

## How to use the Community Use website

Facilities scheduling for Everett Public Schools is done through our online Community Use website. Included are directions to walk you through the process of creating a new user account and requesting use of the facilities. You can use the “how to” document I have attached to learn the new system. The system works best when using an internet explorer browser below 8.

Step 1. Go to the Everett Public Schools website [www.everettsd.org](http://www.everettsd.org)

Step 2. Hover over the “COMMUNITY” tab

Step 3. Click “DISTRICT FACILITIES RENTAL”

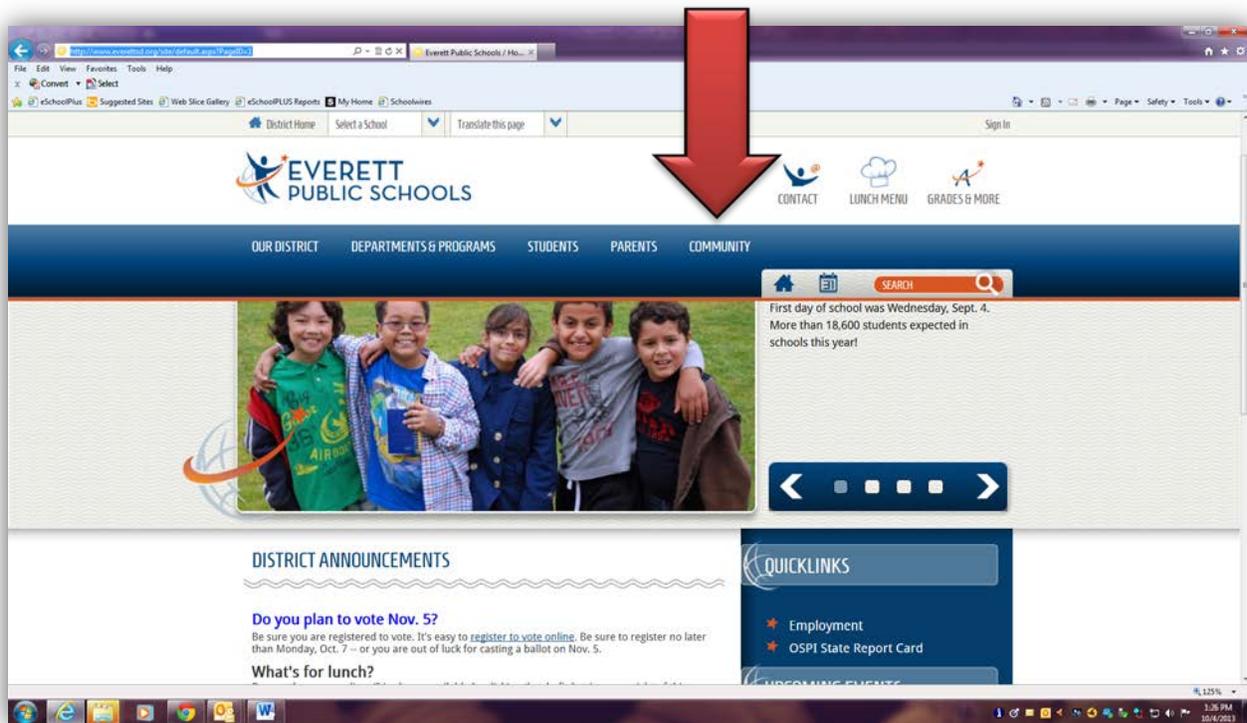
Everything you need to know pertaining to facility use, rental fees, and room availability is located here on our Community Services webpage, quick link for Community Services <http://www.everettsd.org/Page/4627>

Step 4. Click on the “Facility Rental Calendar”

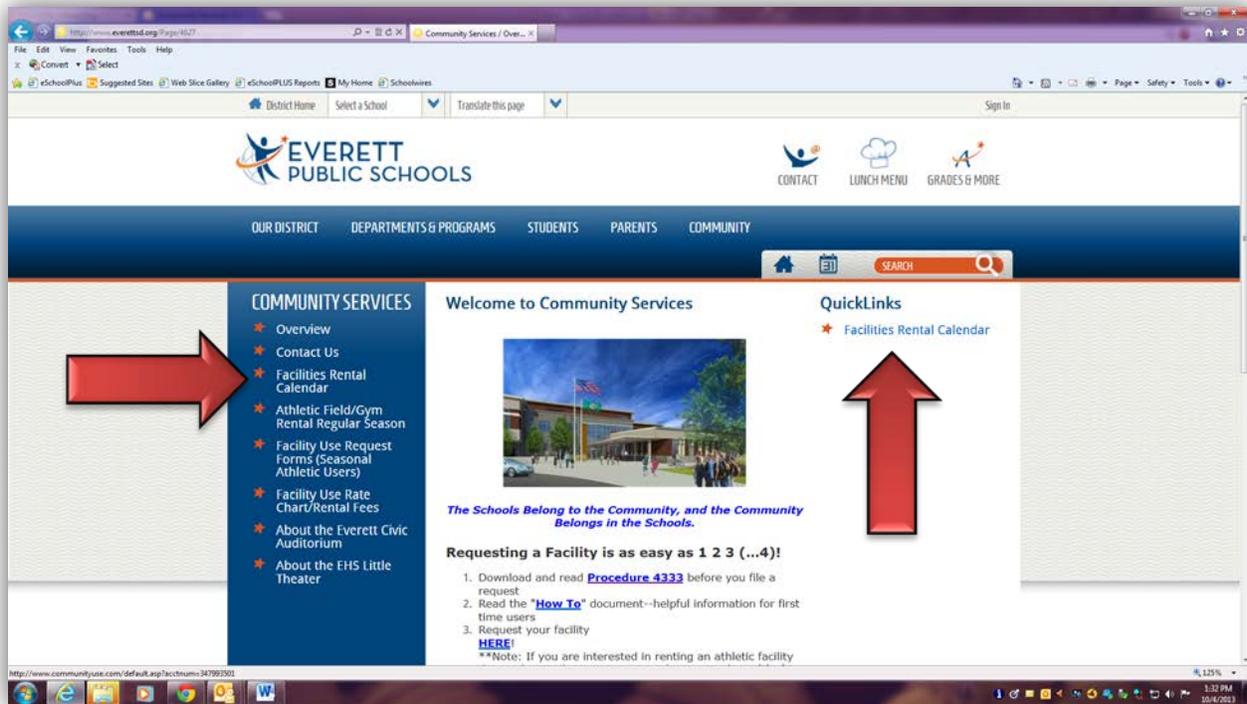
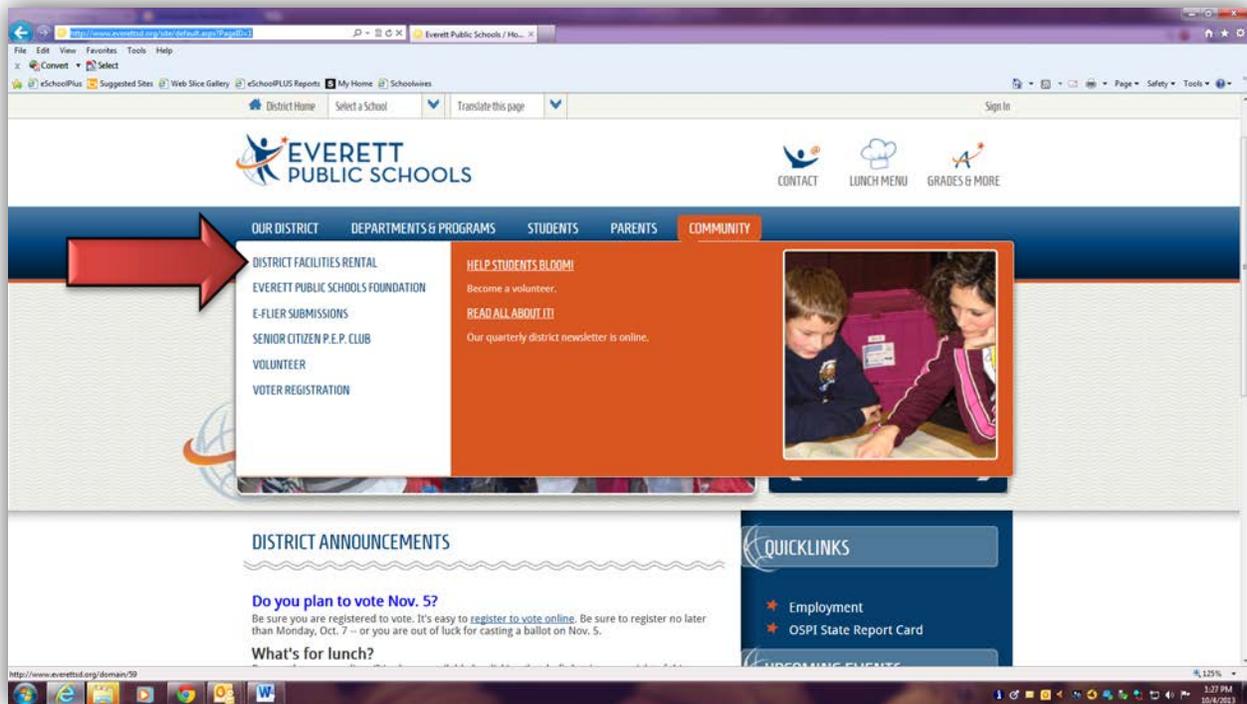
Step 5. Click on the words in the top right corner “Log In to Request Facility Use”

Step 6. Click “Create One” if you have never logged in before, or enter your email and password.

First time users of the program must create a user name and password and submit organization information for authorization of use. You will receive an email notification when your account has been created and you may begin requesting facilities online. The process should take less than 48 hours. Once you are approved you can log back into the system and request facility use online. We will no longer accept paper facility use forms unless it is for mass scheduled seasonal sport use for fields and gyms.



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The screenshot shows the Everett Public Schools Community Use website. At the top right, there is a navigation bar with the text "Welcome Guest! [Log in to Request Facility Use](#)" and "Everett Public Schools Community Services". A red arrow points to the "Log in to Request Facility Use" link. Below the navigation bar, there is a search bar and a "Calendar Filter" section. The "Calendar Filter" section includes a "View event titles starting with:" dropdown menu, a "View All Organization" dropdown, a "View All Locations" dropdown, and a "Filter Starting" date field set to "10/4/2013". Below the filter section is a "Month Calendar" for October 2013, showing a grid of dates with event descriptions for each day.

The screenshot shows the Everett Public Schools Community Use website with the login form. At the top right, there is a navigation bar with the text "Welcome Guest! [Log in to Request Facility Use](#)" and "Everett Public Schools Community Services". A red arrow points to the "Log In" button in the login form. The login form includes a "Don't have an account? [Create One.](#)" link, an "Email Address" input field, a "Password" input field, and "Log In" and "Forgot Password?" buttons. Below the login form, there is a blue banner with the text "WELCOME TO THE COMMUNITY FACILITIES CALENDAR WEBSITE!" and instructions on how to request access. The banner also includes the SID (MSB04) and DID (4) and provides contact information for Community Services.