

# How to Login and Submit a Request

Go to [www.stluke.org](http://www.stluke.org)

On the homepage, look for the UPCOMING ST. LUKE EVENTS information and click on **See All Events**.

## IN FELLOWSHIP



This is our on-line tool for finding and joining ministries and groups, and registering for events, at St. Luke! Search for the type of group you wish to join and email the leader(s). They will respond as quickly as possible. Thank you for sharing your time and talent with our parish!

LOGIN

LEARN MORE

## SAFE & SACRED



Teachers, staff, and all volunteers who minister to or work with minor children must meet all the requirements of this program. If you are 18 years of age or older and you volunteer with one of the following ministries here St. Luke, you must comply with all the requirements.

LEARN MORE

## UPCOMING ST. LUKE EVENTS

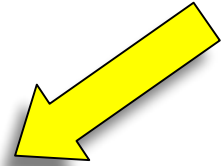
20  
Nov

Thanksgiving  
Sharing - Build  
Baskets  
at Parish Hall

22  
Nov

Thanksgiving  
Sharing - Basket  
Delivery  
at Narthex

SEE ALL EVENTS



On the Church Calendar page, click the box for **VIEW DETAILED CALENDAR**:

## DETAILED EVENT CALENDAR FOR THE PARISH

Click here to visit the Detailed Daily, Weekly, and Monthly Parish Calendar that includes events by type and location, as well as the ability to request room reservations.

VIEW DETAILED CALENDAR

## PARISH OVERVIEW CALENDAR

View the calendar below for high level, important Saint Luke Parish events.

### OCTOBER 2016

Today

October

2016

Go

-- All Entries --



At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.

St. Luke Catholic Church & School



Home

Documents

Help

Search for

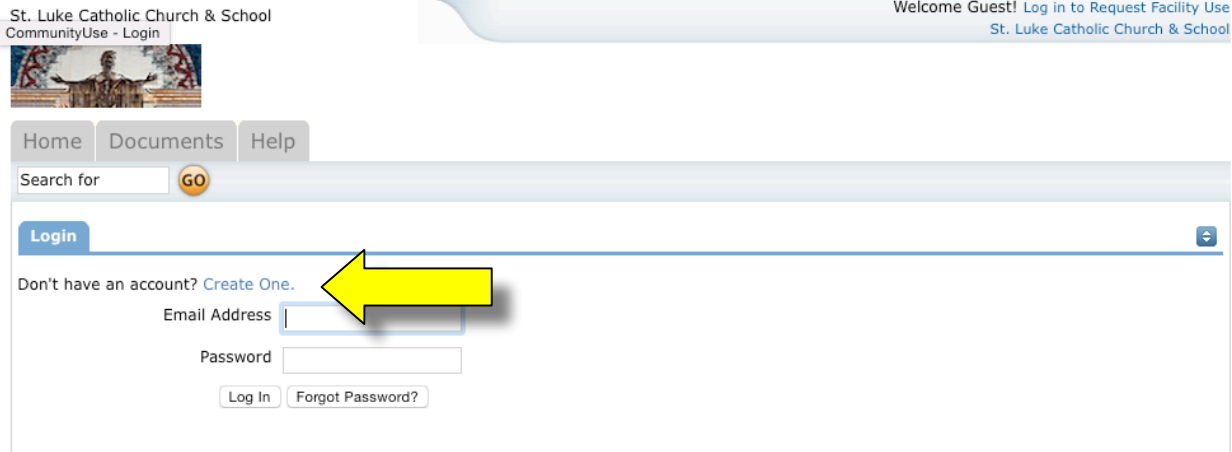


Welcome Guest! [Log in to Request Facility Use](#)  
St. Luke Catholic Church & School



## New Users

If you are new to the calendar, you will need to create an account. Click on **Create One**:



St. Luke Catholic Church & School  
CommunityUse - Login

Welcome Guest! [Log in to Request Facility Use](#)  
[St. Luke Catholic Church & School](#)

Home Documents Help

Search for

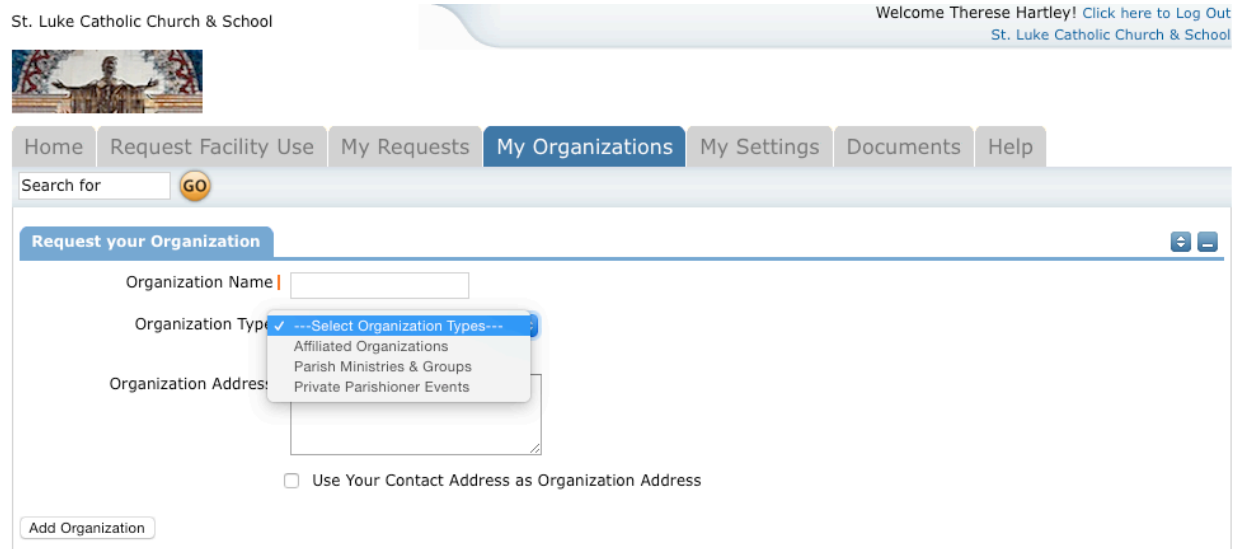
Login

Don't have an account? [Create One.](#)

Email Address

Password

Select your organization. Parish Ministries & Groups will not require insurance or Organization Address.



St. Luke Catholic Church & School

Welcome Therese Hartley! [Click here to Log Out](#)  
[St. Luke Catholic Church & School](#)

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Search for

Request your Organization

Organization Name

Organization Type   
Affiliated Organizations  
Parish Ministries & Groups  
Private Parishioner Events

Organization Address

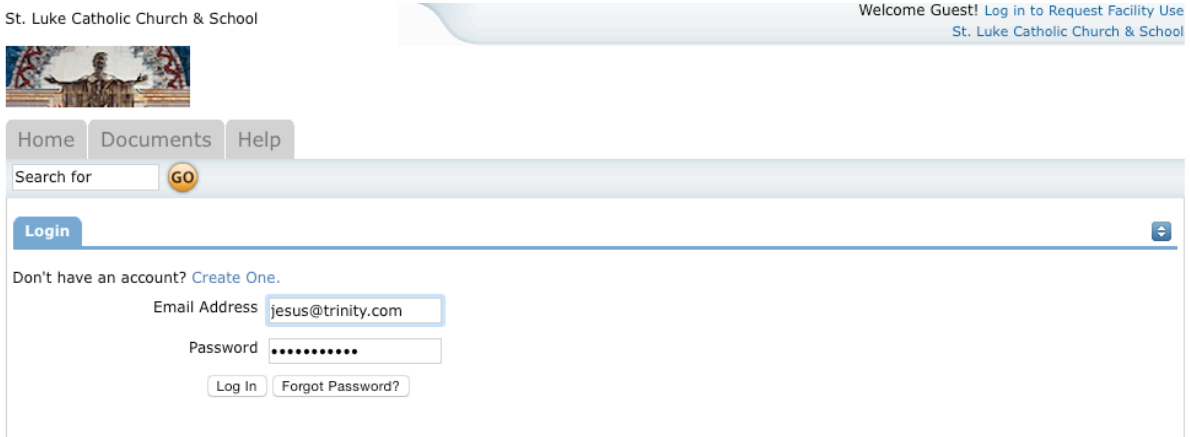
Use Your Contact Address as Organization Address

Please read and agree to terms to complete your account creation.

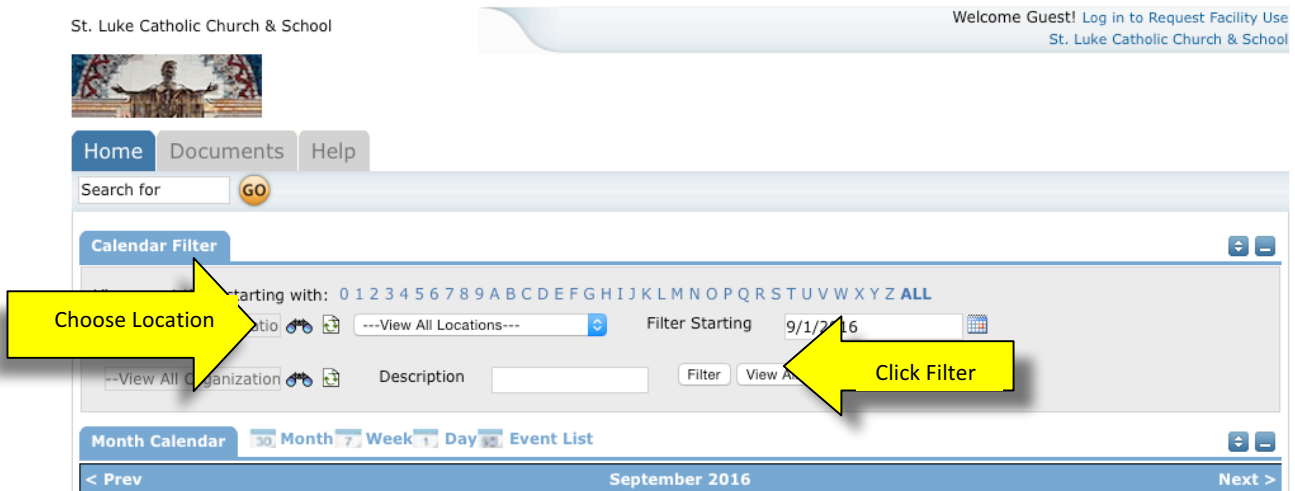
Account registrations are not complete until approved through parish staff personnel. Please allow up to 2 business days for approval in most cases. You will receive an email when your requisition is submitted and when it is approved. You will proceed as follows once your account is approved.

## Returning Users

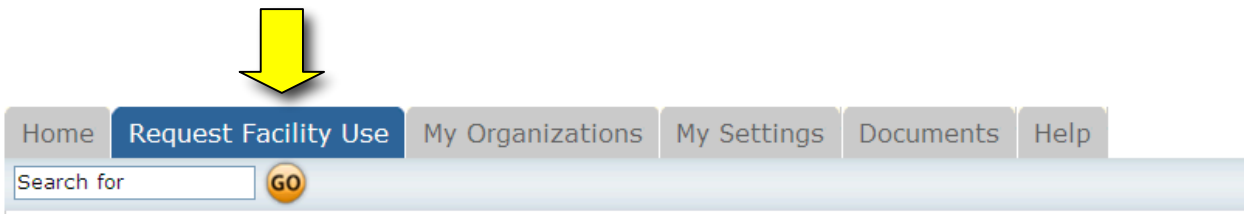
If you have already registered, enter your login name and password into the form and click Login:



When you login, you will start on the Home tab. Here you can view the calendar. If no events are showing, be sure you have a Location selected. Anytime you make a filter choice on the Calendar, be sure to click the Filter button.



You will also see some tabs at the top of the page. To begin making a request choose **Request Facility Use**:






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

Note: If this is your first time making a request through CommunityUse, you will be asked to read the terms and conditions that the district provides. You will also be asked to verify that you agree to these terms each time you submit a request.


You have two forms to choose from when submitting a request.

**Request Facility Use**

View your Facility Use Requests

**1**


**Normal Schedule**



- Single date
- Multiple dates
- Same Location/areas

**2**


**Recurring Schedule**





- Daily
- Weekly
- Monthly
- Same Location/areas

1. The Normal Schedule Form is the easier to use. It will allow you to request up to 20 events at one time. All of your events should be in the same room(s) at the same time over different days.
2. The Recurring Schedule form will allow even more events. You can choose up to 100 events with this form, and the events should be in the same room(s) at the same time over different days – and these days will happen on a recurring basis (e.g. every Monday and Wednesday for a month, or every Sunday for a year, etc.)

Let's start with a **Normal Schedule**.

You will be asked to fill in some required fields. These are indicated with an orange vertical line 

You can also 'hide' sections of the page by clicking on the  icon. You can use this feature to help minimize scrolling and to keep track of sections of the request page you have already completed. The  icon allows you to jump to different sections of the page.

**CommunityUse - Add Normal Schedule Request**

Scheduling Details Personalize

1 First Name  Last Name

Event Title

Event Description

2 Locations

Rooms   
 Baseball field  
 Softball field  
 Auditorium, Main  
 Green Room, Mens  
 Green Room, Womens  
 Football Field  
 Locker Room: Girls  
 Driver Ed Classroom  
 Classroom 500

3 *(Use the CTRL key to select multiple rooms.)*

Event Date(s)

May 2010							June 2010						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				

*(Use the CTRL key to select multiple rooms.)*

4 Start Time |    End Time |

1. After you've entered your Event Title,
2. You will be asked to choose a Location & Room. You can select up to 50 rooms by using the CTRL key to highlight your choices.
3. You can enter the Event Date by typing in the date, or clicking on it from the calendar.
4. Then enter your event time. Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event.


**Check Availability**

5. You are **required** to

This feature will look for conflicts with events that have already been approved on the calendar. Your requested rooms will show at the top, and the time frame you've requested will show in a yellowish color. If you see a **black or red X** in the box – there is already an event scheduled at that time. The system **will** allow you to proceed with entering your request even when a conflict is present. This will likely slow the processing time of your request, and may result in the request being declined based on district policy. Please consult the district or educational institution on their policies regarding double booking.

Check Availability		close or Esc Key
06:00	AM	
07:00	AM	
08:00	AM	
09:00	AM	
10:00	AM	
11:00	AM	
12:00	PM	
01:00	PM	
02:00	PM	
03:00	PM	
04:00	PM	
05:00	PM	
06:00	PM	
07:00	PM	
08:00	PM	
09:00	PM	
10:00	PM	

For a **Recurring Schedule** follow the same steps as above with the exception of entering dates. The date range field will look like this:

Start Recurrence |  

Recurrence Pattern |

Daily

Weekly Recur every  week(s) on:


Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Monthly

Day  of every  month(s)

The   of every  month(s) h(s)

End Recurrence |  

## Recurrence Patterns:

- **Daily** – this is *every* day in the date range including weekdays and weekends
- **Weekly** – Use this for meetings on specific days of the week. Choose Recur every “1” week for your weekly meetings and then choose the day of the week as well
- **Monthly** – You can have a meeting on a specific date(like the 15<sup>th</sup>) of each month, or you can choose the second option which allows you to choose a floating date like the Second Weekday of Every 1 month. Choosing every 3 months would be a quarterly meeting and every 6 months for bi-annual meetings, etc.

Next you will select your **Organization**. Only the organization(s) you’ve been approved for will show in the list. You will be able to see ALL contacts with that group.

Organization Information ⌵ ⌵

Organization | American Red Cross ⌵

Contact | --Select Contact-- ⌵

Insurance expires on: ⌵

- Select Contact--
- Bill Shakespeare
- Coach K
- Greg Puckett

## Setup Requirements and Rental Requests:

Setup Requirements ⌵ ⌵

Required Maintenance Services	Service Description
<input type="checkbox"/> Audio/Visual	<input type="text"/>
<input type="checkbox"/> Custodial	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>

Required IT Services	Service Description
<input type="checkbox"/> Internet Connection	<input type="text"/>
<input type="checkbox"/> Projector	<input type="text"/>

Rental Requests ⌵ ⌵

Charge Type	Quantity	Rental description
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If your organization has Setup Requirement enabled, you will be able to request special services. Simply check the box and then you can enter detailed setup information in the box. Some services may be limited to district use. There may be fees associated with some services. Look under the Help tab and contact your district liaison for more information on services, availability and cost.

The screenshot shows a web form titled "Event Information" with a blue header bar. Below the header, the text reads "Below, please enter a number for:". The form contains several input fields and a checkbox, each with a yellow circular callout containing a number:

- 1**: A text input field for "Total Attending".
- 2**: A checked checkbox for "Yes, please display events on the community calendar".
- 3**: A text input field for "Other Needs".
- 4**: A text input field for "Signature" with the instruction "(please enter your email address)".
- 5**: A "Submit" button.

Other fields include "Adults Attending", "Children Attending", "Extra Chairs Required", and "Parking Spaces Required", all with empty text input boxes.

## Event Information

1. **Total Attending** - Enter the approx. number attending
2. **Yes, please display events on the community calendar** – leave this box checked unless the district indicates otherwise.
3. **Other Needs**- Additional information about your request can be entered here. If you have Setup Requirements enabled, it is recommended that as much information be put in those fields as possible
4. **Signature/Terms & Conditions**- this is your Email address that you logged in with. It will need to match **exactly** and is case sensitive. You are also asked to confirm that you have read the Terms and Conditions. You can click the words 'terms and conditions' to review the district policy info.
5. **Submit** - After you have completed all required fields, entered your email signature and agreed to the Terms and Conditions, click "Submit" to enter your request.

If your request was successfully entered, the webpage will reload and you will see a message like this:

**Schedule #11111 has been saved!**

You should also receive an email notification confirming your request was received. Save this email and refer to the Schedule ID number should you have any questions or need to make any changes.



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Search for

### CommunityUse - Request Facility Use List

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

---View All Organization Types---  Description

Schedule #156718 has been saved!

[+ Request New Facility Use](#)

1 - 3 of total 3 listed Previous 20 Next 20

Schedule ID	Status	Location	Recurrence	Total Invoiced
Title	Schedule State	Room	Start Date	Total Paid
No Of Events	Organization		End Date	
	Declined Reason		Event Date(S)	
156715	Submitted	Community Center North	Non-recurring	\$0.00
Montgomery Meeting	Inactive	Viper Room	5/1/2010	\$0.00
5	Abracadabra Dance Studio		5/8/2010	
			5/15/2010	
			5/22/2010	
			5/29/2010	

Please allow an appropriate amount of time for the request to be processed by the district. If you have any questions, refer to the Help tab for district contact information.

### My Organizations Tab:

You can come here to review the Organization(s) that you have been approved to submit request for.

St. Luke Catholic Church & School Welcome Therese Hartley! [Click here to Log Out](#)  
St. Luke Catholic Church & School

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

Search for

### My Organizations

Filtering

View Organization 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

[+ Request Another Organization](#)

1 - 2 of total 2 listed Items Per Page: 25 | 50 | 75 | 100  
Previous 25 Next 25

	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Approved	Coffee 'n' Conversation	Parish Ministries & Groups	7575 Holliday Drive East Indianapolis, IN 46260
<input checked="" type="checkbox"/>	Approved	Welcoming Committee		

[+ Request Another Organization](#) Items Per Page: 25 | 50 | 75 | 100

Print to PDF®

Legend

Sort On This Field  
 Insurance Expired

Clicking the Organization Name will take you to the Organization Information page, where you can verify address and other important information including **Insurance Information**. Please contact your CommunityUse administrator if any of the information is inaccurate or out of date to have this updated.

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

Search for

**Organization Information**

[Click here to ask administrator to update your organization information](#)

Organization Name

Address

FEIN

Sales Tax Exemption No.  Tax Exempt?  Yes  No

**Insurance Information**

Insurance Company

Policy Number

Coverage

Coverage Date  to

**My Settings Tab:**

Here you can update your personal contact information or reset your password. Be sure to click Submit to save any changes.



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

Search for

**My Contact Settings**

First Name |  Last Name |

Email Address |

Phone Number |

Cellular Number |

Your Address |

**My Community Settings**

Current Password

Password

Confirm Password

Check here to remove self from all event-related email notifications

**Legend**

Thank you for using the *CommunityUse* site to submit your online requests. Refer to the Help tab for contact information should you have any questions.