



New Account Setup

Please complete all fields and upload the requested documents (in PDF or JPG format) to create a new ML Schedules™ Software user account and related Group(s).

 ***Please note that Briarcliff Manor UFSD requires your Group to have a valid insurance certificate on file. Please upload a valid insurance certificate before continuing.**



Classification *

- Please Select -

| Class | Description |
|---|---|
| Approved outside not-for-profit groups or for events where admission is charged | Approved outside not-for-profit groups or for events where admission is charged |
| Athletic Director | ** DO NOT USE ** For Briarcliff Employees Only |
| District Employees | ** DO NOT USE ** For Briarcliff Employees Only |
| ES Employees | ** DO NOT USE ** For Briarcliff Employees Only |
| HS Employees | ** DO NOT USE ** For Briarcliff Employees Only |
| Local government and not-for-profit community groups | Local government and not-for-profit community groups |
| MS Employees | ** DO NOT USE ** For Briarcliff Employees Only |
| Outside Vendor | Corporation, Unrelated Organizations or Community Members |
| School related organizations when building is open | School related organizations when building is open |

User Information

First Name *

Last Name *

Phone Number

E-mail Address *

vasher@briarcliffschools.org

Confirm E-mail Address *

Password *

.....

Confirm Password *

Group Information

If you are an internal staff member who will be submitting requests on your own behalf (i.e. not for a group, team, club, etc), use your first and last name as the Group Name.

Group Name *

Group Phone Number *

Street / Mailing Address *

City *

State *

- Please Select -

Zip Code *

Additional Group Information

External / Outside Groups: Upload the Group's Certificate of Insurance and its Expiration Date.

Choose File No file chosen

Expiration Date

Please upload Accord 25 Certificate of Insurance

Additional Group Files

Proof of Non-Profit Status



Choose File No file chosen

Commercial



Choose File No file chosen

General Liability
Agreement
Workers Comp
and Disability



Choose File

No file chosen



Choose File

No file chosen

Files marked with ★ are required.



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Create User Account



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