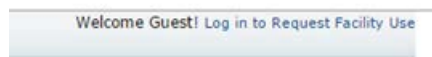


How to Register to Submit Online Facilities Requests

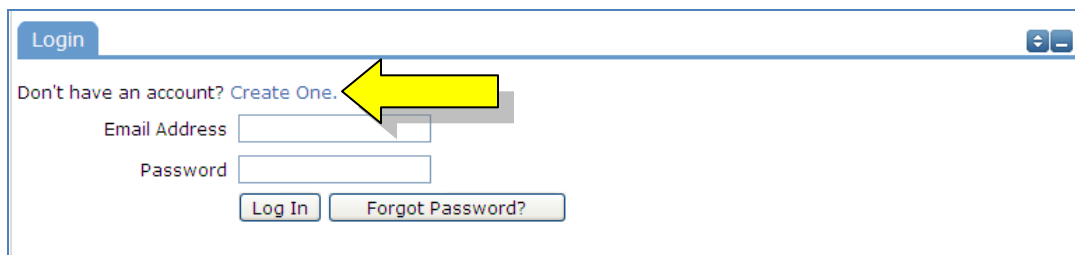
Arlington Central School District is now taking facility requests online through our community calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

Go to the Arlington Central School District Website, select Community, Use of Facility, and then select Community Portal.

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

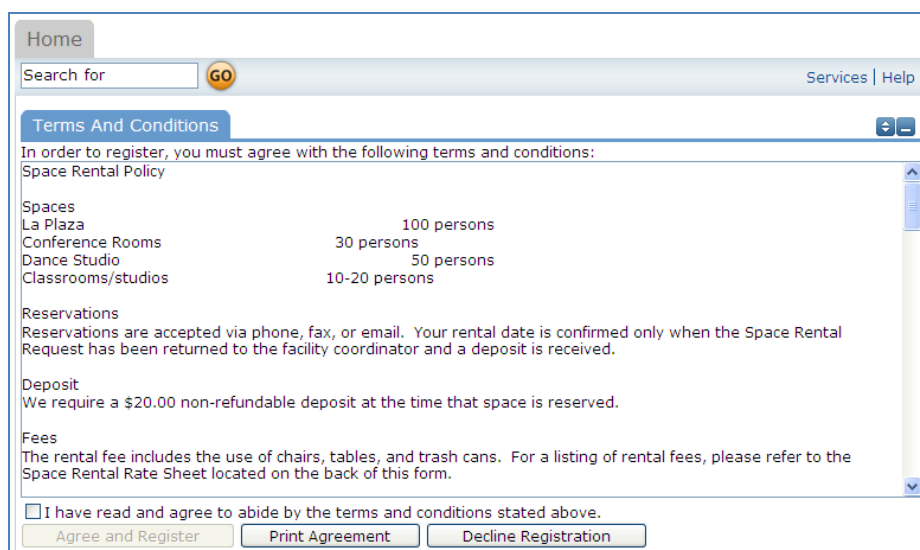


Click on that link to begin registering:

A login form with a blue header bar containing the word "Login" and a close button. Below the header, the text "Don't have an account? Create One." is displayed. A large yellow arrow points from the right towards the "Create One" link. Below this text are two input fields: "Email Address" and "Password". At the bottom of the form are two buttons: "Log In" and "Forgot Password?".

Then click on the "Create One" link to create an account and request access to submit online requests.

If the district has a Terms and Conditions form uploaded, you will be asked to read and agree to the terms first.

A "Terms And Conditions" form. At the top, there is a "Home" button, a search bar with a "GO" button, and links for "Services" and "Help". The form title "Terms And Conditions" is in a blue bar. Below the title, it states: "In order to register, you must agree with the following terms and conditions:". The first section is "Space Rental Policy", which includes a table of spaces and their capacities:

Spaces	
La Plaza	100 persons
Conference Rooms	30 persons
Dance Studio	50 persons
Classrooms/studios	10-20 persons

The next section is "Reservations", stating: "Reservations are accepted via phone, fax, or email. Your rental date is confirmed only when the Space Rental Request has been returned to the facility coordinator and a deposit is received." The "Deposit" section states: "We require a \$20.00 non-refundable deposit at the time that space is reserved." The "Fees" section states: "The rental fee includes the use of chairs, tables, and trash cans. For a listing of rental fees, please refer to the Space Rental Rate Sheet located on the back of this form." At the bottom, there is a checkbox labeled "I have read and agree to abide by the terms and conditions stated above." and three buttons: "Agree and Register", "Print Agreement", and "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.

Agree and Register

Print Agreement


Decline Registration

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


Click Save and Next once you have filled in all required fields.

Arlington Central School District

Welcome Guest! [Log in to Request Facility Use](#)



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 | *

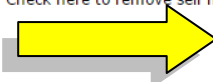
Note: This is your Contact Address. You will enter the organization address on the next page. *

Password Settings

Password |

Verification |

☐ Check here to remove self from all event-related email notifications.

 Save & Next Cancel

On the Request Organization page you can request to be an OEC for one or more Organizations. Simply fill in the required fields and 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

Requested Organization List

Organization Status	Organization Name	Organization Type	Address
No record found			

You will then see the message “Pending” next to the requested Organization in the Organization Status column.

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

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

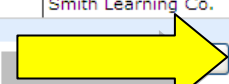
Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

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 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



An email will go to the district's FSDirect Administrators who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You will receive an email confirmation of your request as well as an additional notification 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 log in to begin requesting facility usage.