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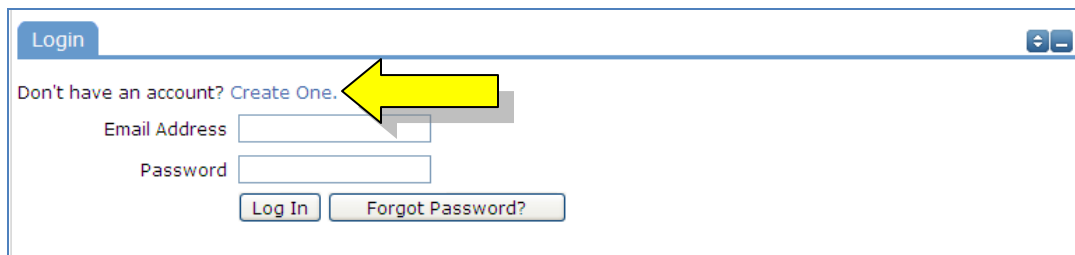
First, click on this link to access the CommunityUse Calendar:

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.

Click on that link to Login:
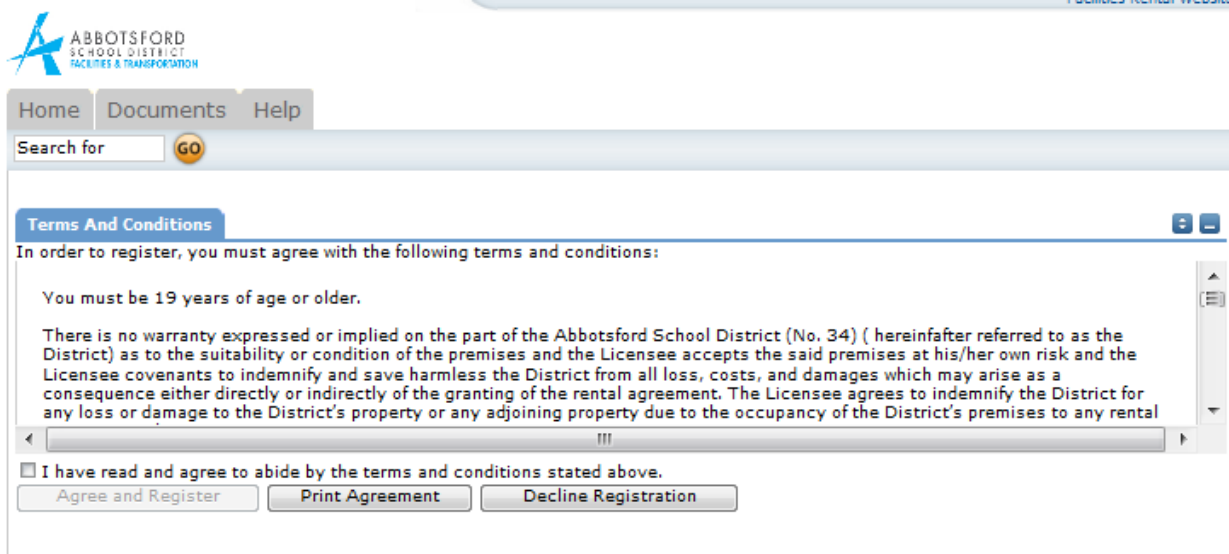
Then click on the Create One link to create an account and request access to submit online requests.

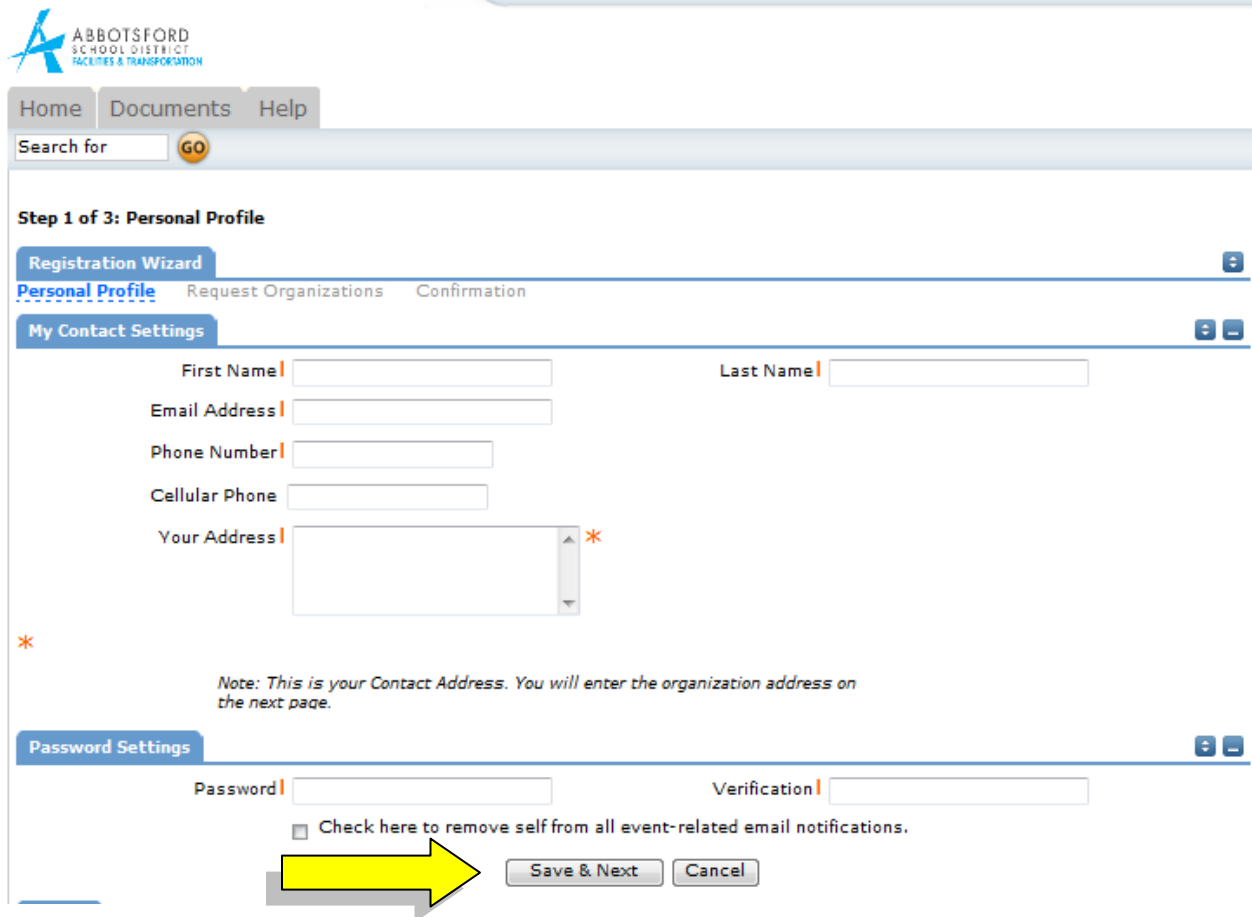You will be asked to read and agree to the Terms & Conditions of use.

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.

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

ABBOTSFORD
SCHOOL DISTRICT
FACILITIES & TRANSPORTATION

Home   Documents   Help

Search for   GO

Step 1 of 3: Personal Profile

Registration Wizard

Personal Profile   Request Organizations   Confirmation
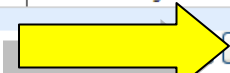
My Contact Settings

First Name | Last Name |

Email Address |

Phone Number |

Cellular Phone |
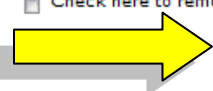
Your Address | *

*

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.

Save & Next   Cancel

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**

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"

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

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.

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