

DIRECTIONS ON HOW TO RESERVE A GYM

Step 1: Click Log-In to Request Facility Use

The screenshot shows the William Floyd School District CommunityUse website. At the top right, there is a navigation bar with the text "Welcome Guest! Log in to Request Facility Use" and "How to Submit Online Facility Use Requests". 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 main content area displays a "Month Calendar" for September 2015, showing various events such as "WF Wrestling" and "William Floyd Alumni Basketball".

Step 2: Enter user name and password that you created and click "Log-In"

The screenshot shows the login page of the William Floyd School District CommunityUse website. The page features a "Login" section with the following elements:

- Text: "Don't have an account? [Create One.](#)"
- Form fields: "Email Address" and "Password".
- Buttons: "Log In" and "Forgot Password?".

At the bottom of the page, there is a footer with the following information:

- Home | Documents | Help
- SID: COM06
- DID: 3
- Welcome to the William Floyd School District CommunityUse website. For your convenience, we have included instructional quickstep guides and recorded videos if you have questions regarding registration or the online request forms.
- [Terms and Conditions](#)

Step 3: Click the second tab - “Request Facility Use” - You can then click 1 of 2 schedules, one for “Normal Schedule” – which is either a single date or a couple of multiple dates OR “Recurring Schedule” which is for a long term period (i.e. the entire year or ½ year)

William Floyd School District

Welcome Jen Schildkraut! Click here to Log Out
How to Submit Online Facility Use Requests

William Floyd School District

Home **Request Facility Use** My Requests My Organizations My Settings Documents Help

Search for **GO**

Request Facility Use

View your Facility Use Requests

Normal Schedule

- Single date
- Multiple dates
- Same Location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same Location/areas

Home | Request Facility Use | My Requests | My Organizations | My Settings | Documents | Help

SID: COM06 Welcome to the William Floyd School District CommunityUse website. For your convenience, we have included instructional quickstep guides and recorded videos if you have questions regarding registration or the online request forms.

DID: 3 [Terms and Conditions](#)

Once you have chosen a schedule type, the New Schedule screen will appear.

Schedule ID NEW

Status Submitted

Notify Booked By

Notify Contact Person

Schedule State? Inactive

Event Title

Event Description

Area

Location

Building

Rooms

(Use the CTRL key to select multiple rooms.)

Event Date(s)

September 2015 October 2015

S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5									
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation. [Check availability](#)

Start Time End Time

Setup Begin Time Breakdown End Time

Duration hours minutes. Spans over days.

[Back to shortcuts](#) [Check Availability](#)

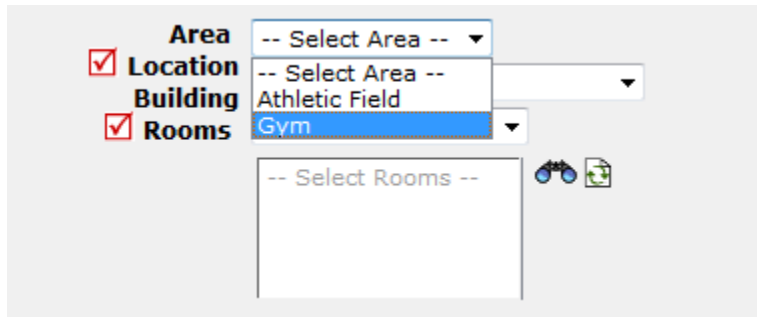
Additional Information

If Food Services are needed, please contact Marie Bellanca at Aramark at 631-874-1158. Yes No

Organization Information

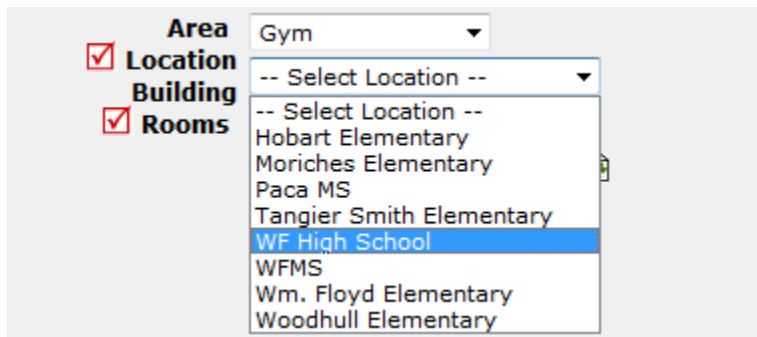
Organization

Step 4: You must first choose “Gym” in the Area dropdown menu.



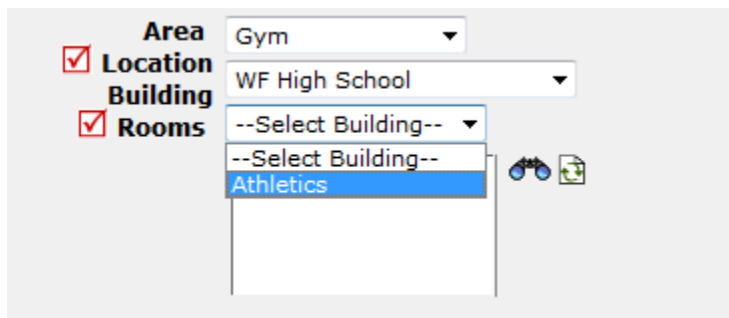
A screenshot of a web form with four dropdown menus: Area, Location, Building, and Rooms. Each dropdown menu has a red checkmark to its left. The 'Area' dropdown menu is open, showing a list of options with 'Gym' highlighted in blue. The other dropdown menus are closed and show the text '-- Select Area --'. To the right of the 'Rooms' dropdown menu, there are two small icons: a pair of binoculars and a document with a plus sign.

Step 5: Then, select a location in the Location dropdown menu.



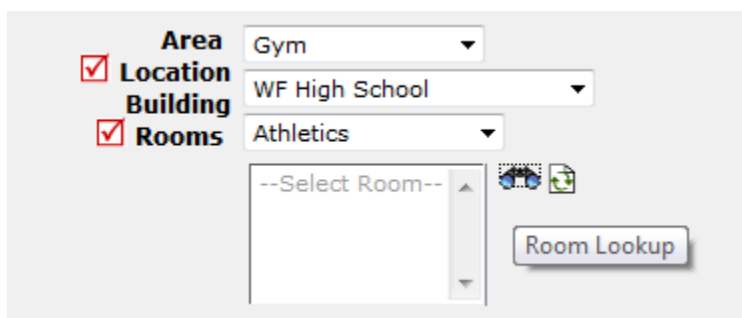
A screenshot of the same web form. The 'Area' dropdown menu is now closed and shows 'Gym'. The 'Location' dropdown menu is open, showing a list of school names with 'WF High School' highlighted in blue. The other dropdown menus are closed and show the text '-- Select Location --'. The binoculars and document icons are still present to the right of the 'Rooms' dropdown menu.

Step 6: Next, select “Athletics” in the Building dropdown menu. To reserve a Gym, “Athletics” must always be chosen in the Building dropdown menu to ensure proper approval routing.



A screenshot of the same web form. The 'Area' dropdown menu shows 'Gym' and the 'Location' dropdown menu shows 'WF High School'. The 'Building' dropdown menu is open, showing a list of options with 'Athletics' highlighted in blue. The other dropdown menus are closed and show the text '--Select Building--'. The binoculars and document icons are still present to the right of the 'Rooms' dropdown menu.

Step 7: Next, choose “Room Lookup” by clicking on the binoculars next to the room selection box.



A screenshot of the same web form. The 'Area' dropdown menu shows 'Gym', the 'Location' dropdown menu shows 'WF High School', and the 'Building' dropdown menu shows 'Athletics'. The 'Rooms' dropdown menu is closed and shows the text '--Select Room--'. The binoculars and document icons are still present to the right of the 'Rooms' dropdown menu. A button labeled 'Room Lookup' is highlighted with a grey border and a shadow effect.

Step 8: Finally, select a room from the pop-up menu and then click "OK."

Room Lookup

Quick Search

Area:Gym
Location:WF High School
Building:Athletics

1 - 2 of total 2 listed ◀ Previous 15 Next 15 ▶

Room: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L
M N O P Q R S T U V W X Y Z All

Select all rooms

Room
<input type="checkbox"/> Athletics East Gym
<input type="checkbox"/> Athletics West Gym

Step 9: Once you have chosen a room, you are able to add multiple dates. Just select them in the calendar box.

Event Date(s)

December 2015							January 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	
							31							

Step 10: Make sure all organizational and contact information is added, as well as insurance information.

Organization Information

Organization -- Select Organization --

or new

Contact Name **Type** -- Select Organization Type --

-- No Contacts Available --

First Name Last Name

Email Day-Time Phone

Evening Phone Cellular Phone

Billing Address

Use Organization Billing Address

FEIN Sales Tax Exemption No.

Yes, add this contact to the organization's contact list.

Invoice Type? Charge back Payment No charge

Responsible for Billing -- Select Assignee --

Yes, invoices or usages fees have been generated.

Billing Comments

Budget -- Select Budget Account -- Charge backs requires a budget code.

Document Number (e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates To

Yes, update organization record with above insurance information.

Once Complete click "SAVE"

Your form will then be routed to the correct building for approval.

Note: Besides entering the insurance information online, please make sure to send the District a hard copy of the organizations insurance certificate. Failure to supply the District with the correct insurance information will lead to cancellation of your event. The address is William Floyd School District, District Office, 240 Mastic Beach Rd, Mastic Beach, NY 11951.