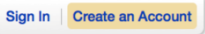


## Creating Your NEW Online Account

This account will work for both registrations in our classes as well as reservation requests. You do not need two separate accounts.

If you need to create an account, please follow these steps:

### 1. Login Set-up





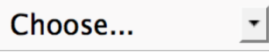
1. Go to the website - <https://rochester.ce.eleyo.com>
2. Select **Create an Account**. 
3. Complete the Create an Account form. (Required fields are indicated with an asterisk.)  
-OR- for ease you can

Sign in using an existing Facebook account. 

You will receive an email asking you to verify your account and asking you to create a password.

If you have children other family members that you want to be included in your account continue with step 2, otherwise go to step 3.

### 2. Add Relationships (Children) to Your Account

1. Log in to your Account.
2. Select **Family** 
3. Select **Manage your Relationships** 
4. Select **Add a Relationship** 
5. Select how this person is related to you using the drop-down list.
6. Select **Continue**.  This person is my 
7. Complete the form and select **Add**.
8. Select **Add a Relationship** again to add another relationship.

### 3. Request to become part of an organization that will be making request reservations

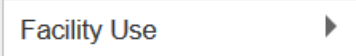
Once you have your account set up, please email [stfanning@rochester.k12.mn.us](mailto:stfanning@rochester.k12.mn.us) with a request for the facilities department. Facilities will need to know what organization you will be reserving rooms for. (Example Girl Scout Troop #552). You will receive another email with permission. Once Facilities has made you part of that organization you can request the use of facilities.

### Online Request Form

To request a facility online, follow these steps:

1. Log into the Rochester.thatscommunityed.com

2. Select 

3. Select 

4. Select 

New Facility Request

Facility Account will show here or choose from drop down list.

Facility Account

Community Education [v]

Purpose / Activity\*

[Empty text box]

# Attending By Age

0-5 6-17 18-54 55+ [checkboxes]

District Residents

All 75% Less Than 75% [radio buttons]

Name of Activity, please be specific

Please indicate this for state reporting

Equipment And Setup Notes

[Empty text box]

User To Staff Notes

[Empty text box]

Use this box to communicate with the Facilities Coordinator. Additional information, asking for the event to be made "public", or asking to reserve entire location can go here.

← Prev Today Next →

August 2013

Calendar grid for August 2013 with date 8 highlighted.

September 2013

Calendar grid for September 2013.

Location\*

[Empty dropdown menu]

Rooms

[Empty scrollable list box]

Dates\*

[Empty text box]

Start Time\*

[Empty text box]

End Time\*

[Empty text box]

Setup

0 Hrs 0 Min

Takedown

0 Hrs 0 Min

Room Notes

[Empty text box]

Add another location/date/time combination

or

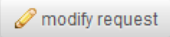

Finish Entire Request

Online Facility Request Form



Click here to complete request.

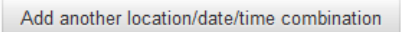
## Submitting an Online Request Form


The Member can modify a request up until the request is approved by Facilities. Before a request is sent to the Facilities Dashboard for approval, the Member must read through the online information and check the box to agree to the terms and conditions.


**Review** fun  

**Click here to modify the request. Once the request has been approved, no changes or modifications can be made from the public side.**

Location	Dates	Times	Duration	
Farmington Community Ed Bldg	cafeteria			
TBD	08/27/2013	4:00 AM - 6:00 AM	2h	 



Equipment and Setup Notes 

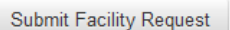
Additional Notes 

### Terms and Conditions

Thank you for your interest in reserving spaces in district facilities for your organization and activities. It is important that we work together to ensure a great experience for your group as well as, meet the needs of the school building and the staff. To view District Policies and Procedures regarding facility use, please visit our [District website](#).

Listed below are expectations for facility use. If you have any questions or concerns, please contact us (see contact information below). Please communicate these expectations for facility use to your group members in advance of your scheduled activity.

I have Read And Agree To The Above Terms And Conditions \*

 or [Cancel](#)

**Box must be checked before Request can be submitted.**