

School Dude User Instructions

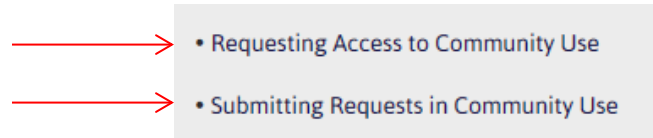
(Setting up Username & Password – First Step)

Begin by logging in to www.ledyard.net

Click News & Information

Scroll down and click on Building Use

Read the letter to vendors then watch the two bulleted videos



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

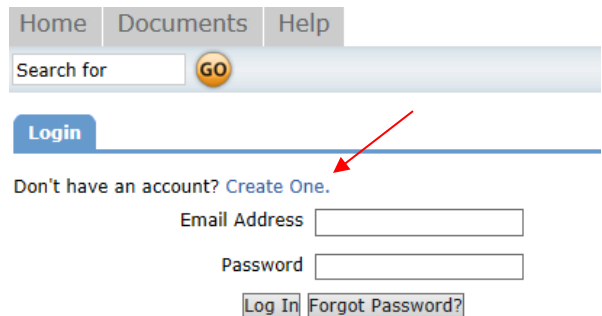
After watching the first video, click on View Public Building Use Calendar on the left to establish your account



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.



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Don't have an account? [Create One.](#)

Email Address

Password

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).

School Dude User Instructions

(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.

Legend

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


School Dude User Instructions

(Setting up Username & Password – First Step)



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

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


School Dude User Instructions

(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



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.