

How to Login and Submit a request

Go to <http://www.communityuse.com/default.asp?acctnum=347993501>

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



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

The image shows the login section of the website. It features a 'Login' button at the top of the form area. Below it, there is a link 'Don't have an account? Create One.' followed by two input fields: 'Email Address' with the value 'mike@usa.com' and 'Password' with masked characters. At the bottom of the form are two buttons: 'Log In' and 'Forgot Password?'. The footer of the page contains a blue banner with the text: 'Home | Documents | Help' and 'Welcome to the community website for the Academy of North Carolina in Edgestow - Please take a moment to go to the Documents tab and review the How To documentation we have provided there. If you are making a request please allow up to a week for any requests to be processed.'

When you login, you will start on the Home tab. Here you can view the calendar. If no events are showing, be sure you have a Location selected. Anytime you make a filter choice on the Calendar, be sure to click the Filter button.



Home Request Facility Use My Organizations My Settings Documents Help

Search for

Calendar Filter

View event titles starting with

Choose Location Filter Starting

Month Calendar

May, 2010							
< Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next >
25	26	27	28	29	30	May 1	
2	3	4	5	6	7	8	

You will also see some tabs at the top of the page like this:

Home Request Facility Use My Organizations My Settings Documents Help

Search for

CommunityUse - Monthly Calendar - Windows Internet Explorer

http://testcomuse.devsd.com/SOA.NET/controllers/PageController.aspx?productid=MC&pageid=CalendarMonth

Academy of Carolina North at Edgestow

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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 5/4/2010


---View All Organization Types--- Description

Month Calendar 30 Month 7 Week 1 Day 30 Event List

< Prev May, 2010 Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	May 1
2	3	4	5	6	7	8

To begin making a request choose Request Facility Use:



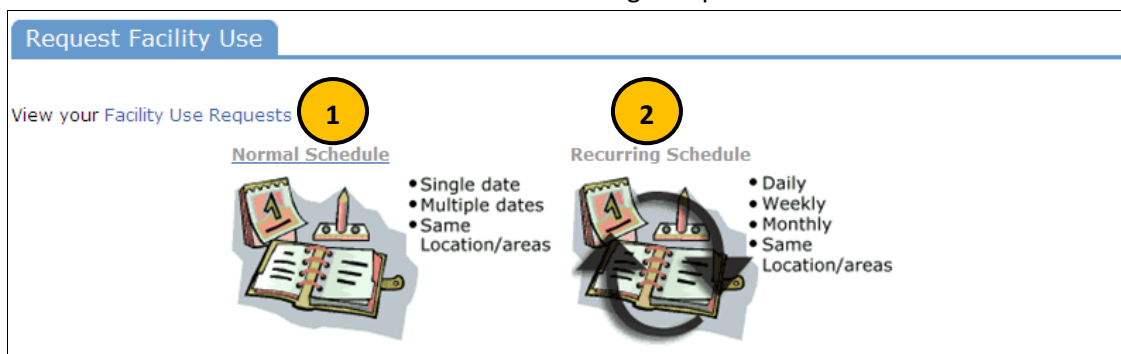
Home Request Facility Use My Organizations My Settings Documents Help

Search for

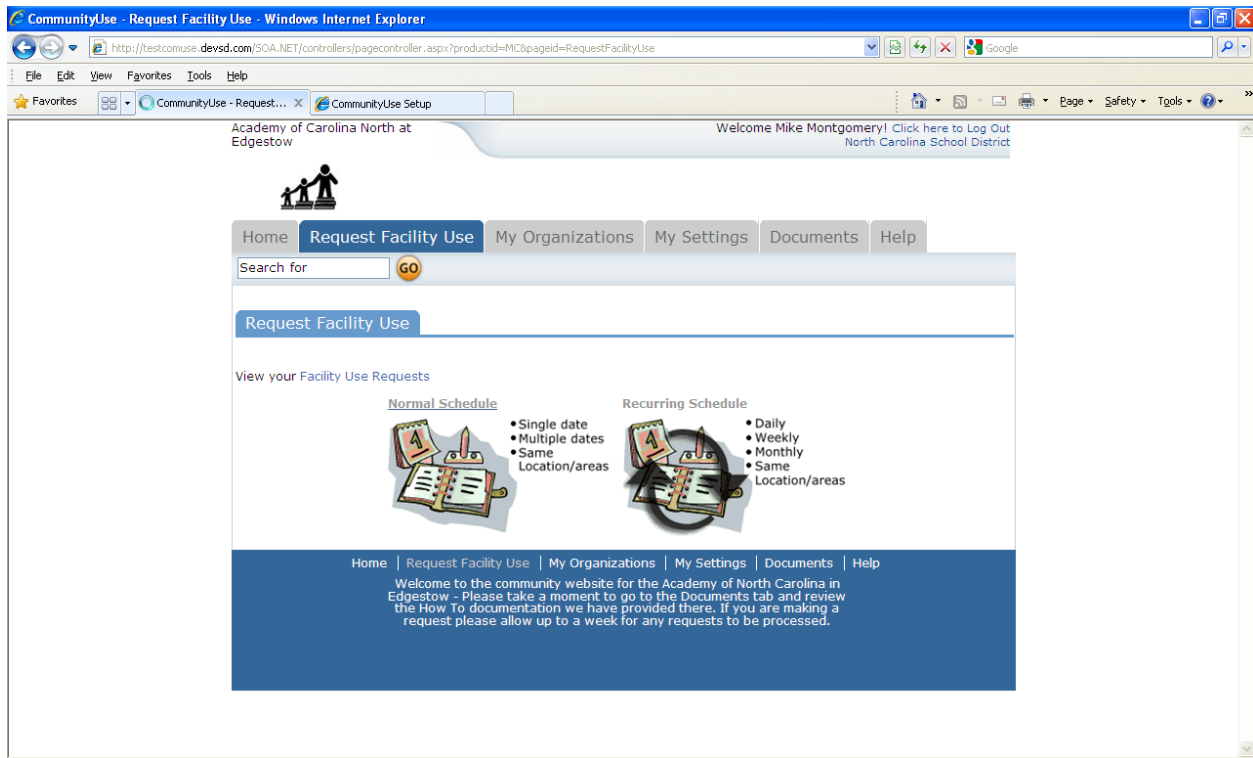


Note: if this is your first time making a request through CommunityUse, you will be asked to read the terms and conditions that the district provides. You will also be asked to verify you agree to these terms each time you submit a request.


You have two forms to choose from when submitting a request.




1. The Normal Schedule Form is the easier to use. It will allow you to request up to 20 events 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 a red 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.

Scheduling Details

Personalize

First Name

Mike

Last Name

Montgomery

Event Title

Event Description

Locations

--Select Location--

Rooms

--Select Room--

CommunityUse - Add Normal Schedule Request

Scheduling Details
Personalize

First Name
Mike
Last Name
Montgomery

1
Event Title

Event Description

2
Locations
Wolfpack HS

Rooms
--Select Room--
Baseball field
Softball field
Auditorium, Main
Green Room, Mens
Green Room, Womens
Football Field
Locker Room: Girls
Driver Ed Classroom
Classroom 500

(Use the CTRL key to select multiple rooms.)

3
Event Date(s)

May 2010
June 2010

Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su

1 2 1 2 3 4 5 6

3 4 5 6 7 8 9 7 8 9 10 11 12 13

10 11 12 13 14 15 16 14 15 16 17 18 19 20

17 18 19 20 21 22 23 21 22 23 24 25 26 27

24 25 26 27 28 29 30 28 29 30

(Use the CTRL key to select multiple rooms.)

4
Start Time
1 00 AM
End Time
1 00 AM

1. After you've entered your Event Title,
2. you will be asked to choose a Location & Room. You can select up to 50 rooms by using the CTRL key to highlight your choices.
3. You can enter the Event Date by typing in the date, or clicking it off of the calendar.
4. Then 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

This 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've 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:

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 day of every month(s) h(s)

End Recurrence |

Check Availability

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.

CommunityUse - Add Recurring Schedule Request - Windows Internet Explorer

http://testcomuse.devsd.com/IOA.NET/controllers/PageController.aspx?productid=MC&pageid=AddRecurringSchedule&mode=1

CommunityUse - Add Rec... CommunityUse Setup

(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 | day | of every | month(s) h(s)

End Recurrence | |

Check Availability

Organization Information

Organization | --Select Organization-- |

Contact | --Select Contact-- |

CommunityUse - Add Normal Schedule Request - Windows Internet Explorer

http://testcomuse.devsd.com/JOA.NET/controllers/PageController.aspx?productid=MC&pageid=AddNormalSchedule&mode=1#FieldSet3

CommunityUse - Add Nor... CommunityUse Setup

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

CommunityUse - Add Normal Schedule Request - Windows Internet Explorer

http://testcomuse.devsd.com/JOA.NET/controllers/PageController.aspx?productid=MC&pageid=AddNormalSchedule&mode=1#FieldSet3

CommunityUse - Add Nor... CommunityUse Setup

Locations: Wolfpack HS

Rooms: Football Field
Locker Room: Girls
Driver Ed Classroom
Classroom 500
Classroom 501
Classroom 502
Classroom 503
Classroom 504
Classroom 505
Classroom 506

(Use the CTRL key to select multiple rooms.)

Event Date(s): 05/08/2010

May 2010 June 2010

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

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

Start Time: 4 15 PM End Time: 6 30 PM

Check Availability

At the bottom of the form, you will be asked to enter a Signature – this is your Email address that you logged in with. You are also asked to confirm that you have read the Terms and Conditions.

CommunityUse - Add Normal Schedule Request - Windows Internet Explorer

http://testcomuse.devsd.com/50A.NET/controllers/PageController.aspx?productid=MC&pageid=AddNormalSchedule&mode=1#FieldSet3

File Edit View Favorites Tools Help

CommunityUse - Add Nor... Facility Scheduling

Event Information

Below, please enter a number for:

Total Attending

Adults Attending

Children Attending

Extra Chairs Required

Parking Spaces Required

Yes, please display events on the community calendar ☒

Other Needs

Signature (please enter your email address)

☐ I confirm that I have previously read and agree with the terms and conditions of facilities use

Submit

Legend

- Required Fields
- Insurance Expired

You can use the Scroll button on your mouse to read through the document.

CommunityUse - Add Normal Schedule Request - Windows Internet Explorer

http://testcomuse.devsd.com/50A.NET/controllers/PageController.aspx?productid=MC&pageid=AddNormalSchedule&mode=1#FieldSet3

File Edit View Favorites Tools Help

CommunityUse - Add Nor... CommunityUse Setup

Academy of Carolina North at Edgestow

Welcome Mike Montgomery! Click here to Log Out North Carolina School District

Home Request Facility Search for CommunityUse - Add Normal Schedule Request Scheduling Details

First Name Event Title Event Description Locations Rooms

An error has occurred with a service connection (CUse Service).

Terms And Conditions

close or Esc Key

Space Rental Policy

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

Reservations

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.

Deposit

We require a \$20.00 non-refundable deposit at the time that space is reserved.

Fees

The rental fee includes the use of chairs, tables, and trash cans. For a listing of...

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:
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.

CommunityUse - Request Facility Use List - Windows Internet Explorer

http://testcomuse.devsd.com/50A.NET/controllers/PageController.aspx?productid=MC&pageid=RequestFacilityUseList&savedid=156718

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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 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		\$0.00
5	Abracadabra Dance Studio		5/1/2010	
			5/8/2010	
			5/15/2010	
			5/22/2010	
			5/29/2010	
156716	Submitted	Wolfpack HS	Weekly	\$0.00
Blue Ridge	Requesting	Auditorium	5/1/2010	\$0.00

Please allow an appropriate amount of time for the request to be processed by the district. If you have any questions, save the email and refer to the Schedule ID number.

The My Organizations Tab:

You can come here to review the ORganization that you have been approved to submit request for.

CommunityUse - My Organizations - Windows Internet Explorer

http://testcomuse.devsd.com/50A.NET/controllers/pagecontroller.aspx?productid=MC&pageid=MyOrganizations

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

Search for

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

	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Approved	Abracadabra Dance Studio	commercial	101 E Sutton

+ Request Another Organization

Print to PDF®

Legend

Sort on this field

Insurance Expired

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

Welcome to the community website for the Academy of North Carolina in Edgestow - Please take a moment to go to the Documents tab and review

Clicking the Organization Name will take you to this page, where you can verify Address and other important information including Insurance Info. Please contact your CommunityUse administrator if any of the information is inaccurate or out of date to have this updated.

The My Settings Tab:

You can come here to update your personal contact information or reset your password.

CommunityUse - OEC Setting - Windows Internet Explorer

http://testcomuse.devsd.com/50A.NET/controllers/pagecontroller.aspx?productid=MC&pageid=MySettings

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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

Legend

Required Fields

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

CommunityUse - Request Facility Use - Windows Internet Explorer

http://testcomuse.devsd.com/50A.NET/controllers/pagecontroller.aspx?productid=MC&pageid=RequestFacilityUse

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

Search for

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

Welcome to the community website for the Academy of North Carolina in Edgestow - Please take a moment to go to the Documents tab and review the How To documentation we have provided there. If you are making a request please allow up to a week for any requests to be processed.

HomeRequest Facility UseMy OrganizationsMy SettingsDocumentsHelp

Search forGO

CommunityUse - Add Normal Schedule Request

Scheduling DetailsPersonalize

First NameLast Name

Event Title

Event Description

Locations--Select Location--

Rooms--Select Room--

(Use the CTRL key to select multiple rooms.)

Event Date(s)

May 2010

June 2010

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6	

(Use the CTRL key to select multiple rooms.)

Start Time

1

00

AM

End Time

1

00

AM