



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

# Community Use of Schools

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## eBASE Client User Guide

Community Use of Schools  
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[ocdsb.ca/communityuse](http://ocdsb.ca/communityuse)

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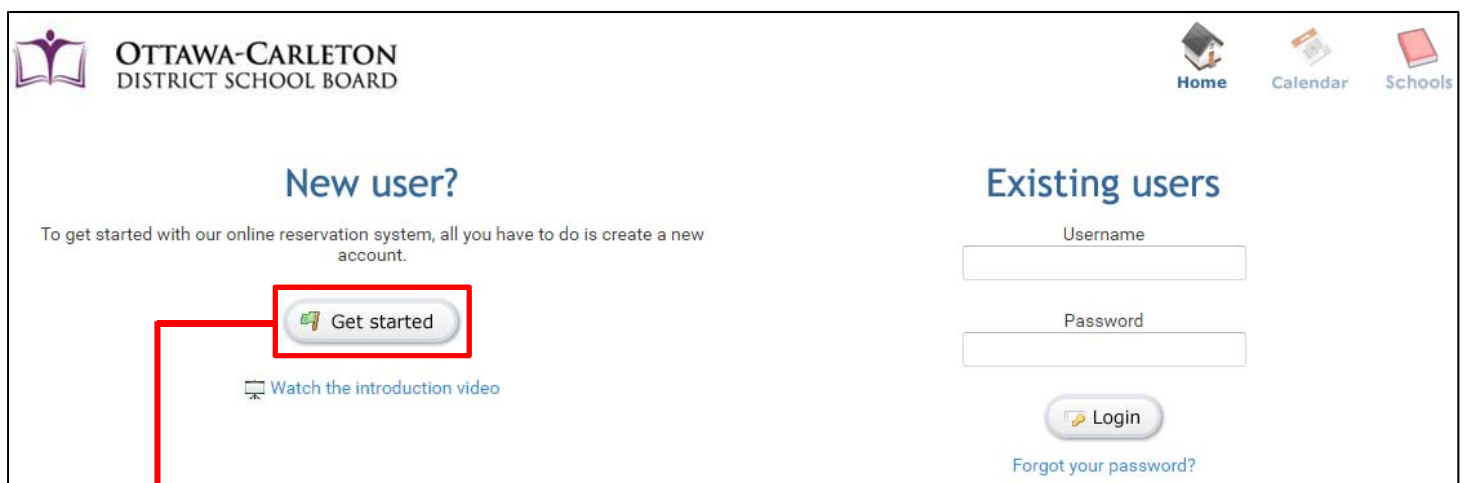
## 1.0 Client User Guide

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The OCDSB is now using eBASE online booking software. The Client User Portal has been designed to allow groups and organizations to request the use of space at schools. To begin using the system, please visit [www.ocdsb.ca/communityuse](http://www.ocdsb.ca/communityuse) and follow the link to eBASE's Client User Portal.

Click "Get Started" under the New User section. If you have an existing user name and password, click on login and enter your user name and password.

### 1.1 Login Screen



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

Home Calendar Schools

### 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?](#)

Click 'Get Started' for step by step directions if you are new to the system.

#### Helpful Hints

- *The system has important information posted on it throughout. Please make sure to take the time to read all of the information on the screen.*
- *If you would like to learn more about eBASE before starting, you can watch the introduction video found on the main page.*

[Watch the introduction video](#)

## 1.2 Get Started – The page below will pop up to welcome you and explain the booking request process.

The screenshot shows the top of the website with the Ottawa-Carleton District School Board logo and navigation links for Home, Calendar, and Schools. Below the header is a welcome message: "Welcome to the CUS Booking Assistant online reservation system!". Underneath, there is a section titled "How it works" with five numbered steps explaining the registration process. At the bottom of this section, it says "That's it! To get the process started, click register below."

**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 CUS Booking Assistant. 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.

That's it! To get the process started, click 'Register' → 

## 1.3 Enter Your Name & Confirm you are an Adult

The screenshot shows a registration form with the Ottawa-Carleton District School Board logo. The form is titled "Your Name and Age". It has two input fields for "Name": "Jenn" in the "First name" field and "Shumsky" in the "Last name" field. Below these fields is a checkbox labeled "I am over 19" which is checked.

## 1.4 Organization Information

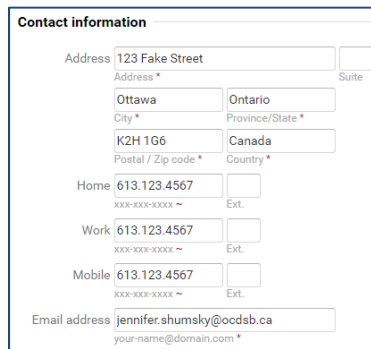
You can select to enter

- **No Organization** – Permits without an organization will be listed as an individual.
- **Join an Existing Organization** - The organization administrator will need to authorize you via email. Please check with your organization before you go to all the work of trying to set up an account. Someone may already be registered that will serve as the organizations key contact and who will be inputting any permit requests on behalf of your organization.

The screenshot shows a dropdown menu titled "Organization". The selected option is "Jenn's Basketball Group". Below the dropdown, it says "Choose from the list, or select 'Create new organization'."

- **Create a New Organization** – Each group should appoint one organization administrator that will serve as the key contact and input all requests for the organization. The first person from the group to register will be that group's organization administrator. They will be responsible to authorize anyone else from the group that tries to register. When someone else tries to register under that group the organization administrator will get an email notification that will require a follow up.

**1.5 Contact Information** – Please fill out all your contact information.



**Contact information**

Address

Address \*

City \*

Postal / Zip code \*

Country \*

Home

xxx-xxx-xxxx ~ Ext.

Work

xxx-xxx-xxxx ~ Ext.

Mobile

xxx-xxx-xxxx ~ Ext.

Email address

your-name@domain.com \*

**1.6 Password** - Please input a username and password that you want to use to gain access to your account.



**Username and password**

Create a *unique username* to identify yourself when logging into the system.

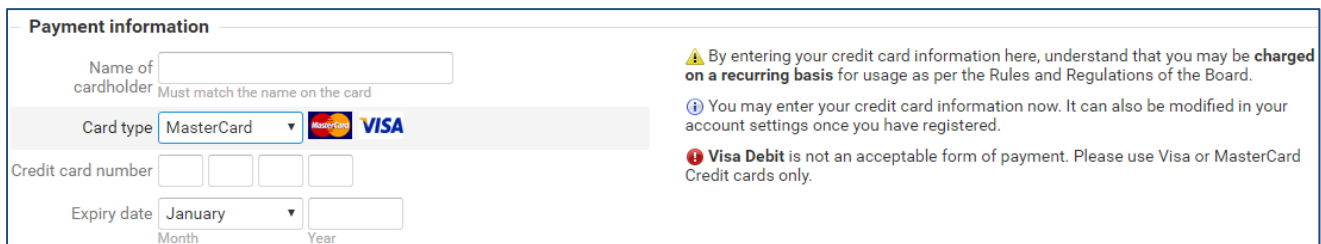
Username

Ex: jsmith1, kelly2011

Password

Type it once Then type it again



**1.7 Payment Information** – If you wish, please provide your credit card information. OCDSB will continue to accept cash and cheques. Mastercard and Visa are the only credit cards accepted.



**Payment information**

Name of cardholder

Must match the name on the card

Card type   

Credit card number

Expiry date

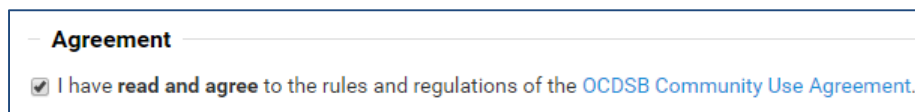
Month Year

**⚠** By entering your credit card information here, understand that you may be **charged on a recurring basis** for usage as per the Rules and Regulations of the Board.

**i** You may enter your credit card information now. It can also be modified in your account settings once you have registered.

**!** **Visa Debit** is not an acceptable form of payment. Please use Visa or MasterCard Credit cards only.

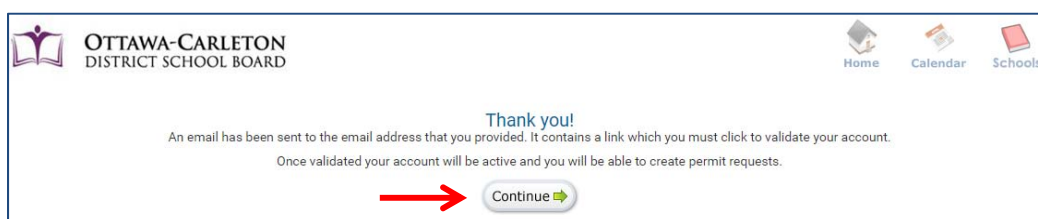
**1.8 Agreement** – It is important that you read OCDSB’s “Community Use Agreement” before you click the agreement checkbox.







**Agreement**

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

**1.9 Register** – Click ‘Register’ to continue (and receive the message below) or ‘Cancel’ to start over.




 **OTTAWA-CARLETON DISTRICT SCHOOL BOARD**

**Thank you!**

An email has been sent to the email address that you provided. It contains a link which you must click to validate your account.

Once validated your account will be active and you will be able to create permit requests.



## Helpful Hints

You will be required to respond to a notification email to ensure your email address is valid. Once you have validated your account – you can proceed to the permit request section.

## 2.0 Create a Permit

The purpose of this section is to provide you with the steps necessary to submit a Community use of Schools Permit. The Permit you create will contain the purpose of use, location, dates, booking times, associated costs and other important information.

### 2.1 Interface

The dashboard for your portal is very simple. You will be able to request new permits and manage active permits from the "Permit" screen. This screen is configured in an easy-to-read format. It lists the permits in sections based on the permit status.

Status	Permit #	Purpose	Booking details	
<b>Pending</b>				
On hold	2016-03-10-0001	Dodgeball	Mar 24th - Elmdale Public School (Island Park)	Discuss >
Pending	2016-03-08-0001	Basketball	Mar 8th - Emily Carr Middle School (Gloucester)	Discuss >
On hold	2016-03-02-0001	Basketball Practice	Mar 23rd - Elmdale Public School (Island Park)	Discuss >
New	2016-02-29-0005	Basketball Practice	Mar 11th - Emily Carr Middle School (Gloucester)	Discuss >
Pending	2016-02-29-0004	Dodgeball	Feb 29th - Blossom Park Public School	Discuss >
Pending	2016-02-29-0002	Volleyball	Feb 29th - Elizabeth Park Public School (Uplands)	Discuss >
Pending	2016-02-29-0001	Basketball	Mar 4th - South Carleton High School (Richmond)	Discuss >
<b>Active</b>				
Approved	2016-03-22-0001	Basketball Practice	Oct 1st - Alta Vista Public School	Discuss >
<b>Inactive</b>				
Expired	2016-03-14-0001	Soccer	Mar 31st - Meadowlands Public School	Discuss >
Cancelled	2016-02-29-0003	Basketball	Feb 29th - Bayview Public School	Discuss >

### 2.2 Step 1 – New Permit

A tutorial is available when you initially create a permit. Please use this tutorial to help you through the application process. If you no longer need the tutorial, simply click the "Hide Tutorial" checkbox at the top right. If you need to see the tutorial again, click "Help" on the top right of the screen.

**Details**

Permit type:

Organizations considered in this group include but are not limited to: Boy Scouts, Girl Guides, Cadets, athletic organizations (basketball, soccer, volleyball)

Purpose:

Ex: "Basketball tournament", "Scouts meeting"

Attendance:

This includes participants and spectators

Alcohol will be served at this event

Renewal of:

Permit #

- Your permit type is very important, please make sure to consult your Community Use of Schools Booking Assistant or visit [www.ocdsb.ca/communityuse](http://www.ocdsb.ca/communityuse) to view the user group categories if you don't know what permit type you are.
- User groups may have different permit types based on the activity. I.E adult recreation, youth recreation, etc. Please ensure you change it in the permit function.
- If you select the wrong permit type, the Community Use of Schools Booking Assistant will review your permit and change the permit type to the correct one. Booking fees may change during this process.

### 2.3 Step 1 - Insurance

Your permit will not be approved until insurance has been arranged.

All Ottawa-Carleton District School Board permit holders are required to have Insurance when using any Ottawa-Carleton District School Board facilities. Permit holders MUST have Liability Insurance naming OCDSB as an additional insured with coverage of no less than \$2 million per occurrence. Such coverage shall not exclude injury to participants. Permits will not be granted unless proof of Insurance is provided.

If you do not have insurance, select the 'purchase insurance' option. The Ottawa-Carleton District School Board has partnered with OSBIE, Ontario School Boards Insurance Exchange to provide coverage for most activities.

**Insurance**

**Important:** Your permit will not be approved until proper liability insurance has been arranged.

All Ottawa-Carleton District School Board permit holders are required to have Insurance when using any Ottawa-Carleton District School Board facilities. Permit holders MUST have Liability Insurance naming OCDSB as an additional insured with coverage of no less than \$2 million per occurrence. Such coverage shall not exclude injury to participants. Permits will not be granted unless proof of Insurance is provided.

If you do not have insurance, select the 'purchase insurance' option. The Ottawa-Carleton District School Board has partnered with OSBIE, Ontario School Boards Insurance Exchange. CUS permits will be cancelled without proper insurance on file.

Source

Insurance company

Policy #

Expiration date

### 2.4 Step 1 - Equipment

Equipment available for rent is listed in Step 1. If your event requires any of the listed equipment, place a checkmark in the small checkbox and list the quantity needed in the provided field. There are costs associated with using the equipment.

**Add Equipment** ✖ Cancel

- Additional (Provide Detail in Comments)
- Badminton Poles and Net
- Chairs
- Tables
- Volleyball Poles and Net

In the comments provide any extra details about your request

**Add Equipment** Save ✖ Cancel

Tables

Qty 1

## 2.5 Step 1 – Ministry of Education questions

In order to continue to support programs such as Community Use of Schools, the Ontario Ministry of Education requires certain data for reporting purposes. Please answer the three questions to the best of your ability. Once the questions are answered, click the “Next” button to move on with the Permit Creation Process.

**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)

Indicate the gender of your participants

- Male
- Female

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)
- Supports for recent immigrants
- Social (e.g. meet and greet)
- Community services (e.g. employment aid)
- Meetings (e.g. neighbourhood action)
- Leadership (e.g. Scouts, Guides)
- Aboriginal-focused programs
- Supports for low-income communities
- Other

Click all the categories that apply to your activity

Once the steps above are completed, click to ‘Continue to the next step’ button.

## 2.6 Step 2 – Add Bookings

Step 2 is the point at which bookings are added to the permit. Click the “Add Booking(s)” button to begin creating a booking(s).



**Step 2/5: Manage the bookings for your event**

Returning clients have the opportunity to secure their existing programming space prior to new space requests. Your request must be submitted by **Monday October 3rd, 2016** to ensure space availability. After this date all permit requests will be considered.

Schools have first claim to use their respective buildings at all times and any agreement made with an outside organization will be contingent on the needs of the programs of the various school facilities and such agreements may be terminated or altered at any time.

If you require classroom(s) for your booking please indicate in the special instructions (Step 4) how many classrooms you are requesting. A booking assistant will review your request and assign specific classrooms if available.

Each tournament request requires a separate permit request. The large attendance numbers may require additional staffing. Please submit your request regardless of whether system has indicated there is a conflict - tournament times may be outside of the regular CUS hours and approval may be required.

+ Add booking(s)
✔ Quick select
📄 Actions

**What do the colours mean?**

● Pending   
 ● Approved   
 ● Expired   
 ● Conflict

## 2.7 Step 2 – Select Dates, Times and Spaces

Clicking the “Add booking(s)” button opens the “Add booking(s)” box. This function allows you to determine the “when” and “where” for the permit. Bookings are set up as single and weekly. You must also select the location of the booking. The spaces available for rental (gym, classroom, outdoor field, etc) are displayed when the facility is selected. Once the space(s) and date(s) are selected, click the “Add booking(s)” button.

**When**

→ Recurrence

→ Date range   
Start (MMM DD, YYYY)

→ Start time     
HH MM

→ End time     
HH MM

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

**Where**  Show map

Classroom

CLASSROOM ⓘ

Gymnasium

GYMNASIUM ⓘ

Library

LIBRARY ⓘ

Parking Lot

PARKING LOT ⓘ

Sports Field

SPORTS FIELD ⓘ

## 2.8 Step 2 – Quick Select & Actions

It may be necessary to alter a booking for a number of reasons. This is accomplished by “Quick Selecting” the bookings you wish to alter.

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



This allows you to select bookings based on differing criteria. Once the criteria are selected, click the “Apply” button.

### Quick select bookings

**By day of the week**

Mo  Tu  We  Th  Fr  Sa  Su

**By conflict**

Year range  Hours  Excluded dates  No spaces

Approved bookings  Pending bookings

Once the bookings are selected, they are indicated by a checkmark next to the booking as specified below. (You can select bookings individually by clicking the checkbox to the left of the booking you would like to alter. You can also double-click the booking to alter the individual booking without affecting the others.)

<input checked="" type="checkbox"/>	FRI 22 APR 2016	FROM 6:00pm TO 10:00pm IN GYMNASIUM AT South March Public School (Kanata)	4 Hours
<input checked="" type="checkbox"/>	FRI 29 APR 2016	FROM 6:00pm TO 10:00pm IN GYMNASIUM AT South March Public School (Kanata)	4 Hours
<input type="checkbox"/>	MON 10 OCT 2016	FROM 6:00pm TO 10:00pm IN GYMNASIUM AT South March Public School (Kanata)	4 Hours

**Conflicts**

This booking conflicts with **Thanksgiving Holiday**.

With the bookings selected, you can now perform a series of booking actions. Click the “Action” button to open the list of actions you can apply. At this point you can remove Bookings and change the start and end times of the selected Bookings.

### Booking actions

You have selected 1 bookings.

Remove selected bookings

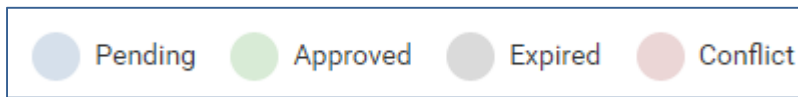
Cancel selected bookings

Start 8:00 PM

End 10:00 PM

## 2.9 Color Break down

You will notice four buttons on the booking page – each represents the status of your permit request.



- **Pending (Blue)** – indicates that there are no approved conflicts with your request
- **Approved (Green)** - indicates that your bookings are approved
- **Expired (Grey)** – these dates are in the past
- **Conflict (Red)** – indicates that your requested time and/or space is conflicting with another approved booking or excluded date.

If you have a booking with a conflict (red) and you would like to change the booking – click on the red conflicting date it will allow you to change your facility, date, time or space.

A screenshot of a booking form. The 'When' section has a date field set to 'Oct 10, 2016', a start time of 6:00 PM, and an end time of 10:00 PM. The 'Where' section shows 'South March Public School (Kanata)' with a 'Choose' button. Below this is a table with columns for 'Space', 'Regular', and 'After subsidy'. The row for 'GYMNASIUM' shows '\$5.80' for both. At the bottom are buttons for 'Save changes', 'Close', and 'Remove'.

Conflict dates will show if you are booking on recurring weekends and dates including holidays. Please delete this date – if not the booking assistant will delete the dates from your permit.

Dates requested by other groups that have not been approved will not be indicated as a conflict. It is not a guarantee that the space is available if it does not show a conflict.

The system will allow you to proceed with conflicted dates and the booking assistant will review upon receipt of the permit request.

If you would like to proceed with your requested booking please click 'yes' to proceed to the next step.

A warning dialog box with the text: 'Warning, the system has detected that your request has conflicts. Are you sure you want to proceed?'. Below the text are two buttons: 'Yes' (highlighted with a red border) and 'No'.

## 2.10 Step 3 – Estimated Costs

Estimated costs are calculated based on your permit request and may not reflect all costs. All fees are subject to review by a CUS booking assistant prior to approval.

Classroom rates are estimated based on one classroom. Fees will be reviewed and/or revised based on the number of requested classrooms.

When you receive a copy of your approved permit, remember to review it in its entirety.

**Step 3/5: Estimated costs**

Estimated costs are calculated based on your permit request and may not reflect all costs. All fees are subject to review prior to approval by a CUS booking assistant.  
Classroom rates are estimated based on one classroom. Fees will be reviewed and/or revised based on the number of requested classrooms.

---

**Permit costs**

Administration Fee \$36.75

---

**Booking costs**

Rental fee \$69.60

---

**Total**

Sub-total \$106.35

HST \$13.84

Total \$120.19

⚠ These costs are estimated. The final amount will be updated when the Booking Assistant has reviewed your permit and added additional costs such as custodial and security fees. Please contact the Booking Assistant at 613-596-8260 if you have any questions.

All amounts are in Canadian Dollars. (CAD)

## 2.11 Step 4 – Comments

Permit holders are responsible for the conduct and supervision of all persons affiliated with their events and must ensure that OCDSB regulations are observed. If the named permit holder will not be present at the site during the duration of the permit, please assign an event supervisor in the area below.

If you require classroom(s) for your booking please indicate in the special instructions below the number of classrooms you are requesting. A booking assistant will review your application and assign specific classrooms if available. Elementary school classrooms are subject to approval. Click 'next' if you have filled out all the information.

<p><b>Event supervisors</b></p> <p style="text-align: center;"><span style="border: 1px solid gray; border-radius: 15px; padding: 2px 10px; background-color: #e0e0e0;">+ Add</span></p> <p><span style="color: red;">✘</span> <input style="width: 90%;" type="text" value="John Doe"/> <small>Name</small></p> <p><input style="width: 90%;" type="text" value="john.doe@fake.ca"/> <small>Email</small></p> <p><input style="width: 45%;" type="text" value="613.123.4567"/> <input style="width: 45%;" type="text" value="1274"/> <small>Number Ext</small></p>	<p><b>Comments</b></p> <p>Special instructions <input style="width: 95%; height: 100%;" type="text" value="I would like to request 4 classrooms for each night of my permit. Please have tables and chairs available in these classrooms."/></p> <p style="font-size: small;">Please list any further information here.</p>
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## 2.12 Step 5 – Details Overview

Please click on the different titles to verify the details of your permit. Once the permit has been reviewed and the information is correct, click the “Submit” button.

Step 5/5: Review and submit

Please carefully review your permit request prior to submission. Costs are calculated based on your permit request and may not reflect all charges. All fees are subject to review prior to approval. A CUS booking assistant will review your permit request and will advise of any or changes required prior to approval.

Upon approval of your permit you will receive all documents associated with your permit by email.

Once a permit is issued, it is not transferable to anyone else. Permit holders not requiring space must contact the Community Use of Schools office to ensure the requested changes are made appropriately to the permit. Amendment and/or cancellation fees will apply.

---

**Details**

Permit type C - Youth

Purpose Basketball

Attendance 45

Alcohol Will NOT be served at this event

Food and Beverage May be served at this event

---

**Insurance**

---

**Bookings**

---

**Estimated costs**

---

**Event supervisors**

---

Submission of this application confirms the applicant's intention to book OCDSB facilities and assume responsibility of the associated costs. In consideration of the Ottawa-Carleton District School Board (hereinafter called the "District") granting a permit to the above named (hereinafter called the "Permit Holder") for the use of any property or facilities owned by or under the control of the District, the Permit Holder, its successors and assigns and on behalf of its invitees and licensees hereby releases and forever discharges and will protect and save harmless and indemnify the District, its trustees, officers and employees, their respective heirs, personal representatives, successors and assigns, from any and all actions, claims or demands whatsoever which the Permit Holder, may have or which may arrive due to any accident or damage of any kind to any person or property connected in any way with the Permit Holder on or about any property or facilities owned by or under the control of the District arising during or as a consequence of the permit or any occupation or activities arising there under.

The Permit Holder is responsible for the activities and safety of the participants. The Permit Holder agrees to obtain Commercial General Liability coverage in an amount no less than \$2,000,000 per occurrence, including endorsements or other coverage appropriate to the activities. Such coverage shall not exclude injury to participants. I have read, understand and will ensure the organization complies with the regulations within this application.

---

Your permit request has been submitted once you view this screen.

## Thank you

Your permit request has been submitted to CUS.

Upon approval a permit is sent to you electronically and you are invoiced the applicable rental fees. When you receive your permit please review your dates carefully.

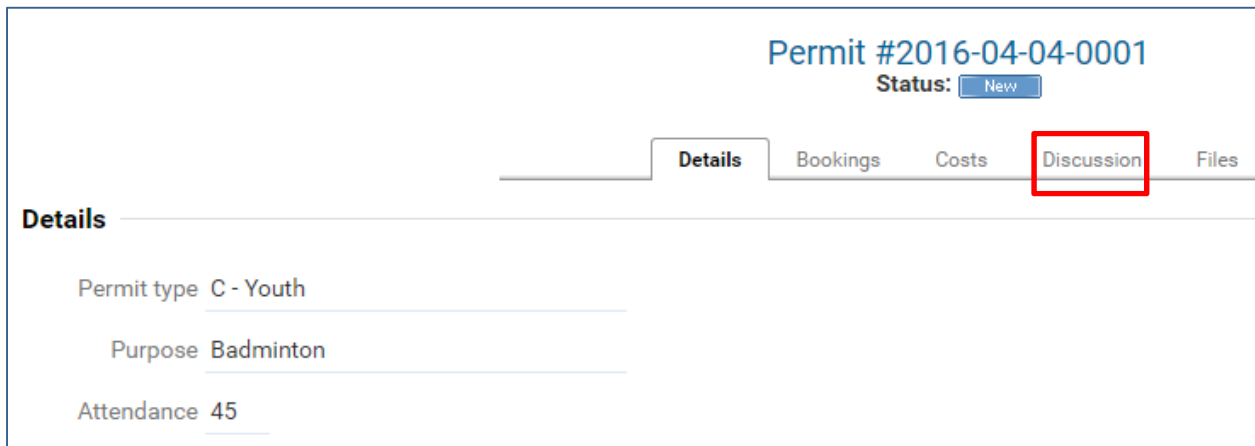
## 2.13 Final Tasks

Now that the permit is submitted, the Community Use of Schools booking assistant will review the details and contact you if any additional information is required. You will be emailed if any action from you is required.

Once the permit is approved, you will receive email notification with a copy of your permit and the OCDSB Rules & Regulations regarding use of facilities.

If you need to contact the Community Use of Schools booking assistant, click on the permit you wish to discuss from your home screen and use the “Discuss” button. If the booking assistant sends you a message, you will be notified by email.

You can start a discussion inside the permit by clicking on the ‘Discussion’ tab –



Permit #2016-04-04-0001  
Status: New

Details Bookings Costs **Discussion** Files

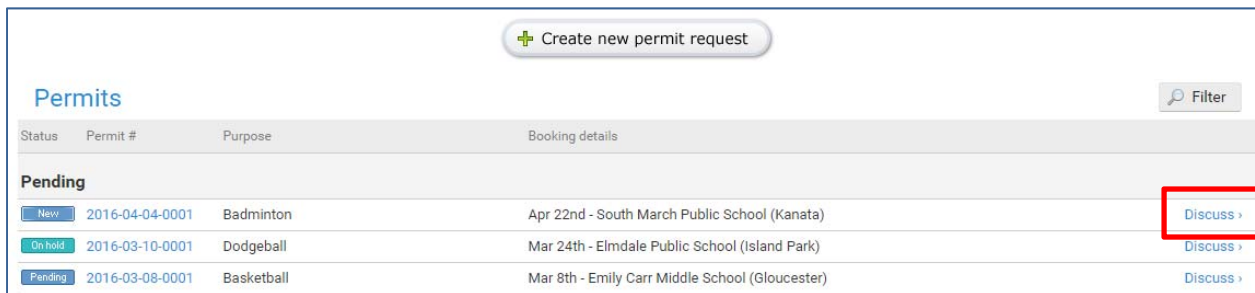
**Details**

Permit type C - Youth

Purpose Badminton

Attendance 45

The second place you can find the ‘Discussion’ tab is in the list of permits below –



+ Create new permit request

Permits Filter

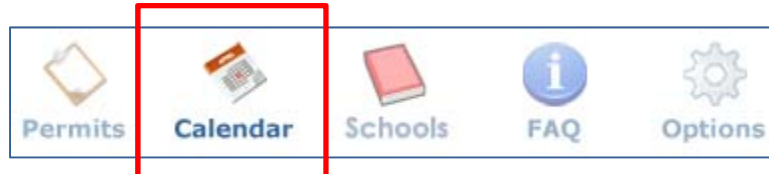
Status	Permit #	Purpose	Booking details	
<span>New</span>	2016-04-04-0001	Badminton	Apr 22nd - South March Public School (Kanata)	<a href="#">Discuss &gt;</a>
<span>On hold</span>	2016-03-10-0001	Dodgeball	Mar 24th - Elmdale Public School (Island Park)	<a href="#">Discuss &gt;</a>
<span>Pending</span>	2016-03-08-0001	Basketball	Mar 8th - Emily Carr Middle School (Gloucester)	<a href="#">Discuss &gt;</a>

If you see your permit status as ‘on hold’ – please note that it is not approved. The booking assistant will contact you to discuss further.

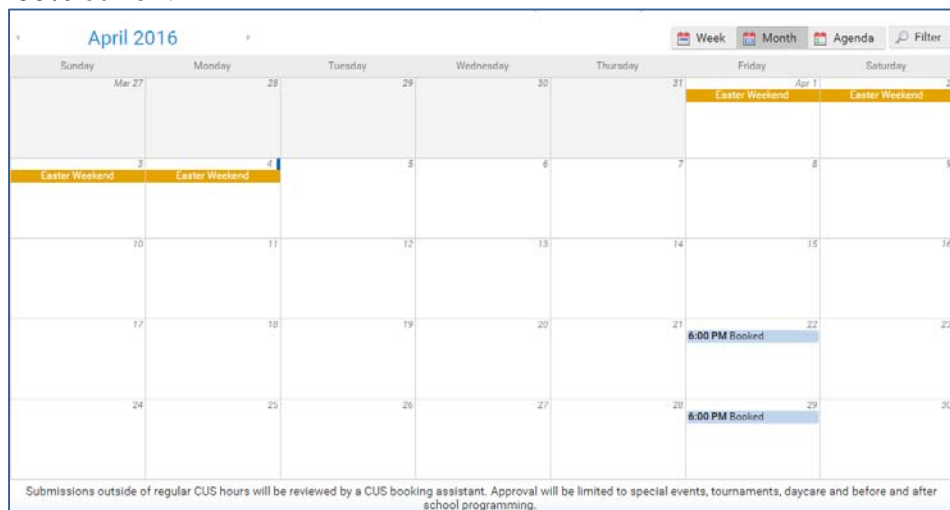
## 3.0 Viewing the Calendar

The purpose of this section is to provide you with the steps necessary to properly use the calendar in the system. You will be able to view upcoming events based on the month chosen. This Calendar will help you keep track of when your bookings are occurring and where.

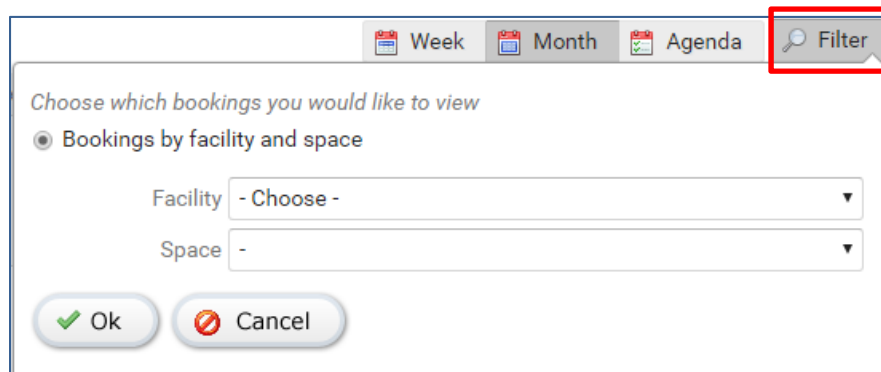
- 3.1 To view the calendar, click the “Calendar” link beside “Permits”.



- 3.2 You can now view all of your bookings in the selected month. Clicking the booking will open a window with details about the booking and a clickable link that opens directly to the Permit. The Calendar also displays “Excluded Dates” as determined by the school board. The calendar will show the most up to date availability. Due to time delays between the permit request being submitted and approval, the calendar will not always be 100% current.

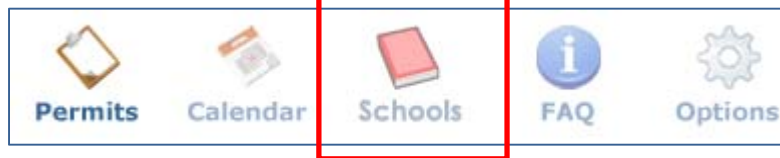


- 3.3 You can also click the “Filter” button on the Calendar and select if you would like to see your bookings, bookings for other members of your Organization as well as other bookings at other schools. *(Note: If you are looking at schools with multiple bookings, you will not be able to see information about those bookings. The system only allows you to see information about a booking that belongs to a permit you own.)*



## 4.0 School Catalogue

The school catalogue allows you to search all OCDSB facilities and spaces available to book.



Catalogue	
Space	Actions
<b>* East Elementary</b>	
Alta Vista Public School	<a href="#">View details</a>
Arch Street Public School (Pleasant Park)	<a href="#">View details</a>
Avalon Public School (Orleans)	<a href="#">View details</a>
Bayview Public School	<a href="#">View details</a>
Blossom Park Public School	<a href="#">View details</a>
Carson Grove Elementary School (Gloucester)	<a href="#">View details</a>

If you want to view details on a facility, simply click the 'view details' button on the right hand side of the facility. All OCDSB facilities are broken down to East, West, Priority Schools and Alternate Schools.

The screenshot shows the 'View details' page for Alta Vista Public School. It includes a photo of the school building, facility information, a map, and a list of available spaces.

**Preview**

**Facility**

Name: Alta Vista Public School  
Address: 1349 Randall Avenue  
City: Ottawa, Province: Ontario, Postal / Zip code: K1H 7R2

**Spaces**

Space	Actions
<b>Classroom</b>	
CLASSROOM	<a href="#">View details</a>
<b>Gymnasium</b>	
GYMNASIUM	<a href="#">View details</a>
GYMNASIUM - STAGE	<a href="#">View details</a>
<b>Library</b>	
LIBRARY	<a href="#">View details</a>
<b>Parking Lot</b>	
PARKING LOT	<a href="#">View details</a>

**Annotations:**


- 'View details' provides a facility photo
- It indicates the facilities address as well as a map of the location of the school in the City
- Here you can find space available within the facility

If you click on the 'Gymnasium' space you can view detailed information on the space.



Back

Preview



1 of 2

Details

Name GYMNASIUM

Space Type Gymnasium

Description Elementary

Facility Alta Vista Public School

**Attributes**

Field	Value
GYM SIZE	274 SQ Metres
FLOOR TYPE	Hardwood
BLEACHERS	No
STAGE	No
AREA	East

**Attributes**

Field

GYM SIZE

FLOOR TYPE

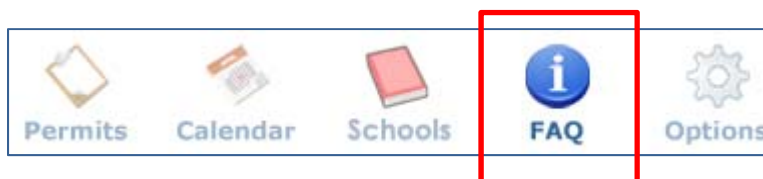
BLEACHERS

STAGE

AREA

## 5.0 FAQ Section

The Frequently Asked Questions section of your eBASE Public Portal contains information from the school board to help make your eBASE experience more user friendly. If you have questions about the permit process, please check this section. If you cannot find the information you require, please contact the Community Use of Schools.



### Frequently Asked Questions

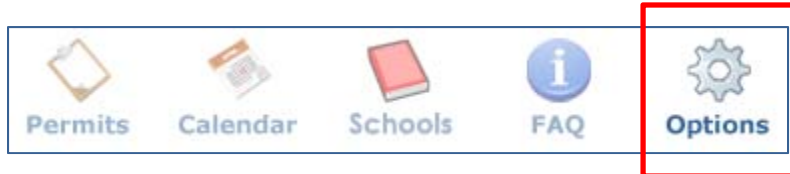
- 1) When are OCDSB facilities available?
- 2) How do I know what my user category is?
- 3) What are the fees to rent a school facility?
- 4) How old do I need to be to rent a school facility?
- 5) Are classrooms available?
- 6) What if I need to book a tournament?
- 7) What if I need to make changes to my permit request?
- 8) How do I make changes to my permit once it has been approved?
- 9) What if I have questions about my permit?
- 10) How do I find out the status of my permit request?
- 11) What does it mean when it says my permit request is 'on hold'?
- 12) Once I submit a request is it approved?
- 13) How do I change my personal account information?
- 14) How do I view my permit balances and permit history?
- 15) Where do I upload my liability insurance information?

## 6.0 Options

The Options section of your eBASE Public Portal contains tools used to review account information, organization information, account balances and billing history.

### 6.1 Options

Access the Options by clicking the “Options” icon on the top of the Public Portal.



### 6.2 Options – Personal

When the “Options” icon is clicked, the screen defaults to the “Personal” tab for your account. This tab displays the information entered into the system for your profile. You can edit the information displayed and change the account password from this screen. *(Note: If you change the email address associated with the account, the new email address will become your new username/login.)*

### Options

Personal   Organization   Billing   History   Files

---

**Personal**

Name Jenn Shumsky

---

**Contact**

Consent has been given to receive communication

**Generic notifications can contain important information such as permit submission deadlines, changes to pricing policies and renewal windows. Opting out 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.

---

Address

Num. and Street \* Suite

City \* Province \*

Postal / Zip code Country

Home

xxx-xxx-xxxx Ext.

Work

xxx-xxx-xxxx Ext.

Mobile

xxx-xxx-xxxx Ext.

Email address

your-name@domain.com \*

---

**Username and password**

Username

Password

New password Confirm password

*Leave the password blank unless changing*

### 6.3 Options – Organization

Clicking the “Organization” tab under Options will open a screen containing the information in the system regarding the organization you belong to.

Options

Personal Organization Billing History Files

**Contact**

Name Jenn's Basketball Group \*

Address 1234 Fake Street  
Street Suite

Ottawa Ontario  
City Province

K2H 1G6 Canada  
Postal / Zip code Country

Phone 613-596-8793  
xxx-xxx-xxxx Ext.

**Insurance**

Insurance company

Policy #

Expiry date

**Account type**

Choose C - Youth \*

**Other**

Allow new members to join

**Organization administrator**

Choose Jenn Shumsky \*

**Members**

Name	Status	Action
Jenn Shumsky	Active	

By clicking 'allow new members to join' it enables the ability for your organization to be visible to external clients. This means you may allow others to join your organization and apply for permits under that organization

nnnnnnnnnn

### 6.3 Options – Billing

The “Billing” tab provides you with a current account balance, the ability to add a credit card and a list of available statements for your review.

Options

Personal Organization Billing History Files

**Current account balance**

Amount \$2,066.98

**Statements**

for 2016

Month ending	Charges	Credits	Balance	Actions
Jan 31st	\$ 445.14	\$ 0.00	\$ 445.14	View
Feb 29th	\$ 1,406.33	\$ 0.00	\$ 1,851.47	View
Mar 31st	\$ 673.98	\$ -500.00	\$ 2,025.45	View
Apr 30th	\$ 41.53	\$ 0.00	\$ 2,066.98	View

This allows you to view a detailed summary of the charges as well as exporting your account history into excel.

## 6.4 Options – History

The “History” tab provides you with a visual breakdown of the charges that have been added to your account. These costs are added after the permit is approved.

Options			
Personal Organization Billing <b>History</b> Files			
Complete billing history			
Date	Reference	Description	Amount
Apr 04, 2016	CHARGE REF #39	Administration Fee x 1.00 (\$36.75) (#2016-04-04-0001)	\$ 41.53
Mar 31, 2016	CHARGE REF #38	Booking on Mar 31, 2016 (4 hours) (#2016-03-14-0001)	\$ 26.22
Mar 23, 2016	CHARGE REF #37	Booking on Mar 23, 2016 (2 hours) (#2016-03-02-0001)	\$ 13.11
Mar 22, 2016	VOID REF #36	Void #35 - NSF Cheque Cheque #12345 - Partial payment of balance [eBase Administrator]	\$ 500.00
Mar 22, 2016	PAYMENT REF #35	Cheque #12345 - Partial payment of balance [eBase Administrator]	\$ -500.00
Mar 22, 2016	CHARGE REF #34	Administration Fee x 1.00 (\$36.75) (#2016-03-14-0001)	\$ 41.53
Mar 22, 2016	CHARGE REF #33	Insurance x 1.00 (\$12.50) (#2016-03-22-0001)	\$ 13.50
Mar 22, 2016	CHARGE REF #32	Administration Fee x 1.00 (\$10.50) (#2016-03-22-0001)	\$ 11.87

## 7.0 Notification Emails

Below are sample emails you will receive in regards to your permit(s).

### Permit Approved

**Permit Approved - #2016-01-01-0001 - OCDSB**

Your Community Use of Schools rental permit application #2016-01-01-0001 has been approved.

A copy of the permit has been attached to this email ~ please review carefully.

If you have any questions, please contact the Community Use of Schools at 613.596.8260 or [communityuse@ocdsb.ca](mailto:communityuse@ocdsb.ca)

Thank you

Community Use of Schools

### Permit Discussion

**Permit - OCDSB Discussion**

A message has been added to the discussion of permit #2016-01-01-0001. Please [login](#) to reply.

If you have any questions, please contact the Community Use of Schools at 613.596.8260 or [communityuse@ocdsb.ca](mailto:communityuse@ocdsb.ca)

Thank you

Community Use of Schools

## Permit Cancelled

### **Permit Cancelled - #2016-01-01-0001**

Hi John Smith,

The following bookings have been cancelled.

Jan 1, 2016 at 6:00 pm<br />Jan 2, 2016 at 6:00 pm

If you have any questions, please contact the Community Use of Schools at 613.596.8260 or [communityuse@ocdsb.ca](mailto:communityuse@ocdsb.ca)

Thank you

Community Use of Schools

## Permit Notification

### **Permit #2016-01-01-0001 is starting soon!**

The first booking for permit #2016-01-01-0001 at AB Masecar starts on **Jan 1, 2016 - 6:00 pm.**

If you have any questions, please contact the Community Use of Schools at 613.596.8260 or [communityuse@ocdsb.ca](mailto:communityuse@ocdsb.ca)

Thank you

Community Use of Schools

## Permit is 'on hold'

### **Permit On Hold - #2016-01-01-0001 - OCDSB**

The following permit has been placed "On hold" due to Insurance

If you have any questions, please contact the Community Use of Schools at 613.596.8260 or [communityuse@ocdsb.ca](mailto:communityuse@ocdsb.ca)

Thank you

Community Use of Schools

## Permit Amendment

### **Permit Amendment - #2016-01-01-0001**

The following permit has been amended.

Jan 1, 2016 at 6:00 pm<br />Jan 2, 2016 at 6:00 pm

If you have any questions, please contact the Community Use of Schools at 613.596.8260 or [communityuse@ocdsb.ca](mailto:communityuse@ocdsb.ca)

Thank you

Community Use of Schools