

Tahoma School District - Online Facility Use Request

TANDEM

How to “Submit a Request”:

1. Log into the Tandem website: <http://tahoma.intand.com>.
 - a. **Sign in** if you already have an account:
 - i. Click on: **Sign In** at the top right corner of the screen.
 - ii. Enter your email and password.
 - OR**
 - b. **Register** if you don't have an account set up:
 - i. Click on: **Sign In** at the top right corner of the screen.
 - ii. Click on: **Sign Up** for a free Tandem Account.
 - iii. Enter all required information and click on: **Sign Up**
2. At the menu bar at the top of the screen, click on: **Facility Rentals**
3. Under “Submit and List”, click on: **Submit Facility Rental**
4. After you've read and concur with the **Facility Rental Terms and Conditions**, click in the box next to “I accept the terms & condition detailed above”.
 - a. Click on: **Continue**
5. Next to **Facilities**, click on: **Select**
 - a. Click on: **All**
 - b. Scroll through the list (or type the facility name in the box) and click on the facility/facilities you'd like to request.
 - c. Click on: **Ok**
6. Click in the box to the right of **Start** that shows the time (not the date).
 - a. Click on the time your event starts.
7. Click in the box to the right of **Start** that shows the date.
 - a. Click on the date of your event (only choose one date at this time).

NOTE: If a “Conflict” message pops up, you will need to choose a different time or date. This means that the facility is not available at that time and/or date.

8. Click in the box to the right of **End** that shows the time (not the date).
 - a. Click on the time your event ends.

9. Click on the drop-down box next to **Rekurs** If you have more dates to add with the same start/end times and/or facilities. (If you have more dates to add with different start/end times and/or facilities, you'll need to submit a separate request).
 - a. Click on: **Ad Hoc**
 - b. Click on: **Click to Add**
 - c. Click on all additional dates you want on this request (they must have the same start/end times and facility).
 - d. Click on the small **x** at the top right corner to exit the mini-calendar.

10. Click in the box next to **Event Name**.
 - a. Type in the name of your event.

11. Next to **Community Group**, click on: **Select**
 - a. Click on: **All**
 - b. Scroll through the list (or type your group name in the box) and click on your group name.
 - i. If you don't find your group name, click on **Add Community Group**.
 - ii. Next to **Name**, type your group name.
 - iii. To the right of **Sub-Type**, click on: **Add**
 1. If your group is a local non-profit youth group, click on: **Class 1**
 2. If your group is a non-commercial group, click on: **Class 2**
 3. If your group is a commercial group, click on: **Class 3**
 - iv. Click on: **Ok**
 - v. Click on: **Add**
 - vi. Click on the **X** at the top right-hand corner of your screen to exit.
 - vii. Click on: **Close**
 - viii. Click on: **Select**
 - ix. Click on: **All**
 - x. Click on the group name you added.
 - c. Click on: **Ok**

12. Click in the box next to **Num. Attendees**.
 - a. Enter the approximate number of attendees.

13. Your estimated charges will show under **Line Items**.

14. Scroll down to **Forms**.
 - a. Required forms will show up here. Please submit the required forms that are listed if they apply to your group.
 - b. If you've already submitted them for the season, click in the **Filled Out** box next to the form.

15. Next to **Invoice Address**, click on: **Select** or **Change**
 - a. If your invoice address shows up, click on it then click **Ok**
 - b. If your invoice address does not show up, click on **Add My Address**
 - i. Enter the invoice address information, then click on: **Add**
 - ii. Click on the **X** at the top right-hand corner of your screen to exit.
16. In the **Notes** section, please type any messages you would like the Facility Use Coordinator to see.
17. In the **Setup Instructions** section, please type all setup instructions including equipment needed.
18. Click on: **Submit Facility Rental**
19. Read the information in the green box.
20. An email will be sent to you when your facility request has been submitted successfully.
21. A second email will be sent to you when your facility request has been approved or denied. Click on the link in the email to view your approved/denied request.
22. To print, click on the printer icon on the right side of the screen. Click on all green headers on the left side to show additional information before printing. Print.