

DIRECTIONS ON HOW TO RESERVE AN ATHLETIC FIELD

Step 1: Click Log-In to Request Facility Use

William Floyd School District

Welcome Guest! Log in to Request Facility Use
How to Submit Online Facility Use Requests

Home Documents Help

Search for GO

Calendar Filter

View event titles starting with: 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

---View All Organizations--- ---View All Locations--- Filter Starting 9/25/2015

--View All Organization Typ Description Filter View All

Month Calendar 30 Month 7 Week 1 Day 32 Event List

< Prev September 2015 Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	Sep 1 WF Wrestling	2 WF Wrestling	3 WF Wrestling	4 WF Wrestling	5
6 William Floyd Alumni Basketball	7 School Closed WF Wrestling	8 WF Wrestling Girl Scouts Troop #26	9 WF Wrestling	10 WF Wrestling WM FLOYD GIRLS BASKETBALL	11 WF Wrestling	12

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

William Floyd School District

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Login

Don't have an account? Create One.

Email Address

Password

Log In Forgot Password?

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.

Home Documents Help

Terms and Conditions

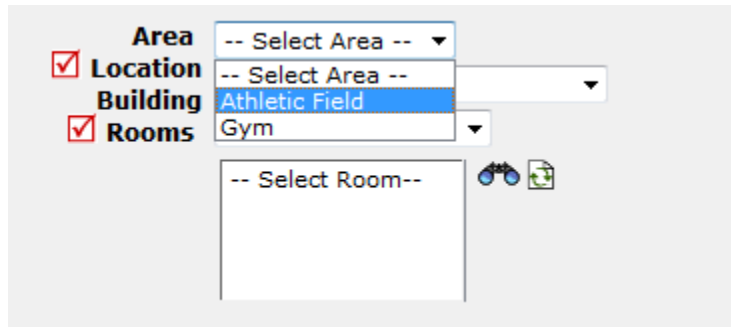
Step 3: Click the second tab - “Request Facility Use” - You can then click 1 of 2 schedules, one for “Normal Schedule” – which is either a single date or a couple of multiple dates OR “Recurring Schedule” which is for a long term period (i.e. the entire year or ½ year)

The screenshot shows the William Floyd School District CommunityUse website. The browser tabs include 'Facility Scheduling', 'William Floyd School District', and 'CommunityUse - Request'. The URL is 'http://www.williamfloyd.org/CommunityUse/RequestFacilityUse.aspx?productid=MC&pageid=RequestFacilityUse'. The page header shows 'William Floyd School District' and a welcome message for Jen Schildkraut. The main navigation bar includes 'Home', 'Request Facility Use' (highlighted with a red arrow), 'My Requests', 'My Organizations', 'My Settings', 'Documents', and 'Help'. Below the navigation bar is a search bar and a 'GO' button. The 'Request Facility Use' section is titled 'View your Facility Use Requests'. It features two options: 'Normal Schedule' and 'Recurring Schedule'. The 'Normal Schedule' option is highlighted with a red arrow and includes a calendar icon and a list of bullet points: 'Single date', 'Multiple dates', and 'Same Location/areas'. The 'Recurring Schedule' option includes a calendar icon and a list of bullet points: 'Daily', 'Weekly', 'Monthly', and 'Same Location/areas'. At the bottom of the page, there is a blue footer with the text 'Home | Request Facility Use | My Requests | My Organizations | My Settings | Documents | Help' and a welcome message: '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](#)'. The footer also displays 'SID: COM06' and 'DID: 3'.

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

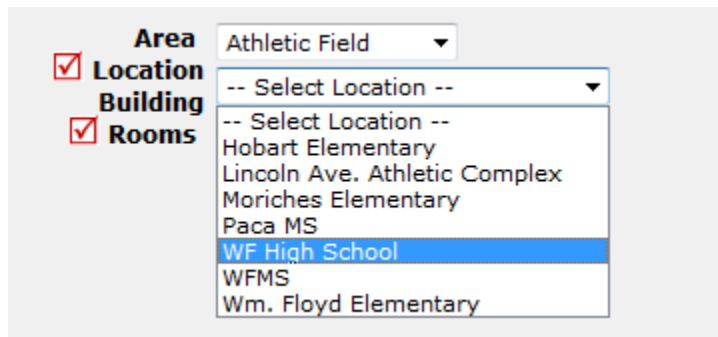
The screenshot shows the 'New Schedule' form in the William Floyd School District CommunityUse website. The form is titled 'Schedule ID NEW' and includes a 'Status' dropdown menu set to 'Submitted'. Below this, there are checkboxes for 'Notify Booked By' and 'Notify Contact Person'. The 'Schedule State?' is set to 'Inactive'. The 'Event Title' field is empty, and the 'Event Description' field is also empty. The 'Area' dropdown menu is set to 'Select Area...', and the 'Location' dropdown menu is set to 'Select Location...'. The 'Building' dropdown menu is set to 'Select Building...', and the 'Rooms' dropdown menu is set to 'Select Room...'. There is a 'View Bookings' button next to the 'Location' dropdown and a 'View Room Details' button next to the 'Rooms' dropdown. The 'Event Date(s)' section includes a note: 'Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation. [Check Availability](#)'. Below this note is a calendar for September 2015 and October 2015. The 'Start Time' dropdown menu is set to '00:00', and the 'End Time' dropdown menu is set to '00:00'. The 'Setup Begin Time' dropdown menu is set to '00:00', and the 'Breakdown End Time' dropdown menu is set to '00:00'. The 'Duration' dropdown menu is set to 'hours: 00 minutes. Spans over 1 days'. There is a 'Back to shortcuts' link and a 'Check Availability' button. The 'Additional Information' section includes a checkbox for 'If Food Services are needed, please contact Marie Bellanca at Aramark at 631-874-1158.' with 'Yes' and 'No' radio buttons. The 'Organization Information' section includes a dropdown menu for 'Organization' set to 'Select Organization...'.

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



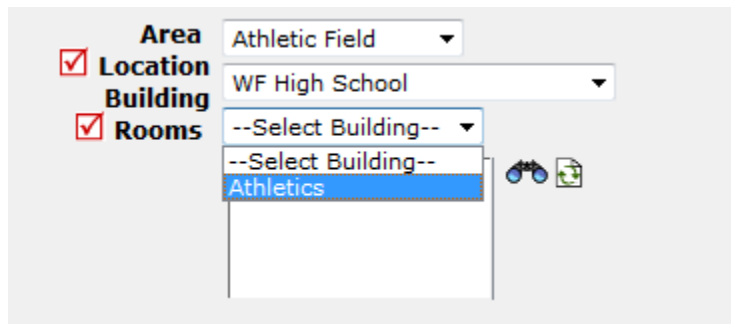
The screenshot shows a form with four dropdown menus: Area, Location, Building, and Rooms. The 'Area' dropdown is open, showing a list of options with 'Athletic Field' selected. The 'Location' dropdown is also open, showing a list of options with 'Athletic Field' selected. The 'Building' dropdown is open, showing a list of options with 'Athletic Field' selected. The 'Rooms' dropdown is open, showing a list of options with 'Athletic Field' selected. There are also icons for binoculars and a document next to the 'Rooms' dropdown.

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



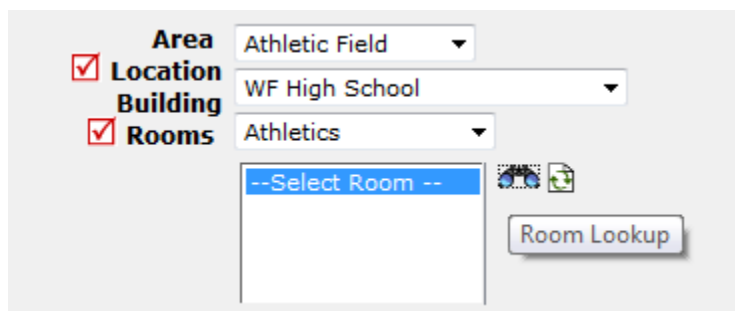
The screenshot shows the same form as in Step 4. The 'Area' dropdown is now closed, and 'Athletic Field' is selected. The 'Location' dropdown is open, showing a list of options with 'WF High School' selected. The 'Building' dropdown is open, showing a list of options with 'Athletic Field' selected. The 'Rooms' dropdown is open, showing a list of options with 'Athletic Field' selected. There are also icons for binoculars and a document next to the 'Rooms' dropdown.

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.



The screenshot shows the same form as in Step 5. The 'Area' dropdown is closed, and 'Athletic Field' is selected. The 'Location' dropdown is closed, and 'WF High School' is selected. The 'Building' dropdown is open, showing a list of options with 'Athletics' selected. The 'Rooms' dropdown is open, showing a list of options with 'Athletic Field' selected. There are also icons for binoculars and a document next to the 'Rooms' dropdown.

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



The screenshot shows the same form as in Step 6. The 'Area' dropdown is closed, and 'Athletic Field' is selected. The 'Location' dropdown is closed, and 'WF High School' is selected. The 'Building' dropdown is closed, and 'Athletics' is selected. The 'Rooms' dropdown is open, showing a list of options with 'Athletic Field' selected. There are also icons for binoculars and a document next to the 'Rooms' dropdown. A 'Room Lookup' button is visible at the bottom right of the form.

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

OK

Cancel

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 ▶



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

January 2016 ▶

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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](#)

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.