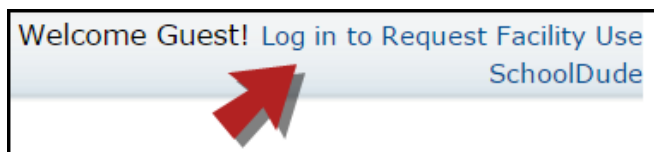




How to Request Access to Community Use

- From the PGCPS Community Use page, follow the link to the request portal: <https://www.communityuse.com/default.asp?acctnum=450046976>
- Click on the **Login to Request Facility Use** link in the top right of the page.



- Click the **Create One** link to create an account and request access to submit online requests.
- You will be asked to read and agree to the terms first. Check the box to agree to the terms and click **Agree and Register**.
- Complete the Personal Profile form and click **Save & Next**.
- On the Request Organization page you can request to be an Organization Event Coordinator for one or more Organizations. Simply fill in the required fields and click **Add Organization**.
- Once you've added an Organization you will see the status of Pending next to the requested Organization. After you have added all the Organizations you would like to submit, click **Save & Next** to continue.

Requested Organization List				
Organization Status	Organization Name	Organization Type	Address	
<input checked="" type="checkbox"/> Pending	AllStar Basketball League	Non Profit	101 James Ave. Raleigh, NC 27607	

1 - 1 of total 1 listed

Items Per Page: 25 | 50 | 75 | 100

« Previous 10 Next 10 »

« Previous 10 Next 10 »

Items Per Page: 25 | 50 | 75 | 100

Previous Save & Next Cancel

- On the Confirmation page, confirm the information and click **Submit Requests**.
- You should receive email confirmation that your request has been submitted. You will receive additional notifications letting you know if your request was accepted or declined.
- An email will go to the FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.
- Once your registration is accepted, you can return to the Community Use page and log in to begin requesting facility usage.