How to Request Access to Submit Online Facilities Requests

The *Southern Lehigh School District* is now taking facility requests online through our Community Use calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.
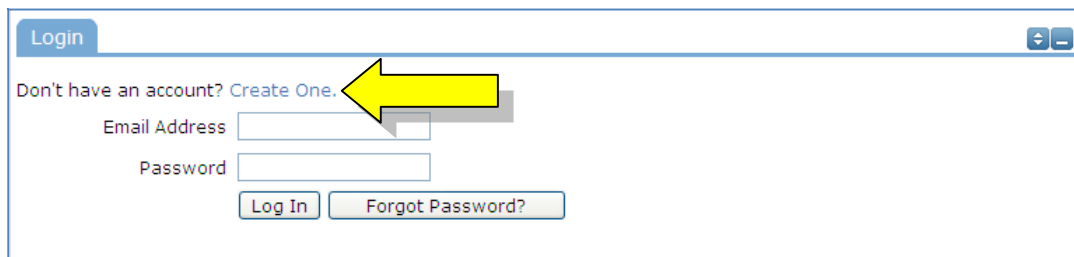
First, click on this link to access the Community Use Calendar:

https://goo.gl/NMV2P9

At the top of the page, you'll see a link to Login to Request Facility Use.

Click on that link to Login:
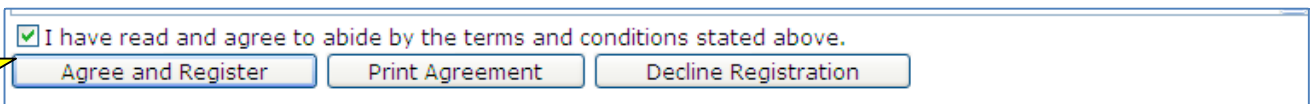
Then click on the Create One link to create an account and request access to submit online requests.
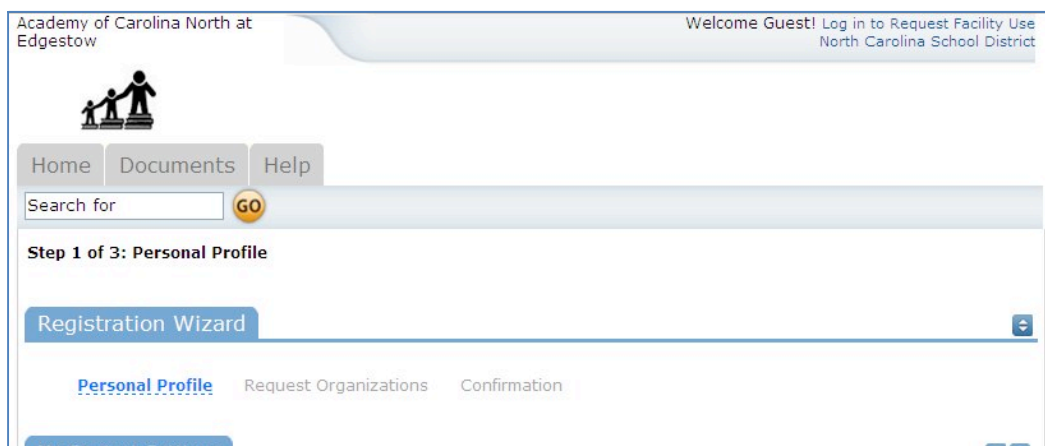
Check the Box, and Choose Agree and Register.* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.

You will then be asked to complete the following Personal Profile Form.

Click Save and Next once you've filled in all required fields.

On the Request Organization page you can request to be an 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 | Smith Learning Co.

Organization Type   ---Select Organization Type--- ▼

Organization Address | 5001 Revenue Blvd
Cash, NC 55554

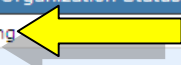☑ Use Your Contact Address as Organization Address

Add Organization

Requested Organization List

◀ Previous 10   Next 10 ▶

☐ Organization Status	☐ Organization Name	☐ Organization Type	☐ Address
No record found			

◀ Previous 10   Next 10 ▶

Previous   Save & Next   Cancel
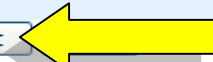
You will then see the message Pending next to the requested Organization.

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   ◀ Previous 10   Next 10 ▶

☐ Organization Status	☐ Organization Name	☐ Organization Type	☐ Address
☒ Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

◀ Previous 10   Next 10 ▶

Previous   Save & Next

On the final page, confirm the 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 Adam Smith

Email Address adam@trading.email.com

Phone Number 111-212-1122

Cell Phone

Your Address 5001 Revenue Blvd
Cash, NC 55554

1 - 1 of total **1** listed   ◀ Previous 10 Next 10 ▶

Organization Status	Organization Name	Organization Type	Address
Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

◀ Previous 10 Next 10 ▶

[Submit Requests] [Cancel]

An email will go to the districts FSDirect Administrator 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.

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.

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