Community "Facility Use Request" Instructions

1. Click the "Facility Use Request for Community Users" link
2. Click the "Log in to Request Facility Use" in the upper right corner of the screen
3. Enter you Email and Password and click "Log In"
4. From here you can:
   a. Search the calendar in many different ways
   b. Request Facility Use
   c. Look at "My Requests" to see your existing requests
   d. See which Organizations you are associated with
   e. Look at Facility Use Documents
5. To make a facility use request click the "Request Facility Use" tab
6. Click the type of schedule that best fits your event request
7. Fill in all required fields then click "Search"
8. Fix any schedule conflicts and click "Next"
9. Fill in all require information
   a. If the organization you are looking for is not in the drop-down menu, you will have to go to your "My Organizations" tab and request a new organization.
10. Click "Save"
11. Congratulation! Your request has been submitted
    a. You will see your request on the calendar in "red" meaning "requested, but not approved"
    b. You will be notified by email as your request goes through the approval process
    c. Your request will turn "green" when it is approved

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