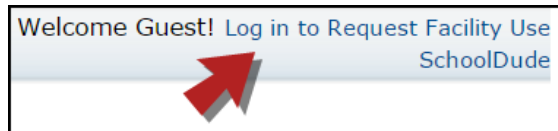


Requesting Access to CommunityUse

How to Request Access to CommunityUse

- From your Manor ISD's CommunityUse page, click on the **Login to Request Facility Use** link in the top right of the page.



- Click the **Create One** link to create an account and request access to submit online requests.
- Manor ISD has a Terms and Conditions form uploaded, you will be asked to read and agree to the terms first. Check the box to agree to the terms and click **Agree and Register**.
- Complete the Personal Profile form and click **Save & Next**.
- On the Request Organization page you can request to be an Organization Event Coordinator for one or more Organizations. Simply fill in the required fields and click **Add Organization**.
- Once you've added an Organization you will see the status of Pending next to the requested Organization. After you have added all the Organizations you would like to submit, click **Save & Next** to continue.

Requested Organization List				
<input type="checkbox"/>	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Pending	AllStar Basketball League	Non Profit	101 James Ave. Raleigh, NC 27607

1 - 1 of total 1 listed

Items Per Page: 25 | 50 | 75 | 100

« Previous 10 Next 10 »

« Previous 10 Next 10 »

Items Per Page: 25 | 50 | 75 | 100

Previous Save & Next Cancel

- On the Confirmation page, confirm the information and click **Submit Requests**.
- You should receive email confirmation that your request has been submitted. You will receive additional notifications letting you know if your request was accepted or declined.
- An email will go to the school or district's FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.
- Once your registration is accepted, you can return to the CommunityUse page and log in to begin requesting facility usage.

How to Login to Community Schedule

- Go to the Community Schedule link provided by Manor ISD on www.manorisd.net and Community tab.
- At the top right of the page, click on the **Login to Request Facility Use** link.
- If you have already registered, enter your Email Address and password into the fields and click **Log In**.



Home

- Once you are logged in, the system will default you to the Home page where you can view the calendar.
- You can filter the calendar at the top of the page, by **Organization**, **Location**, and **Organization Type**. Additionally, you can search for a particular event **Description**. Click the **Filter** button to apply these filters to the calendar.

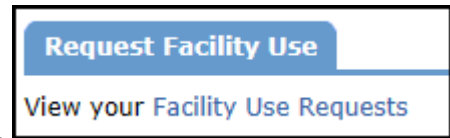
The screenshot shows the top navigation area of the website. It includes tabs for "Home", "Request Facility Use", "My Organizations", "My Settings", "Documents", and "Help". Below the tabs is a search bar with a "GO" button. A "Calendar Filter" section is visible, containing a dropdown for "View event titles starting with:" (set to "ALL"), a dropdown for "Location" (set to "C"), a "Filter Starting" date field (set to "4/17/2017"), and a "Description" search field. There are "Filter" and "View All" buttons. At the bottom of the filter section, there are view options: "Month Calendar", "Month", "Week", "Day", and "Event List". The bottom of the page shows a blue bar with "< Prev", "April 2017", and "Next >".

- Once filtered, the facility events will show on the Month view calendar by default. You can change the calendar view to show Week, Day, or Event List.
- In order to see event details, click on the event title.

The screenshot shows a window titled "CommunityUse - Event" with a "close" button in the top right. The event details are as follows:
Schedule ID # 1021
Fancy Fridays
Friday, April 7, 2017
8:00AM-3:00PM
Description
Location Location C
Bldg./Unit
Room(s) test
Organization General Staff
Last Updated 3/8/2017
At the bottom, there are three buttons: "Tell a Friend", "Print Event", and "Close Window".

How to Submit a Request

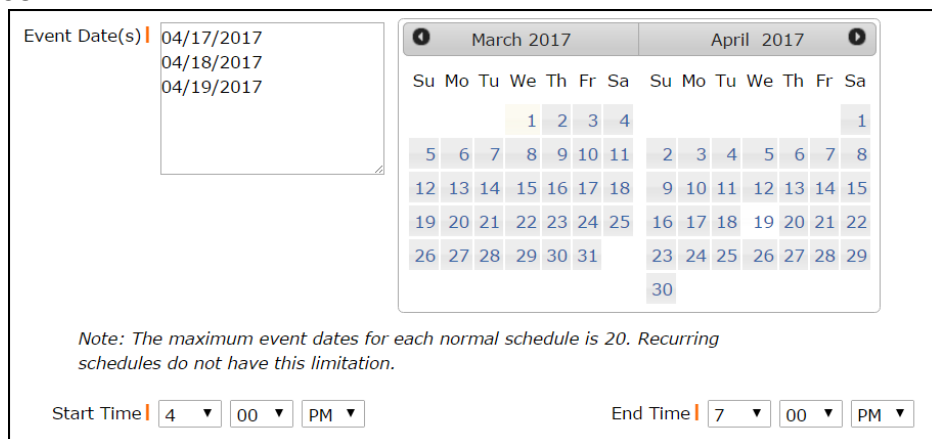
Request Facility Use



- This is where you will go to [submit your facility requests](#).
- This page will also give you a link to view your previously submitted requests. Click on View Your Facility Rental Requests to be taken to a list of your previously submitted requests.
- Click on the **Request Facility Use** tab. **Note: If this is your first time making a request through Community Schedule, you will be asked to read the terms and conditions that the Manor ISD provides. You will also be asked to verify that you agree to these terms each time you submit a request.*
- Choose the type of schedule you would like to submit.
 - A **Normal Schedule** can be for a single date or multiple dates, but each event will be in the same location and room at the same time of day. You can request up to a maximum of 20 dates on a normal schedule.
 - The **Recurring Schedule** is used for an event that takes place on a regular basis (Example: every Monday and Wednesday from October through December). These events will also be in the same location and room at the same time of day. You can enter up to a maximum of 100 dates on a recurring schedule.

Step 1 - Search

- Enter the **Event Title**.
- Enter an **Event Description**.
- Select the **Location** and **Room(s)** you would like to reserve for your event.
- If entering a **Normal Schedule**:
 - Enter the **Event Date(s)** by typing into the box or clicking on the dates in the calendar box to the right.
 - Enter the **Start Time** and **End Time**, making sure to select AM or PM in the drop down boxes.

A screenshot of a web form for scheduling an event. On the left, there is a text box labeled 'Event Date(s)' containing the dates '04/17/2017', '04/18/2017', and '04/19/2017'. To the right is a calendar showing March and April 2017. Below the calendar is a note: 'Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.' At the bottom, there are two time selection fields: 'Start Time' with dropdowns for '4', '00', and 'PM', and 'End Time' with dropdowns for '7', '00', and 'PM'.

- If entering a **Recurring Schedule**:
 - Enter the **Start and End Time**, making sure to select AM or PM in the drop down boxes.
 - Enter the **Start Recurrence** date.
 - Choose your **Recurrence Pattern**:
 - Select **Daily** if your event will occur every day between the start and end dates.
 - If you choose **Weekly**, you can select if the event occurs every 1 week, every 2 weeks, etc. Then put a check mark next to the days of the week that the event will occur.
 - If you choose **Monthly**, you can select the day of the month (for example, the 15th day of every 1 month) or you can choose the weekday of the month (for example, the second Monday of every 1 month).
 - Enter the **End Recurrence** date.

Start Time | 5 | 00 | PM | End Time | 9 | 00 | PM |

Start Recurrence | 3/6/2017 |

Recurrence Pattern |

Daily

Weekly Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Monthly

day of every month(s)

The first day of every month(s)

End Recurrence | 8/1/2017 |

Step 2 - Availability

- Your requested rooms will show at the top, and the time frame you've requested will show in yellow. If you see a black or red X in the box, there is already an event scheduled at that time.
- If the selected rooms are available at your desired time, click **Close** to proceed with your request. You can also click **Close** to go back to the form and change the room, date, or time of your request.

Step 3 - Event Details

Additional Information

- This section may or may not appear on your request form depending on how your Administrators set up your account.
- If this section does not appear on your form, answer the available questions providing additional information for your event.

Organization Information

- Select your **Organization** that is requesting the facility from the drop down menu.
- Select the **Contact** in the drop down box.

Setup Requirements

- If **Maintenance Services** or **IT Services** are needed for your event check the box next to the service needed and enter a **Service Description** in the box.

Setup Requirements	
Required Maintenance Services	Service Description
<input checked="" type="checkbox"/> Custodial	Custodian after school hours.
<input type="checkbox"/> Electrical	
<input checked="" type="checkbox"/> Heating/Ventilation /Air Conditioning	AC on.
Required IT Services	Service Description
<input checked="" type="checkbox"/> Audio / Visual	Projector

Rental Requests

Event Information

- Enter **Total Attending**. You can also break this number into number of adults and number of children.
- Enter the number of **Extra Chairs Required** for the event.
- Enter the number of **Parking Spaces Required** for the event.
- Check the **Yes, please display events on the community calendar** if you would like the event to appear on the calendar.
- Enter any **Other Needs** if needed.

Signature

- Enter your email address in the **Signature** box.
- Check the box stating that **I confirm that I have previously read and agree with the terms and conditions of facilities use.**
- Click **Submit** to submit your request.

Step 4 - Confirmation

The Confirmation page will give you the Schedule ID number for your request and a summary of the event information. You can print this page for your records.