

How to Request Access to Submit Online Facilities Requests using CommunityUse

Beloit School District is now taking facility requests online through our CommunityUse calendar and request system. You can request online access to enter requests for facility usage by following the below steps.

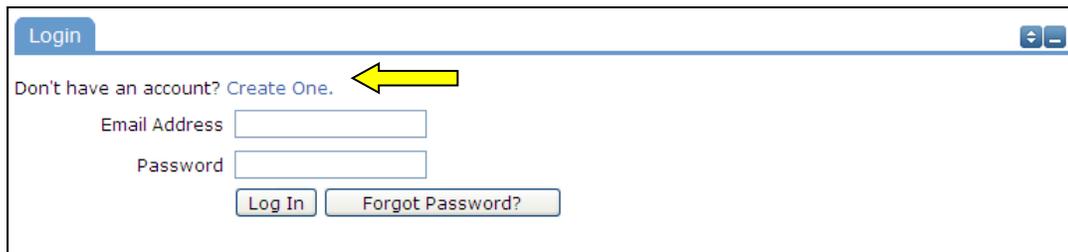
First, click on this link to access the CommunityUse Calendar:

<https://www.communityuse.com/default.asp?acctnum=1607789568>

At the top of the page, click the Login to Request Facility Use link.

Welcome Guest! [Log in to Request Facility Use](#)
Welcome to SchoolDude's CommunityUse page

On the next page, click the Create One link to create an account and request access to submit online requests.



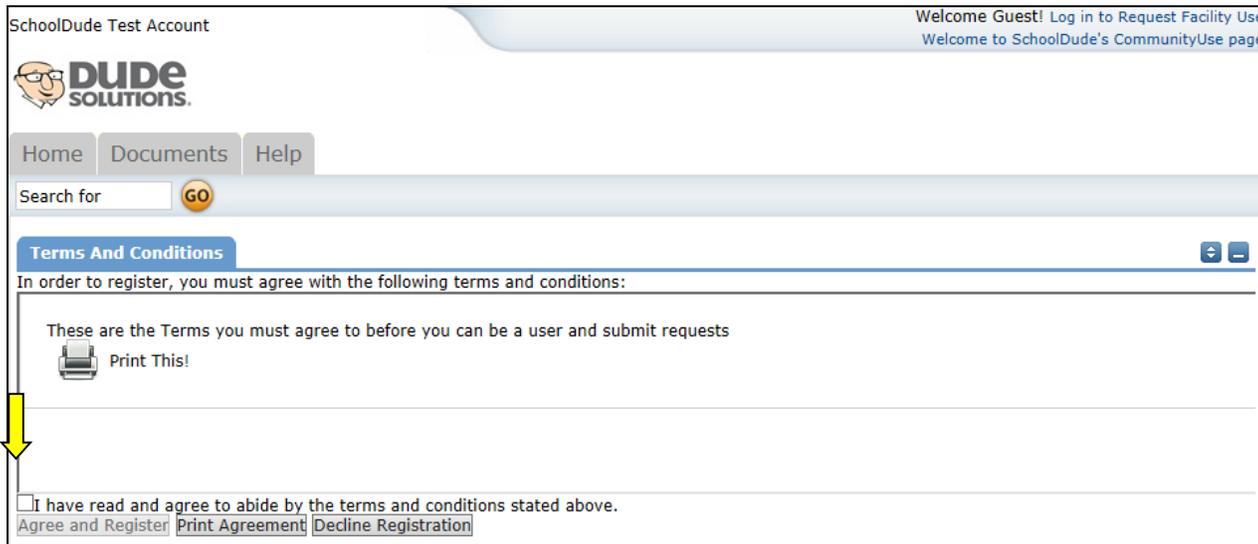
Login

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

Email Address

Password

You will be required to check the box agreeing to the district's Terms and Conditions before you can proceed.



SchoolDude Test Account

Welcome Guest! [Log in to Request Facility Use](#)
Welcome to SchoolDude's CommunityUse page

DUDE SOLUTIONS.

Home Documents Help

Search for

Terms And Conditions

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

These are the Terms you must agree to before you can be a user and submit requests

 Print This!

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

[Agree and Register](#) [Print Agreement](#) [Decline Registration](#)

Next, you will need to complete the Personal Profile page. Click Save & Next to progress to Step 2 once all required fields are populated.

SchoolDude Test Account Welcome Guest! [Log in to Request Facility Use](#)
[Welcome to SchoolDude's CommunityUse page](#)



Home Documents Help

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 associated to one or more organizations. Simply fill in the required fields and click "Add Organization" after each entry.

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 ⌵ ⌵

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

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
No record found			

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

You will then see the message at the bottom of the page stating the status, Pending, of your requested Organization. Once you've added all of the Organizations you would like to be associated with click "Save & Next".

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

Buttons: Previous, Save & Next, Cancel

On the final registration page, confirm your 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 John Dude
Email Address johndude@dude.com
Phone Number 919.555.5555
Cell Phone
Your Address 11000 Regency Parkway
Cary, NC 27518

Organization Status	Organization Name	Organization Type	Address
Pending	Dude Scouts		11000 Regency Parkway Cary, NC 27518

Buttons: Previous, Submit Requests, Cancel

The very last page will provide you with contact information for the district's facility rentals department/contact.

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.

After you confirm your personal and organization information, an email will go to the district's CommunityUse Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list. You will receive an email confirmation of your request. Additionally, you will receive follow up email notifications once your request was accepted or declined. If your registration is accepted, you can return to the CommunityUse login page, login in with the email address and password you created initially, and begin requesting facility usage.