

Online Use of Facility Application Procedure

1. Go to www.nwlehighsd.org.
2. Scroll over “Community” across the top menu bar and click on “Use of Facilities”
3. After reviewing the “707 – Use of Facility Policy”, the “EZ Requester’s Guide”, and, if needed, the “Use of Facility Requester Instruction Manual”, click on “CLICK HERE FOR NWLSD USE OF FACILITY ONLINE APPLICATION” to complete the request.
4. You should then see a screen asking for your email address. Enter your email address.

New User

5. If you are a new user who is not registered in the system, a screen will appear with an email and a request for your last name. Fill in your last name and click submit.
6. The next screen will ask you for your first name, last name, email address, home phone, and cell phone. Please enter the data in these fields and click submit.

Registered User

5. If you are a previous user or are already registered in the system, a screen should then come up with your name and email and it will look like a maintenance request. Please click on the Settings tab at the top and on the next screen, please click Schedule Request.
6. On the next screen, please fill in your phone and cell phone info, make sure the override box is unchecked, enter the password (gotigers), and click submit.
7. Once this is done, click on the Schedule Request tab at the top.
8. Click on the graphic under the schedule that best fits your request.
9. In the new screen, enter the event title and event description.

Normal Schedule

10. From the Area dropdown box, select the type of facility.
11. From the Location dropdown box, select the building in which the facility is located.
12. From the Room dropdown box, select the specific facility you are requesting.
13. Click the date on the calendar you wish to use the facility.
14. Select the time frames, start time, end time, setup time, end of teardown time. Don't worry about duration, it will fill in automatically.

15. From the Organization drop down box, select your organization. If your organization is not listed, please email zimmermanj2@nwlehighsd.org so that we can add your organization. We would need the organization's name; the organization's contact person's name, email address, and phone number; and the organization's mailing address.
16. From the Contact Name drop down box, select your name or if you are not listed, select Other Contact Name and then enter your first name, last name, email, day phone, evening phone, cell phone, and the billing address.
17. Scroll down to Setup Requirements and if you need anything special for your event, check whichever box and enter the needs in the box available.
18. Enter the estimated number of attendees if you have this information available.
19. Scroll down to password and enter "gotigers".
20. Click submit and your facility request is completed.

Recurring Schedule

10. From the Area dropdown box, select the type of facility.
11. From the Location dropdown box, select the building in which the facility is located.
12. From the Room dropdown box, select the specific facility you are requesting.
13. Click the date on the calendar you wish to use the facility.
14. Select the time frames, start time, end time, setup time, end of teardown time. Don't worry about duration, it will fill in automatically.
15. Enter the recurrence data.
16. From the Organization drop down box, select your organization. If your organization is not listed, please enter the name of your organization in the "new" field.
17. From the Contact Name drop down box, select your name or if you are not listed, select Other Contact Name and then enter your first name, last name, email, day phone, evening phone, cell phone, and the billing address.
18. Scroll down to Setup Requirements and if you need anything special for your event, check whichever box and enter the needs in the box available.
19. Enter the estimated number of attendees if you have this information available.

20. Scroll down to password and enter "gotigers".

21. Click submit and your facility request is completed.

Irregular Schedule

10. From the Location dropdown box, select the building in which the facility is located.

11. Enter password, "gotigers".

12. From the Organization drop down box, select your organization. If your organization is not listed, please enter the name of your organization in the "new" field.

13. From the Contact Name drop down box, select your name or if you are not listed, select Other Contact Name and then enter your first name, last name, email, day phone, evening phone, cell phone, and the billing address.

14. From the Area dropdown boxes, select the type of facilities you are requesting.

15. From the Room dropdown boxes, select the specific facilities you are requesting.

16. To select the dates, click on the calendar next to the data field and select the date(s) you are requesting the facilities.

17. Select the time frames, start times, end times, setup times, end of teardown times. Don't worry about duration, it will fill in automatically.

18. Click "save" after you have entered steps 14 – 17.

19. Scroll down to Setup Requirements and if you need anything special for your event, check whichever box and enter the needs in the box available.

20. Enter the estimated number of attendees if you have this information available.

21. Click submit and your facility request is completed.