request

Scheduling Details Personalize

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 |

(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 | | 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 | | |

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 | 

Recurrence Pattern |


Daily

Weekly Recur every week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Monthly

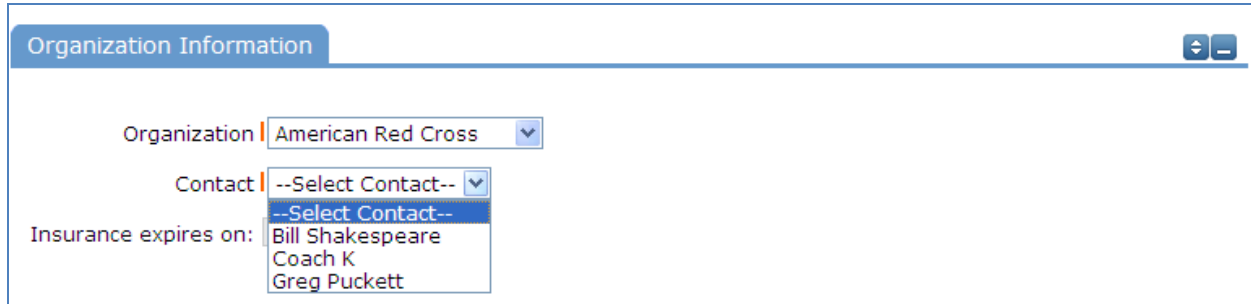
Day of every month(s)
 The of every month(s) h(s)

End Recurrence | 

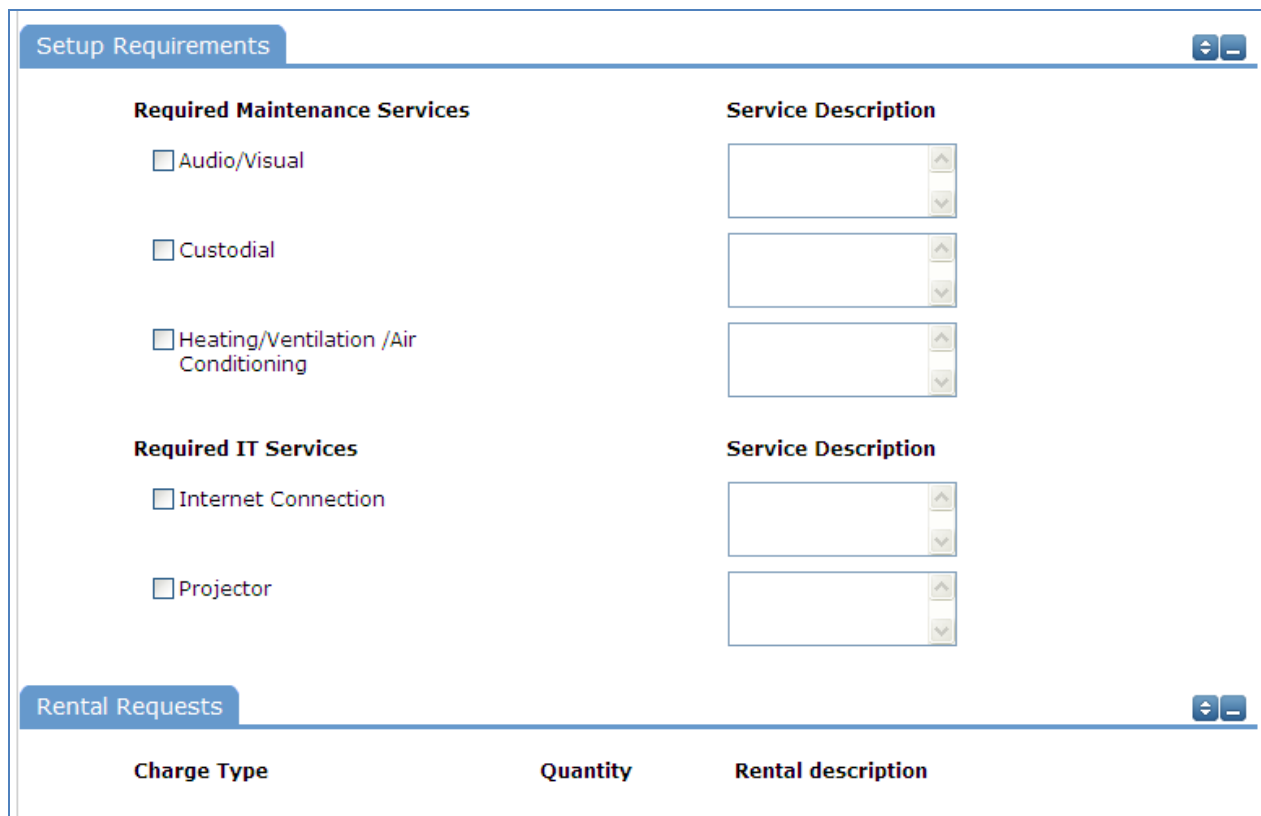
Recurrence Patterns:

- **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.



The screenshot shows a 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 "Insurance expires on:" with a dropdown menu showing "Bill Shakespeare", "Coach K", and "Greg Puckett".



The screenshot shows a form titled "Setup Requirements" and "Rental Requests". The "Setup Requirements" section has two columns: "Required Maintenance Services" and "Service Description". Under "Required Maintenance Services", there are three checkboxes: "Audio/Visual", "Custodial", and "Heating/Ventilation /Air Conditioning". Under "Required IT Services", there are two checkboxes: "Internet Connection" and "Projector". Each checkbox has a corresponding "Service Description" text box with up and down arrows. The "Rental Requests" section has a table with three columns: "Charge Type", "Quantity", and "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.

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**: A text input field for "Total Attending".
- 2**: A checked checkbox for "Yes, please display events on the community calendar".
- 3**: A text area for "Other Needs".
- 4**: A text input field for "Signature" with the instruction "(please enter your email address)".
- 5**: A "Submit" button.

Below the "Signature" field, there is a checkbox and the text: "I confirm that I have previously read and agree with the [terms and conditions](#) of facilities use".


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 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.

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 Previous 10 Next 10

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

[+ Request Another Organization](#) Previous 10 Next 10

 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.

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

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.