



# Community Use of Schools Manager

Version 2.5

---

## Public User Guide

### Creating Permits

## 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

---

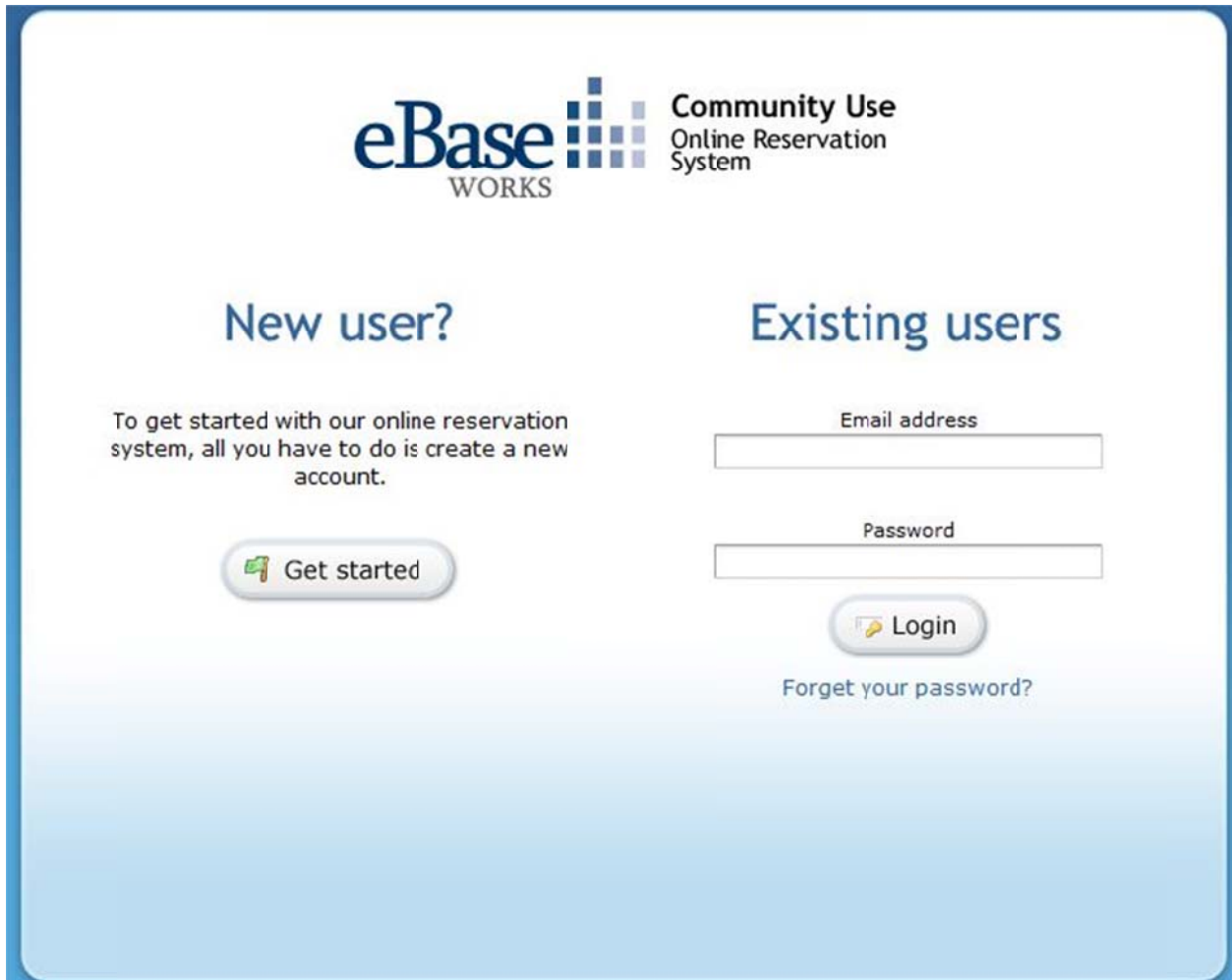
- 1.0 Public User Guide ..... 4
  - 1.1 Login screen
  - 1.2 Account Type
  - 1.3 Organization Information
  - 1.4 Agreement
  
- 2.0 Creating a Permit .....
  - 2.1 Interface
  - 2.2 Step 1 – New Permit
  - 2.3 Insurance
  - 2.4 Step 2 – Select a Space / School
  - 2.5 Step 3 – Requested Dates / Times
  - 2.6 Click on a Booking – Booking Details
  - 2.7 Step 4 – Fees at a Glance
  - 2.8 Step 5 - Comments
  - 2.9 Step 6 – Details Overview
  - 2.10 Final Tasks

## 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 visit your local School Board's Community Use website and click Get Started under the new user section. If you already have an existing user name and password set-up, click on login and enter your user name and password.

### 1.1 Login Screen




The screenshot shows the login interface for the eBase WORKS Community Use Online Reservation System. The page is divided into two main sections: 'New user?' and 'Existing users'. The 'New user?' section includes a brief instruction and a 'Get started' button. The 'Existing users' section features input fields for 'Email address' and 'Password', a 'Login' button, and a 'Forgot your password?' link.

**eBase WORKS** Community Use  
Online Reservation System

### New user?

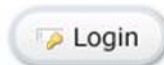
To get started with our online reservation system, all you have to do is create a new account.

 Get started

### Existing users

Email address

Password

 Login

[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 administrator will need to authorize you via email) or you can create a new organization if yours does not already exist.

## 1.4 Agreement

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

### Helpful Hints

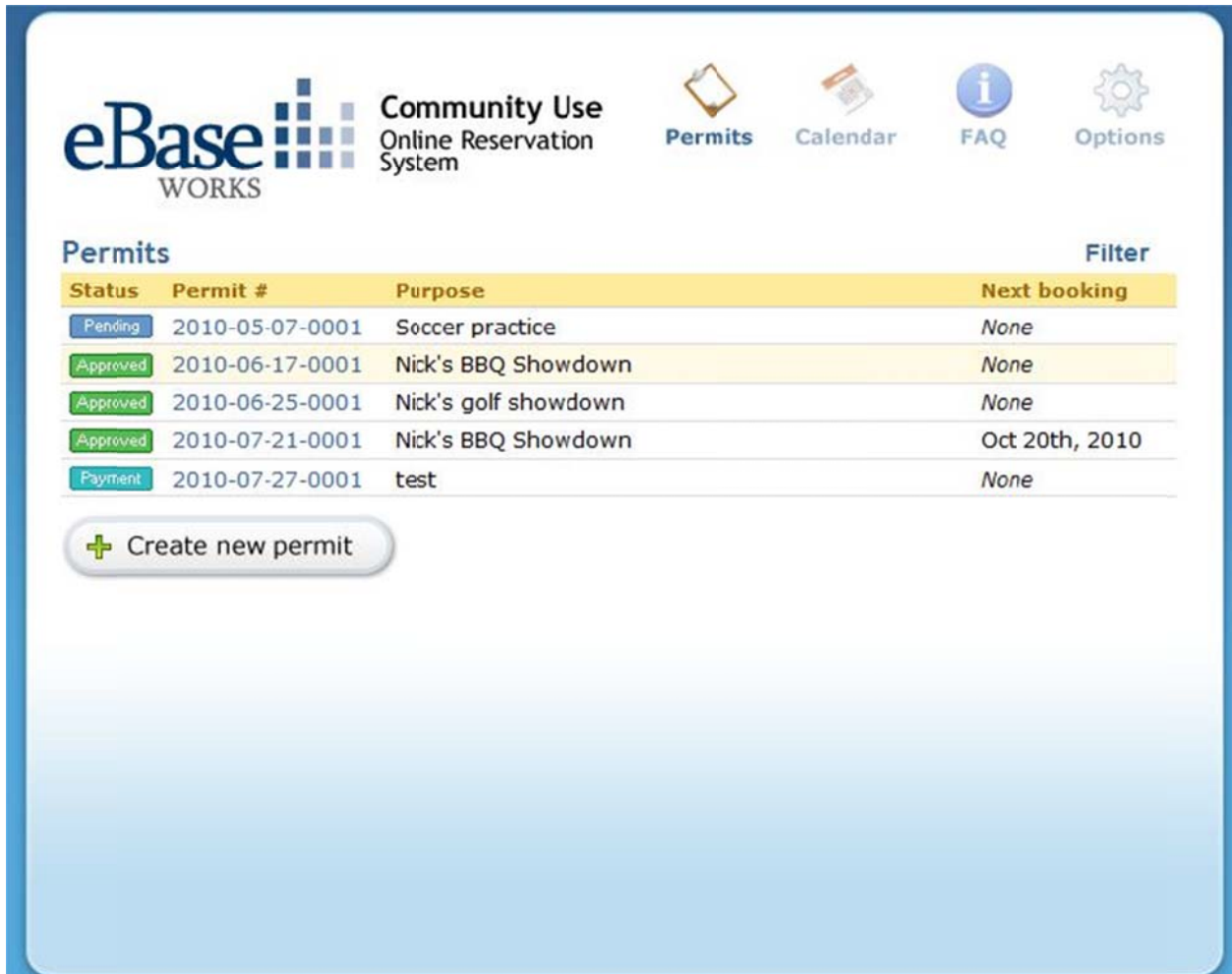
*You will be required to respond to a notification email to ensure your email address is valid.*

*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, and organization information.



**eBase WORKS** Community Use Online Reservation System

Permits Calendar FAQ Options

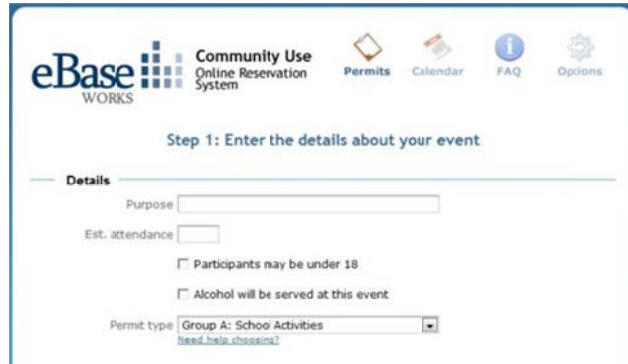
**Permits** Filter

Status	Permit #	Purpose	Next booking
Pending	2010-05-07-0001	Soccer practice	None
Approved	2010-06-17-0001	Nick's BBQ Showdown	None
Approved	2010-06-25-0001	Nick's golf showdown	None
Approved	2010-07-21-0001	Nick's BBQ Showdown	Oct 20th, 2010
Payment	2010-07-27-0001	test	None

[+ Create new permit](#)

## 2.2 Step 1 – New Permit

A tutorial is available when you initially create a permit. 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 'eBase WORKS' logo and navigation links for 'Community Use Online Reservation System', 'Permits', 'Calendar', 'FAQ', and 'Options'. The main heading is 'Step 1: Enter the details about your event'. Under the 'Details' section, there is a 'Purpose' text input field, an 'Est. attendance' text input field, two checkboxes labeled 'Participants may be under 18' and 'Alcohol will be served at this event', and a 'Permit type' dropdown menu currently set to 'Group A: School Activities' with a link 'Need help choosing?' below it.

## 2.3 Insurance

Your permit will not be approved until proper insurance has been arranged.

All groups must submit proof of comprehensive general liability insurance when applying to rent a school facility by submitting a Certificate of Insurance for an amount not less than \$2,000,000 (\$2 million). The insurance policy must cover the activities of the Authorized User and the activities of any other person for whom the party is responsible.

If you do not have insurance, select the 'purchase insurance' option and DSB1 will purchase an insurance certificate on your behalf and the cost will be added to your invoice.

---

### Insurance

Your permit will not be approved until proper insurance has been arranged.

All groups must submit proof of comprehensive general liability insurance when applying to rent a school facility by submitting a Certificate of Insurance for an amount not less than \$2,000,000 (\$2 million). The insurance policy must cover the activities of the Authorized User and the activities of any other person for whom the party is responsible.

If you do not have insurance, select the 'purchase insurance' option and DEMO will purchase an insurance certificate on your behalf and the cost will be added to your invoice.

Source

Insurance company

Policy #

Expiration date

⚠ Certificate must name the Demonstration as additional insured.  
Please fax to the DEMO rental office at **905-646-8048**.

## 2.4 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 another space. You can also select equipment that boards have made available. Please note there may be additional charges associated to the use of this equipment.

The screenshot shows the eBase WORKS Community Use Online Reservation System interface. At the top, there is a navigation bar with icons for Permits, Calendar, FAQ, and Options. The main heading is "Step 2: Choose the school and spaces required for your event".

**School**

School

**Spaces**

- Auditorium  Auditorium
- Cafeteria  Cafeteria
- Classroom  Classroom 1  
 Classroom 2  
 Classroom 3  
 Classroom 4  
 Classroom 5
- Gym - Single  Gym - Single
- Outdoor field  Outdoor field

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

**Equipment**


- Audio Visual Equipment
- Chairs
- Projector
- Tables

Buttons:


Rules and Regulations | Privacy Policy | Refund Policy

## 2.5 Step 3 - Requested Dates / Times


This step requires you to pick the time you want to book spaces. When complete, you can either click “Next” to move to the next step, or click “Back” to select another space or school.




**Community Use**  
Online Reservation  
System




Permits



Calendar



FAQ



Options

### 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.


You must enter at least **1 booking** to continue.

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

## 2.6 Click on a Booking – Booking Details

You can click on a Booking under “Current Bookings” to edit the options.


### Edit booking

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

Date   
MMM DD, YYYY

From     
HH MM

To     
HH MM

 **Where** - *Adjust the school and/or spaces of the event.*


School

Cafetorium  
 Cafetorium

Classrooms  
 Art Room  
 Classroom 1  
 Classroom 2  
 Classroom 3  
 Music Room


Fields / Outdoor Spaces  
 Athletic Field

Gymnasium-Double  
 Gymnasium-Double


 Hover over the space names for more details


## 2.7 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.




**Community Use**  
Online Reservation  
System

  
Permits

  
Calendar

  
FAQ

  
Options

### 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>\$10.00</u>	Rental fee	<u>\$375.00</u>
Additional	<u>\$0.00</u>	Subsidy	<u>\$0.00</u>
Cost		Subsidy	After subsidy

---

Sub-total	<u>\$385.00</u>	Subsidy	<u>\$0.00</u>	<b><u>\$385.00</u></b>
Cost		Subsidy		After subsidy
HST	<u>\$50.05</u>	Subsidy	<u>\$0.00</u>	<b><u>\$50.05</u></b>
Cost		Subsidy		After subsidy
Total	<u>\$435.05</u>	Subsidy	<u>\$0.00</u>	<b><u>\$435.05</u></b>
Cost		Subsidy		After subsidy

⚠ **Attention:** These costs are estimated. The final amount will be updated when the Community Use Coordinator has reviewed your permit and added additional costs such as custodial and security fees. Please contact the Community Use Coordinator at (905) 937-3838 if you have any questions.

All amounts are in Canadian Dollars. (CAD)

## 2.8 Step 5 – Comments

The Supervisors field is intended for you to list any supervising adults which might be present. Please provide at least one name and phone number.

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

The screenshot shows the 'Step 5: Additional comments' page of the eBase WORKS Community Use Online Reservation System. The page features a header with the system logo and navigation icons for Permits, Calendar, FAQ, and Options. The main content area is titled 'Step 5: Additional comments' and contains two input fields. The first field, 'Event supervisors', is highlighted in yellow and contains the text 'John Smith - 555.555.5555'. Below this field is a small instruction: 'Enter the name and cell phone number for the on-site supervisors for your event.' The second field, 'Special instructions', is a larger text area that is currently empty, with a small instruction below it: 'Please list any further information here.' At the bottom of the page, there are three buttons: 'Cancel' (with a red prohibition icon), 'Back' (with a left arrow icon), and 'Next' (with a right arrow icon). Below the buttons, there are links for 'Rules and Regulations | Privacy Policy | Refund Policy'.

## 2.9 Step 6 – Details Overview

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

**eBase WORKS** Community Use Online Reservation System

Permits Calendar FAQ Options

### Step 6: Review and Submit

**Details** ▾

Purpose test

Est. attendance 12

Alcohol will be served at this event

Permit type Group G: For Profit Organizations

**Insurance** ▾

**Spaces and Equipment** ▾

**Bookings** ▾

**Estimated Costs** ▾

Cancel Back Submit

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

## 2.10 Final Tasks

Now that the 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 action from you is required.

If you need to contact the CUOC, 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 message, you will be notified by email.

The screenshot displays the eBase WORKS Community Use Online Reservation System interface. At the top, there are navigation icons for Permits, Calendar, FAQ, and Options. The main content area shows the permit details for a user named 'test'. The permit number is 2010-10-18-0001, the status is 'New', and the equipment is 'No equipment'. Below this, there are three buttons: 'Edit permit', 'Cancel this permit', and 'Discuss this permit'. The 'Current bookings' section contains a table with one entry: a pending booking for a single gym space at Centennial school on Thursday, October 21st, 2010, from 6:00pm to 9:00pm. The 'Past bookings' section is empty, showing 'No past bookings'.

**eBase WORKS** Community Use Online Reservation System

test

Permit #: 2010-10-18-0001  
Status: **New**  
Equipment: No equipment

Edit permit Cancel this permit Discuss this permit

**Current bookings**

Status	Spaces and School	Date and time
Pending	IN Gym - Single AT Centennial	Thu, Oct. 21st, 2010 6:00pm to 9:00pm

**Past bookings**

No past bookings