

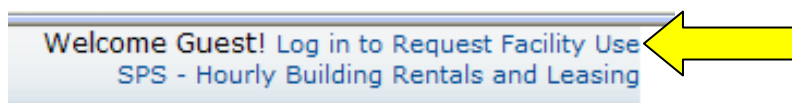
## How to Create a User Account to Submit Online Facilities Requests

Seattle Public Schools is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

First, click on this link to access the **CommunityUse** Calendar:

<https://www.communityuse.com/default.asp?acctnum=397473838>

At the top of the page, click on the link to **Log in to Request Facility Use**.

A login form with a blue border and a "Login" tab at the top left. The text "Don't have an account? Create One." is followed by a yellow arrow pointing to the "Create One." link. Below this are two input fields: "Email Address" and "Password". At the bottom 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.

You will be required to read and agree to Seattle Public School's Terms and Conditions to proceed.

A screenshot of a web page showing the "Terms And Conditions" section. At the top are navigation tabs for "Home", "Documents", and "Help". Below is a search bar with a "GO" button. The "Terms And Conditions" section is highlighted with a blue tab. The text reads: "In order to register, you must agree with the following terms and conditions: GENERAL RULES AND REGULATIONS FOR USE OF SPS FACILITIES". It lists seven numbered conditions regarding safety, insurance, and facility use. 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".

## Community Users

Check the Box, and Click 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.

You will then be asked to complete the following Personal Profile Form. Click Save and Next once you've filled in all required fields marked with an orange vertical line.

### Registration Wizard

[Personal Profile](#) Request Organizations Confirmation

#### My Contact Settings

First Name | Sally Last Name | May  
Email Address | sally@somewhere.com  
Phone Number | 222-222-2222  
Cellular Phone |  
Your Address | 1234 Fifth Ave. \*  
Seattle, WA 98888 \*

*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.

On the Request Organization page you can request to be an Organization Event Coordinator (OEC) for one or more Organizations. OEC's are authorized by their organization to request for any building/space rentals that may include fees charged to the organization. Simply fill in the required fields and click "Add Organization".

## Community Users

**Step 2 of 3: Request Organizations**

Registration Wizard

Personal Profile **Request Organizations** Confirmation

**Request Your Organization**

Organization Name: Child Care Group

Organization Type: Group 1a - Community

Organization Address: 1234 5th St.  
Seattle, WA 98104

Use Your Contact Address as Organization Address

**Add Organization**

**Requested Organization List**

Organization Status	Organization Name	Organization Type	Address
No record found			

Previous Save & Next Cancel

You will then see the message Pending next to the requested Organization.

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	Child Care Group	Group 1a - Community	1234 5th St. Seattle, WA 98104

Previous Save & Next Cancel

On the final page, confirm the information and click Submit Requests.

## Community Users

**Step 3 of 3: Request Confirmation**

Registration Wizard

Personal Profile Request Organizations Confirmation

Confirmation

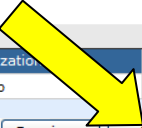
**Please review your information below.**  
**Click the 'Submit Requests' button to submit your requests for approval.**

**Name** Sally May  
**Email Address** sally@somewhere.com  
**Phone Number** 222-222-2222  
**Cell Phone**  
**Your Address** 1234 Fifth Ave.  
Seattle, WA 98888

1 - 1 of total 1 listed

Organization Status	Organization	Organization Type	Address
Pending	Child Care Group	Group 1a - Community	1234 5th St. Seattle, WA 98104

Previous Submit Requests Cancel



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

You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.