



HOW TO REQUEST ACCESS TO SUBMIT ONLINE FACILITIES REQUESTS

MPCSD is now taking facility requests online through our online CommunityUse calendar and request system. You can enroll and enter requests for after-hours facility usage by following these simple steps.

Click on the LOGIN to online system on webpage

Click on “Log in to Request Facility Use” as shown by red arrow on diagram below.

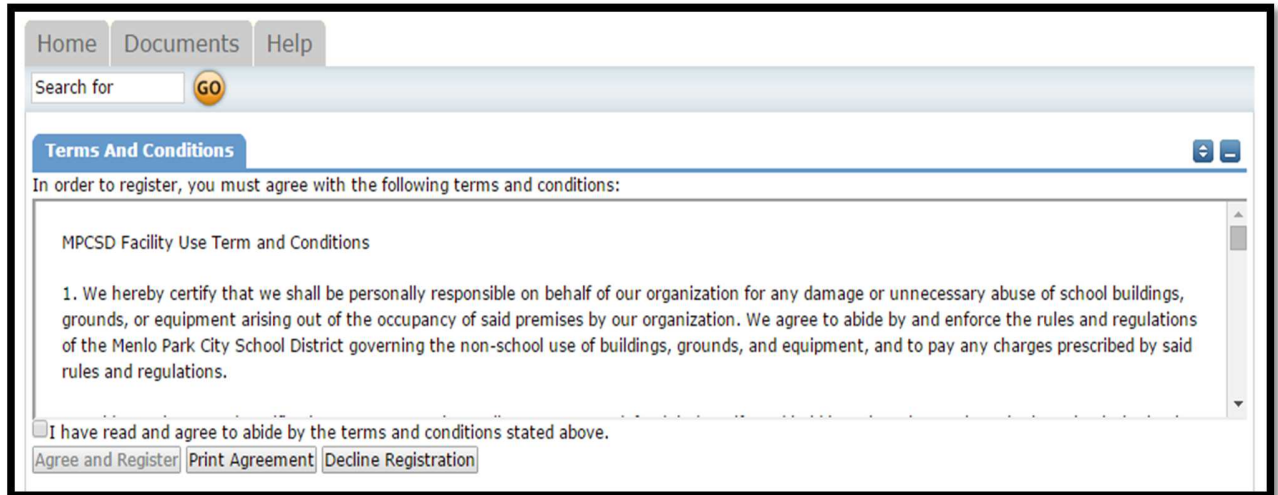
The screenshot shows the top navigation bar of the Menlo Park City School District website. The text "Welcome Guest! Log in to Request Facility Use" is visible in the top right corner, with a red arrow pointing to the "Log in to Request Facility Use" link. Below the navigation bar, there are tabs for "Home", "Documents", and "Help". A search bar is present with a "GO" button. The main content area features a "Calendar Filter" section with various dropdown menus and a "Filter Starting" date field set to "8/1/2015". Below the filter is a "Month Calendar" section for August 2015, showing a grid of days from Sunday to Saturday.

Click on “Create One” as shown by red arrow on diagram below.

The screenshot shows the login page of the website. It features a "Login" section with a "Don't have an account? Create One." link. A red arrow points to the "Create One" link. Below the link are input fields for "Email Address" and "Password", and buttons for "Log In" and "Forgot Password?".

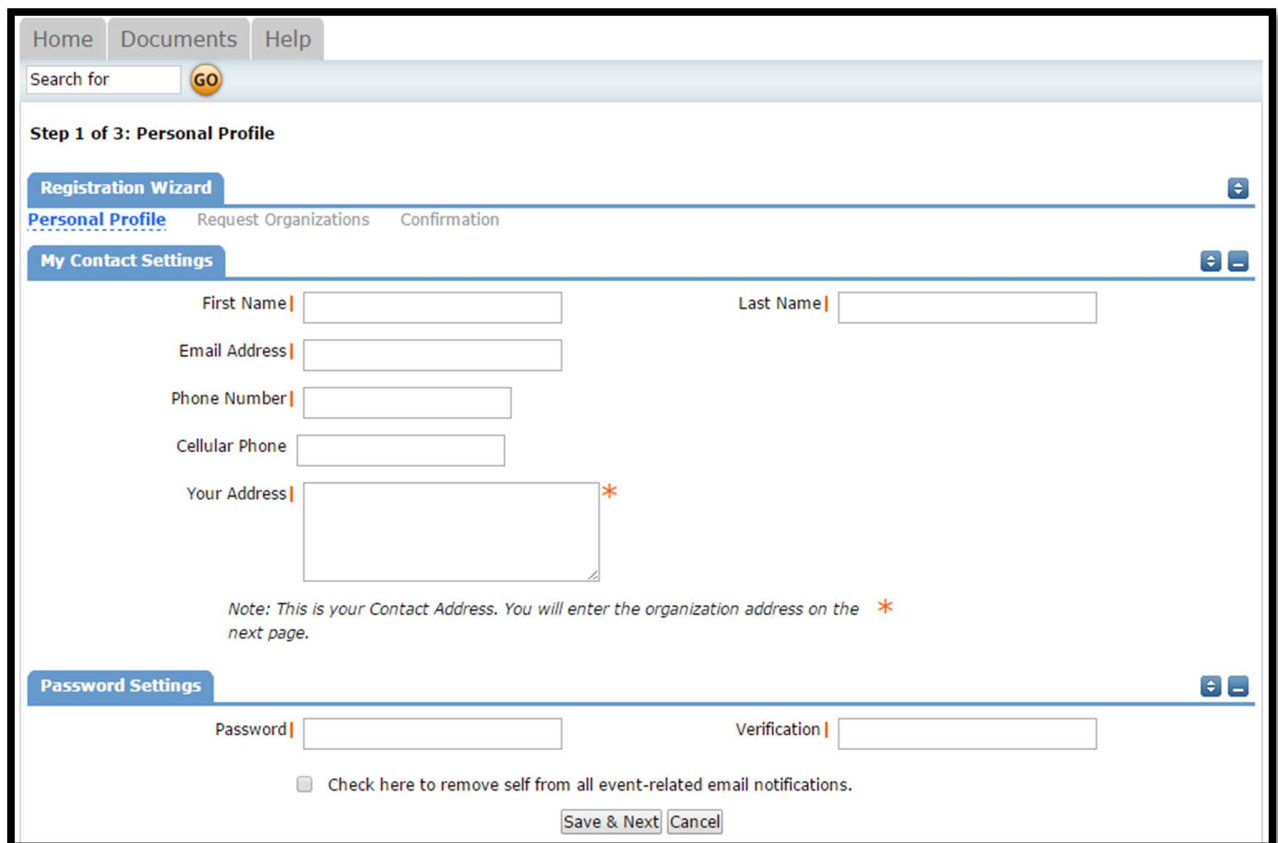
You must accept the Terms and Conditions Agreement in order to request an account. Check the box and click “Agree and Register”.

Note: You can access an easier to read agreement under the documents tab on our Form and Information section on Community Use web page. It is not recommended to click on “Print Agreement”.



The screenshot shows a web interface with a navigation bar containing 'Home', 'Documents', and 'Help'. Below the navigation bar is a search bar with a 'GO' button. The main content area is titled 'Terms And Conditions' and contains the following text: 'In order to register, you must agree with the following terms and conditions: MPCSD Facility Use Term and Conditions 1. We hereby certify that we shall be personally responsible on behalf of our organization for any damage or unnecessary abuse of school buildings, grounds, or equipment arising out of the occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations of the Menlo Park City School District governing the non-school use of buildings, grounds, and equipment, and to pay any charges prescribed by said rules and regulations.' Below the text is a checkbox labeled 'I have read and agree to abide by the terms and conditions stated above.' At the bottom of the form are three buttons: 'Agree and Register', 'Print Agreement', and 'Decline Registration'.

You will then be asked to complete the following Personal Profile Form. Click “Save and Next”.



The screenshot shows a web interface with a navigation bar containing 'Home', 'Documents', and 'Help'. Below the navigation bar is a search bar with a 'GO' button. The main content area is titled 'Step 1 of 3: Personal Profile' and contains the following text: 'Registration Wizard Personal Profile Request Organizations Confirmation My Contact Settings' followed by a form with the following fields: 'First Name', 'Last Name', 'Email Address', 'Phone Number', 'Cellular Phone', and 'Your Address'. Below the 'Your Address' field is a note: 'Note: This is your Contact Address. You will enter the organization address on the next page.' At the bottom of the form are two buttons: 'Save & Next' and 'Cancel'.

On the Request Organization page you can request to be an Organization Even Coordinator (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 ---Select Organization Type-- ▾

Organization Address

Use Your Contact Address as Organization Address

Add Organization

Requested Organization List

Items Per Page: 25 | 50 | 75 | 100

Previous 10 Next 10

Organization Status	Organization Name	Organization Type	Address
No record found			

Previous Save & Next Cancel

You will 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

Items Per Page: 25 | 50 | 75 | 100

Previous 10 Next 10

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Pending	Encinal PTO		181 Encinal

Previous Save & Next Cancel

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

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 Jane Doe
Email Address jdoe@yahoo.com
Phone Number 526-847-1234
Cell Phone
Your Address 123 Nothing Lane
Nowhere, CA1234

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	Encinal PTO		181 Encinal

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

An email will go to the districts FSDirect Administrators 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.

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