

PLEASANTVILLE SCHOOL DISTRICT

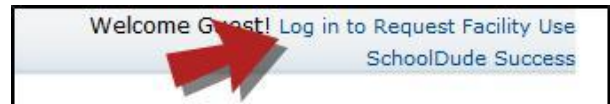
COMMUNITY USE OF FACILITIES GUIDE- CREATE AN ACCOUNT



Pleasantville School District is now taking facility requests online through our Community Use calendar and request system. You can enroll online and enter requests for facility usage by following these simple steps.

STEP 1:

- Create an Account: <http://www.communityuse.com/default.asp?acctnum=54989994>
- At the top of the page, click on the **Login to Request Facility Use** link.



- Click the **Create One** link to create an account and request access to submit online requests.

STEP 2:

- Read and agree to the Terms and Conditions form by clicking **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 Contact 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.

A screenshot of a web application interface titled "Requested Organization List". It shows a table with one row of data. The table has columns for Organization Status, Organization Name, Organization Type, and Address. Below the table are navigation buttons: Previous, Save & Next, and Cancel. The page also shows "1 - 1 of total 1 listed" and "Items Per Page: 25 | 50 | 75 | 100".

	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Pending	Drama Club	Internal	123 Dude Way

STEP 3:

- 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 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 login page and log in to begin requesting facility usage.