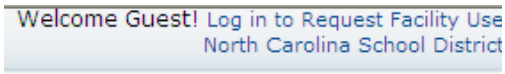
How to Request Access to Submit Online Facilities Requests

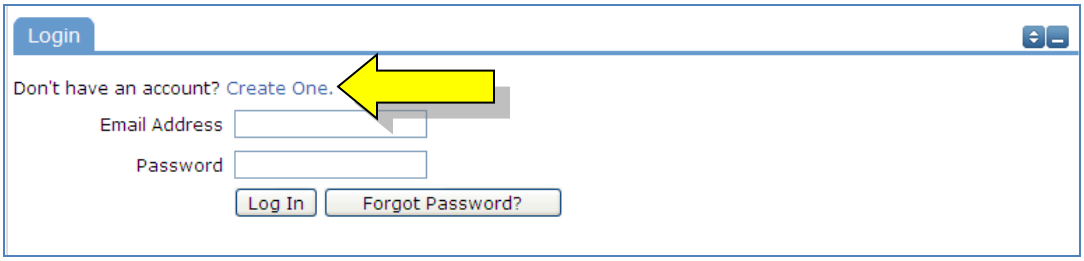
The Gresham-Barlow School District is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

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

https://www.communityuse.com/default.asp?acctnum=197411625

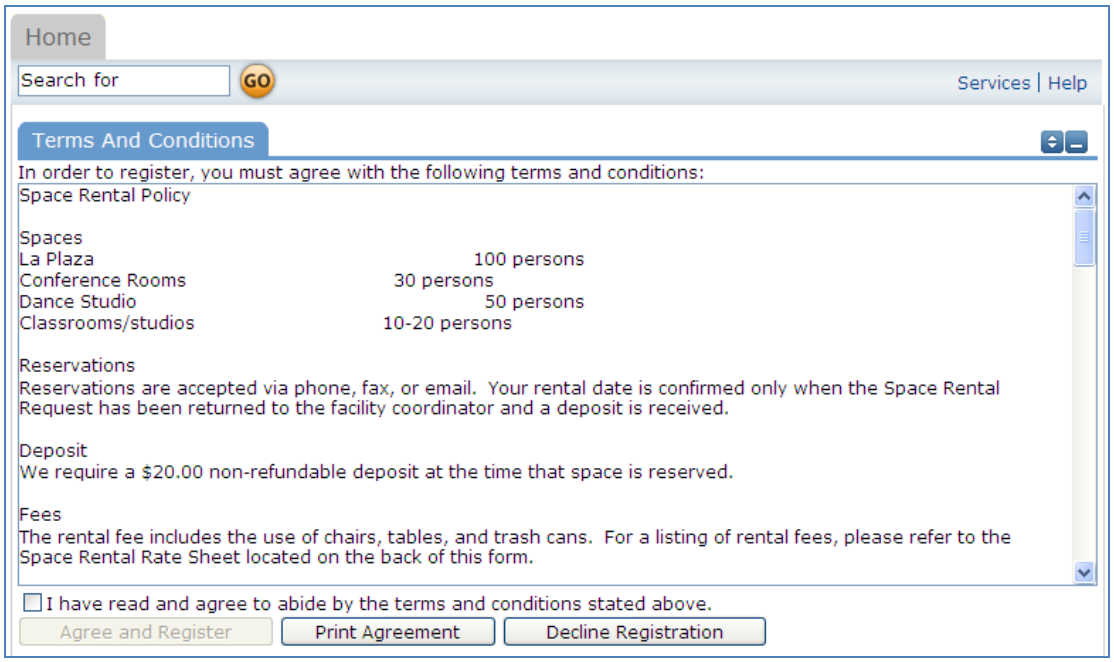
At the top of the page, click on the link to Login to Request Facility Use.



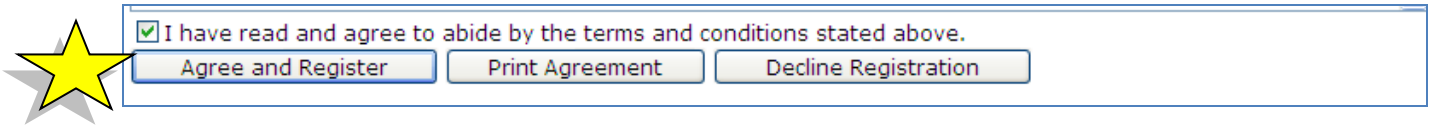


Then click on the Create One link to create an account and request access to submit online requests.

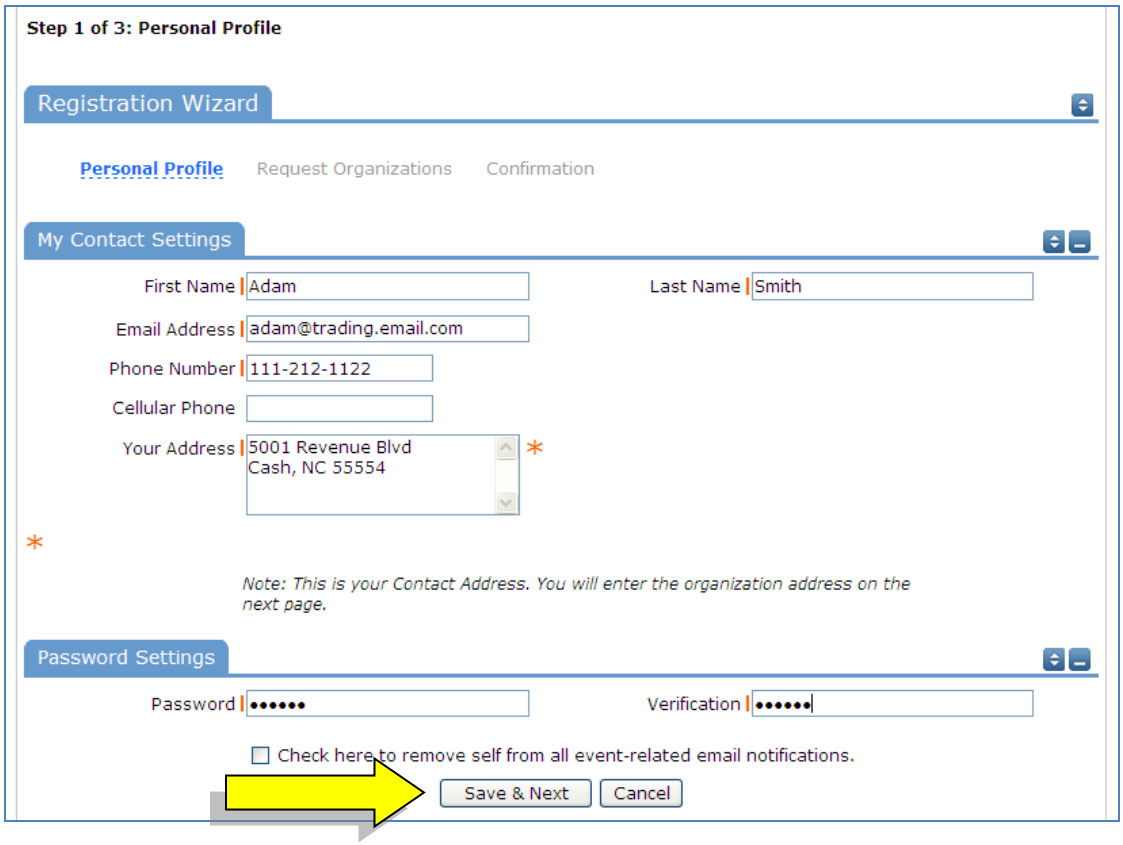
If the district has a Terms and Conditions form uploaded, you will be asked to read and agree to the terms first.



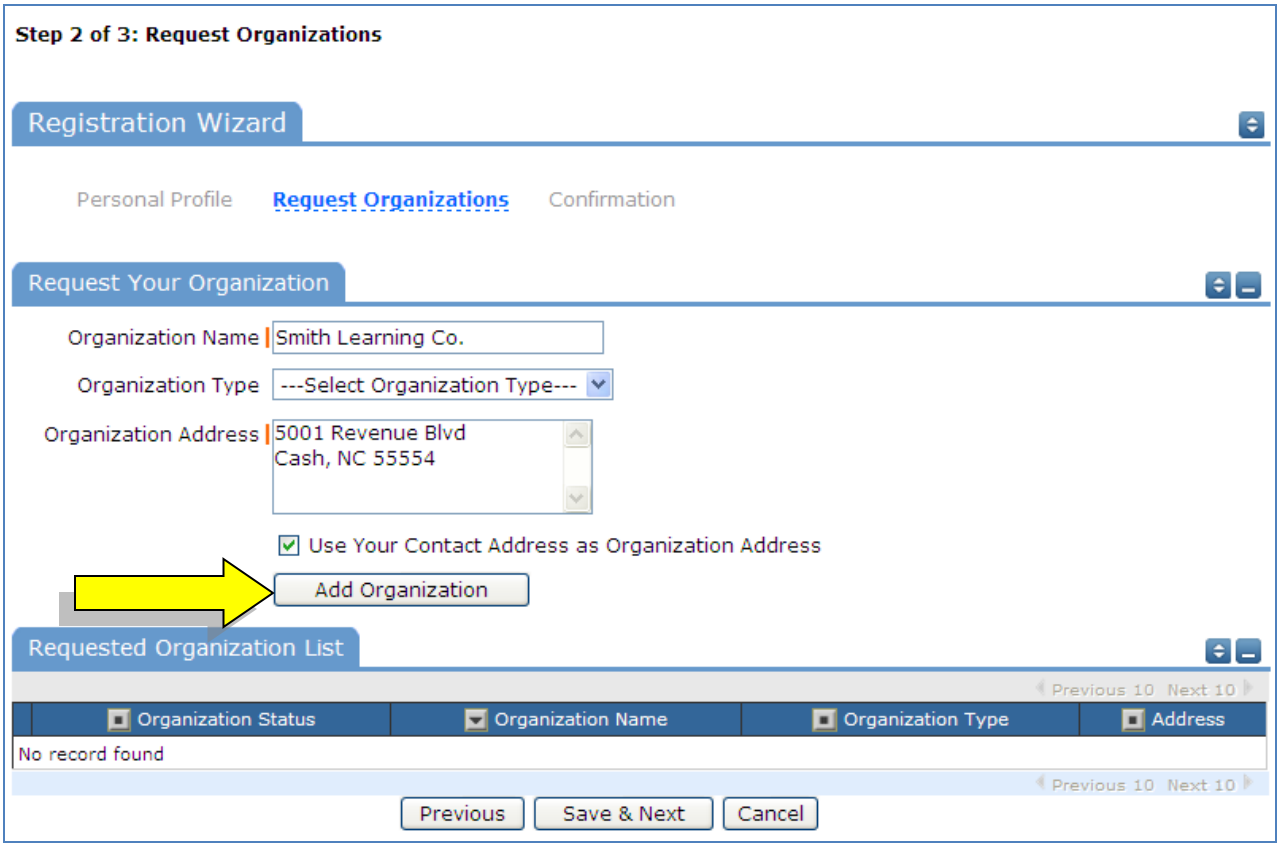
Check the Box, and Click Agree and Register.* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.



You will then be asked to complete the following Personal Profile Form. Click Save and Next once you've filled in all required fields marked with an orange vertical line.

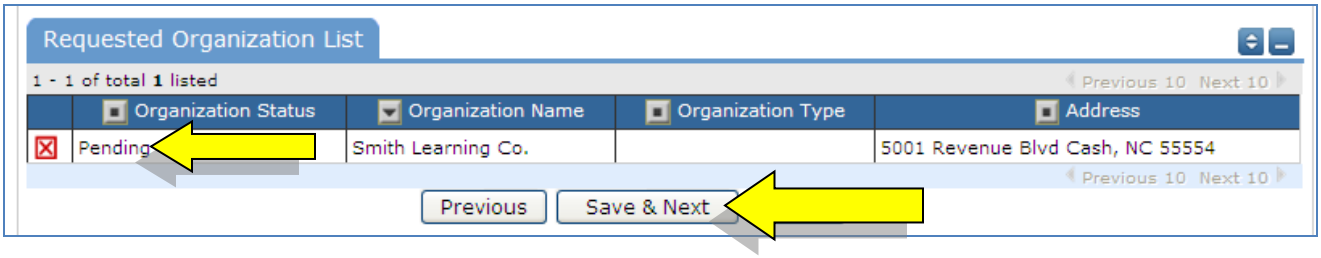


On the Request Organization page you can request to be an OEC for one or more Organizations. Simply fill in the required fields and click "Add Organization".

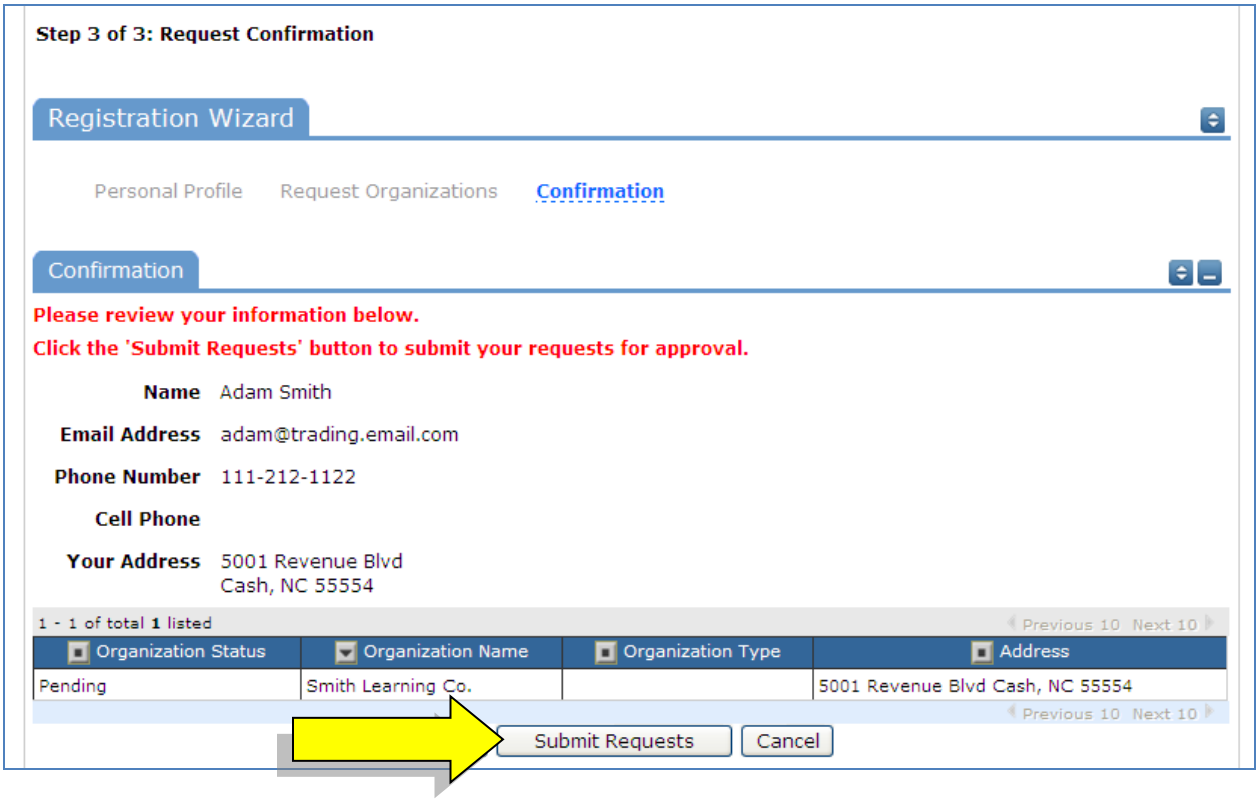


You will then see the message Pending next to the requested Organization.

Once you've added all of the Organizations you would like to submit requests for, click "Save & Next"



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



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.

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