Welcome, new Community User! CommunityUse is our new way of allowing you to request facility usage for Capistrano Unified School District. Below, you’ll find instructions/resources for everything that you need to access and request facilities with our district.

### Requesting Access to CommunityUse

If your school or district is taking facility requests online through the CommunityUse calendar and request system, you will begin by requesting access to CommunityUse. You can enroll online and enter requests for facility usage by following these simple steps.

Watch the Video Tutorial:

How to Request Access to CommunityUse

- From your school or district'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.

• If the district 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.

• 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/CommunityUse Tour

How to Login to CommunityUse

- Go to the CommunityUse link provided by your district or school. Bookmark this page or create a shortcut on your desktop to make it easy to come back to this page later.

- At the top of the page, click on the Login to Request Facility Use link.

- If you have already registered, enter your login name and password into the fields and click Log In.

Welcome Guest! Log in to Request Facility Use

SchoolDude

CommunityUse Tour

Below is an overview of each of the tabs available in your CommunityUse account:
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.

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.
Request Facility Use
This is where you will go to submit your facility requests.

My Requests

- This page will list your previously submitted requests as well as allow you to View Invoices.

- If your account is setup to take online payments, you will see a View Invoices & Pay Online link that will allow you to make invoice payments online.

- You can filter requests by the same filters you see on the calendar, or sort them by any of the fields at the top of the list, such as Schedule ID, Status, or Location, by clicking on the gray square next to the sort name. *Note: If the schedule is still in the Submitted status, you will be able to access and edit the request by clicking on the Title. If the request is no longer in the Submitted status, you will need to contact the District or School to make changes.*
My Organizations

- On the My Organizations tab you can review the Organization(s) that you have been approved to submit requests for.
- Clicking the Organization Name will take you to the Organization Information page where you can verify the Address and other important information including Insurance Information. Please contact your CommunityUse Administrator if any of the information is inaccurate or out of date.
- If you need to request events for another organization click on the Request Another Organization link to submit a request to be added to that organization.

My Settings

The My Settings page is where you can update your personal contact information, reset your password, or turn your email notifications on or off. Be sure to click Submit to save any changes.

Documents

On the Documents tab, you can download any documents that Administrators have posted for community users to view.

Help

The Help page is where you will find any provided district or school contact information. Use this information if you have questions about your facility request.
How to Submit a Request

- Click on the Request Facility Use tab. *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.

- 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.

Watch the Video Tutorial:

Facility Use Request Wizard

*Note: Any field marked with an orange line is a required field.

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**:
  
  o Enter the **Event Date(s)** by typing into the box or clicking on the dates in the calendar box to the right.

  o Enter the **Start Time** and **End Time**, making sure to select AM or PM in the drop down boxes.

• If entering a **Recurring Schedule**:
  
  o 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.
• Click on the **Search** button to make sure that the room you are requesting is available.

**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 **Next** to proceed with your request.

• To change the room, date, or time of your request, click **Previous** to make new selections.

**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.

*Services*

• The Services feature may or may not be available on the form.

*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.
Rental Requests

- If there are rental items available in this section, select the ones needed for your event, enter the **Quantity**, and write a **Rental Description**.

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.

File Attachments

• Attach a file to your schedule request by clicking the Add New File link.
• Browse your computer for the file and select it. *Note: The file name may not contain a space or an underscore ( _ ).
• You can also enter a File Description. Click Submit.
• The attached file will now be listed in the File Attachments section at the bottom of the schedule. *Note: There is no limit to the number of files that can be attached; however, the total size of all uploaded files on the schedule must be less than 5 MB.

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 Save 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.