

Miami-Dade County Public Schools Community User Guide

Your guide to
our online
scheduling
system



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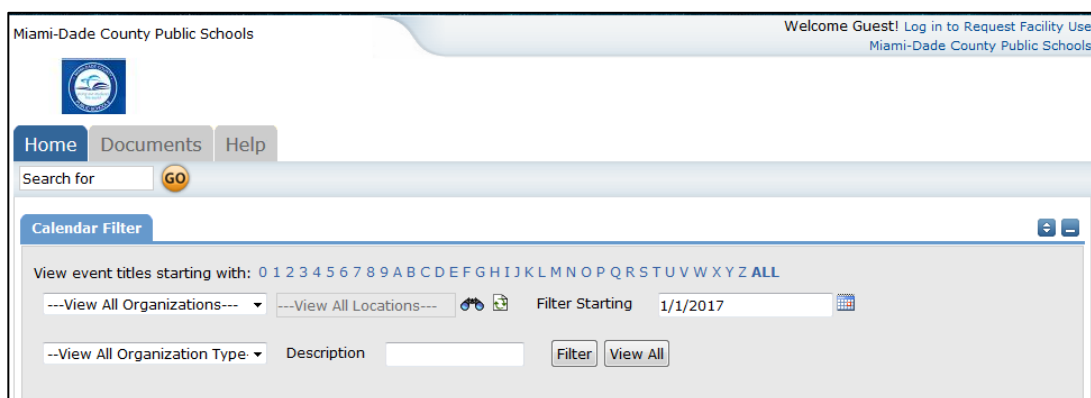
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How to Access the Site

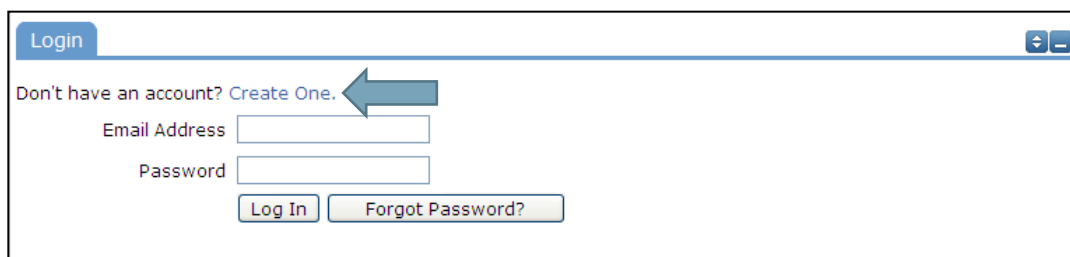
- Simply [Click Here](#)
- If you are using a paper version of this guide, please go to <https://www.communityuse.com/default.asp?acctnum=374392310>

How to Gain Requester Status

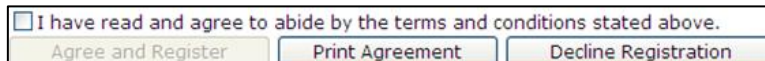
You will land on the home tab, with our calendar of events. The first time you access this request portal, you will not be able to request facility usage. You first must request access to the system itself. Start by clicking the link in the top-right corner: [Log in to Request Facility Use](#).



This is the Login Page, where you will later enter your credentials to access your personal account. But first, you must click the [Create One](#) link to begin your application to gain requester status.



You will be asked to read and agree to the MDCPS' Terms and Conditions; check the box to agree, and then click the button to [Agree and Register](#). You can access another version of the TOS in the Documents Tab later that will be easier to print and read than if you click the [Print Agreement](#) button here.



The Personal Profile step is where you can enter your personal information. Please be sure to double-check that everything is accurate, so that our staff can reach you for questions. Email and phone number are required for this reason, and an accurate address is required for any documents that must later be mailed.

When you finish, enter a password that is easy to remember and click the **Save & Next** button to move to the Request Organization section of the process.



Community Users must connect with a specific, approved Organization. This step is where you can indicate for which Organization you are applying. Enter the Organization Name and Organization Address, then click the **Add Organization** button. This will add your entry to the Requested Organization List at the bottom of the page.

| Organization Status | Organization Name | Organization Type | Address |
|---|----------------------|-------------------|----------------------------------|
| <input checked="" type="checkbox"/> Pending | Generic Organization | | 1450 NE 2nd Ave. Miami, FL 33132 |

Click the **Save & Next** button to move to the Confirmation phase of the application.

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Finally, to finish the application review the information for accuracy and click the **Submit Requests** button.

Your request will automatically route to the MDCPS Central Office for approval. You will receive an email confirming that the request has routed.

Once approved, you will receive another email notifying you that the request has been approved, with the link to log back in using the credentials you created a few moments ago.

Congratulations, you are now a Community User for MDCPS' new request portal!

Miami-Dade County Public Schools

Welcome Guest! Log in to Request Facility Use
Miami-Dade County Public Schools

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 Community User
Email Address MDCPScommunityuser@gmail.com
Phone Number 305-995-1000
Cell Phone
Your Address 1450 NE 2nd Ave.
Miami, FL 33132

1 - 1 of total 1 listed

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

| Organization Status | Organization Name | Organization Type | Address |
|---------------------|----------------------|-------------------|----------------------------------|
| Pending | Generic Organization | | 1450 NE 2nd Ave. Miami, FL 33132 |

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

How to Log In

- Simply [Click Here](#)
- If you are using a paper version of this guide, please go to <https://www.communityuse.com/default.asp?acctnum=374392310>
- Click the link in the top-right corner: **Log In to Request Facility Use**

Miami-Dade County Public Schools

Welcome Guest! Log in to Request Facility Use
Miami-Dade County Public Schools

Home Documents Help

Search for

Calendar Filter

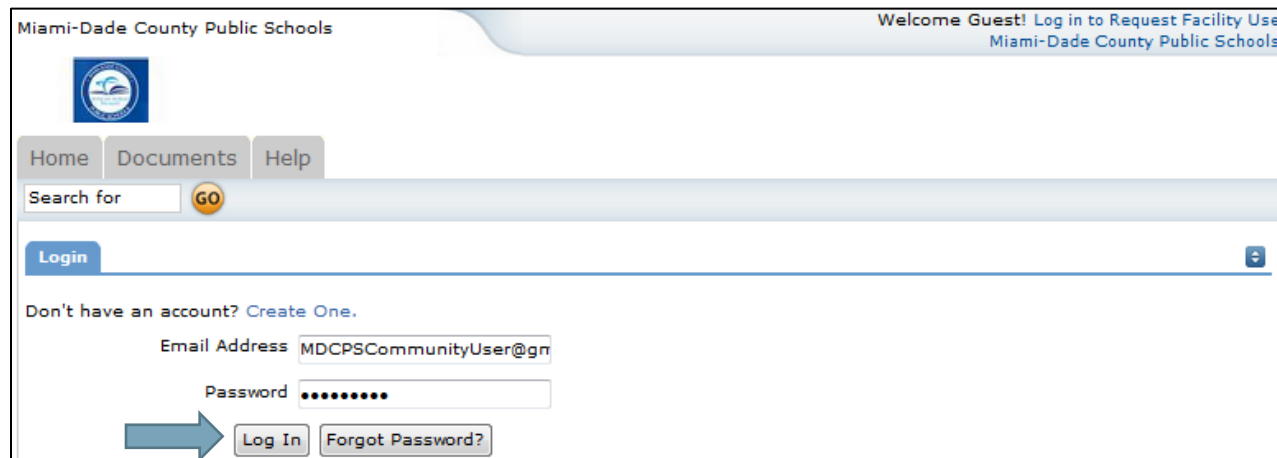
View event titles starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

---View All Organizations--- ---View All Locations--- 1/1/2017

--View All Organization Type-- Description

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- Enter the credentials you created when requesting access and click the **Log In** button.
- Please note that the Email Address field is not case sensitive, meaning capital letters do not matter; also note that the Password field is case sensitive, meaning your capital and lower case entries must match what you initially entered when requesting access.



Miami-Dade County Public Schools

Welcome Guest! [Log in to Request Facility Use](#)
Miami-Dade County Public Schools

Home Documents Help


Search for

Login

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

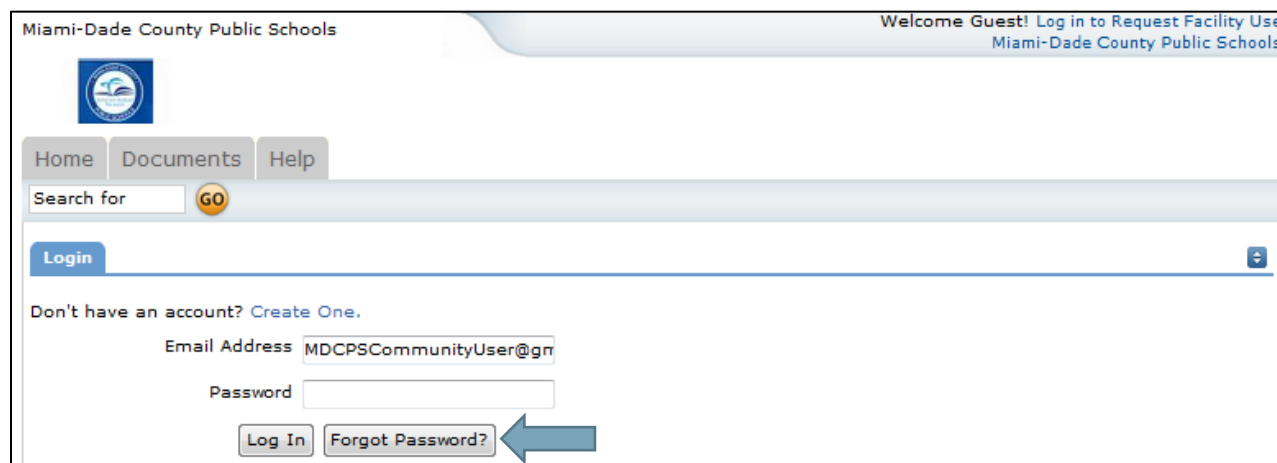
Email Address

Password



How to Reset your Password

- If you forget your password, just click the **Forgot Password?** button.



Miami-Dade County Public Schools

Welcome Guest! [Log in to Request Facility Use](#)
Miami-Dade County Public Schools

Home Documents Help


Search for

Login

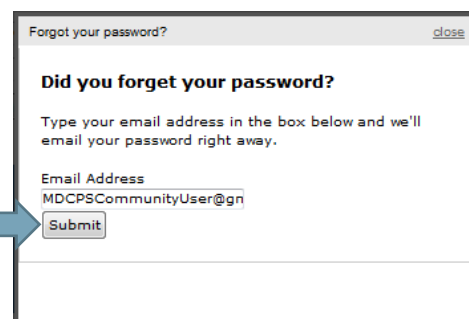
Don't have an account? [Create One.](#)

Email Address

Password



- Enter your email address and click the Submit button to automatically send yourself an email with your password
- Make sure you use the email tied to your account!
- Then follow the login instructions above, using the password emailed to you.




Forgot your password? [close](#)

Did you forget your password?

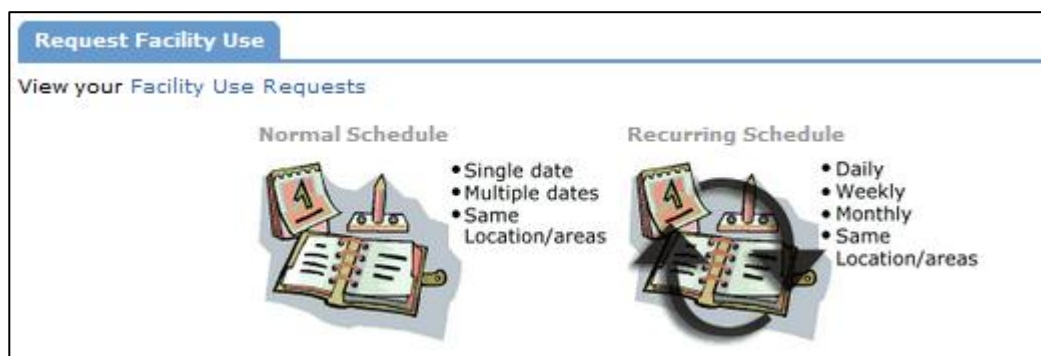
Type your email address in the box below and we'll email your password right away.

Email Address



How to Submit a Request

- Click on the **Request Facility Use** tab.
- Choose the type of schedule you would like to submit.
 - A **Normal Schedule** can be for a single date or multiple dates, but each event will be in the same location and room at the same time of day. You can request up to a maximum of 20 dates on a normal schedule.
 - The **Recurring Schedule** is used for an event that takes place on a regular basis (Example: every Monday and Wednesday from October through December). These events will also be in the same location and room at the same time of day. You can enter up to a maximum of 100 dates on a recurring schedule.



- Please note the **View your Facility Use Requests** link: click this link to see the status and details of any previously submitted requests; you can also click the **My Requests** tab at the top of the page to see this information.

Step 1 –Search

- Enter the **Event Title**.
- Enter an **Event Description** of the event you are requesting.
- Select the **Location** and **Room(s)** you would like to reserve for your event.
- If entering a **Normal Schedule**:
 - Enter the **Event Date(s)** by typing into the box or clicking on the dates in the calendar box to the right.
 - Enter the **Start Time** and **End Time**, making sure to select AM or PM in the drop-down boxes.

 A screenshot of the event scheduling form. On the left, there is a text box labeled "Event Date(s)" containing the dates "04/06/2015", "04/08/2015", and "04/10/2015". To the right of this box is a calendar for April and May 2015. Below the calendar, there is a note: "Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation." At the bottom, there are two sets of drop-down boxes for "Start Time" and "End Time". The "Start Time" is set to 5:00 PM and the "End Time" is set to 7:00 PM.

- If entering a **Recurring Schedule**:
 - Enter the **Start Time** and **End Time**, making sure to select AM or PM in the drop down boxes.
 - Enter the **Start Recurrence** date.
 - Choose your **Recurrence Pattern**.
 - Select **Daily** if your event will occur every day between the start and end dates.
 - If you choose **Weekly**, you can select if the event occurs every week, every 2 weeks, etc. Then put a check mark next to the days of the week that the event will occur.
 - If you choose **Monthly**, you can select the day of the month (for example, the 15th day of every 1 month) or you can choose the weekday of the month (for example, the second Monday of every 1 month).
 - Enter the **End Recurrence** date.
- Click on the **Search** button to make sure that the room you are requesting is available.

Step 2 - Availability

- Your requested rooms will show at the top, and the time frame you've requested will show in yellow. If you see a black or red **X** in the box, there is already an event scheduled at that time.
- You will not be able to submit a request if the room is booked during the requested time.
- If the selected rooms are available at your desired time, click **Next** to proceed with your request.
- To change the room, date, or time of your request, click **Previous** to make new selections.

Step 3 - Event Details

Additional Information

- This required section asks a series of questions to help the MDCPS staff process your request more efficiently.
- Please select Yes or No for each question before moving to the next section.

Organization Information

- Select your **Organization** that is requesting the facility from the drop down menu.
- Select the **Contact** in drop down box.
- The **Insurance expires on:** field displays the expiration of the insurance that the MDCPS has on file for your organization; you can update the insurance in just a moment.

Setup Requirements

- If **Maintenance Services** are needed for your event check the box next to the service needed and enter a **Service Description** in the box.

The screenshot shows the 'Setup Requirements' form. It has two columns: 'Required Maintenance Services' and 'Service Description'. Under 'Required Maintenance Services', there are two checkboxes: 'Event Break Down' and 'Event Setup', both of which are checked. Under 'Service Description', there are two text input boxes. The first box contains the text 'Please remove all table and chairs.' and the second box contains the text 'Please set up 25 chairs and 5 tables.'

Event Information

- Enter **Total Attending**. You can also break this number into number of adults and number of children.
- Enter the number of **Extra Chairs Required** for the event.
- Enter the number of **Parking Spaces Required** for the event.
- Check the **Yes, please display events on the community calendar** if you would like this event to appear on the calendar.
- Enter any **Other Needs** if needed.

The screenshot shows the 'Event Information' form. It starts with the text 'Below, please enter a number for:'. There are five input fields: 'Total Attending' (25), 'Adults Attending' (10), 'Children Attending' (15), 'Extra Chairs Required' (0), and 'Parking Spaces Required' (20). Below these fields is a checkbox labeled 'Yes, please display events on the community calendar' which is checked. At the bottom is a text input field labeled 'Other Needs'.

File Attachments

- This is the section where you can upload your **Proof of Insurance**, a required document, for your first request; you may also upload a new **Proof of Insurance** document if your previous policy has expired.
- If you need help acquiring Insurance, you may follow the link from the same page where you downloaded this help document to purchase a policy.
- You must also include your current **Jessica Lunsford Affidavit** with every request.
- Attach a file to your schedule request by clicking the **Add New File** link.

The screenshot shows the 'File Attachments' form. It has a table with columns: 'Delete', 'Date', 'Submitted By', 'Description', 'Filename', and 'Size'. Below the table, it says 'No attachments' and '(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)'. There is a text input field labeled 'Signature' with a placeholder '(please enter your email address)'. Below this is a checkbox labeled 'I confirm that I have previously read and agree with the terms and conditions of facilities use'.

- Browse your computer for the file and select it. You can also enter a **File Description**. Click **Submit**.
- The attached file will now be listed in the File Attachments section at the bottom of the schedule. **Note: There is no limit to the number of files that can be attached; however the total*

size of all uploaded files on the schedule must be less than 5MB.

Signature

- Enter your email address in the **Signature** box.
- Check the box confirming that **I confirm that I have previously read and agree with the terms and conditions of facilities use.**
- Click **Save** to submit your request.

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Step 4 - Confirmation

The Confirmation page will give you the Schedule ID number for your request and a summary of the event information. You can print this page for your records.

My Requests Tab

- On the **My Requests Tab**, you can view a list of your previously submitted schedule requests.
- You will see a **View Invoices** link that will allow you to look at your invoices.

My Organizations Tab

- On the **My Organizations** tab you can review the Organization(s) for which you have been approved to submit requests.
- Clicking the name of the Organization will take you to the Organization Information page where you can verify the address and other important information including insurance information. Please contact our central office, information below, if any of the information is inaccurate or out of date.
- If you need to request events for another organization click on the **Request Another Organization** link to submit a request to be added to that organization.

My Settings Tab

- On the **My Settings** tab you can update your personal contact information or reset your password.
- Be sure to click **Submit** to save any changes.

Documents Tab

On the **Documents** tab, you can download any documents that Administrators have posted

for community users to view, including the **Jessica Lunsford Affidavit** and this guide.

Paying Invoice

Keep your eyes open for our new online payment system, which will open soon. In the meantime, please continue paying invoices as you previously have, by cashier's check, money order, or check, to our regional office. Email facilities_rentals@dadeschools.net with questions.

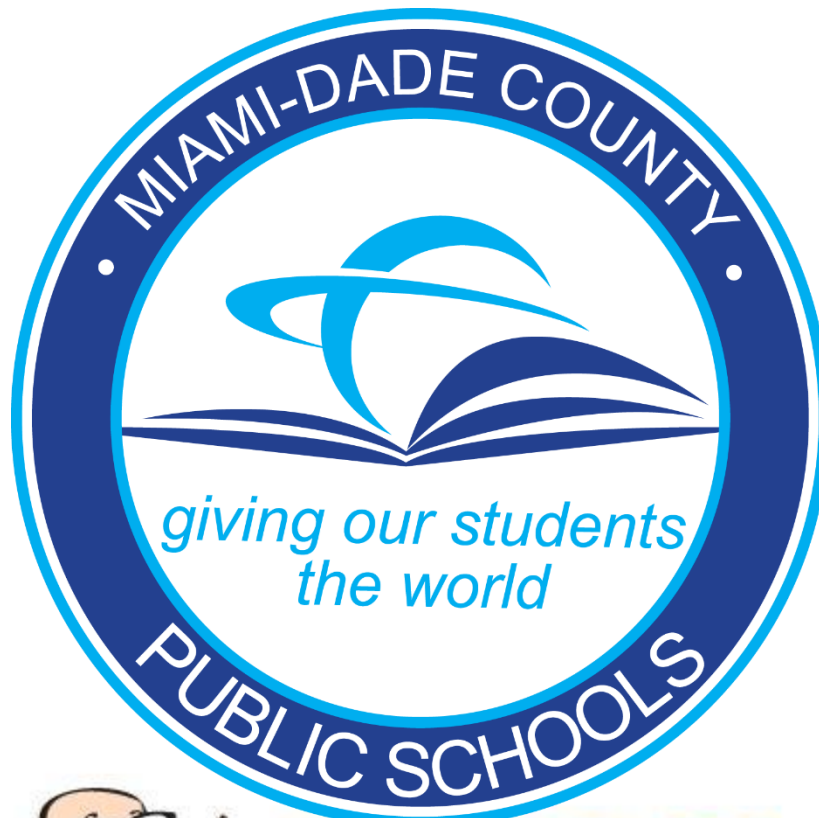
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MDCPS Community User Guide: Need Help?

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Contact Us

- If you have question, please do not hesitate to reach out to us via email or phone
- For general inquiries by phone, call 305.995.2469
- For inquiries by email, please write facilities_rentals@dadeschools.net



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