

# Community Use of Schools

## eBase User Guide



Community Use of Schools

220 Portsmouth Avenue

Kingston, ON K7M 0G2

613-544-6925 ext. 312 or 379

[Community\\_Use@limestone.on.ca](mailto:Community_Use@limestone.on.ca)

**Wellness** | **Innovation** | **Collaboration**

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# 1.0 Login screen

[Click here to Login to eBase!](#)



## New user?

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

[Get started](#)

 [Watch the introduction video](#)

## Existing users

Username

Password

[Login](#)

[Forgot your password?](#)

If you are already a Community Use user 2017/18 an account has most likely been created for you already. From the email issued, please enter your username and password.

Please proceed to 1.2 Consent and Rules & Regulations of the LDSB Community Use Agreement

If you are not already a Community Use user, please **SELECT** Get Started

# 1.1 Register



## Welcome to the LDSB Community Use Office online reservation system!

**How it works**

**Step 1:** *Fill out your info.* Once we know a little more about you, we can help you keep track of your permits and bookings.

**Step 2:** *Activate your account.* To make sure your email address is valid, we will send you an email to the address you provide. From there you can quickly activate your account by following the 'activate' link.

**Step 3:** *Log in and start booking.* After activating your account, you'll be able to log in and start booking spaces. The on-screen instructions will help you through this process.

**Step 4:** *Awaiting approval.* All permit requests must be approved by the LDSB Community Use Office. After submitting a request, you'll notice that your permit is still pending.

**Step 5:** *Using your permit.* Once your permit has been approved, you are then able to use the facilities on the days you have booked.

That's it! To get the process started, click register below.



**SELECT** Register

**Your name and Age**

Name: Jody Fitz  
First name Last name

I am over 18

---

**Organization**

Choose: - None -  
Choose from the list, or select 'Create new organization'.

---

**Contact information**

Account might already exist. Have you tried logging in?

Address: 220 Portsmouth Avenue  
Address Suite

Kingston Ontario  
City Province

K7M 0G2 Canada  
Postal / Zip code Country

Home:    
xxx-xxx-xxxx ~ Extension

Work: 613-544-6925 312  
xxx-xxx-xxxx ~ Extension

Mobile:    
xxx-xxx-xxxx ~ Extension

Email: fitzj@limestone.on.ca  
your-name@domain.com

When entering your information, please review the list of Organizations and **SELECT** one, if applicable.

The system may prompt you if the address is already in the system, to review and see if an account already exists, please contact the Community Use Office at 613-544-6925 ext. 312

**Username and password**

Choose a *unique username* to identify yourself when logging into the system. Password must be between 6-64 characters and contain at least 1 number.

Username: fitzj  
Ex: jsmith1, kelly2011

Password:    
Type it once Then type it again

---

**Payment information**

Name of cardholder: Jody Fitz  
Must match the name on the card

Card type: Mastercard

Credit card number: 5100 1000 1000 1000

Expiry date: January 2019  
Month Year (YYYY)

**Agreement**

I have read and agree to the rules and regulations of the [LDSB Community Use Agreement](#).

Please note that a valid credit card must be entered, or you will be unable to proceed. We only accept Visa and Mastercard.

Once all fields have been filled, **SELECT** Register

## 1.2 Consent and Rules & Regulations of the LDSB Community Use Agreement

**Attention required**

In accordance with anti-spam legislation, please update your consent to continue receiving general email notices:

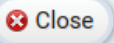
**Generic notifications can contain important information such as permit submission deadlines, changes to pricing policies and renewal windows. Clicking "I do not give consent" will prevent you from receiving this information.**

Permit and Account notifications are not affected by this setting. If you wish to change this setting at a later date, it can be found in the Options menu.

I give consent  I **do not** give consent

The following agreements have been changed and require your attention.

I have **read and agree** to the rules and regulations of the [LDSB Community Use Agreement](#).

 Close

In order to receive communications from the Community Use office, you must give consent and agree to the Rules and Regulations of the LDSB Community Use Agreement (a hyperlink is provided for review of the document)

- ✓ I give consent
- ✓ I have read and agree to the Rules and Regulations of the LDSB Community Use Agreement

**SELECT** x CLOSE

## 1.3 Tutorials

**Permits**  Hide tutorials

This is the main screen for the reservation system. From here you can view all your existing permits as well as create new ones.

**Creating a Permit**

At the bottom left of the window you will find a button which says '*Create new permit*'. Clicking this button will begin the reservation wizard. The on-screen tutorial will help you through each step.

**Viewing Existing Permits**

The list of permits in the middle of the screen are permits that you have requested. From here you can easily track their status. Clicking on one will open it and display its details and bookings.

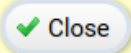
**The Main Menu**

Along the top right of the window you will find 4 icons. These are Permits, Calendar, FAQ and Options. These will help you navigate through the system. Clicking on each one will give you more information about its features.

**Need Help?**

At the top right of the screen you can click on help at any time to show this window again.

**Have fun!**

 Close

**SELECT** Hide tutorials

Tutorials can always be accessed through the ?Help link. If you do not select Hide Tutorials, the window will continually pop up.

**SELECT** Close

## 2.0 Create new permit request



- Permits
- Calendar
- FAQ
- Options

[+ Create new permit request](#)

### My permits

[Filter](#)


Status	Permit #	Purpose	Booking details
<b>Pending</b>			
			None
<b>Active</b>			
			None
<b>Inactive</b>			
<span>Expired</span>	2017-09-13-0003	Celebration of life	Sep 20th - Bayridge S.S. <a href="#">Discuss</a>


**SELECT** [Create new permit request](#)




## 2.1 Step 1/5 Enter the details about your event


### Details


Permit type    
**The Permit type field is required.**

Purpose    
Ex: "Basketball tournament", "Scouts meeting"

Attendance    
This includes participants and spectators

Participants may be under 18

Alcohol  

Renewal of    
Permit #

**Permit type:** **SELECT** Category B, C, D or E

*Note:* When selecting your category, a brief description will be provided for each category. The Community Use Office will assess the application and assign the appropriate category. If in doubt, select Category C

**Purpose:** A brief description to describe your event.

**Attendance:** Please include both participants and attendees.

**Alcohol:** Please indicate that alcohol will not be served at your event.

### Insurance

*Note:* A copy of your organization's insurance certificate must be provided before your application will be processed. The certificate must provide for a minimum of \$5 million in liability coverage and list The Limestone District School Board as "additionally insured".

A copy of the insurance certificate must be uploaded to your account.

If you do not have insurance, you may purchase a limited third party liability insurance policy through the Board.

Questions

Check the age group(s) of all the expected participants

- Children 0-6
- Children 7-12
- Teens 13-18
- Young adults 19-24
- Adults 25-64
- Seniors 65+
- No target age (i.e. there is a wide range in the ages of the participants)

Choose the categories which best describe the primary type of activity

- Educational (e.g. homework help, reading clubs)
- Parenting support (e.g. new parent classes)
- Sports and recreation (e.g. basketball, yoga)
- Health and wellness (e.g. nutrition program, blood donation)
- Child care programs
- Arts and cultural (e.g. community theatre, concerts)
- Support for newcomers
- Social (e.g. meet and greet)

When choosing a category to best describe the primary type of activity, please only select one!

## 2.2 Step 2/5 Manage the bookings for your event


What do the colours mean?

- Pending
- Approved
- Expired
- Conflict
- Conflict with pending

**SELECT** + Add Bookings


### Add bookings

How would you like to add your bookings?



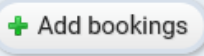

**Search**

"I need help finding available spaces"





**Build**

"I know exactly what space and time I'd like to request"

 + Add bookings Cancel

### Add bookings

 **Search**  
 Wizard to find open times and spaces

 **Build**  
 Manually choose your times and spaces

---

**When**

Recurrence Weekly

Date range Sep 10, 2018 Jun 21, 2019  
Start (MMM DD, YYYY) End (MMM DD, YYYY)

Days of the week  Mo  Tu  We  Th  Fr  Sa  Su

Search between 6 00 PM  
HH MM

and 10 00 PM  
HH MM

Duration 2 hours 00 minutes

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

---

**Where**

*Choose the space types you would like to search for*

+ Add

1 Double Gym

Start search

+ Add bookings
✖ Cancel

**Recurrence:** single, daily, weekly, bi-weekly, monthly

**Date range:** start date, end date

**Days of the week**

**Search:** allows you to select the time frame within which you would like to book

**Duration:** remember to include setup and take down times. You are booking from the moment you enter the facility until the time you leave.

**Where:** allows you to for the type of space you require in all of our facilities

**SELECT** Start search

**Add bookings**

Where  Exclude conflicts  Show map

- Choose -

Choose a facility

+ Add bookings Cancel Start again

When choosing your location, you will be provided with a list of all schools that have the space that you require (example: double gym).

**Add bookings**

Where  Exclude conflicts  Show map

K.C.V.I.

When

Choose your preferred time

6:00 pm - 8:00 pm

+ Add bookings Cancel Start again

You may now try different preferred time slots.

Once you have the time frame you would like, scroll to the bottom of the page and **SELECT** +Add Bookings. Alternatively, you may **SELECT** Start Again and choose another school.

A full list of bookings will now appear under Active Bookings.

*Note:* Some bookings may have a **red ! exclamation mark** beside them, to indicate that these are excluded dates and are not available for booking.

You may now add more requests or scroll to the bottom of the screen and **SELECT** Continue to Next Step.

## 2.3 Step 3/5: Estimated Costs

### Permit costs

None

### Booking costs

Rental fee	\$7,475.12	-\$7,475.12	<b>\$0.00</b>
	Regular	Subsidy	After subsidy

### Total

Sub-total	\$7,475.12	-\$7,475.12	<b>\$0.00</b>
	Regular	Subsidy	After subsidy
HST	\$971.70	-\$971.70	<b>\$0.00</b>
	Regular	Subsidy	After subsidy
Total	\$8,446.82	-\$8,446.82	<b>\$0.00</b>
	Regular	Subsidy	After subsidy

⚠ 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 613-544-6925 extension 312 if you have any questions.

All amounts are in Canadian Dollars. (CAD)

### Credit card

**Important:** You have not yet added a credit card to your account. To do so, go to your 'Options' and select the 'Billing' tab. From there you can easily manage the cards associated with your account. Otherwise, please make arrangements with the Community Use Coordinator.

A cost estimate will be provided for your application. This is a cost estimate only. After submission, your application may receive a different Category designation, custodial costs may be added and insurance costs may be added.

Please note that you must have a credit card on file. You will be billed on the last day of each month for those dates of the month that you utilized space. This allows for corrections for cancellations, inclement weather days, etc.

**SELECT** Continue to next step.

## 2.4 Step 4/5: Additional Information

---

**Event supervisors**

Number      Extension

---

**Comments**

Special instructions

Please list any further information here.

### Event Supervisors

When your organization may have more than one people involved in a booking (Example: pack leaders for a Scout troop, Coaches for a soccer club) it is a good idea to provide an Event Supervisor.

Each time there is a change in the contract (cancelled date, inclement weather day, etc) a copy of the update will be sent to both the applicant and the event supervisor! You must include the Event Supervisors email address.

### Comments

Use this area to include any special instructions that may be pertinent to the school and/or school staff.

**SELECT** Continue to next step

## 2.5 Step 5/5: Review and submit

This screen is a summation of details of your application.

If you are satisfied, **SELECT** Submit.

## 3.0 Quick Access to Information



- 3.1 Permits
  - a complete list of permits pending, active and inactive
- 3.2 Calendar
  - You may sort by week, month, agenda
  - View holidays, PD Days and excluded dates
- 3.3 Options
  - 3.31 Personal Information
    - Update address, phone number, email address
    - Change username and/or password
    - Input Insurance information
  - 3.32 Organization information
    - Update main contact
  - 3.33 Billing information
    - Add credit card
    - Update credit card
    - Review upcoming charges
    - Review monthly billing statements
  - 3.34 History
    - Review complete billing history, credits, adjustments, payments
  - 3.35 Upload insurance certificate