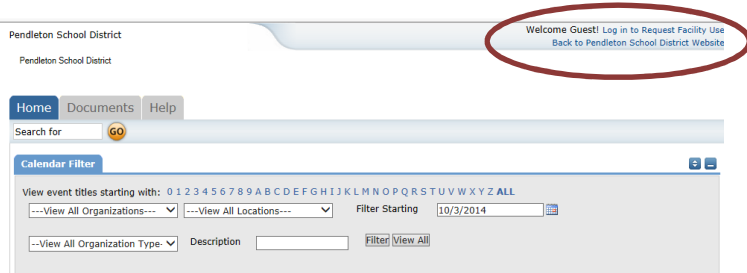# SchoolDude
Community User Instruction

Step 1 – Access to SchoolDude
- Via Pendleton School District website
  - ○ Click on Community Use under the Contact Us tab
  - ○ Click on the Schedule an Event link
- Via direct link
  https://www.communityuse.com/SOA.NET/controllers/PageController.aspx?productid=MC&pageid=CalendarMonth

Step 2 – User Register
- Click on the Log in to Request Facility Use in the upper right hand corner.
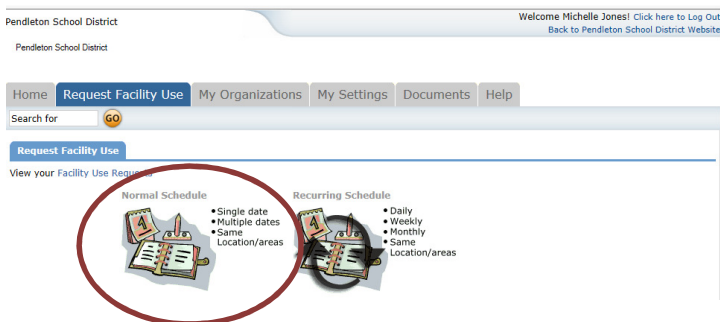

- Click on Create One (New Users Only)
  - ○ The new user request must be approved by the District before an event can be scheduled
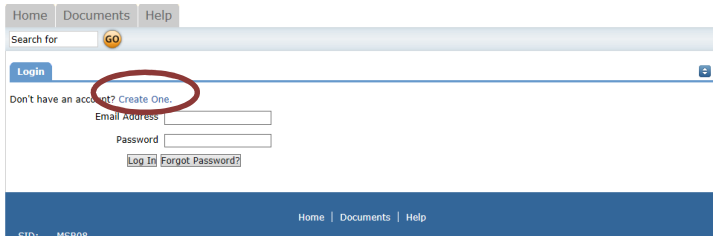
Step 3 – Schedule an Event

- Log into SchoolDude
- Click on Request Facility Use Tab (Second Tab)
- Click on Normal Schedule

- Enter the title, description, building location, room, dates requested, start and end time.
- Click on Check Availability.
- Enter organization and contact information and approximate number of attendees.
- Enter email signature and confirm you have read the terms.
- Click Submit.

Step 4 – Approval Process
- Submitted requests will be routed to the building principal of the requested facility for approval.
    - Community user will receive email when approved/declined at the building level.
- Building approved requests are then routed to the district office for final approval.
    - Community user will receive email that request has been either approved/declined.