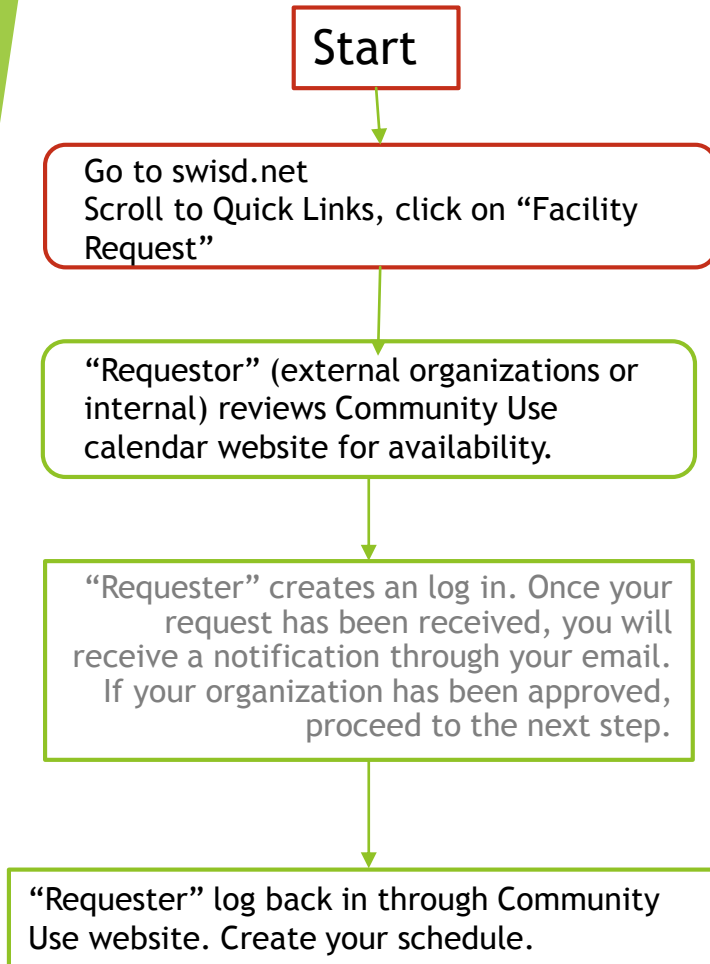
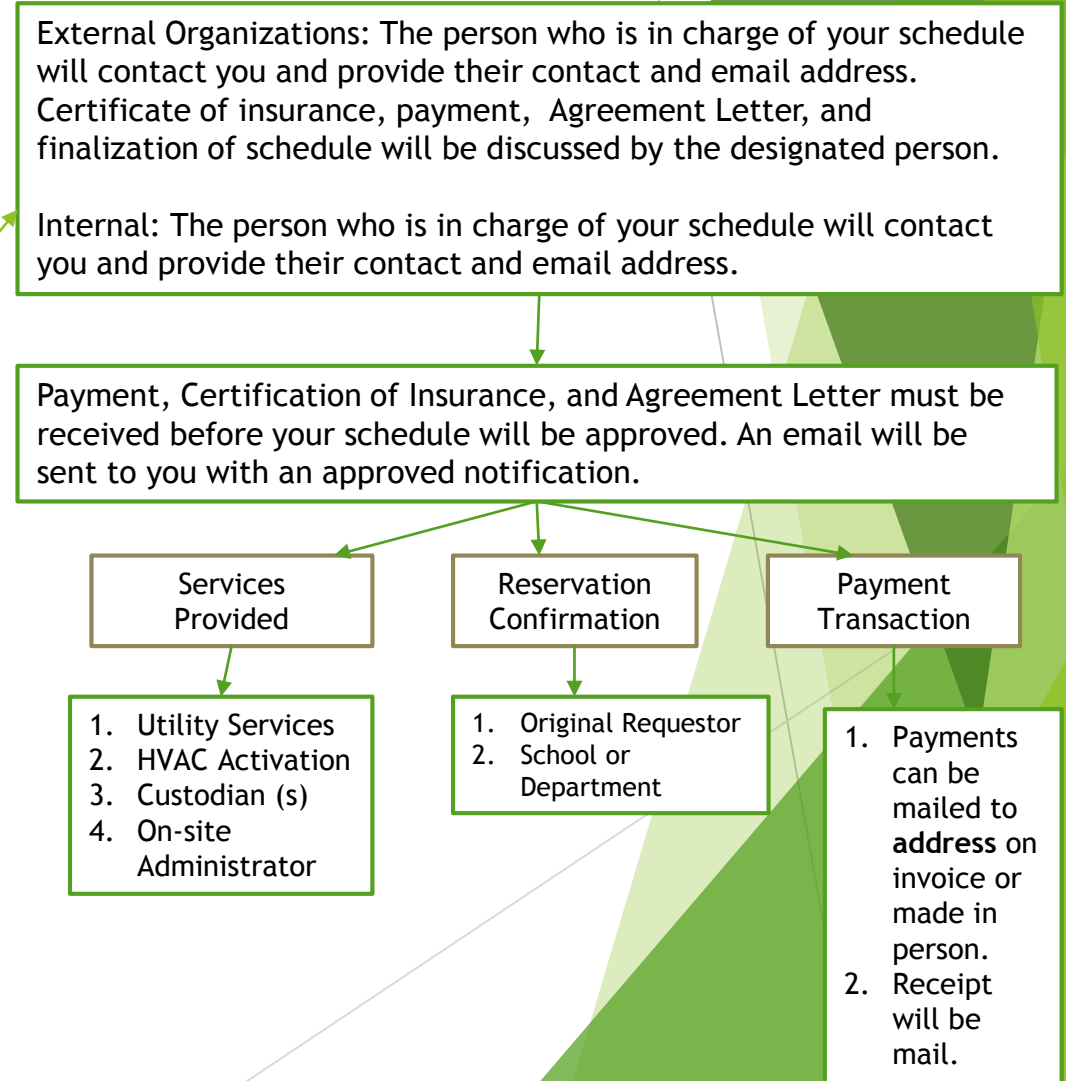


Southwest ISD Facilities Usage Process Flow Chart

Reservation Request



Facilities Activation





Southwest Independent School District Facility Request Contacts

Debra Martin
Facility Usage Coordinator
210 622-4370 ext.3762
dmmartin@swisd.net

Areas of Responsibilities:
All Interior Facilities

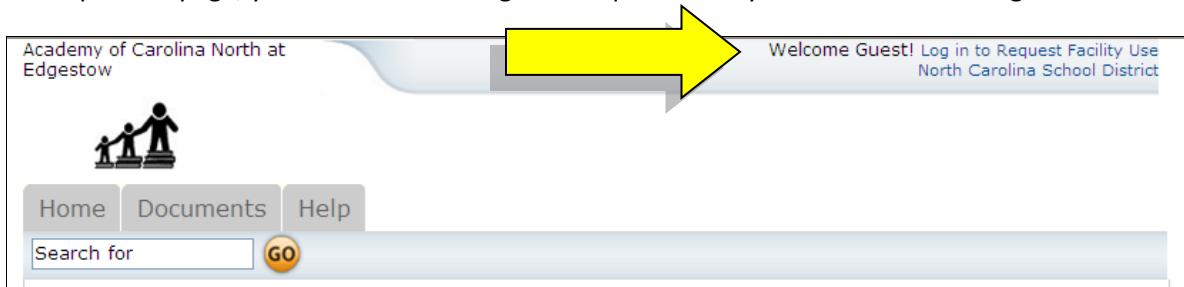
Martha Devorah
Facility Usage Coordinator
210 622-4370 ext.3761
mdevorah@swisd.net

Areas of Responsibilities
All Exterior Facilities

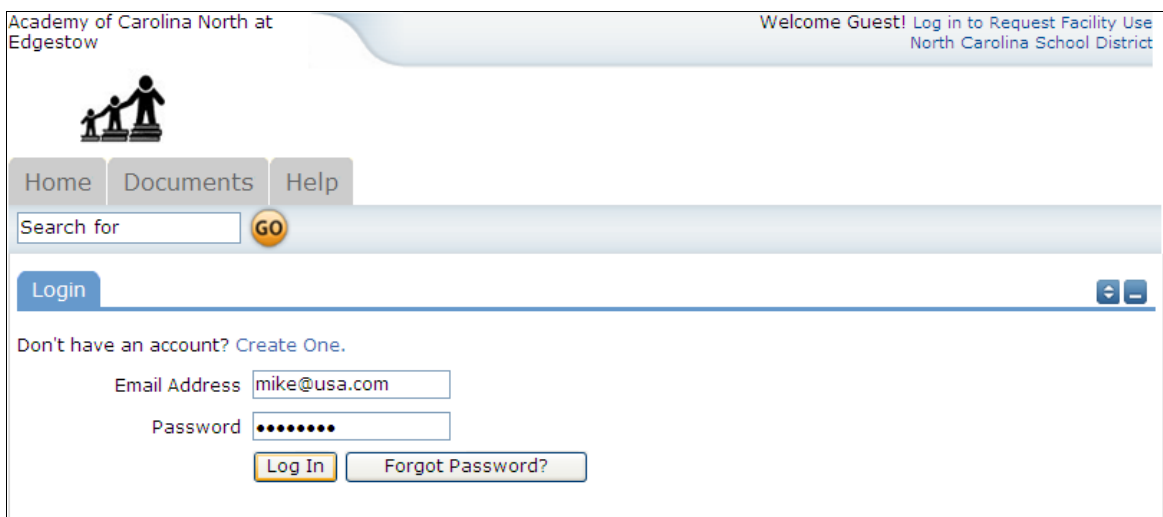
How to Login and Submit a Request

Go to [Insert District CommunityUse link](#)

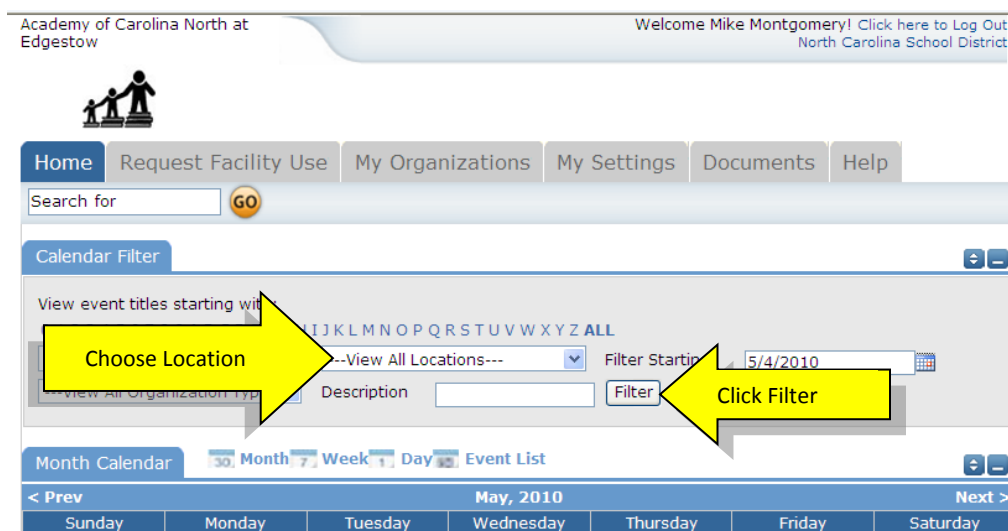
At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



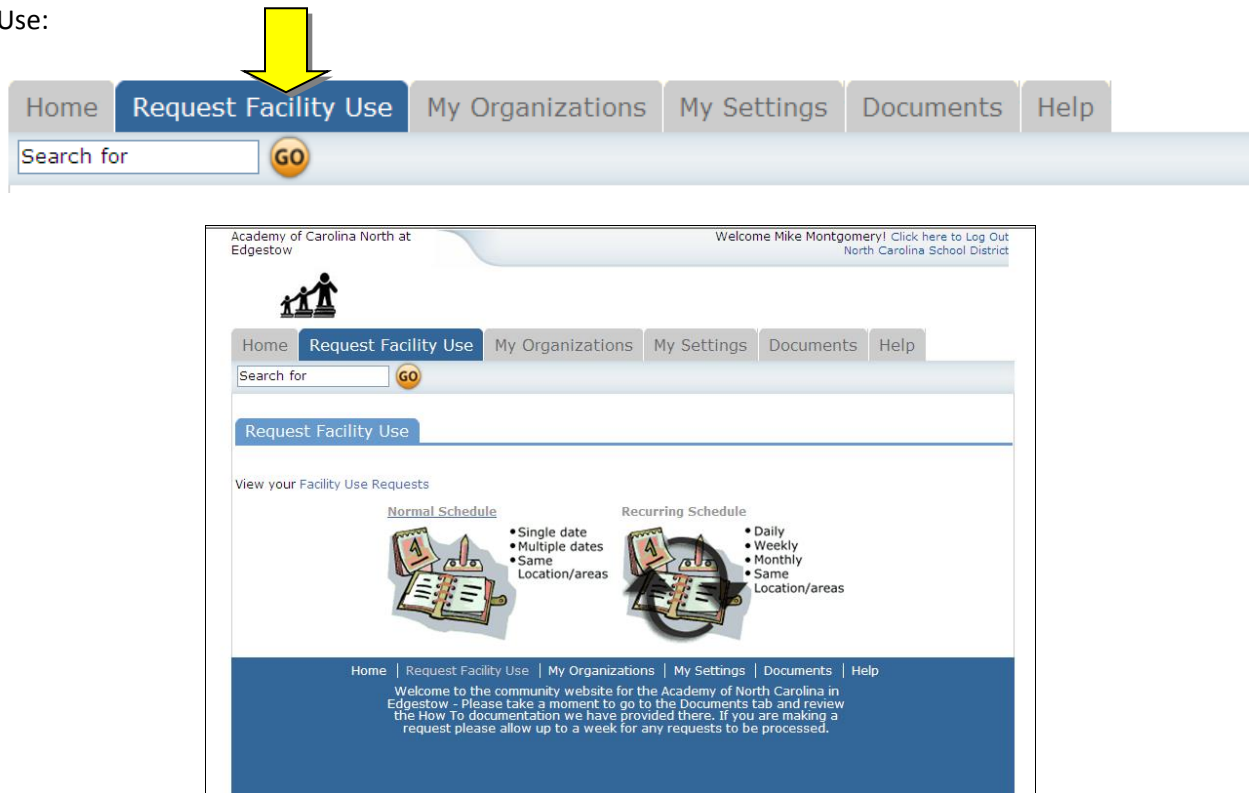
If you have already registered, enter your login name and password into the form and click Login:



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.

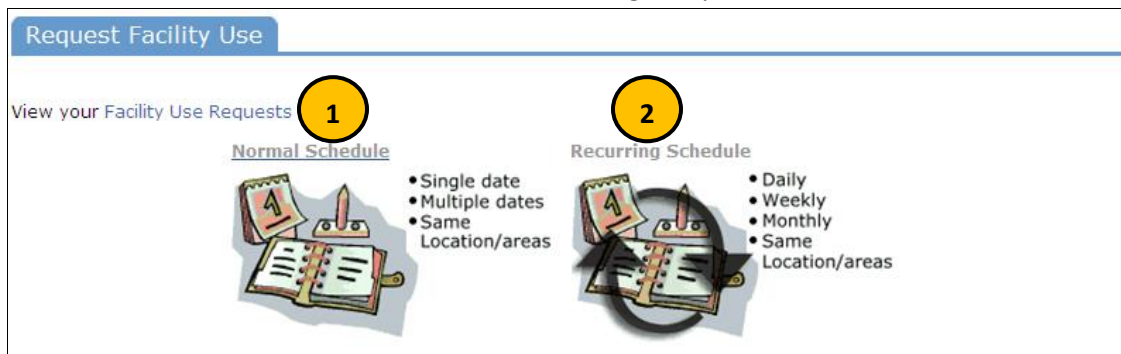


You will also see some tabs at the top of the page. To begin making a request choose Request Facility Use:



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 that 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 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.

CommunityUse - Add Normal Schedule Request

Scheduling Details Personalize

1 First Name Last Name
Event Title
Event Description

2 Locations
Rooms
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
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 AM End Time 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 on it from 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

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	<input type="text"/>		
Recurrence Pattern			
<input checked="" type="radio"/> Daily			
<input type="radio"/> Weekly	Recur every <input type="text"/> week(s) on:		
<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	
<input type="radio"/> Monthly			
<input checked="" type="radio"/> Day	<input type="text"/> of every <input type="text"/> month(s)		
<input type="radio"/> The	<input type="text" value="first"/> <input type="text" value="day"/>	of every <input type="text"/> month(s)	<input type="text" value="h(s)"/>
End Recurrence	<input type="text"/>		
<input type="button" value="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.

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.

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:

Setup Requirements ⌵ ⌵

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

Required IT Services	Service Description
<input type="checkbox"/> Internet Connection	⌵ ⌵
<input type="checkbox"/> Projector	⌵ ⌵

Rental Requests ⌵ ⌵

Charge Type	Quantity	Rental description
-------------	----------	--------------------

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

The screenshot shows a web form titled "Event Information" with a blue header bar. Below the header, the text "Below, please enter a number for:" is displayed. The form contains several input fields and a checkbox, each with a yellow circular callout number:

- 1**: A text input field for "Total Attending".
- 2**: A checked checkbox for "Yes, please display events on the community calendar".
- 3**: A text area for "Other Needs".
- 4**: A text input field for "Signature" with the instruction "(please enter your email address)".
- 5**: A "Submit" button.

Other fields include "Adults Attending", "Children Attending", "Extra Chairs Required", and "Parking Spaces Required", all with empty text input boxes.

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.

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 | [Calendar Icon]

---View All Organization Types--- | Description | [Input Field] | 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.

The My Organizations Tab:

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

The screenshot shows the 'My Organizations' tab selected in a navigation menu. The page header includes the Academy of Carolina North at Edgestow logo and a welcome message for Mike Montgomery. Below the navigation menu is a search bar with a 'GO' button. The main content area is titled 'My Organizations' and includes a 'Filtering' section with a dropdown menu for 'View Organization starting with' and a list of letters from 0 to Z, plus 'ALL'. Below this is a table with one row of data. The table has columns for Organization Status, Organization Name, Organization Type, and Address. The row shows 'Approved' status for 'Abracadabra Dance Studio', which is a 'commercial' organization located at '101 E Sutton'. There are 'Request Another Organization' links and 'Previous 10' / 'Next 10' navigation options. A 'Print to PDF' button is also visible at the bottom.

Organization Status	Organization Name	Organization Type	Address
Approved	Abracadabra Dance Studio	commercial	101 E Sutton

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.

The screenshot shows the 'Organization Information' page. The navigation menu is the same as in the previous screenshot. The page title is 'Organization Information' and includes a link to 'Click here to ask administrator to update your organization information'. The form contains several fields: 'Organization Name' (American Red Cross), 'Address' (103 E Main St, Roxboro, NC x5469), 'FEIN' (empty), 'Sales Tax Exemption' (No.), and 'Tax Exempt?' (radio buttons for Yes and No, with No selected). Below this is the 'Insurance Information' section with fields for 'Insurance Company', 'Policy Number', 'Coverage', and 'Coverage Date' (with a 'to' field).

Organization Name: American Red Cross

Address: 103 E Main St
Roxboro, NC x5469

FEIN: [Empty]

Sales Tax Exemption: No. Tax Exempt? Yes No

Insurance Information

Insurance Company: [Empty]

Policy Number: [Empty]

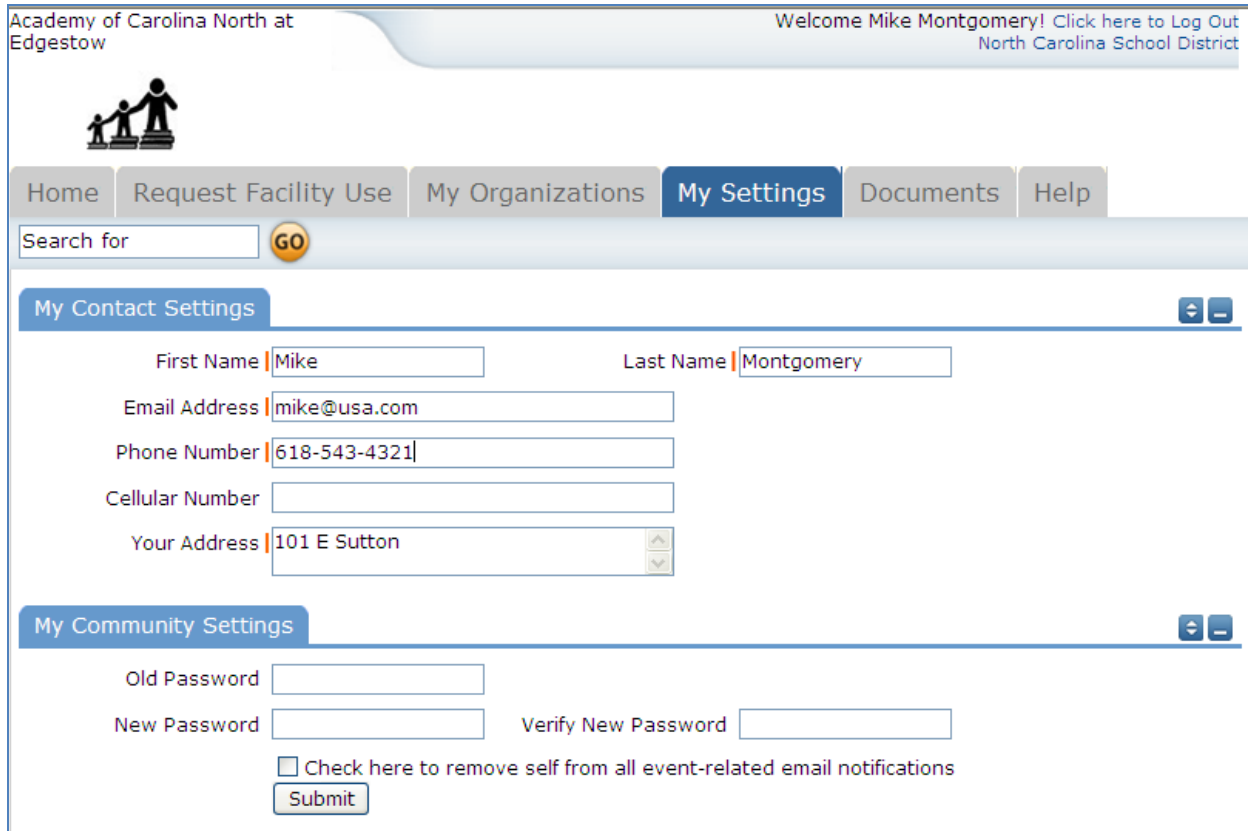
Coverage: [Empty]

Coverage Date: [Empty] to [Empty]

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.





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.