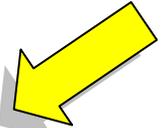


# How to Login and Submit a Request

## Login

Go to the following link: <http://www.communityuse.com/default.asp?acctnum=322443776>

At the top of the page, click the **Login to Request Facility Use** text to go to the login page.



School District #34 (Abbotsford) Welcome Guest! [Log in to Request Facility Use](#)  
Facilities Rental Website

**ABBOTSFORD**  
SCHOOL DISTRICT  
FACILITIES & TRANSPORTATION

Home Documents Help

Search for

Calendar Filter

Enter your login name and password and click the **Login** button:

School District #34 (Abbotsford) Welcome Guest! [Log in to Request Facility Use](#)  
Facilities Rental Website

**ABBOTSFORD**  
SCHOOL DISTRICT  
FACILITIES & TRANSPORTATION

Home Documents Help

Search for

**Login**

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

Email Address

Password

## HOME PAGE TAB

When you login, you will start on the **Home** tab. Here you can view the calendar.

Select the **Location** (Name of School) that you wish to view from the drop down menu; then click the **Filter** button.

➤ **Note: Anytime you select a new Location, be sure to click the Filter button.**

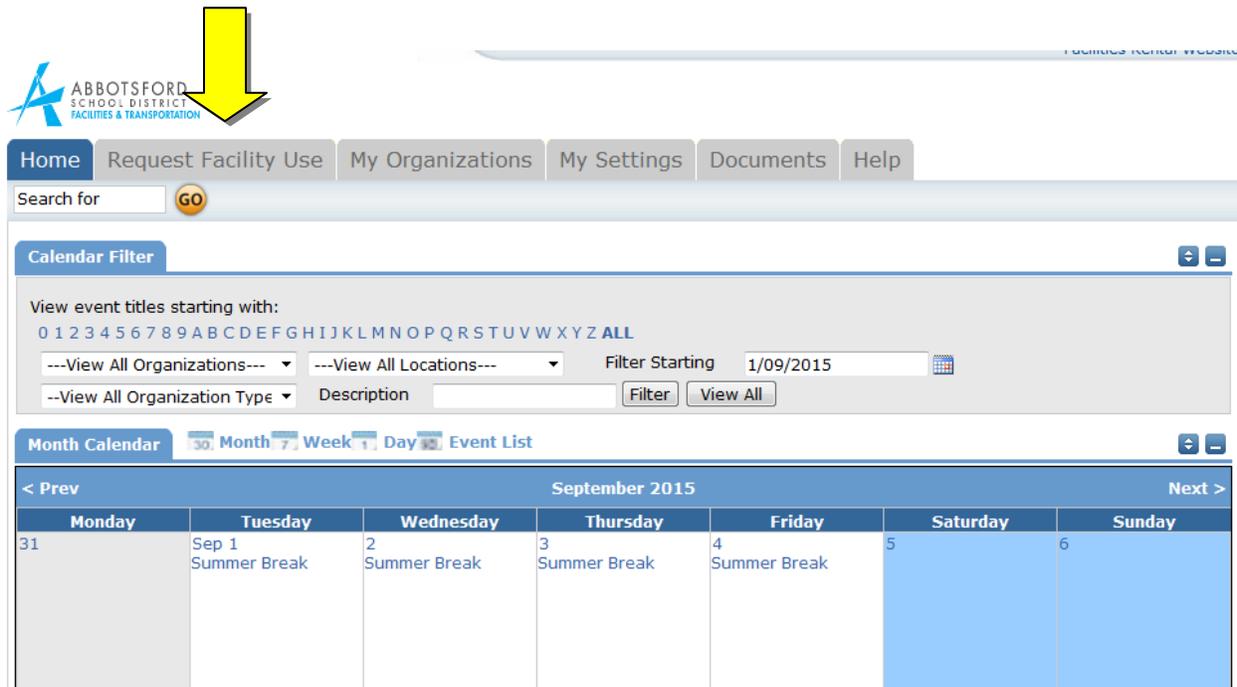
Use the **Next** button to navigate to the month you would like to view.

The screenshot shows the website interface for Abbotsford School District Facilities & Transportation. The top navigation bar includes tabs for Home, Request Facility Use, My Organizations, My Settings, Documents, and Help. A search bar is located below the navigation. The main content area features a 'Calendar Filter' section with a dropdown menu for 'View event titles starting with:' (A-Z, ALL) and a dropdown for '---View All Locations---'. Below this is a 'Filter Starting' field and a 'Filter' button. The 'Month Calendar' section shows a calendar for September 2015, with days of the week as columns and dates as rows. The calendar shows 'Summer Break' for September 1st through 4th. A 'Next >' button is visible at the bottom right of the calendar. Yellow arrows point to the 'Home Tab', the 'Choose Location' dropdown, the 'Click Filter' button, and the 'Next Button'.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	Sep 1 Summer Break	2 Summer Break	3 Summer Break	4 Summer Break	5	6

## TO MAKE A REQUEST

Click on the **Request Facility Use** tab.



ABBOTSFORD SCHOOL DISTRICT FACILITIES & TRANSPORTATION

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 1/09/2015

--View All Organization Type Description

Month Calendar 30 Month 7 Week 1 Day 30 Event List

September 2015						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	Sep 1 Summer Break	2 Summer Break	3 Summer Break	4 Summer Break	5	6

---

### Terms and Conditions

If this is your first time making a request through CommunityUse, you will be asked to read the Terms and Conditions that the district requires of user groups. You will also be asked to verify you agree to these Terms and Conditions each time you submit a request.

---

On the Request Facility Use Page, you will be able to choose between a **Normal Schedule** and a **Recurring Schedule**.

ABBOTSFORD SCHOOL DISTRICT FACILITIES & TRANSPORTATION

Home Request Facility Use My Organizations My Settings Documents Help

Search for  GO

Request Facility Use

View your Facility Use Request

**1** Normal Schedule

- Single date
- Multiple dates
- Same Location/areas

**2** Recurring Schedule

- Daily
- Weekly
- Monthly
- Same Location/areas

## TERMINOLOGY

**Schedule:** A schedule is the same as a rental permit.  
**Event:** Each date that is booked on the schedule is called an Event.  
**Location:** Name of the School

### 1. Normal Schedule

All Events are at one Location.

Up to 20 Events can be on one Normal Schedule

One room or several rooms can be booked on the same schedule.

All of your events should be in the same room(s) at the same time over different days.

### 2. Recurring Schedule

All Events are at one Location

Up to 100 Events can be on one Recurring Schedule

The events should be in the same room(s) one the same day and time – 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.)

Select the appropriate schedule for the booking you wish to then go to instructions to create the schedule:

**Page 5** Community Use – Add Normal Schedule Request Page

**Page 11** Community Use - Add a Recurring Schedule.

**NOTE:** If your request does not meet the criteria of the Normal or Recurring Schedule please email our booking clerk at [SchoolRentals@sd34.bc.ca](mailto:SchoolRentals@sd34.bc.ca) for assistance.

## **Community Use – Add Normal Schedule Request Page**

Each section of the page has a heading and a blue horizontal line. The sections are:

- Scheduling Details
- Organization Information
- Set Up Requirements
- Rental Requests
- Event Information

You can ‘collapse’ sections of the page by clicking on the  icon. This feature can help minimize scrolling and to keep track of sections of the request page you have already completed.

Use the  icon to jump to different sections of the page.

Required fields are indicated an orange vertical line 

## Scheduling Details

Your name will be autofilled into the First Name & Last Name fields.

**CommunityUse - Add Normal Schedule Request**

Scheduling Details Personalize

First Name  Last Name

Event Title

Event Description

Location

Rooms (Building)   

(Use the CTRL key to select multiple rooms.)

Event Date(s)

June 2015							July 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

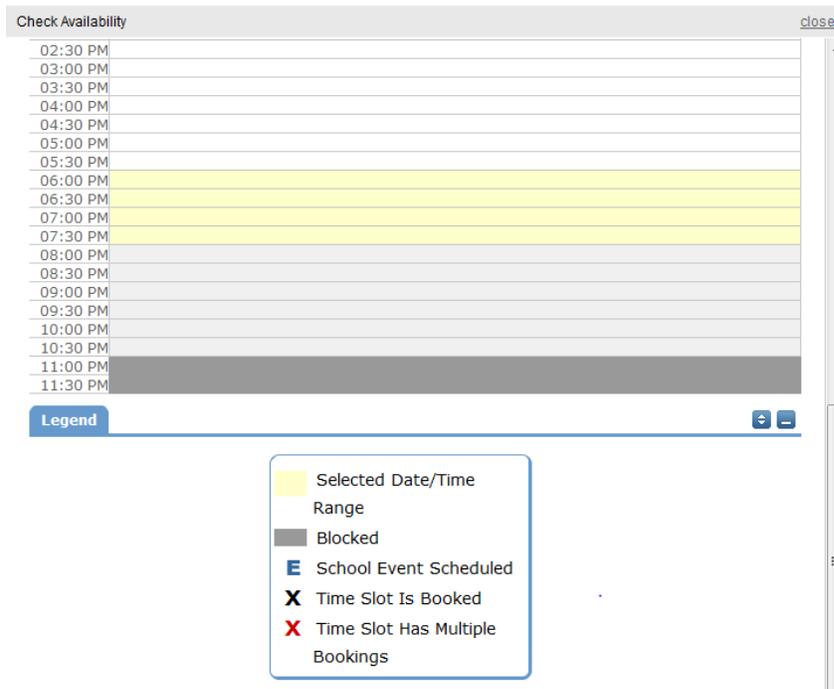
*Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.*

Start Time

End Time

1. Event Title – (i.e. Girl Scout Meeting, Youth Soccer Practice, Choir Practice)
2. Choose a Location from drop down menu.
3. Choose Room(s) – To see a list of the rooms available at the location, click on the  to the right of the Select Room Box. Check the rooms and click the OK button. The rooms you have selected will show as a list in the Select Rooms Box.
4. Choose Event Date(s) – Use the calendar to select your dates. The list of dates you have selected will appear in the Event Date(s) Box.
5. Choose your Start Time and End Time. Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event. Select AM or PM.
6. You must  This feature will look for conflicts with events that have already been approved on the calendar.

The Check Availability window will appear. The rooms you have requested will appear at the top of the box and the time frame you've requested will show in a yellowish color (you may need to scroll down to see the time frame).



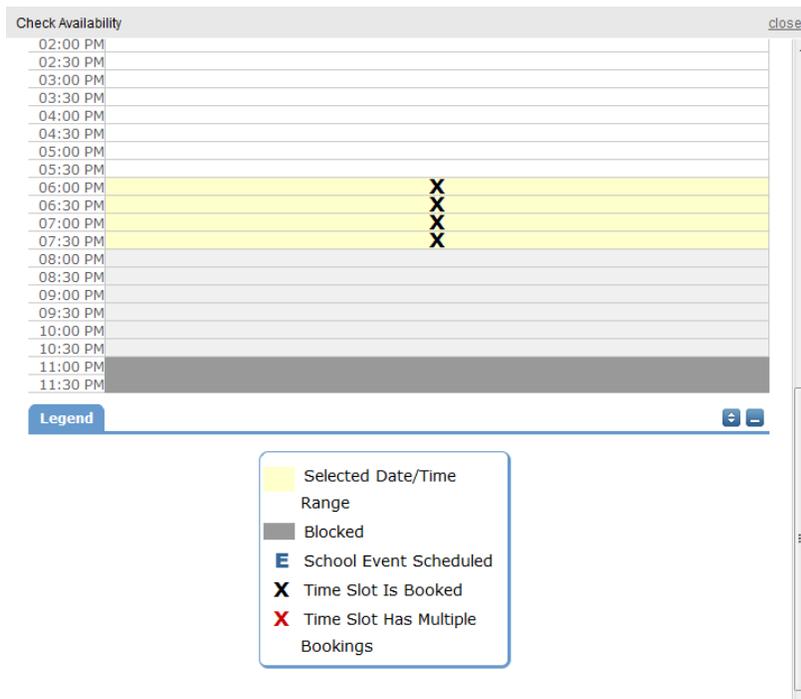
Check Availability close

02:30 PM	
03:00 PM	
03:30 PM	
04:00 PM	
04:30 PM	
05:00 PM	
05:30 PM	
06:00 PM	
06:30 PM	
07:00 PM	
07:30 PM	
08:00 PM	
08:30 PM	
09:00 PM	
09:30 PM	
10:00 PM	
10:30 PM	
11:00 PM	
11:30 PM	

Legend ⏪ ⏩

- Selected Date/Time Range
- Blocked
- School Event Scheduled
- Time Slot Is Booked
- Time Slot Has Multiple Bookings

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 submitting your request when a conflict is present. This will likely slow the processing time of your request, and will likely result in the request being declined.



Check Availability close

02:00 PM	
02:30 PM	
03:00 PM	
03:30 PM	
04:00 PM	
04:30 PM	
05:00 PM	
05:30 PM	
06:00 PM	X
06:30 PM	X
07:00 PM	X
07:30 PM	X
08:00 PM	
08:30 PM	
09:00 PM	
09:30 PM	
10:00 PM	
10:30 PM	
11:00 PM	
11:30 PM	

Legend ⏪ ⏩

- Selected Date/Time Range
- Blocked
- School Event Scheduled
- Time Slot Is Booked
- Time Slot Has Multiple Bookings

## Organization Information

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 **Organization**.

Select your name as the contact for the schedule.



Organization Information

Organization | American Red Cross

Contact | --Select Contact--

Insurance expires on:

Bill Shakespeare  
Coach K  
Greg Puckett

## Setup Requirements and Rental Requests:



Setup Requirements

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

- Custodial – For Office Use. We will arrange custodial coverage.

Custodial Charges will apply for the following:

If the regular custodian is not on duty we will schedule a casual custodian.

Extra custodial is required to clean after the event.

We will discuss charges with you at the time we are arranging the booking.

- Equipment – Click the check box and use the description box to describe the equipment you are requesting.

Generally groups should be providing their own equipment. We will make a request on your behalf to the school. The approval of equipment requests is at the discretion of the principal.

- Heating/Ventilation/Air Conditioning – For Office Use. We will arrange these services.

## Event Information

Event Information

Below, please enter a number for:

1 Total Attending |

Adults Attending

Children Attending

Extra Chairs Required

Parking Spaces Required

Yes, please display events on the community calendar  2

3 Other Needs

Signature |  (please enter your email address)

4  I confirm that I have previously read and agree with the [terms and conditions](#) of facilities use

5

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 #156718 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 or contact us.

## Community Use – Add Recurring Schedule Request Page

Each section of the page has a heading and a blue horizontal line. The sections are:

- Scheduling Details
- Organization Information
- Set Up Requirements
- Rental Requests
- Event Information

You can 'collapse' sections of the page by clicking on the  icon. This feature can help minimize scrolling and to keep track of sections of the request page you have already completed.

Use the  icon to jump to different sections of the page.

Required fields are indicated an orange vertical line 

## Scheduling Details

Your name will be autofilled into the First Name & Last Name fields.

CommunityUse - Add Recurring Schedule Request

Scheduling Details Personalize

First Name Kelly Last Name Plastow

Event Title

Event Description

Location --Select Location--

Rooms (Building) --Select Room--

(Use the CTRL key to select multiple rooms.)

Start Time 1 00 AM End Time 1 00 AM

Start Recurrence

Recurrence Pattern

Daily

Weekly Recur every  week(s) on:

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

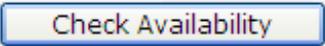
Monthly

Day  of every  month(s)

The  first  of every  month(s)

End Recurrence

Check Availability

1. Event Title – (i.e. Girl Scout Meeting, Youth Soccer Practice, Choir Practice)
2. Choose a Location from drop down menu.
3. Choose Room(s) – To see a list of the rooms available at the location, click on the  to the right of the Select Room Box. Check the rooms and click the OK button. The rooms you have selected will show as a list in the Select Rooms Box.
4. Choose your Start Time and End Time. Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event. Select AM or PM.
5. Start Recurrence – Use the calendar to select the first date of the recurring booking
6. Recurrence Patterns:
  - a. **Daily** – this is every day in the date range including weekdays and weekends
  - b. **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
  - c. **Monthly** – You can have a meeting on a specific date (like the 15<sup>th</sup>) 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.
7. End Recurrence – Use the calendar to select the last date of the recurring booking
8. You must  This feature will look for conflicts with events that have already been approved on the calendar.

The Check Availability window will appear. The rooms you have requested will appear at the top of the box and the time frame you've requested will show in a yellowish color (you may need to scroll down to see the time frame).

Check Availability close

02:30 PM	
03:00 PM	
03:30 PM	
04:00 PM	
04:30 PM	
05:00 PM	
05:30 PM	
06:00 PM	
06:30 PM	
07:00 PM	
07:30 PM	
08:00 PM	
08:30 PM	
09:00 PM	
09:30 PM	
10:00 PM	
10:30 PM	
11:00 PM	
11:30 PM	

Legend ⏪ ⏩

- Selected Date/Time Range
- Blocked
- E School Event Scheduled
- X Time Slot Is Booked
- X Time Slot Has Multiple Bookings

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 submitting your request when a conflict is present. This will likely slow the processing time of your request, and will likely result in the request being declined.

Check Availability close

02:00 PM	
02:30 PM	
03:00 PM	
03:30 PM	
04:00 PM	
04:30 PM	
05:00 PM	
05:30 PM	
06:00 PM	X
06:30 PM	X
07:00 PM	X
07:30 PM	X
08:00 PM	
08:30 PM	
09:00 PM	
09:30 PM	
10:00 PM	
10:30 PM	
11:00 PM	
11:30 PM	

Legend ⏪ ⏩

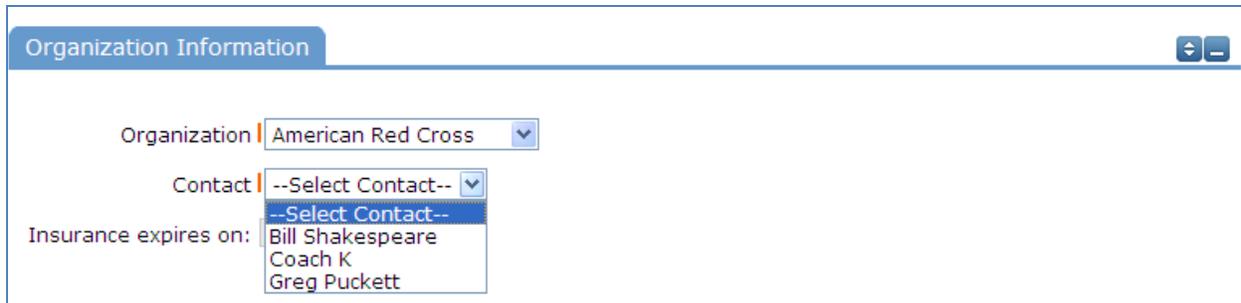
- Selected Date/Time Range
- Blocked
- E School Event Scheduled
- X Time Slot Is Booked
- X Time Slot Has Multiple Bookings

## Organization Information

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 **Organization**.

Select your name as the contact for the schedule.



Organization Information

Organization | American Red Cross

Contact | --Select Contact--

Insurance expires on:

- Select Contact--
- Bill Shakespeare
- Coach K
- Greg Puckett

## Setup Requirements and Rental Requests:



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

- Custodial – For Office Use. We will arrange custodial coverage.

Custodial Charges will apply for the following:

If the regular custodian is not on duty we will schedule a casual custodian.

Extra custodial is required to clean after the event.

We will discuss charges with you at the time we are arranging the booking.

- Equipment – Click the check box and use the description box to describe the equipment you are requesting.

Generally groups should be providing their own equipment. We will make a request on your behalf to the school. The approval of equipment requests is at the discretion of the principal.

- Heating/Ventilation/Air Conditioning – For Office Use. We will arrange these services.

## Event Information

Event Information

Below, please enter a number for:

1 Total Attending |

Adults Attending

Children Attending

Extra Chairs Required

Parking Spaces Required

Yes, please display events on the community calendar  2

3 Other Needs

Signature |  (please enter your email address)

4  I confirm that I have previously read and agree with the [terms and conditions](#) of facilities use

5

6. **Total Attending** - Enter the approx. number attending
7. **Yes, please display events on the community calendar** – leave this box checked unless the district indicates otherwise.
8. **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
9. **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.
10. **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 #156718 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.

## My Organizations Tab

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

Home Request Facility Use **My Organizations** My Settings Documents Help

Search for  **GO**

**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  **GO**

**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



## 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.

Please Log Out each time you are done using the system.