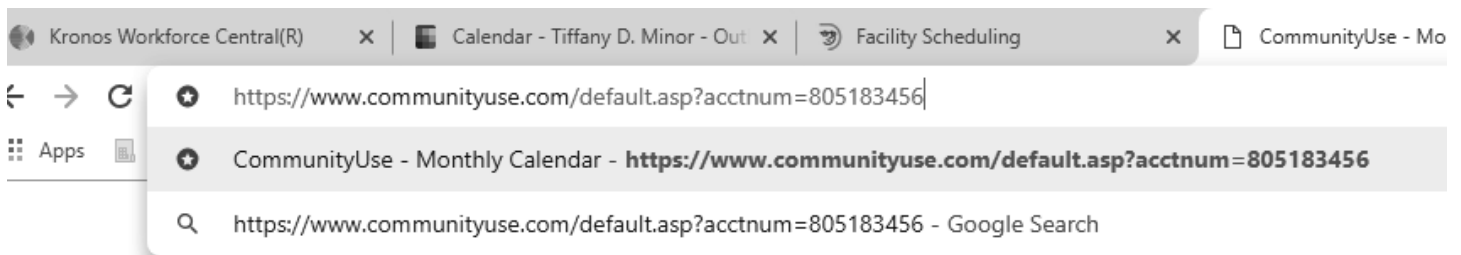


HOW TO CREATE AN ACCOUNT WITH PWCS

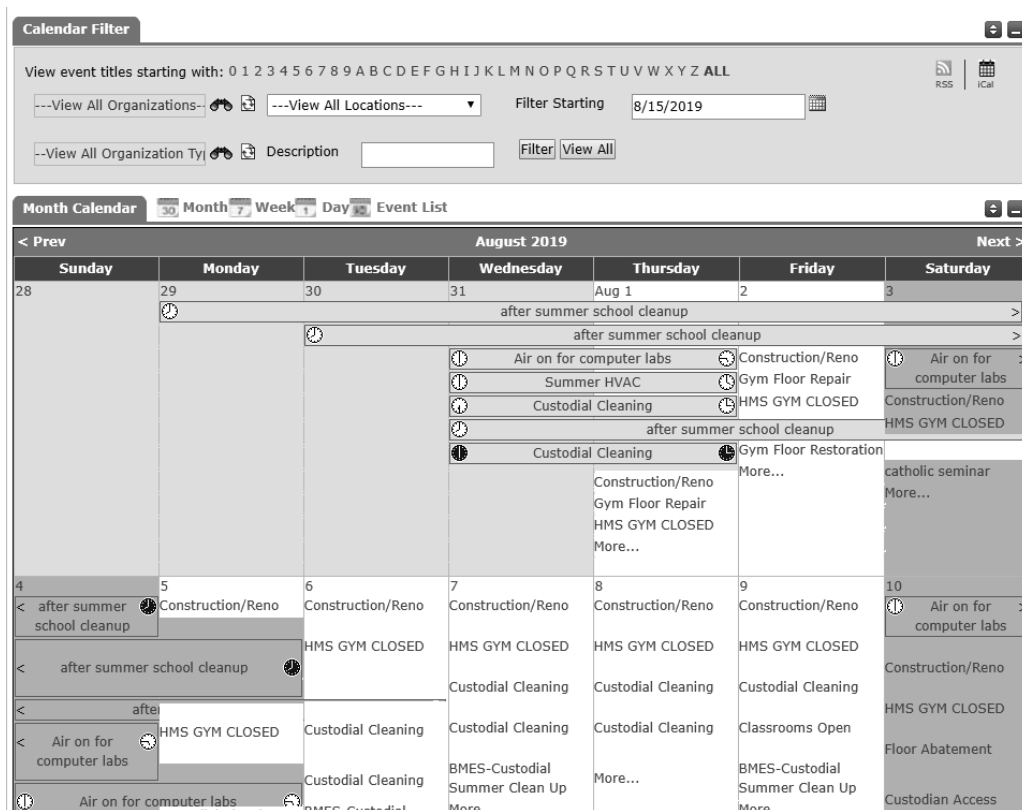
Those interested in renting, please follow the steps outlined below to setup an account with PWCS to submit requests through the CommunityUse website.

SETTING UP A PERSONAL ACCOUNT

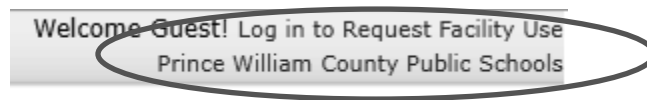
1. Navigate to the *CommunityUse* website, which is located at:
<https://www.communityuse.com/default.asp?acctnum=805183456>.



2. By default, you'll be placed on the **Home** (home) tab, which displays the public calendar of events. This provides an overview of every scheduled and *approved* activity taking place at each PWC school.



3. Locate and click on the text that reads “Welcome Guest! Log in to Request Facility Use.” Also take note that the system does indicate that you are creating an account with PWCS.



4. On the next screen, click the text that states, “Don’t have an account? Create One.”

A screenshot of a web page with a login form. At the top, there are tabs for "Home", "Documents", and "Help". Below these is a search bar with the text "Search for" and a "GO" button. A "Login" button is prominently displayed. Below the login button, the text "Don't have an account? Create One." is shown, with "Create One." circled in red. Further down are input fields for "Email Address" and "Password", followed by "Log In" and "Forgot Password?" buttons.

5. Begin by accepting the *Terms and Conditions*. Check the box as required and click the “Agree and Register” button.

A screenshot of a web page titled "Terms And Conditions". It features a header with "Home", "Documents", and "Help" tabs, and a search bar. The main content area contains the text "In order to register, you must agree with the following terms and conditions:". Below this, there are two paragraphs of text detailing permissible activities and hours of usage. At the bottom, there is a checkbox with the text "I have read and agree to abide by the terms and conditions stated above." which is checked. Below the checkbox are three buttons: "Agree and Register", "Print Agreement", and "Decline Registration".

6. Complete the personal profile for your account.

Step 1 of 3: Personal Profile

1. **First name:** Enter first name.
2. **Last name:** Enter last name.
3. **Email Address:** Enter full email address
4. **Phone Number:** Enter phone number, including area code.
5. **Your Address:** Enter either your full address or the organization's address. This should be the location you would prefer any written correspondence to be sent.
6. **Password:** Set-up personal password for account.
7. **Verification:** Re-enter password for verification; system will alert if they do not match.
8. **DO NOT CHECK THE NOTIFICATION BOX.** Leave box unchecked, or email alerts, to include when your account is approved, an event date is cancelled, etc., will not be received.
9. **Save & Next:** Saves all details and moves to the next phase.
10. **Cancel:** Cancels all changes and returns to the prior screen.

7. Request the organization(s) for which you would like to submit requests.

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile **Request Organizations** Confirmation

Request Your Organization

Organization Name |

Organization Type |

Organization Address |

☐ Use Your Contact Address as Organization Address

Requested Organization List

Items Per Page: 25 | 50 | 75 | 100
Previous 10 Next 10

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
No record found			

Items Per Page: 25 | 50 | 75 | 100
Previous Save & Next Cancel

Check this box to automatically load the address info previously entered on the Personal Profile screen.

- 1. Organization Name:** Enter the name of the organization. For legal purposes, the organization renting the facility must match on all documents (e.g. insurance, non-profit status).
- 2. Organization Type:** DO NOT SELECT AN ORGANIZATION TYPE!
- 3. Organization Address:** Enter organization address. This should be the location you would prefer any written correspondence to be sent.
- 4. Add Organization:** Adds organization to the "Requested Organization List."

NOTE: *If multiple organizations must be added, the "Request Organizations" page may be completed once more. The system does not restrict the number of organizations a user may add to their account.*

8. Once the organization is added, it will appear under the "Requested Organization List" as **Pending**.

Requested Organization List

1 - 3 of total 3 listed

Items Per Page: 25 | 50 | 75 | 100
Previous 10 Next 10

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
<input checked="" type="checkbox"/> Pending	Meadows Garden HS Sunny Day Club		Meadows Garden HS

9. Once all organizations are added, click the **Save & Next** button.

Add Organization

Requested Organization List

1 - 3 of total 3 listed

Items Per Page: 25 | 50 | 75 | 100

Previous 10 Next 10

<input type="checkbox"/>	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Pending	Meadows Garden HS Sunny Day Club		Meadows Garden HS
<input checked="" type="checkbox"/>	Pending	MGHS Quilting Club		Meadows Garden HS
<input checked="" type="checkbox"/>	Pending	Relay for Life Committee		Meadows Garden HS

Previous 10 Next 10

Items Per Page: 25 | 50 | 75 | 100

Previous Save & Next Cancel

10. Review information submitted on the Request Confirmation screen. If all appears correct, submit the account request by clicking the “Submit Requests” button.

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile Request Organizations **Confirmation**

Confirmation

Please review your information below.

Click the 'Submit Requests' button to submit your requests for approval.

Name Tiffany Minor

Email Address myemail@email.com

Phone Number 703-587-3935

Cell Phone

Your Address KLC

1 - 2 of total 2 listed

Items Per Page: 25 | 50 | 75 | 100

Previous 10 Next 10

<input type="checkbox"/>	Organization Status	Organization Name	Organization Type	Address
	Pending	Meadows Garden HS Sunny Day Club		Meadows Garden HS
	Pending	Relay for Life Committee		Meadows Garden HS

Previous 10 Next 10

Items Per Page: 25 | 50 | 75 | 100

Previous Submit Requests Cancel

The account will be submitted to Risk Management and Security Services for review and approval. Account requests submitted prior to 3:30 p.m. are normally approved the same day. All other requests will be processed the following business day. You should receive an automated email once your account is approved if you did not opt to remove yourself from system notifications as outlined in Step #6.