

Reserving Spaces in Frisco ISD

A guide to get you started and keep you going.

Click on the underlined blue text to navigate to the instructions listed, or go to the website provided in parentheses.

ONE: Make sure FISS is the right space for you. [Get to know the terms & conditions of using FISS spaces](https://www.friscoisd.org/departments/facility-use-rental/reservations) (https://www.friscoisd.org/departments/facility-use-rental/reservations).

TWO: Set up an account, or verify an existing account.

- Brand-new users must [set up an account](http://bit.ly/evmsignup) (http://bit.ly/evmsignup) to access the online reservation system.
- Existing users can [log in and may need to verify their accounts](http://bit.ly/evmlogin) (http://bit.ly/evmlogin).

THREE: Create or join an organization and submit a certificate of insurance. You must be a member of an approved organization within the online system to reserve spaces. **NOTE THAT ALL ORGANIZATIONS ARE CREATED ANNUALLY. You must create an organization each school year.**

- [CREATE an Organization in the online reservation system](http://bit.ly/createorgevm) (http://bit.ly/createorgevm). Please note that before we can approve a new organization, *the certificate of insurance must be attached to the request.*
- You do not have to join the organization after you create it - you are automatically a member.
- If someone else from the organization has already created it in the system *during that school year*, you may add yourself as a member. [Request to join it](http://bit.ly/addorgevm) (http://bit.ly/addorgevm). We will contact the creator of the organization to authorize your membership.
 - Note - Boy Scout leaders must be on the list received from Circle Ten Council/Adrian Rivas in order to "join" that organization.

FOUR: Now you can [see availability and request a reservation](http://bit.ly/reqevm) (http://bit.ly/reqevm).

FIVE: Once your event is approved you will [pay for your event](https://bit.ly/FISSinvoice) (https://bit.ly/FISSinvoice).

SIX: You can access and [view the status of your events at any time](https://bit.ly/EvMEvent) (https://bit.ly/EvMEvent).

SEVEN: DO NOT CHANGE OR CANCEL AN EVENT AFTER SUBMISSION. If you need to make changes after requesting an event, please contact Debbie Ryan or Ann Ludlow.

For questions and assistance, contact Debbie Ryan at RyanD@friscoisd.org or for athletic rentals (fields and middle school gyms), contact Ann Ludlow at LudlowA@friscoisd.org.