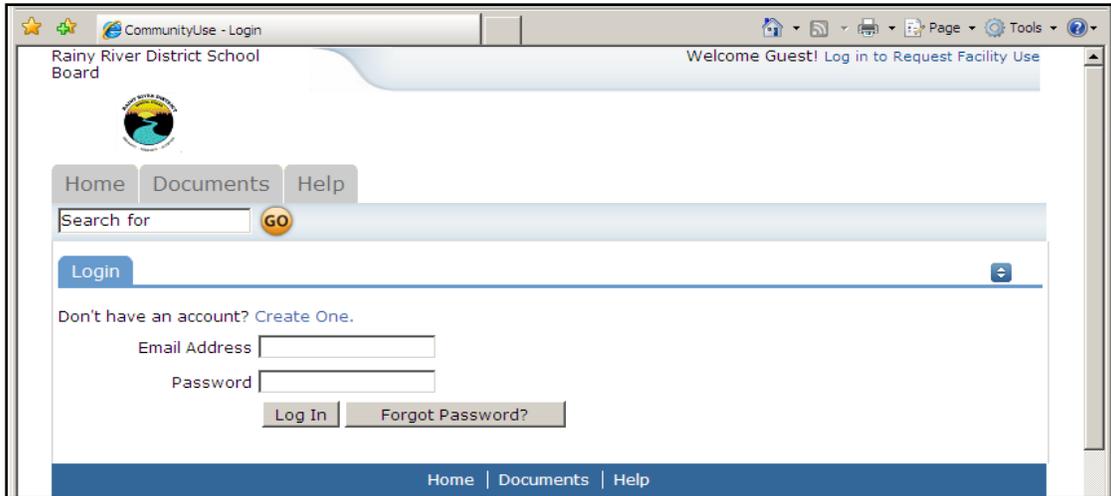


Instructions for applying for a Community Use permit online:

1. From the Community Use of School webpage on www.rrdsb.com click on the “Apply online” link. Once you are brought to the Login page if you have an account set up already skip to step 5. Otherwise click “Create One” to start the process for creating an account. Keep a paper and pen handy to write down your password. Save this link to your favourites.



2. Next you will have to enter all of your *personal* contact information. Set a password and write it down in a safe place. Once finished click “Save & Next” button. The email address entered will be the one used for confirmation or change of information regarding your permit.

A screenshot of the "Registration Wizard" Step 1 of 3: Personal Profile. The page title is "Step 1 of 3: Personal Profile". The wizard has three steps: "Personal Profile", "Request Organizations", and "Confirmation". The "Personal Profile" step is active. There are sections for "My Contact Settings" and "Password Settings". The "My Contact Settings" section has input fields for "First Name", "Last Name", "Email Address", "Phone Number", "Cellular Phone", and "Your Address". The "Password Settings" section has input fields for "Password" and "Verification". There is a checkbox for "Check here to remove self from all event-related email notifications." and buttons for "Save & Next" and "Cancel".

- Enter the name and address of the organization that you would like to register. Once done click “Add Organization” and then “Save and Next”. You can ignore Organization Type, the Community Outreach Officer will determine that information.

Home Documents Help

Search for

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			

Previous Save & Next Cancel

Legend

- On the last page of registration, you will see a pending beside your organization. Check all information entered is correct, once done click “Submit Requests”. An email will now be sent to the Community Outreach Officer for review. You will receive an email notifying you of an approval or decline in your request.

Home Documents Help

Search for

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 Julie McTavish

Email Address :

Phone Number

Cell Phone

Your Address 123 adfk
aj;adf
akd

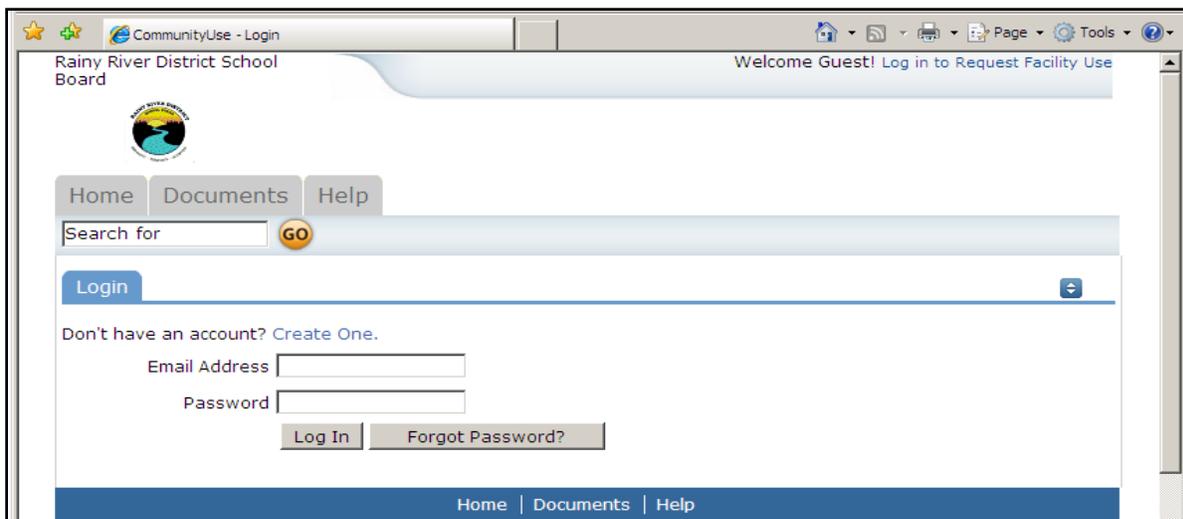
1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
Pending	123	Category A	adfa asdfad

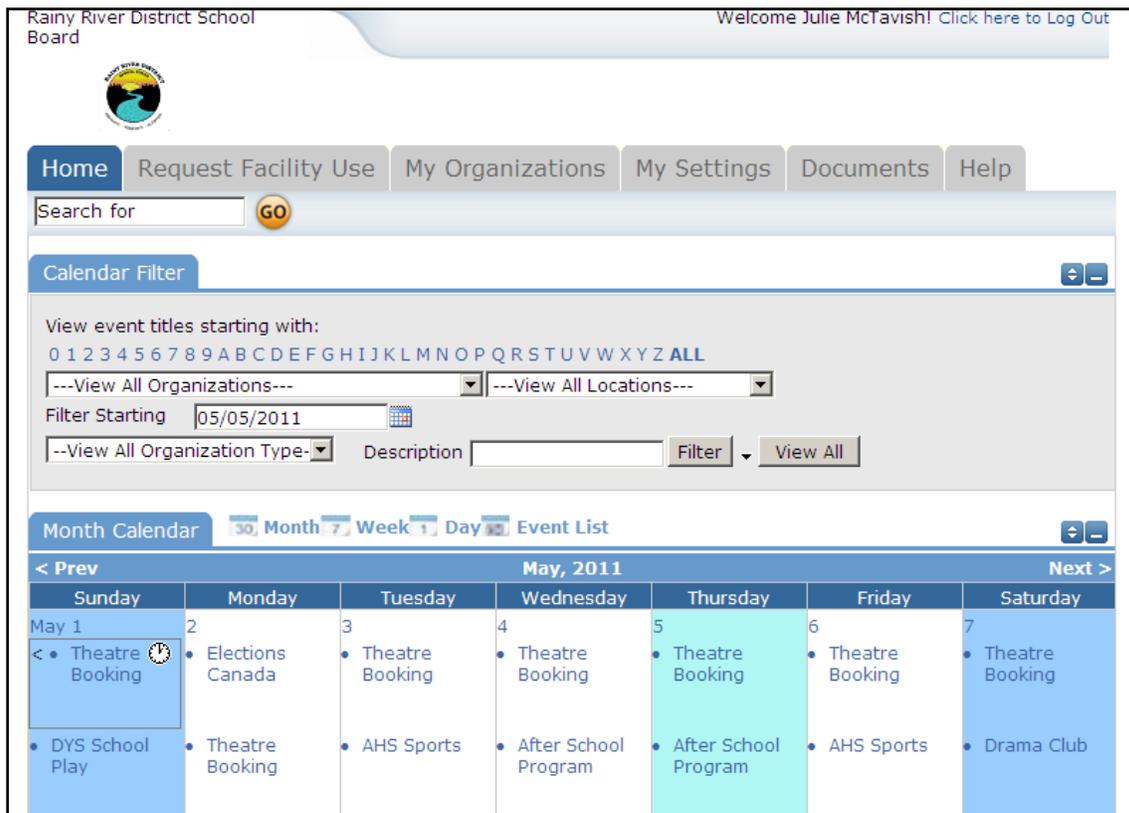
Previous Submit Requests Cancel

Home Documents Help

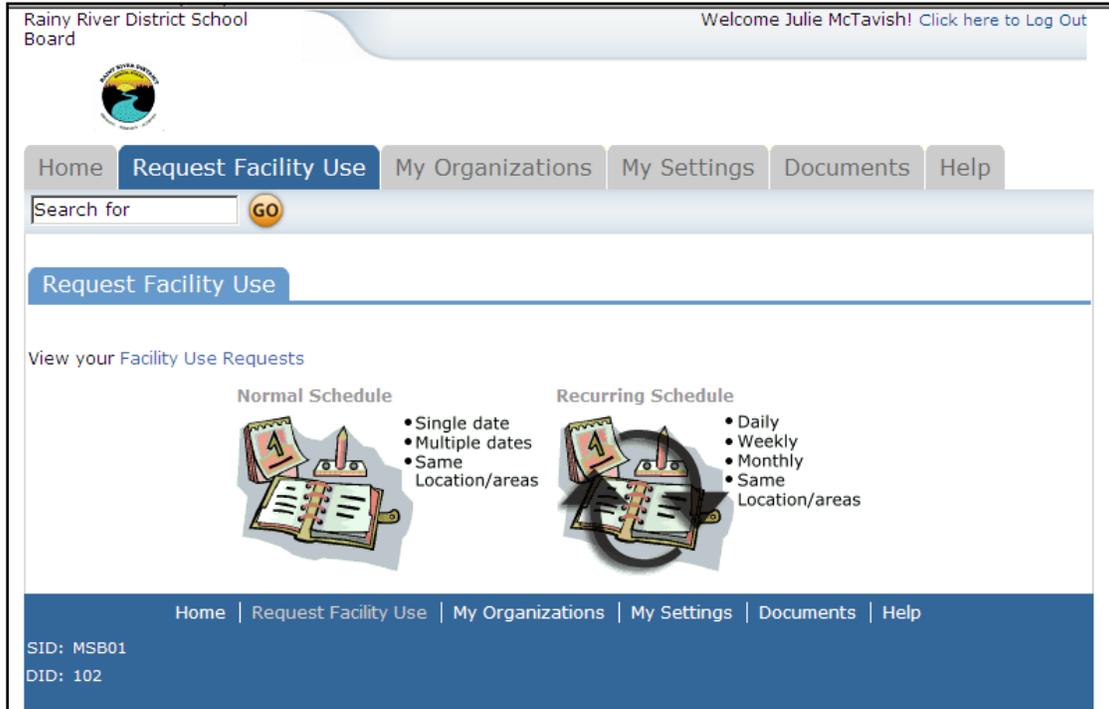
5. Once you receive your email approval, go back to the login page. Enter your login information and click “Log In”.



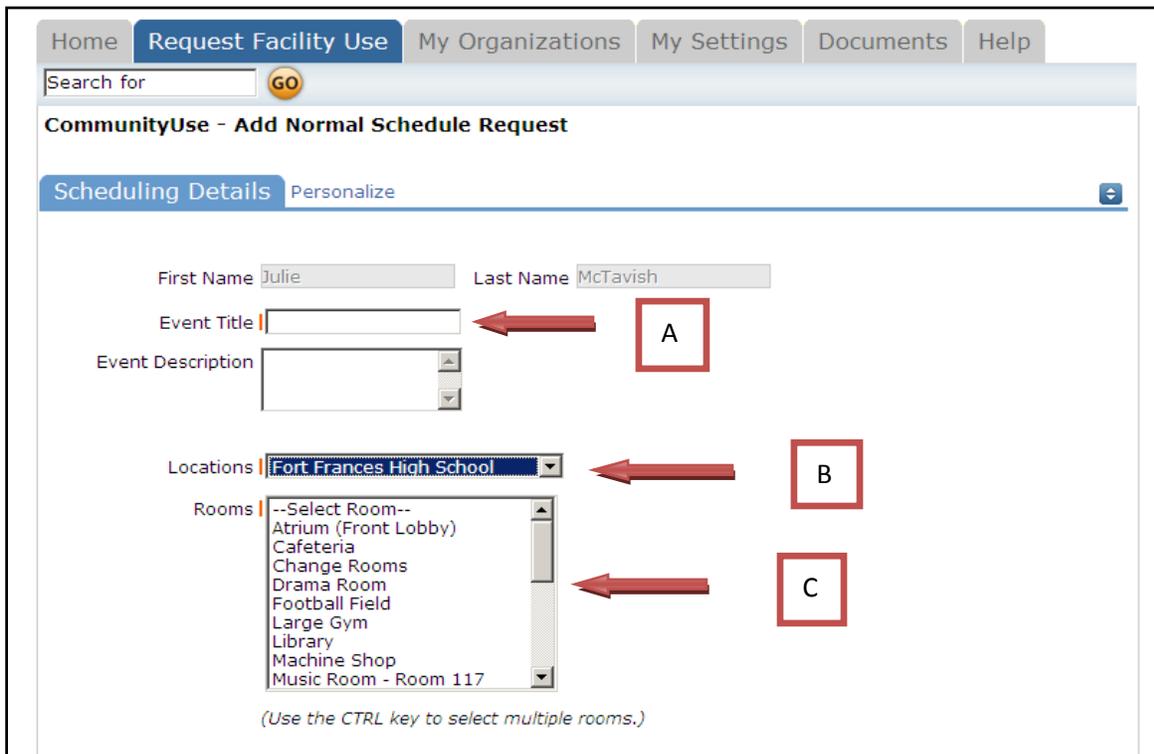
6. You will be brought directly to the calendar. You can filter the calendar to a specific school and/or organization to check availability before you submit a permit request. Click the down arrows in each box to make a selection. Once finished your preferences make sure you click the filter button.



7. When you are ready to request a facility click on the tab “Request Facility Use” on top of the page, it will bring you to this screen. Click which schedule type most reflects your request.



8. Everything marked with an orange line beside it is a mandatory field.



A. Select a title for your event.

B. Choose your location.

C. Choose your Room(s), you can choose more than one room by holding the CTRL key and clicking your preferences.

9. This is for a "Normal Schedule"

The screenshot shows a scheduling interface with the following elements:

- Event Date(s):** A text input field with a dropdown arrow.
- Calendar:** A calendar view for May and June 2011. The date 15 (May) is highlighted in yellow. A red arrow labeled 'D' points from a box containing the letter 'D' to the calendar.
- Note:** "Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation."
- Start Time:** A dropdown menu set to '1', followed by a dropdown set to '00', and a dropdown set to 'AM'. A red arrow labeled 'E' points from a box containing the letter 'E' to the '1' dropdown.
- End Time:** A dropdown menu set to '1', followed by a dropdown set to '00', and a dropdown set to 'AM'.
- Check Availability:** A button with a red arrow labeled 'F' pointing from a box containing the letter 'F' to the button.

D. Select a date(s) on the calendar; these dates must have the same time and location/room in the Normal Schedule.

E. Pick your start and end time, times should include set up/take down time.

F. Check Availability, you will still be able to proceed if there is a conflict. You will be notified by the Coordinator to rectify the schedule if necessary.

10. This is for a "Recurring Schedule"

The screenshot shows a form for configuring a recurring schedule. At the top, there are two time pickers: "Start Time" and "End Time", both set to 1:00 AM. A red box labeled "D" is around the "End Time" picker, with a red arrow pointing to it. Below this is a "Start Recurrence" date picker with a calendar icon, labeled "E" in a red box with a red arrow. Underneath is the "Recurrence Pattern" section, which has three radio button options: "Daily" (selected), "Weekly", and "Monthly". The "Weekly" option has a "Recur every" field and a grid of days (Sunday through Saturday) with checkboxes. A red box labeled "F" is around the "Daily" radio button, with a red arrow pointing to it. The "Monthly" option has two sub-options: "Day" and "The". The "The" option has dropdowns for "first" and "day", and a "month(s)" field. At the bottom, there is an "End Recurrence" date picker with a calendar icon, labeled "G" in a red box with a red arrow. Below that is a "Check Availability" button.

D. Pick your start and end time, times should include set up/take down time.

E. Click on calendar and pick your start date.

F. Select your recurrence.

G. Click on calendar and pick your end date.

11. Use the drop down arrow to find your organization and Contact name. Under Setup Requirements click the box beside Custodial and enter any information the custodians will need in the Service Description box. This includes special setup requirements necessary for your event (eg. Number of tables/chairs, projector or sports equipment (pending approval of Principal)).

The screenshot shows a form with two main sections: "Organization Information" and "Setup Requirements". The "Organization Information" section has three fields: "Organization" with a dropdown menu showing "123", "Contact" with a dropdown menu showing "Julie McTavish", and "Insurance expires on:" with a date input field. The "Setup Requirements" section has two columns. The left column is titled "Required Maintenance Services" and has a checkbox for "Custodial". The right column is titled "Service Description" and has a text input field. Below this, there is another section titled "Required IT Services" and "Service Description" with a text input field.

12. Enter an estimated number of participants. Enter your email in the Signature box, this acts as your signature. Click "Submit" when done. You will see a message that your schedule has been saved. You will receive an email notification that your request was received.

Event Information ⏪ ⏩

Below, please enter a number for:

Total Attending |

Warning: This field is required.

Adults Attending |

Children Attending |

Extra Chairs Required |

Parking Spaces Required |

Yes, please display events on the community calendar

Other Needs |

Signature | *(please enter your email address)*

Warning: This field is required.

Please allow a few days for your permit request to be processed. If you have any questions please feel free to contact the Community Outreach Officer at 807-274-9855 ext 4989.