

CIVIC PERMITS QUICK REFERENCE GUIDE FOR SCHOOL SITES



PROCESSING PERMIT REQUESTS

STEP 1 »

Log into your district's Civic Permits Website.

School District
Use Permits

Email Password [Forgot your password?](#)

Sign in with your account

NOTE

Your Civic Permits Website address will be a link in the email you received notifying you of the new permit request for your school site.

STEP 2 »

On the My Permits Page, click on the permit request you would like to access by clicking anywhere on the row/list item of the permit application.

Holiday Hoops Basketball Tournament (Any City Athletic League)
Permit # 6956753 | Site Metro Middle School | Date Submitted November 17, 2013 | Status Pending School Approval

STEP 3 »

On the Permit Request Details Page, review the group's requested facilities, dates, and times requested for your school site.

Request Details Documents Invoices History

Facilities Requested

Auditorium

Date	Start Time	End Time
December 28, 2013	4:00 PM	10:00 PM
December 29, 2013	4:00 PM	10:00 PM

Review requested facilities, dates, and times

NOTE

If you see the below message appear in the Request Details tab, then your district has enabled the Civic Permits Insurance Policy Management feature, and the group has requested a date not covered within the span of the group's district-approved insurance certificate on file. This results in the permit application being rejected by the district, so it may be prudent to reject the permit application at the school site level.

⚠ Not all event dates are covered by an approved insurance policy.

STEP 4 »

In the upper right hand corner of the permit details, click on "Change" to change the status of the permit request.

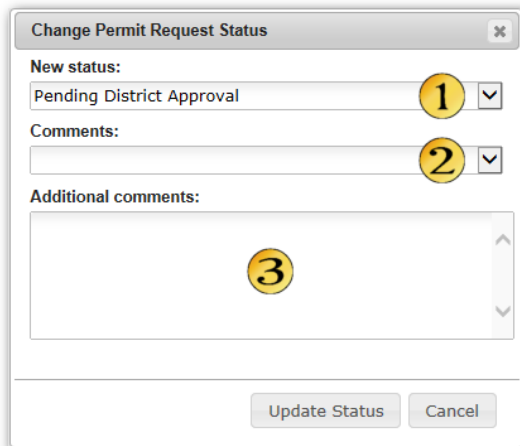
Permit ID 6956753 Date Submitted November 17, 2013 Site Metro Middle School Status (Change) Pending School Approval

User Information William Smith Group Information Any City Athletic League

Click "Change"

STEP 5 »

Click the Update Status button to change the status of the permit request.



1

Select an appropriate status from the available Status items in the menu. Typically when approving the request for your school you would choose "Pending District Approval."

2

COMMENTS are optional pre-defined text blocks that are defined by your district office from which you can select. Comments will appear in the email notifications that are sent to the groups after you perform a status change.

3

ADDITIONAL COMMENTS are optional free text comments that you can add to appear in the email notification sent to the outside group.

That's all there is to it! The permit request will be processed according to the new status you assigned.

NOTE

Status changes cannot be undone once they are updated.. The Permit would need to be reassigned to your school by the district (if approved) or resubmitted by the group (rejected) in order for it to be in your My Permits list again.



USING THE CALENDAR

ADD AN EVENT TO YOUR SCHOOL CALENDAR

If your district has enabled direct booking of school events, you can directly enter events into the calendar and bypass the permit process. This allows you to reserve facilities for school-affiliated events or meetings without going through the permit process.

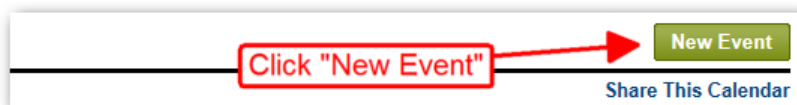
STEP 1 »

Click on the Calendar link in the main navigation bar.



STEP 2 »

Click on the **New Event Button**



STEP 3 »

Complete the **New Event** form as follows:

- 1 Enter the **Activity** name (i.e. "Fall Jazz Band Concert").
- 2 Select the **Location Requested**. This should default to your school. You will only see schools listed in the menu to which you have been granted.
- 3 Click the **Add Facility** button to specify what facilities at your school you want to reserve and for what dates and times. **Note: Make sure to click on the Add button.**

You can add more than one facility on the event form if you need to by clicking **Add Facility** after adding each facility.

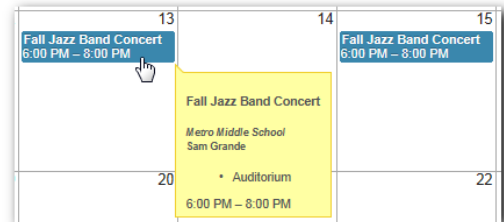
STEP 4 »

Click on the **Submit** button to save the event. That's it! The event is saved to your school's calendar.

NOTE

When adding events directly to the Calendar, your name (the person entering the event) will appear under the school name.

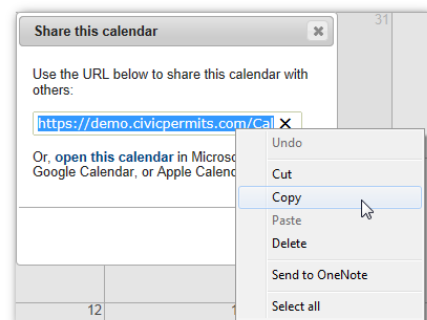
For events that go through the permit process, the group's name will appear under the school name.



IMPORTANT! » In order to see your event in the calendar after adding it, you will need to re-apply the filter the in the calendar view for your school.

EDITING EVENTS » you can edit events that you (or other staff members who have access to your school) have added to the calendar simply by clicking on the event from within the calendar. The edit form will open to allow for editing or deleting the event.

SHARE YOUR SCHOOL CALENDAR » If your district has allowed public access to calendars, you can easily share your school calendar by linking it from your school's website. To share a calendar, go to your calendar view, select your school name from the **Site** filter and then hit the **Apply** button to set the filter. Then, click on the **Share This Calendar** link.





THE PERMIT REQUEST DETAILS PAGE

1 Each stage of the permit approval process is represented by a unique **Status**. Examples of statuses include "Pending School Approval," "Pending District Approval," "Payment Required," etc. To process the permit request, click on **Change** to set a new status.

2 The **Check Exemption Status** link allows for a quick check of the group's exemption status with the IRS. This is mainly used by the district office to determine fee schedule in accordance with board policy.

3 **Group Notes** are comments about the group. The display of and ability to edit Group Notes is determined by your district office (i.e. you may or may not see or have the ability to edit Group Notes).

4 The **Request Details** tab displays the facilities requested along with the request dates and times and any special requests/equipment.

The **Documents** tab allows documents to be attached to the permit application if allowed by the district office.

The **Invoices** tab is used by the district to create invoices and process payments (and for the outside group to view invoices and pay by credit card, if enabled).

The **History** tab is a log of all activity for the respective permit application.

5 If enabled by your district office, you can use the **Make Changes** button to edit the Request Details of the permit application before processing. If there is no **Make Changes** button displayed, then your district does not allow permits to be edited once submitted by the group.

Permit ID 6956753	Date Submitted November 17, 2013	Site Metro Middle School	1 Status (Change) Pending School Approval
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User Information William Smith 123 Main Ave Any City, CA 95687 Email: wsmith@demo.civicpermits.com Phone: (707) 451-3328	Group Information Any City Athletic League 1788 Stanford Street Any City, CA 95687 Class 2 - Youth-Serving Nonprofit EIN: 26-2547206 (2 Check Exemption Status)
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Group Notes
1/22/2013 - Ensure this group requests the use of restrooms. During 2012 holiday tournament they did not request restrooms. Custodian had to be tracked down to open. -JJC **3**

Request Details
Documents
Invoices
History **4**

Facilities Requested **5 Make Changes**

Bathrooms

Date	Start Time	End Time
December 28, 2013	4:00 PM	10:00 PM
December 29, 2013	4:00 PM	10:00 PM

Auditorium

Date	Start Time	End Time
December 28, 2013	4:00 PM	10:00 PM
December 29, 2013	4:00 PM	10:00 PM

Special Requests / Equipment
Actual tournament is 5:00 PM to 9:00 PM. Need to set up before/after tournament. Please have gym doors open at 4:00 PM and locked at 10:00 PM.

Permit Question Responses

Will there be an attendance charge at your event?
Yes

Civic Permits

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