

School Dude User Instructions

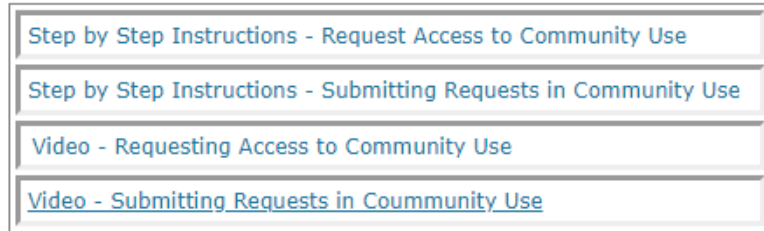
(Setting up Username & Password – First Step)

Begin by logging in to www.ledyard.net

Click News & Information

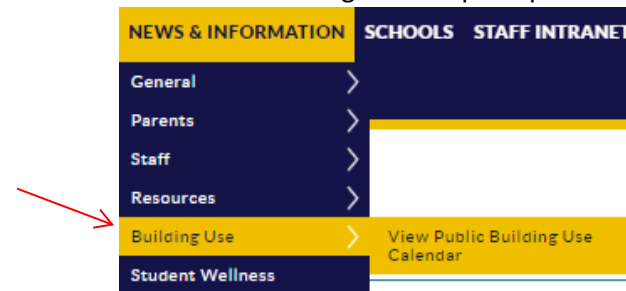
Scroll down and click on Building Use

Read through the Policy, Regulations, & Fee links then watch the Video for Requesting Access to Community Use first. The Video for Submitting Requests will come later. →



These two videos explain how to set up your username and password along with how to enter requests.

After watching the first video, go back up to News & Information once again then scroll down to Building Use to open up the sub-menu and click View Public Building Use Calendar.



Once you see the calendar appear, in the upper right hand corner, click on **Log In to Request Facility Use**



Once you select Log In to Request Facility Use, another window appears, click on **Create One** to create a new account.

Please follow the prompts to create your account; all fields with the red bar | are mandatory fields.

After you establish your username and password, an email will be sent to Ledyard Public Schools, to the attention of Sue Meserve to match up with the vendors already established.

Once assigned, you'll receive an email to the address provided which will allow you to submit your building use request (follow the guidance on the video Submitting Requests in Community Use).

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(Setting up Username & Password – First Step)

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Search for **GO**

Step 1 of 3: Personal Profile

Registration Wizard

[Personal Profile](#) [Request Organizations](#) [Confirmation](#)

My Contact Settings

First Name | Last Name |

Email Address |

Phone Number |

Cellular Phone |

Your Address | *

Note: This is your Contact Address. You will enter the organization address on the next page.

Password Settings

Password | Verification |

☐ Check here to remove self from all event-related email notifications.

Save & Next **Cancel**

Legend

| Required Fields

Step 1 of 3: Personal Profile

Enter all information as required by School Dude – required fields are identified by a red bar (|)

Do not check box, “Check here to remove self from all event-related email notifications”; if you do check it you won’t receive an email once your event is fully approved.

Click Save & Next to continue

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Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile [Request Organizations](#) Confirmation

Request Your Organization

Organization Name

Organization Type

Organization Address

☒ Use Your Contact Address as Organization Address

Requested Organization List

Items Per Page: 25 | 50 | 75 | 100
Previous 10 Next 10

Organization Status	Organization Name	Organization Type	Address
No record found			

Previous Save & Next Cancel

Step 2 of 3: Request Organizations

As in Step 1, enter all information as required by School Dude – required fields are identified by a red bar (|)

Check the box, “Use Your Contact Address as Organization Address”

Click Add Organization

Click Save & Next to continue

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(Setting up Username & Password – First Step)

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Step 3 of 3: Request Confirmation

Registration Wizard [↓](#)





[Personal Profile](#) [Request Organizations](#) [Confirmation](#)

Confirmation [↑](#) [-](#)

Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

Name SUZANNE MESERVE
Email Address smeserve@ledyard.net
Phone Number 860-464-9255
Cell Phone 860-464-9255
Your Address 4 BLONDER BLVD
LEDYARD, CT 06339

1 - 1 of total 1 listed Items Per Page: 25 | 50 | 75 | 100
◀◀ Previous 10 Next 10 ▶▶

 Organization Status	 Organization Name	 Organization Type	 Address
Pending	LEDYARD INTERNAL USE	Internal	4 BLONDER BLVD LEDYARD, CT 06339

◀◀ Previous 10 Next 10 ▶▶ Items Per Page: 25 | 50 | 75 | 100

[Previous](#) [Submit Requests](#) [Cancel](#)

Step 3 of 3: Request Confirmation

Confirm all information entered is correct; if you need to make any changes simply click on Previous otherwise click Submit Request

Retain your username and password, this is how you'll log in to School Dude to enter future requests.