Quick Step Guide for REQUESTERS with Calendar Feature

DOCUMENT CHECK:

Applicants shall submit the valid certificate of insurance with CVUSD listed as additional insured and proof of non-profit status if you are a non-profit organization before applying for facilities use. Fax the documents to the District at 909.548.6034. It is the responsibility of the applicants to update insurance coverage for the duration of intended events. Approval of facilities use will be delayed or declined if updated documents are not in the District's file.

1) Log on to online application web address – Use the link on the District web site: www.chino.k12.ca.us – "Departments" – "Facilities Planning" – "Online Facilities Use Application." Review and then click "I Accept Terms and Conditions."

- If you have been to this website before and have entered a schedule request into the system, you are already registered as a requester. You just need to enter your email address at this time then proceed to step 4.

Welcome! To begin, please enter your email address below.

Email Address meland1970@earthlink.net

Submit

2) The next screen, you will be prompted to enter your email address click "Submit," enter your last name then click "Submit" again.

Welcome! To begin, please enter your email address below.

Email Address meland1970@earthlink.net

We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.
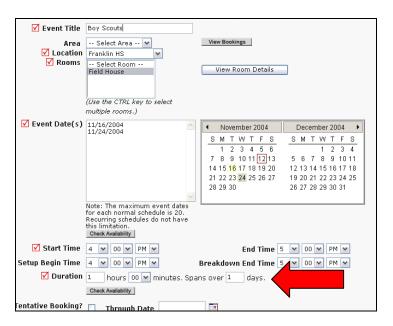
Last Name And

Submit

3) Enter your first name then click "Submit." Please provide a contact phone number (pager, etc. are optional).

First Name ☑
Mel

Last Name ☑
And

Email Address ☑
meland1970@earthlink.net

Phone Number

Pager

Cellular Phone

Submit

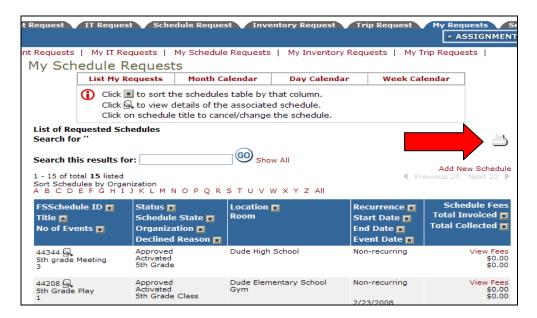4) Click on Schedule Request Tab if you do not see the screen below. Select your schedule type.

5) Fill out all boxes with a ☑ mark beside it. These are required fields. The system will not save your request if they are not filled out. The Event Description is the title of your event. Click on the drop down arrows to see your selection choices: location, rooms, etc. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the **Check Availability** button to verify you are not double booking a room.

- The "Duration" and "Spans Over" (shown below the Setup/Breakdown time) typically will not need to be changed. Most events typically span over 1 day. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are choosing the correct time of day such as "AM" or "PM".

- Follow the same process to fill out the remaining sections on the request form. <u>Be sure to provide all insurance information</u>. At the bottom of the page, you will be prompted to enter the submittal password of (all caps) <u>CVUSD</u>, then click "Save."
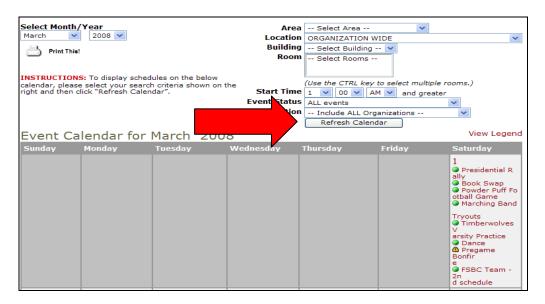

6) You can review any requests that you have entered into the system. Click on the My Requests Tab then My Schedule Requests. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

7) You can view an event calendar while in the My Requests area. Click on Month, Day, or Week Calendar. When accessing the month calendar, for example, the default will be on the current month/year. You care able to change either of these by clicking on the blue down arrow.

8) For the events to show on the month calendar you will need to choose the location (school name) then "Refresh Calendar." You can also filter your calendar view according to room, organization, etc.

9) After you click "Refresh Calendar," you will see the event titles on the calendar. If you would like more information about a particular event, simply click on the title to view those details.