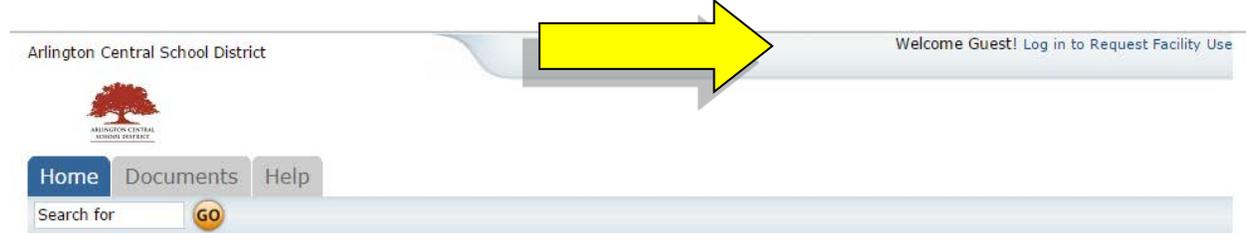


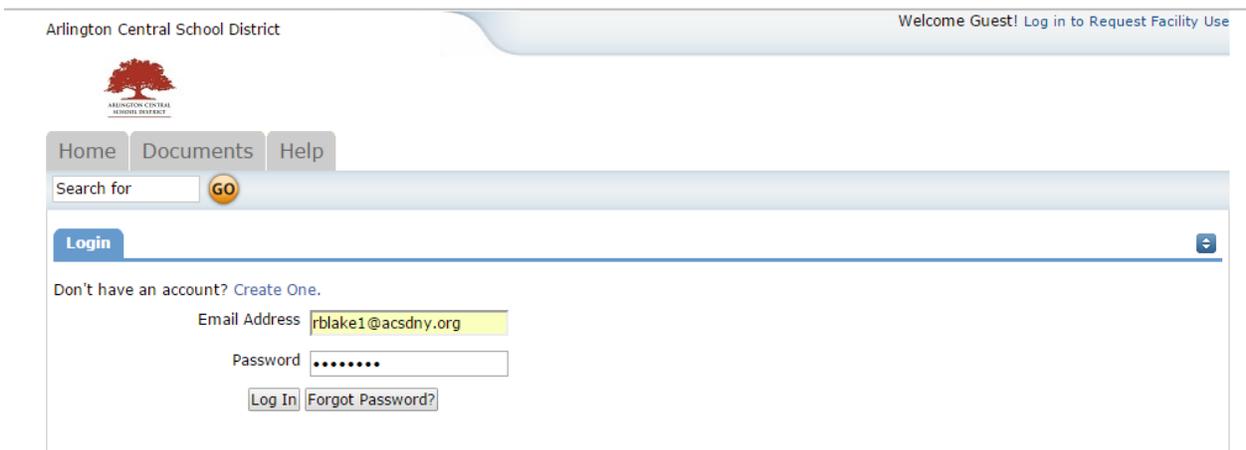
How to Login and Submit a Request

Go to the Community Portal on the Arlington Central School Districts Website under Community and Use of Facility.

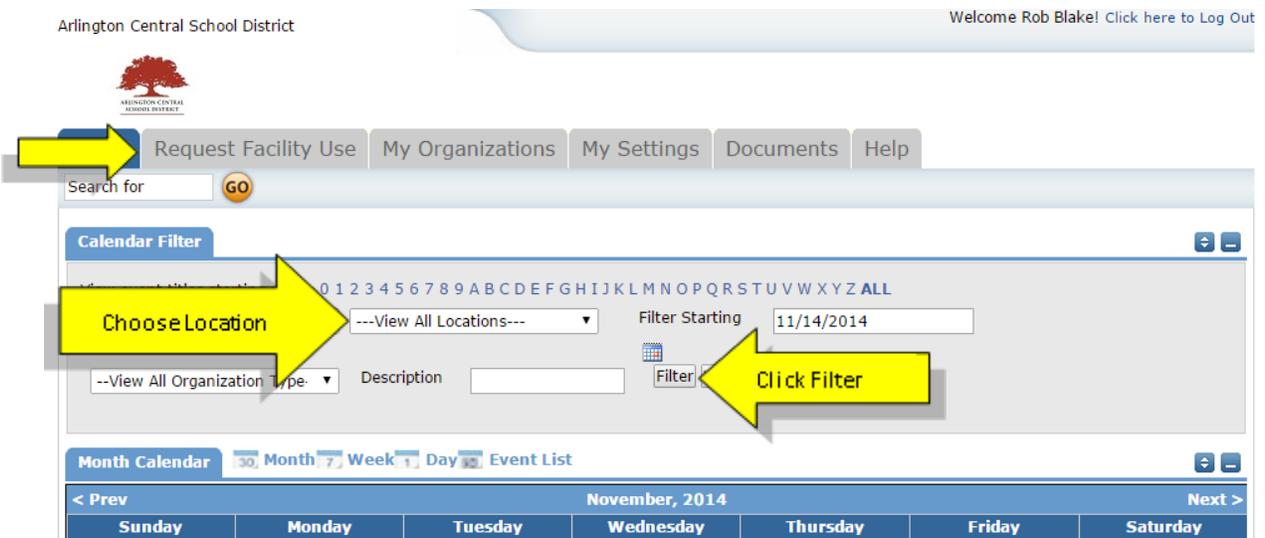
At the top of the page, you will see a link entitled "Login to Request Facility Use." Click here to log in.



If you are already registered, enter your login name and password into the fields and click Login:



When you log in, you will be directed to the Home tab. Here you can view the calendar. If no events are showing, be sure you have a Location selected. Any time you change filter options on the Calendar, be sure to click the Filter button.



You will also see some tabs at the top of the page. To begin making a request, click the “Request Facility Use” tab:

Arlington Central School District

Welcome Rob Blake! [Click here to Log Out](#)

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

Search for [GO](#)

Request Facility Use

View your Facility Use Requests

Normal Schedule

- Single date
- Multiple dates
- Same Location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same Location/areas

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

SID: MSB09
DID: 3

Note: If this is your first time making a request through the community calendar, 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.

Request Facility Use

View your Facility Use Requests

1

Normal Schedule

- Single date
- Multiple dates
- Same Location/areas

2

Recurring Schedule

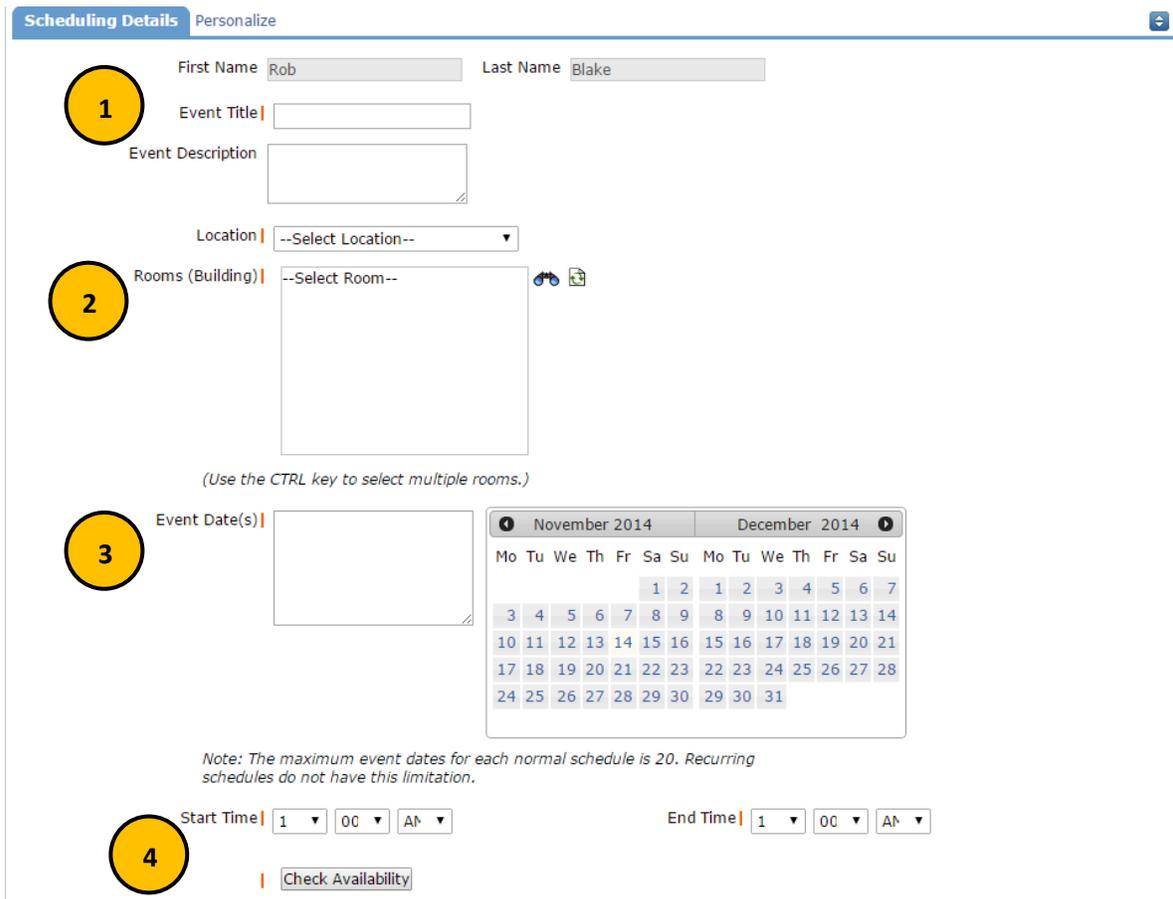
- Daily
- Weekly
- Monthly
- Same Location/areas

1. The Normal Schedule Form is the easier to use. It will allow you to request up to 20 event dates 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 an orange 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  icon allows you to jump to different sections of the page.



The screenshot shows a web form titled "Scheduling Details" with a "Personalize" tab. The form contains several fields and a calendar. Four yellow circles with numbers 1, 2, 3, and 4 are placed over specific fields to indicate required information. An orange vertical line is visible to the left of the "Event Title" field. A "Check Availability" button is located at the bottom of the form.

1. Event Title

2. Rooms (Building)

3. Event Date(s)

4. Start Time

November 2014							December 2014							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
						1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	
24	25	26	27	28	29	30	29	30	31					

1. Enter the Event Title.
2. Choose a Location and then room(s) by selecting the binoculars you can select up to 50 rooms by using the CTRL key to highlight your choices.
3. Enter the Event Date(s), either by typing in the date(s) or clicking the dates on the calendars to the right of the Event Date(s) field.
4. 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.

5. You are **required** to

Check Availability

The check availability 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 have 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:

The screenshot shows a form for setting a recurring schedule. At the top, there is a 'Start Recurrence' field with a calendar icon. Below it is the 'Recurrence Pattern' section with three radio button options: 'Daily' (selected), 'Weekly', and 'Monthly'. The 'Weekly' option includes a 'Recur every' field and checkboxes for days of the week (Sunday through Saturday). The 'Monthly' option has two sub-options: 'Day' (selected) with 'of every' and 'month(s)' fields, and 'The' with dropdown menus for 'first' and 'day' of every 'month(s)' and 'h(s)'. At the bottom, there is an 'End Recurrence' field with a calendar icon and a 'Check Availability' button.

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 has a dropdown menu for 'Organization' with 'American Red Cross' selected. Below it is a 'Contact' dropdown menu with a list of names: '--Select Contact--', 'Bill Shakespeare', 'Coach K', and 'Greg Puckett'. There is also a label 'Insurance expires on:' next to the contact dropdown. The form has a blue header bar with a close button.

Setup Requirements and Rental Requests:

Setup Requirements	
<p>Required Maintenance Services</p> <p><input type="checkbox"/> Bleachers</p> <p><input checked="" type="checkbox"/> Custodial</p> <p><input type="checkbox"/> Delivery</p> <p><input type="checkbox"/> Event Break Down</p> <p><input type="checkbox"/> Event Setup</p> <p><input type="checkbox"/> Food Services</p> <p><input type="checkbox"/> Heating/Ventilation /Air Conditioning</p> <p>Required IT Services</p> <p><input type="checkbox"/> Audio / Visual</p> <p><input type="checkbox"/> Laptop</p> <p><input type="checkbox"/> PA System</p> <p><input type="checkbox"/> Projector</p>	<p>Service Description</p> <p></p> <p>Custodian - also need 5 tables</p> <p></p>

If your organization has Setup Requirements enabled, you will be able to request special services. Simply check the box and then you must 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.

Event Information	
Below, please enter a number for:	
Total Attending	<input type="text"/>
Adults Attending	<input type="text"/>
Children Attending	<input type="text"/>
Extra Chairs Required	<input type="text"/>
Parking Spaces Required	<input type="text"/>
Yes, please display events on the community calendar <input checked="" type="checkbox"/>	
Other Needs	<input type="text"/>
Signature	<input type="text"/> (please enter your email address)
<input type="checkbox"/> I confirm that I have previously read and agree with the terms and conditions of facilities use	
	<input type="button" value="Submit"/>

Legend

- | Required Fields
- ✗ Insurance Expired

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

Schedule #156718 has been saved!

[+ Request New Facility Use](#)

1 - 3 of total 3 listed

Schedule ID	Title	No Of Events	Status	Schedule State	Organization	Declined Reason	Location	Room	Recurrence	Start Date	End Date	Event Date(S)	Total Invoiced	Total Paid
156715	Montgomery Meeting	5	Submitted	Inactive	Abracadabra Dance Studio		Community Center North	Viper Room	Non-recurring	5/1/2010	5/8/2010	5/15/2010 5/22/2010 5/29/2010	\$0.00	\$0.00

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.

Arlington Central School District Welcome Rob Blake! [Click here to Log Out](#)



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 Items Per Page: 25 | 50 | 75 | 100
⏪ Previous 25 Next 25 ⏩

<input type="checkbox"/>	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Approved	Administration	Internal	.

[+ Request Another Organization](#) ⏪ Previous 25 Next 25 ⏩
Items Per Page: 25 | 50 | 75 | 100

 Print to PDF®

Legend

⌵ ⌵

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

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.

Arlington Central School District Welcome Rob Blake! [Click here to Log Out](#)



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.