

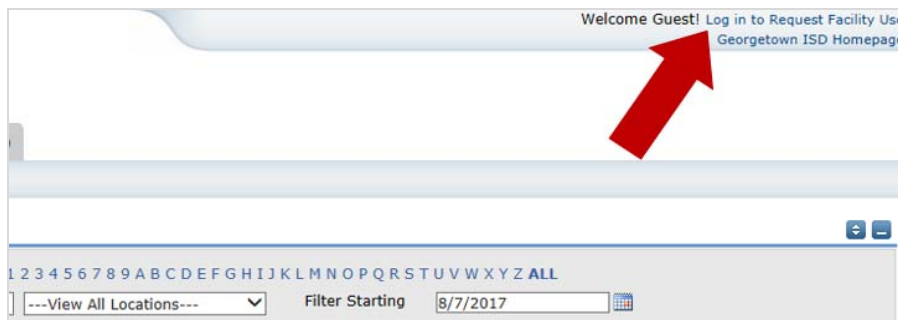
CommunityUse Guide 1: Registration



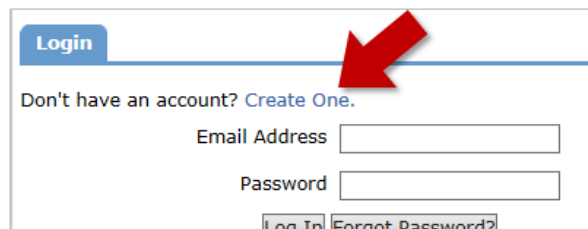
Members of external organizations who would like to request the use of GISD facilities for their organization may register as an organization contact through CommunityUse. Typically, these are members of the community who do not work for the school district, but in some cases a staff member will use CommunityUse (such as when they are representing an organization that they are part of, like a parent/teacher organization or booster club). All contacts must register before they can submit requests for an organization.

How to Register

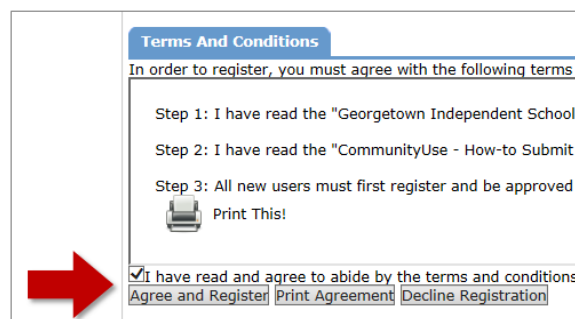
- 1) Go to: <http://www.communityuse.com/default.asp?acctnum=184920274>.
- 2) Click on the **Log in to Request Facility Use** link at the top right corner of the page.



- 3) Click the **Create One** link to create a new account.



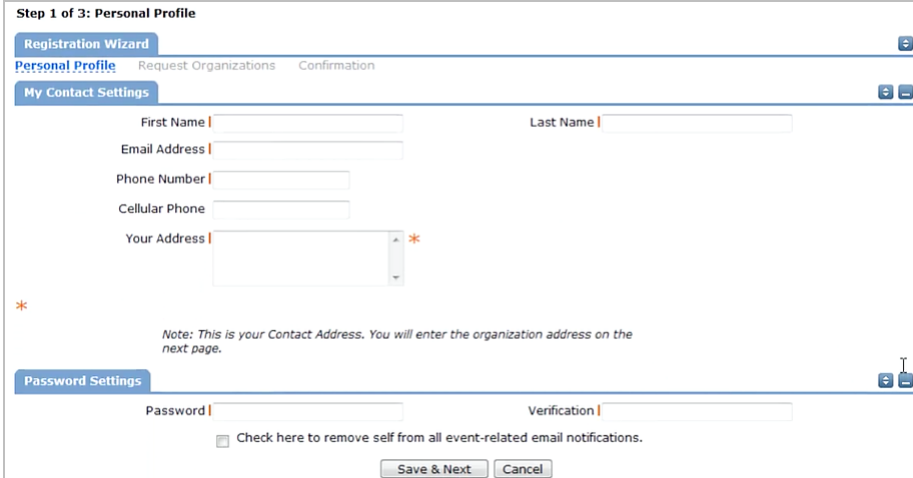
- 4) Accept the Terms and Conditions:
 - Read the Terms and Conditions (as well as all specified documentation).
 - Check the box to agree to the terms.
 - Click the **Agree and Register** button.



You will now use the Registration Wizard to complete the registration process.

Step 1 of 3: Personal Profile

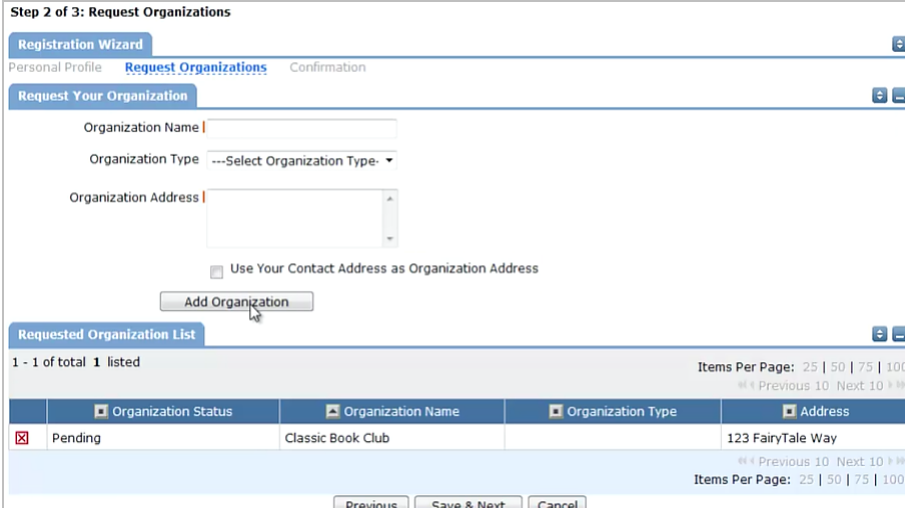
- Enter your personal contact information. Email address will be used to log in, once registered.
- Create and verify a personal password. Password will be used to log in, once registered.
- Click the **Save & Next** button.



The screenshot shows the 'Step 1 of 3: Personal Profile' registration form. It includes sections for 'My Contact Settings' and 'Password Settings'. The 'My Contact Settings' section has fields for First Name, Last Name, Email Address, Phone Number, Cellular Phone, and Your Address. A note below states: 'Note: This is your Contact Address. You will enter the organization address on the next page.' The 'Password Settings' section has fields for Password and Verification, and a checkbox for 'Check here to remove self from all event-related email notifications.' At the bottom are 'Save & Next' and 'Cancel' buttons.

Step 2 of 3: Request Organizations

- Enter the Organization Name that you would like to submit requests for.
- Select an external Organization Type per the GISD Facility Usage Handbook descriptions. Select the option that you feel is the most appropriate (can be adjusted by a GISD administrator, if needed.)
- Enter the Organization Address. This is the billing address, though invoices are typically emailed. For parent/teacher associations or booster clubs, the campus address can be used.



The screenshot shows the 'Step 2 of 3: Request Organizations' registration form. It includes sections for 'Request Your Organization' and 'Requested Organization List'. The 'Request Your Organization' section has fields for Organization Name, Organization Type (a dropdown menu), and Organization Address. There is a checkbox for 'Use Your Contact Address as Organization Address' and an 'Add Organization' button. The 'Requested Organization List' section shows a table with one entry: 'Classic Book Club' with a status of 'Pending' and address '123 FairyTale Way'. The table has columns for Organization Status, Organization Name, Organization Type, and Address. At the bottom are 'Previous', 'Save & Next', and 'Cancel' buttons.

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Pending	Classic Book Club		123 FairyTale Way



- Click the **Add Organization** button.
 - The organization should populate under the Requested Organization List.
 - The organization status will show as “Pending” until approved by a GISD administrator.
 - If you wish to add additional organizations at this time, repeat the steps above.
- Once you have added the necessary organization(s), click the **Save & Next** button.

Step 3 of 3: Confirmation

- Review the information you have entered.
- If accurate, click the **Submit Requests** button. Your registration has now been submitted.

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 Mary Poppins
Email Address mpoppins@schooldude.com
Phone Number 555-555-5555
Cell Phone
Your Address 123 FairyTale Way

1 - 2 of total 2 listed Items Per Page: 25 | 50 | 75 | 100
Previous 10 Next 10

Organization Status	Organization Name	Organization Type	Address
Pending	Classic Book Club		123 FairyTale Way
Pending	Nanny Support Group		567 Main St.

Previous 10 Next 10
Items Per Page: 25 | 50 | 75 | 100

Previous Submit Requests Cancel

Once your registration has been submitted:

- You will receive an email confirmation of the submittal.
- A GISD administrator will review your registration and verify that you are associated with the correct organization(s) within the master list.
- Once your registration is processed, you will receive an email notification letting you know whether it has been approved or declined.
- If your registration has been approved, you can return to the CommunityUse page and log in to begin requesting the use of facilities.

Registration requests will be processed as quickly as possible. During standard business days, requests are typically processed within a few hours. Please allow up to several days for processing, particularly over weekend or holiday periods. Be sure to check your “spam” folder if you haven’t received a response (notifications may be flagged as junk mail and bypass your Inbox).