

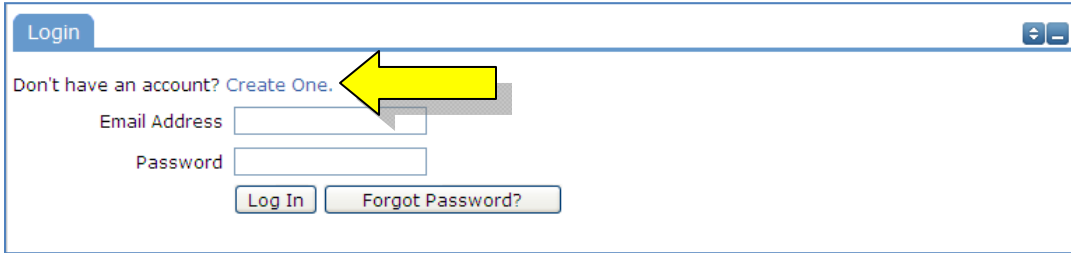
How to Request Access to Submit Online Facilities Requests

Go to the Community Use webpage for your school district.

At the top of the page, you'll see a link to Login to Request Facility Use.

Welcome Guest! [Log in to Request Facility Use](#)
North Carolina School District

Click on that link to Login:



Login

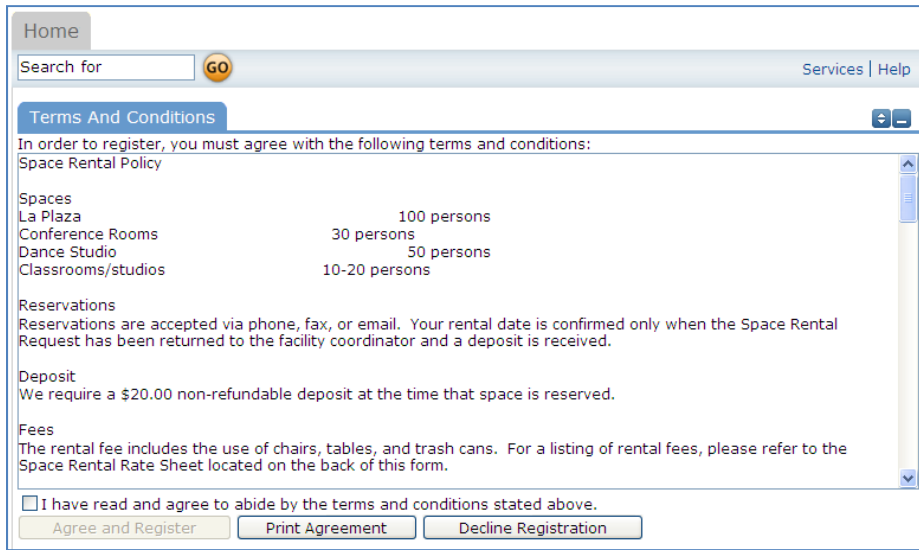
Don't have an account? [Create One.](#)

Email Address

Password

Then click on 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.



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Terms And Conditions

In order to register, you must agree with the following terms and conditions:

Space Rental Policy

Spaces	
La Plaza	100 persons
Conference Rooms	30 persons
Dance Studio	50 persons
Classrooms/studios	10-20 persons

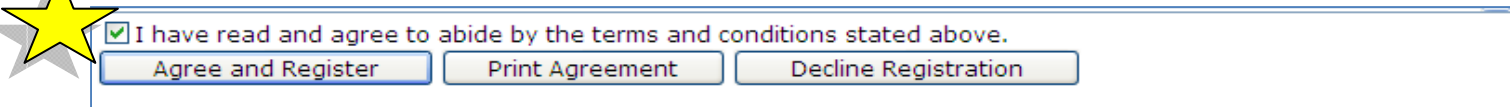

Reservations
Reservations are accepted via phone, fax, or email. Your rental date is confirmed only when the Space Rental Request has been returned to the facility coordinator and a deposit is received.

Deposit
We require a \$20.00 non-refundable deposit at the time that space is reserved.

Fees
The rental fee includes the use of chairs, tables, and trash cans. For a listing of rental fees, please refer to the Space Rental Rate Sheet located on the back of this form.

I have read and agree to abide by the terms and conditions stated above.

Check the Box, and Choose Agree and Register.* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.



I have read and agree to abide by the terms and conditions stated above.




CLIENT SERVICE CENTER
(877) 868-3833
support@schooldude.com


You will then be asked to complete the following Personal Profile Form.

Click Save and Next once you've filled in all required fields.


Academy of Carolina North at Edgestow Welcome Guest! Log in to Request Facility Use
North Carolina School District





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Search for 

Step 1 of 3: Personal Profile

Registration Wizard 

[Personal Profile](#) Request Organizations Confirmation

My Contact Settings  

First Name Last Name



Email Address

Phone Number

Cellular Phone

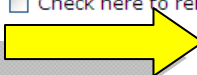
Your Address *

*
Note: This is your Contact Address. You will enter the organization address on the next page.

Password Settings  

Password Verification

Check here to remove self from all event-related email notifications.





On the Request Organization page you can request to be an OEC for one or more Organizations. Simply fill in the required fields and click “Add Organization”.

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile **Request Organizations** Confirmation

Request Your Organization

Organization Name |

Organization Type |

Organization Address |

Use Your Contact Address as Organization Address

Requested Organization List

Organization Status	Organization Name	Organization Type	Address
No record found			

You will then see the message Pending next to the requested Organization.

Once you’ve added all of the Organizations you would like to submit requests for, click “Save & Next”

Requested Organization List

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554



On the final page, confirm the information and click Submit Requests.

Step 3 of 3: Request Confirmation

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 Adam Smith
Email Address adam@trading.email.com
Phone Number 111-212-1122
Cell Phone
Your Address 5001 Revenue Blvd
Cash, NC 55554

1 - 1 of total 1 listed Previous 10 Next 10

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

Previous 10 Next 10

Submit Requests **Cancel**

An email will go to the districts FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile Request Organizations Confirmation

Confirmation

Your Organization Requests have been submitted.

They will be processed shortly, and you will receive e-mail updates of their status.

If you have any questions, contact SchoolDude CUse Contact at 919-555-1212 or schooldude.admin+CUSEcontact@gmail.com.

If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.



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