



WILLARD PTG

Instructions for Using School Dude to Request Use of School Facilities

- Go to <http://www.concordpublicschools.net>
- Click on the “Administration” tab and choose “Community Use and Building Rental”
- Click on “Community Use Calendar” under “To reserve space at: Concord Elementary and Middle Schools”
- If you are a returning user, enter Username and Password
- If you are a first-time user, click on “Don’t have an account? Create one.”
- Go to “Request Facility Use” tab at the top and fill in the information
 - Enter “Willard PTG” under “Organization Information”
- If you need to cancel or make any changes to your room request, contact the building administrator listed below:
 - Willard Elementary Bev Lucas 978-318-1340
 - High School Sharon Trainor 978-318-1400
 - Peabody Middle School Debra Bordonaro 978-318-1360
 - Sanborn Middle School Vanessa Moran 987-318-1380
 - Thoreau Elementary Maria Schofield 978-318-1300
 - Alcott Elementary Norma Atkinson 978-318-9544
 - Ripley Administration Karen Murchie 978-318-1500