

How to Request Access to Submit Online Facilities Requests

The Abbotsford School District is now taking facility rental 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.

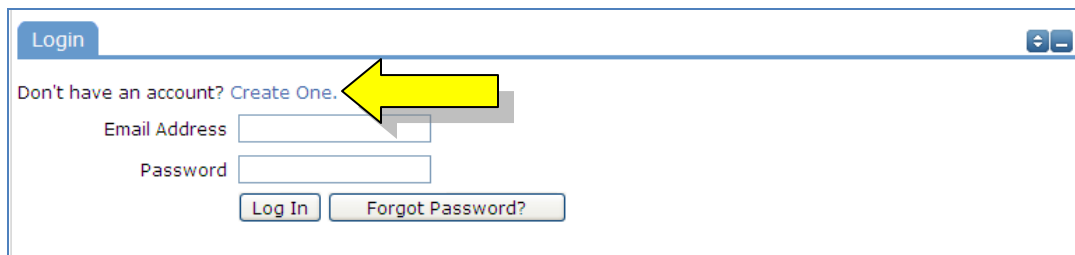
First, click on this link to access the CommunityUse Calendar:

<http://www.communityuse.com/default.asp?acctnum=322443776>

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

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

Click on that link to Login:

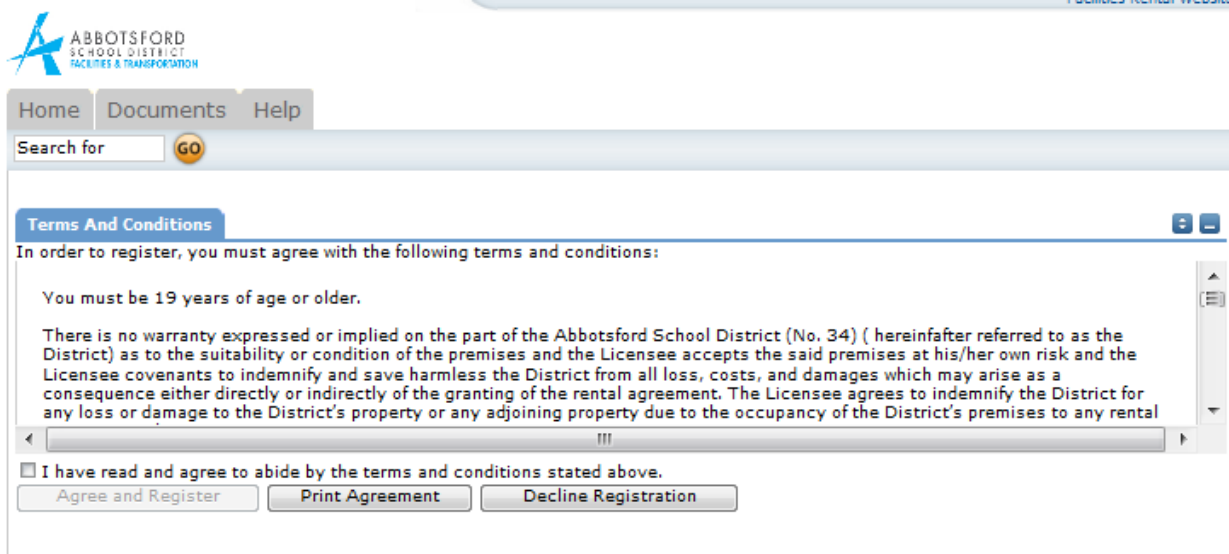


The screenshot shows a login form with the following elements:

- A blue header bar with the text "Login" and window control buttons.
- A link: "Don't have an account? [Create One.](#)" with a yellow arrow pointing to it.
- Input fields for "Email Address" and "Password".
- 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.


You will be asked to read and agree to the Terms & Conditions of use.



The screenshot shows the "Terms And Conditions" page with the following content:

- Logo for Abbotsford School District (Facilities & Transformation).
- Navigation tabs: Home, Documents, Help.
- Search bar with "GO" button.
- Section title: "Terms And Conditions".
- Text: "In order to register, you must agree with the following terms and conditions:"
- Text: "You must be 19 years of age or older."
- Text: "There is no warranty expressed or implied on the part of the Abbotsford School District (No. 34) (hereinafter referred to as the District) as to the suitability or condition of the premises and the Licensee accepts the said premises at his/her own risk and the Licensee covenants to indemnify and save harmless the District from all loss, costs, and damages which may arise as a consequence either directly or indirectly of the granting of the rental agreement. The Licensee agrees to indemnify the District for any loss or damage to the District's property or any adjoining property due to the occupancy of the District's premises to any rental"
- Check box: I have read and agree to abide by the terms and conditions stated above.
- Buttons: "Agree and Register", "Print Agreement", "Decline Registration".

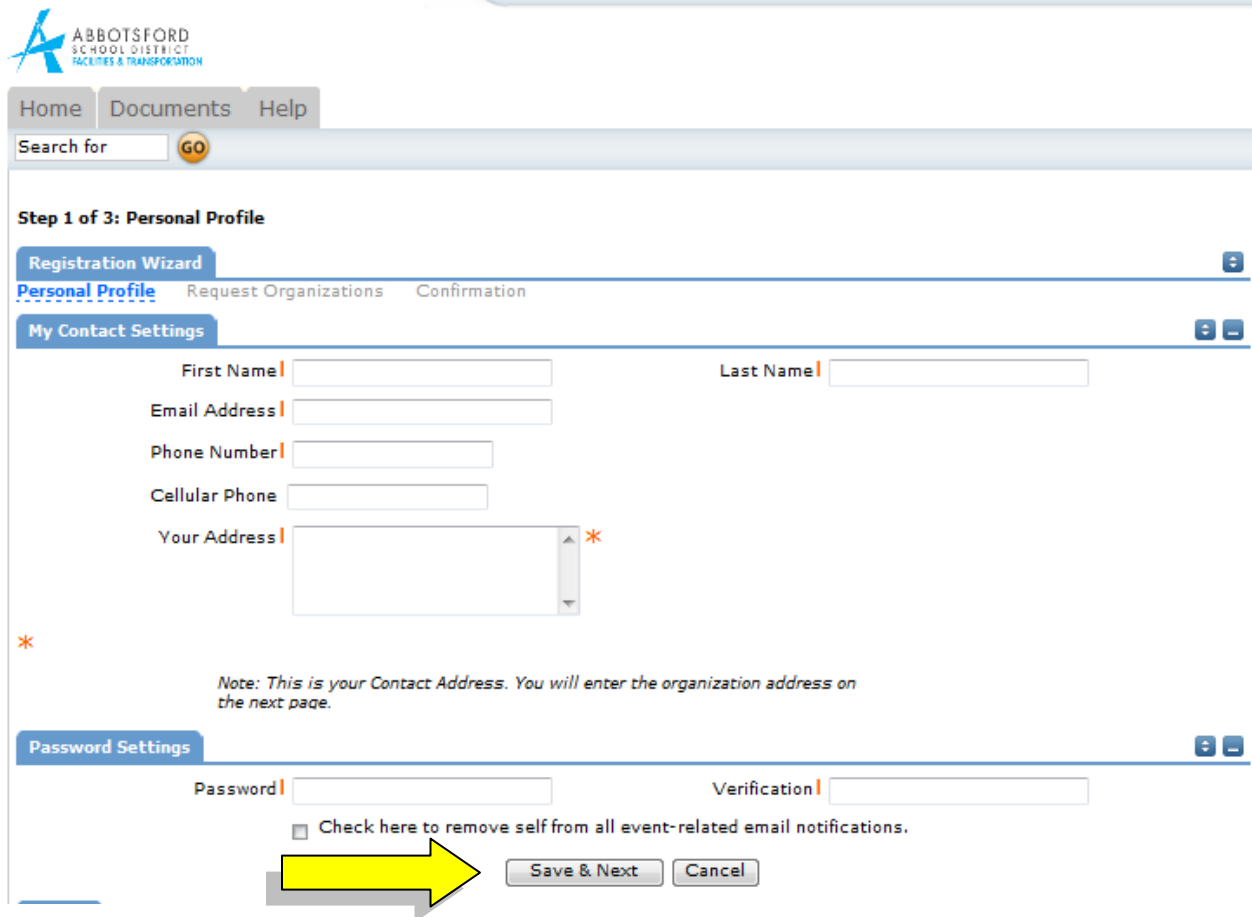
Check the Box, and Choose Agree and Register.* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.



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

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

Fill in the required fields then click **Save & Next**.



ABBOTSFORD SCHOOL DISTRICT
FACILITIES & TRANSPORTATION

Home Documents Help

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

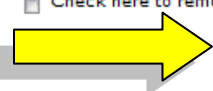
Your Address | *

* *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.



On the Request Organization page fill out the Organization Name and address information.

You do not need to select the Organization Type. Our office will do this when we are processing the booking.

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

Add Organization

Requested Organization List

Organization Status	Organization Name	Organization Type	Address
No record found			

Previous Save & Next Cancel

You will then see the message Pending next to the requested Organization.

You can enter more than one Organization that you would like to create rental requests for. 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

Previous Save & Next

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

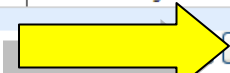
Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

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 Previous 10 Next 10

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

Previous 10 Next 10

 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.