

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
Additional
Commercial



Choose File

No file chosen



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.

I'm not a robot

reCAPTCHA
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[Create User Account](#)



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