

SCHOOL DUDE "COMMUNITY USE"

ONLINE USE OF FACILITY REQUEST STEP BY STEP INSTRUCTIONS

*****Please note that even if you previously used School Dude prior to June 2023 to make facility requests, you will still need to create a new account as your previous login information will not work and are considered a "new user".***

IF NEW USER:

1. Go to:
<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>
2. In the upper right hand corner click **"Log in to Request Facility Use"**
3. Click "Create One" above the email address text box.
4. Read Terms & Conditions.
5. Checkmark the box next to "I have read and agree".
6. Click "Agree & Register".
7. Enter personal information requested.
 - a. Everything marked with a **RED LINE** MUST be completed.
8. Create your own password and enter it again in the "verification" text box.
9. Click "Save & Next".
10. Enter the organization name you represent and the organization's address.
 - b. Do NOT select the "Organization Type".
11. Click "Add Organization".
12. Click "Save & Next".
13. Confirm the information on next screen and click "Submit Requests"
14. Once the school approves the registration, you will receive a confirmation email and can then login and request facility use.

IF ALREADY A REGISTERED USER:

1. Go to:
<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>
2. In the upper right hand corner click "Log in to Request Facility Use".
3. Enter Email Address and Password then click "Log In".
4. Once logged in, click the "Request Facility Use" tab.
5. Select "Normal Schedule" which will let you select multiple dates if needed.
6. Enter Event Title (i.e. Booster Meeting, Basketball Practice, etc.)
7. Select Location from Drop Down
8. Select Room
9. Select Event Date(s)
10. Select Start Time and End Time.
11. Please Note: Everything marked with a **RED LINE** MUST be completed.
12. Click "Search".
13. The next screen will show any conflicts with events already scheduled which are marked with an "X" in the time frame the facility is already in use.
14. If no conflicts, click "Next".
 - a. If conflicts, scroll to bottom and click "Previous" and then change either the date, time frame, or facility.
15. Select Organization.
16. Select Contact.
17. Check mark each of the services required and provide brief description of request. Please note "Catering" is NOT available at this time, please do NOT select.
18. Enter the estimated total number of people attending your event.
19. Enter any "Other Needs" that weren't already included in the Setup Requirements Section.
20. Enter your email address as your signature.
21. Click on the box next to "I confirm....."
22. Click "Save".
23. The next screen will serve as your confirmation that your request was submitted and is pending approval.