

# DIRECTIONS ON HOW TO RESERVE AN ATHLETIC FIELD

## Step 1: Click Log-In to Request Facility Use

The screenshot shows the William Floyd School District CommunityUse website. The page title is "William Floyd School District". The navigation menu includes "Home", "Documents", and "Help". A search bar is present with a "GO" button. Below the search bar is a "Calendar Filter" section with options to view event titles starting with letters A-Z, and filters for organizations, locations, and organization types. The main content area displays a "Month Calendar" for September 2015, with tabs for "Month", "Week", "Day", and "Event List". The calendar shows events for various days, including "WF Wrestling" and "William Floyd Alumni Basketball". In the top right corner, there is a message: "Welcome Guest! Log in to Request Facility Use How to Submit Online Facility Use Requests". A red arrow points to this message.

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

The screenshot shows the William Floyd School District CommunityUse website with the login form displayed. The page title is "William Floyd School District". The navigation menu includes "Home", "Documents", and "Help". A search bar is present with a "GO" button. Below the search bar is a "Login" section with a "Log In" button. The login form includes fields for "Email Address" and "Password", and a "Log In" button. There is also a link for "Forgot Password?". At the bottom of the page, there is a footer with the text: "Home | Documents | Help", "SID: COM06", "DID: 3", and "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.

William Floyd School District

31box/mydfsf/mydfsf\_s/mydfsf\_scheduleneu\_pg4.asp?scheduletype=0

Staples Advantage ... Google Scholar NYSTCE Educating ... NYSTCE School Dist... New Tab

Schedule ID NEW

Status Submitted

Notify Booked By

Notify Contact Person

Schedule State? Inactive

Event Title

Event Description

Area

Location

Building

Rooms

View Bookings

View Room Details

(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			1	2	3		
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](#)

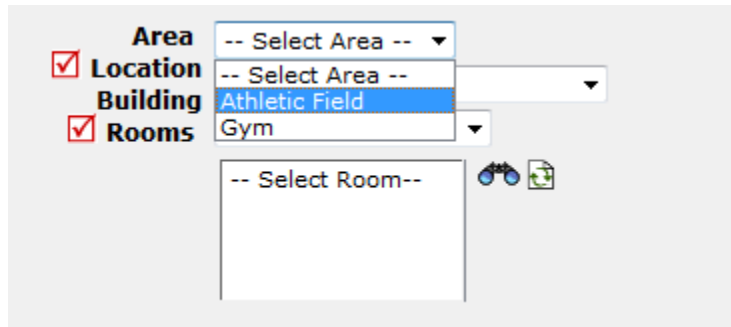
Additional Information

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

Organization Information

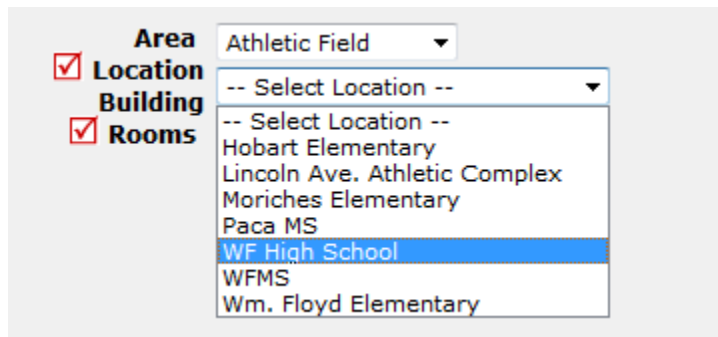
Organization

**Step 4:** You must first choose “Athletic Field” in the Area dropdown menu.



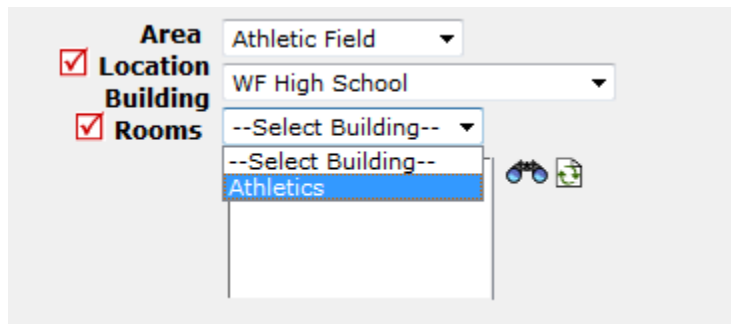
A screenshot of a web form with four sections: 'Area', 'Location', 'Building', and 'Rooms'. Each section has a red checkmark to its left. The 'Area' dropdown menu is open, showing a list of options with 'Athletic Field' highlighted in blue. The other dropdown menus are closed.

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



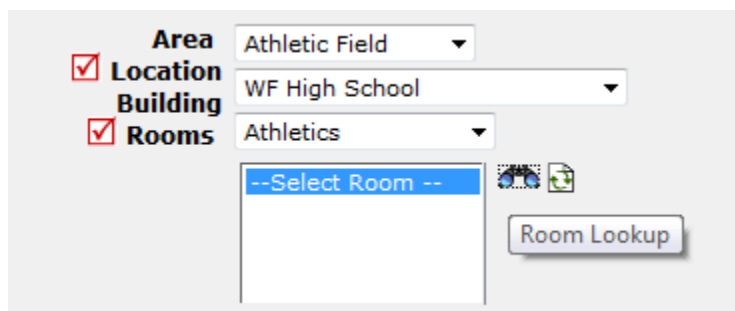
A screenshot of the same web form. The 'Area' dropdown is now closed and shows 'Athletic Field'. The 'Location' dropdown menu is open, displaying a list of school names with 'WF High School' highlighted in blue.

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



A screenshot of the web form. The 'Location' dropdown is closed and shows 'WF High School'. The 'Building' dropdown menu is open, showing a list of building names with 'Athletics' highlighted in blue.

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



A screenshot of the web form. The 'Building' dropdown is closed and shows 'Athletics'. The 'Rooms' dropdown menu is open, showing a list of room options with '--Select Room --' highlighted in blue. A button labeled 'Room Lookup' is visible to the right of the dropdown menu.

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

### Room Lookup

Quick Search

Area: Athletic Field

Location: WF High School

Building: Athletics

1 - 10 of total 10 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   Concession Stand
<input type="checkbox"/> Athletics   Field House
<input type="checkbox"/> Athletics   Field House Parking Lot
<input type="checkbox"/> Athletics   JV Soccer Field
<input type="checkbox"/> Athletics   JV/Paca Football/Lacrosse Field
<input type="checkbox"/> Athletics   JV/Paca Girls Lacrosse/Field Hockey Field
<input type="checkbox"/> Athletics   MS Soccer/Lacrosse Field
<input type="checkbox"/> Athletics   Tennis Courts
<input type="checkbox"/> Athletics   Track and Field
<input type="checkbox"/> Athletics   V/JV Girls Lacrosse/Field Hockey Field



**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 --   [Note](#)

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](#)

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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.***