

Checking and Requesting Facility Space Online Alexandria Public Schools

In order to request the use of Facility Space online, you will need to set up an account and log in on the Alexandria Community Ed Online Registration Page.

Log In

1. Browse to <http://alexandria.thatscommunityed.com>
2. From the upper, right corner, select **Sign In**.

-or-

Select **Create an Account**.

TIP: If you have forgotten your password or have not created one yet, use the

(forgot password) link after selecting Sign In. The system will send you a link to create a password. This will only need to be done the first time you log in. You may also log in using a Facebook Account.

Check Availability

For a more successful approval of your Facility Use Request, please check space availability first.

1. Point to the **Browse All Programs** button, point to **Facility Use** and select **Calendar**.
2. Enter the date you would like to use a Facility.
3. Select the building to view a list of rooms.
4. Select the room you would like to use.
5. If the space is being used, it will populate on the right side of the screen as Not Available or display the Activity happening at that time. Click on an Activity to view more detail.

8:00am	Not Available
9:00am	Not Available
When	Sat, February 15, 9:00am – 2:00pm
Where	Maple Grove Senior High School 236 Auto

Sample space booked detail

Date
02/15/2014

Location
Richfield High School

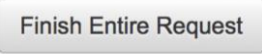
Rooms
Auditorium
Auditorium Lobby
Classroom 101


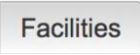
Selecting a Facility

Make a Request

To submit a request online, make sure you are logged in and have followed the directions for checking the space availability first.

1. Point to the **Browse All Programs** button, point to **Facility Use** and select **Request to use a Facility**.
2. *NOTE: If you do not have a Facility Account set up with the district, you may select [continue on to make a new facility request](#).*
3. *NOTE: If you will be managing Facilities for an Organization, please contact our offices @ 320-762-3310, #1 or email hmackedanz@alexandria.k12.mn.us to set up your Online Account.*

4. Complete the New Facility Request Form and select  at the bottom of the form.

 ***You may log into the Site and check the status of your Facility Requests by selecting the  tab.***