

Community Use of Schools Manager

Version 1.0

Public User Guide

Notices

© 1999-2010 DMS Technologies Inc. All rights reserved.

All parts of this manual are the property of DMS Technologies Inc. No parts of this manual may be reproduced in any manner whatsoever including mechanical or electronic media such as disk or tape. No part of this manual may be transmitted in any form by any means without the prior written permission of DMS Technologies Inc. eBASE Works and Community Use of Schools Manager and associated logos are trademarks of DMS Technologies Inc.

DMS Technologies Inc.
330 Vansickle Road, Unit 5
St. Catharines, ON
L2R 6P7

Contents

- 1.0 Public User Guide
 - 1.1 Login Screen 4
 - 1.2 Account Type 5
 - 1.3 Organization information..... 5
 - 1.4 Credit Card Information 5
 - 1.5 Agreement 5

- 2.0 Creating a Permit
 - 2.1 Interface..... 6
 - 2.2 Step 1 - New Permit 6
 - 2.3 Step 2 - Select a Space / School 7
 - 2.4 Step 3 - Requested Dates / Times 8
 - 2.5 Click on a Booking - Booking Details 8
 - 2.6 Step 4 - Fees at a glance..... 9
 - 2.7 Step 5 - Comments..... 9
 - 2.8 Step 6 - Details Overview 10
 - 2.9 Final Tasks 10


1.0 Public User Guide

The Public User Portal has been designed to allow groups and organizations to request the use of space within schools. To begin using the system, please go to the link provided to you by your CUOC (community use outreach coordinator). If this is your first time visiting the site, you'll need to register an account by clicking "Get Started".

1.1 Login Screen

New user?

To get started with our online reservation system, all you have to do is create a new account.

Existing users

Email address
demo@ebasefm.com

Password
••••••••



[Forgot your password?](#)

Helpful Hints

The system has important information posted on it throughout. Please make sure to take the time to read all of the information on the screen.

1.2 Account Type

Your Account type is very important, please make sure to consult your CUOC if you don't know what permit type you are. If you select the wrong permit type, the CUOC will either help you change it but be aware some permits may be cancelled if the wrong Account Type is selected.

1.3 Organization Information

You can select to enter no organization, join an existing organization (your organization admin will need to authorize you), or create a new organization.

1.4 Credit Card Information

In this section you can chose to enter a credit card to have your permits automatically billed. You will only be charged some permit fees in advance, all booking fees will be charged on the 1st of the month following use of the school.

1.5 Agreement

Please take time to read the board agreement before you click the agreement checkbox.

Helpful Hints

You will be required to respond to a notification email to ensure your email address is valid.

Your account may not be activated until the CUOC has approved it.

2.0 Create a permit

2.1 Interface

The Interface for your portal is very simple, you will be able to request new permits and manage active permits from the "Permit" screen. The "Calendar" can be used to view school calendars and excluded dates. The Options tab has very important information such as past invoices, billing information, credit card info, and organization information.



2.2 Step 1 - New Permit

When you begin creating a permit you will see a tutorial, please use this tutorial to help you through the application process. If you no longer need the tutorial, simply click the "Hide Tutorial" checkbox at the top right. If you need to see the tutorial again, click "Help" on the top right of the screen.

The screenshot shows the 'Step 1: Enter the details about your event' form. At the top right, there are links for 'Help' and 'Logout'. Below this is a navigation bar with four icons: a clipboard for 'Permits', a calendar for 'Calendar', an information icon for 'FAQ', and a gear for 'Options'. The main heading is 'Step 1: Enter the details about your event'. Underneath, there is a section titled 'Details' with a horizontal line. The form contains the following fields:

- 'Purpose' with a text input field.
- 'Est. attendance' with a text input field.
- A checkbox labeled 'Participants may be under 18'.
- 'Permit type' with a dropdown menu showing 'Group E: For Profit/Commercial'.

2.3 Step 2 - Select a Space / School

Select the spaces you would like to reserve. If you would like to book space at more than one school, simply click "back" after you complete Step 3 and continue to select space. You can also select equipment that boards have made available. Please note there may be additional charges associated with the use of this equipment.

Step 2: Choose the school and spaces required for your event

School

School

Spaces

Cafeteria

Cafeteria

Classroom

- 30 - close to gymnasium
- 31 - Close to Gymnasium
- 32 - Close to Gymnasium
- 44 - Close to Gymnasium
- 45 - Close to Gymnasium
- 47 - Close to Gymnasium
- 82 - Close to Cafeteria
- 84 - Close to Cafeteria
- 85 - Close to Cafeteria

Gym - Triple

Gym - Triple

Secondary Foyer

Foyer

[ⓘ Hover over the space names for more details](#)

2.4 Step 3 - Requested Dates / Times

On this step you will pick the time you want to book spaces. When complete you can either click Next or Back.

Step 3: Create a schedule for your event


Choose dates and times

Recurrence

Date range
Start (MMM dd, YYYY)

Start time
HH MM


End time
HH MM

 Please remember to include 'set-up' and 'take-down' times that you require for your program/event.

2.5 Click on a Booking - Booking details

You can click on a booking under "Current Bookings" to edit the options if you make a mistake.


Booking

 **When** - Adjust the date and/or time of the event.

Date
MMM dd, YYYY

From
HH MM


To
HH MM

 **Where** - Adjust the spaces of the event.

Cafeteria
 Cafeteria

Classroom
 30 - close to gymnasium
 31 - Close to Gymnasium
 32 - Close to Gymnasium
 44 - Close to Gymnasium
 45 - Close to Gymnasium
 47 - Close to Gymnasium
 82 - Close to Cafeteria
 84 - Close to Cafeteria
 85 - Close to Cafeteria

Gym - Triple
 Gym - Triple

Secondary Foyer
 Foyer
 Hover over the space names for more details

2.6 Step 4 - Fees at a glance

The Payment screen will show you an early estimation of fees. Please remember that the CUOC will be reviewing the permit to add any necessary charges such as custodial costs.

Step 4: Payment

Estimated Costs

⚠ If your non-profit group qualifies for the subsidized rates listed below, please note that these reduced rates are a result of a grant from the Ministry of Education and are subject to change from school year to school year.

Permit fee	<u>\$35.00</u>	Rental fee	<u>\$40.00</u>	
Additional	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Cost	Subsidy	After subsidy	
<hr/>				
Sub-total	<u>\$75.00</u>	<u>\$0.00</u>	<u>\$75.00</u>	
	Cost	Subsidy	After subsidy	
GST	<u>\$3.75</u>	<u>\$0.00</u>	<u>\$3.75</u>	
	Cost	Subsidy	After subsidy	
PST	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Cost	Subsidy	After subsidy	
Total	<u>\$78.75</u>	<u>\$0.00</u>	<u>\$78.75</u>	
	Cost	Subsidy	After subsidy	

2.7 Step 5 - Comments

The Supervisors field is indented for you to list any supervising adults which might be present. Please provide at least one name and phone number. If this is not provided, your request will not be Approved.

The Special Instructions field should be used if you require any special setup or consideration. This information will be seen by the CUOC.

Step 5: Additional comments

Comments

Supervisors

Enter the name and cell phone number for the on-site supervisors for your event.

Special instructions

Please list any further information here.

2.8 Step 6 - Details Overview

Please click on the different titles to verify the details of your permit.

Step 6: Review and Submit

Details

Purpose Test Permit

Est. attendance 32




Permit type Group E: For Profit/Commercial

Insurance

Spaces and Equipment

Bookings

Estimated Costs

[Rules and Regulations](#) | [Privacy Policy](#) | [Refund Policy](#)

2.9 Final Tasks

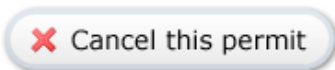
Now that your permit is submitted, the CUOC will review the details and contact you if he/she requires any additional information. You will be emailed if any actions are taken on your permit.

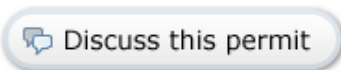
If you need to contact the CUOC simply click on the permit you wish to discuss from your home screen and use the "Discuss this Permit" button. When the CUOC sends you a new message, you will be notified by email.


Bookings for 'Test Permit'

Permit #: 2010-06-14-0001

Status: New

 Cancel this permit

 Discuss this permit

Status	Spaces and School	Date and time
 Pending	IN 45 - Close to Gymnasium, 47 - Close to Gymnasium AT <i>Monsignor Doyle Catholic Secondary School</i>	Thu, Sep. 30th, 2010 6:00pm to 7:00pm