

Instructions for booking facilities online

1. Contact Elliot Johnson at x4072 or elliott.johnson@hopkinsschools.org or Nicole Hancock at x4518 or ornicole.hancock@hopkinsschools.org to confirm email address in system and to send verification email to enable you to set-up password. If you have booked facilities in the past, you are already in the system as a member of your organization. If you are booking space for a new organization, you will need to have an account set-up. To setup an account, please contact Elliot or Nicole.
2. Once password is set-up, proceed to online scheduling via Eleyo.

The screenshot shows the user account dashboard for Hopkins Community Education. The header includes the logo, a search bar, and the user's name, Elliot Johnson. The main content area is divided into several sections:

- Your Invoices:** No Outstanding Invoices.
- Manage Family Members:** Shows Elliot Johnson as the user, with options to Add Emergency Contacts and Find Programs.
- Enroll in:** Lists Kaleidoscope Preschool, Kids & Company, L.E.A.D., and Stay and Explore.
- Current and Upcoming Enrollments:** No Enrollments, with an option to Explore Courses.
- Your Accounts:** Lists three accounts: CLOSED-Facilities (Account #1492), Community Education Staff (Account #1), and Conference and Event Services (Account #1469).

3. Click on Facility Use and choose Calendar to check availability of a space, choose Request to use a Facility to fill out an online facility request form and Account Management to view your requests, make payments, etc. When filling out the online request, be sure to fill in the number of expected attendees, any set-up needs and other special requests. If you don't need any special set-up, please write "none."

The screenshot shows the user interface for the Hopkins Community Education account management system. At the top, there is a navigation bar with the Hopkins logo and a search bar. The main content area is titled "Conference and Event Services" for "Account #1469". A prominent green button with a dollar sign icon and the text "Make A Payment On Your Balance: \$0.00" is displayed. Below this, there are three main action buttons: "Create a New Facility Request" (green with a plus icon), "View Your Facility Requests" (blue with a calendar icon), and "View Facility Calendar" (blue with a calendar icon). A section titled "Other Accounts" lists three categories: "CLOSED-Facilities (#1462)", "Community Education Staff (#1)", and "Facility Management (#1059)". At the bottom, there are navigation links for "DISCOVER", "SUPPORT", and "ACCOUNT".

4. When you submit a request, it will be approved or revised as needed by the facilities office (either Elliot Johnson or Nicole Hancock). Please check back to your Account Management to see final approved request.
5. If you need to cancel a request or part of one, please contact Elliot or Nicole. Changes to approved permits cannot be made online.
6. If you have questions or concerns about a room or its availability please contact Elliot or Nicole.