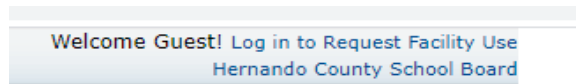
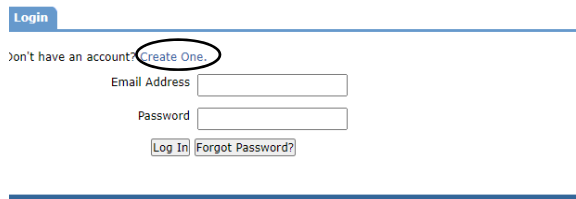


Setting Up User Account

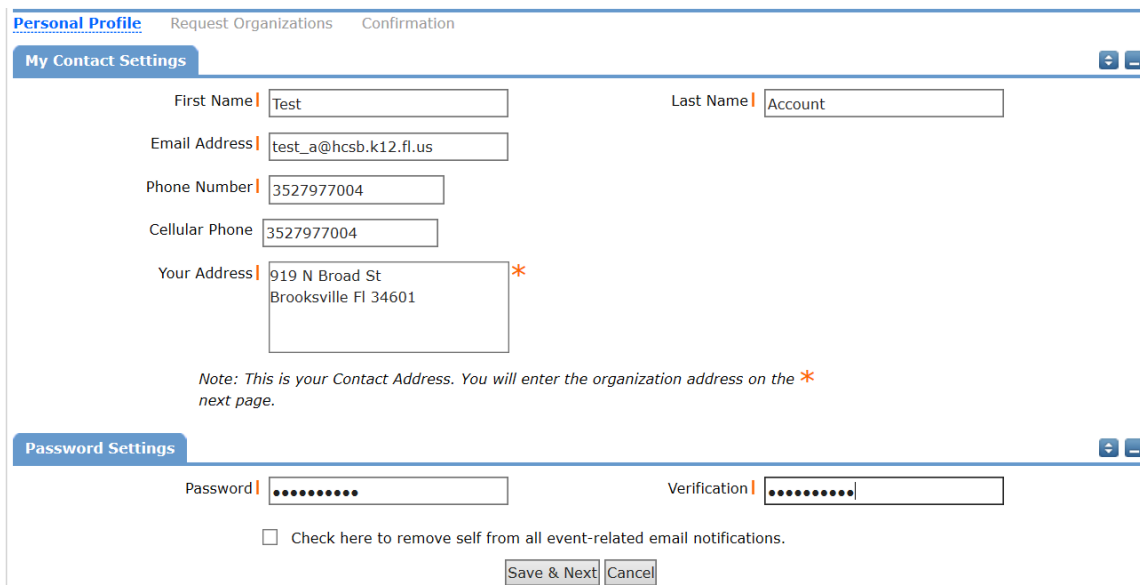
1. Copy and paste:
<https://www.communityuse.com/default.asp?acctnum=232110941>
2. On the top right of the screen, select the log in link



3. Select "Create One"



4. Enter all required fields
See below for example



Personal Profile Request Organizations Confirmation

My Contact Settings

First Name | Last Name |

Email Address |

Phone Number |

Cellular Phone |

Your Address | *

Note: This is your Contact Address. You will enter the organization address on the * next page.

Password Settings

Password | Verification |

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

5. Enter organization information and select "Add Organization"

Request Your Organization

Organization Name:

Organization Type:

Organization Address:

Use Your Contact Address as Organization Address

Add Organization

Requested Organization List

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

Organization Status	Organization Name	Organization Type	Address
No record found			

6. Information will appear below once added

Select "Save & Next"

«« Previous 10 Next 10 »»

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Pending	Test Org	For Profit	123 Anywhere USA City, State. Zip

«« Previous 10 Next 10 »»

Items Per Page: 25 | 50 | 75 | 100

Previous **Save & Next** Cancel

7. Review entered information for accuracy and select the "Submit Requests" button

Confirmation

Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

Name Test Account

Email Address test_a@hcsb.k12.fl.us

Phone Number 3527977004

Cell Phone 3527977004

Your Address 919 N Broad St
Brooksville FL 34601

1 - 1 of total 1 listed

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

Organization Status	Organization Name	Organization Type	Address
Pending	Test Org	For Profit	123 Anywhere USA City, State. Zip

8. A confirmation box will appear upon completion

Confirmation

Your Organization Requests have been submitted.

They will be processed shortly, and you will receive e-mail updates of their status.

If you have any questions, contact the location's Use of Facilities administrator or UOF@hcsb.k12.fl.us

Once approved, an Email confirmation will be sent to your registered address.

You may now log in to submit an application for facility use.