



City of Calgary
Programming & Access
Social & Neighbourhood Program Development



School Connections YYC CBE Principals Manual

Revised Jan 2023

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Welcome to School Connections YYC



The City of Calgary in partnership with the Calgary Board of Education (CBE), and Calgary Catholic School District (CCSD) has created the School Connections YYC (SCYYC) framework.

SCYYC provides schools and community-based organizations with a consistent process to connect with one another for access to available space in schools where programs and services can be offered to support students and families.



Criteria

The Criteria for organizations to be part of School Connections YYC include:

1. Organization is a government or a registered not-for-profit organization.
2. Organization must have adequate insurance and will maintain coverage through the duration of the program.
3. Program must address an existing need of students and/or their families.
4. All fees are 100% waived upon request.
5. At least one on-site staff member must have a valid first aid certificate.
6. All program staff members and volunteers have completed a Police Information Check, including vulnerable sector search verification, and are cleared to work with children and youth.



The City of Calgary pre-screens all Organizations that join School Connections YYC (SCYYC) to ensure the above criteria are met. SCYYC programs that occur after school hours do not require teacher supervision.

First-Time Enrollment

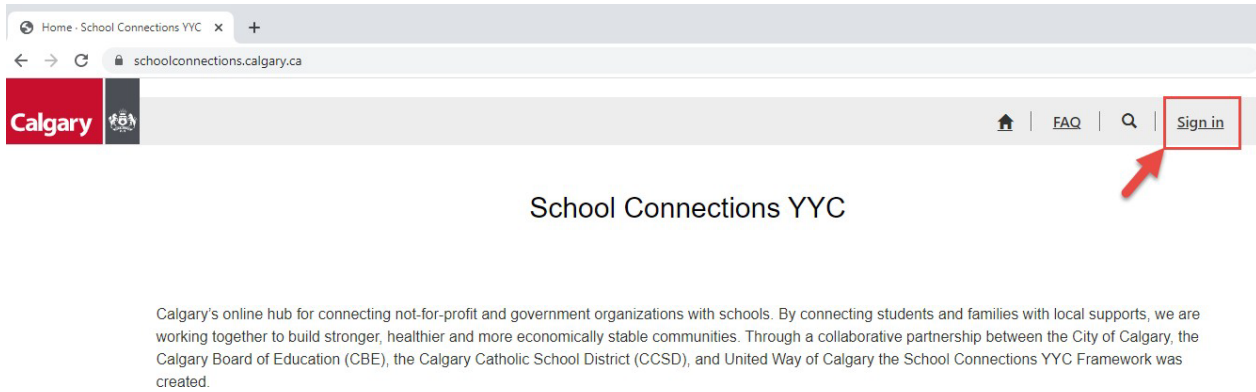
The first time you access the School Connections YYC database you must set up your account. Both the CBE and the City of Calgary require Multi-Factor Authentication (MFA) to be used to ensure security.

The enrollment guide can be found on the [School Connections YYC Webpage](#) under CBE support material.

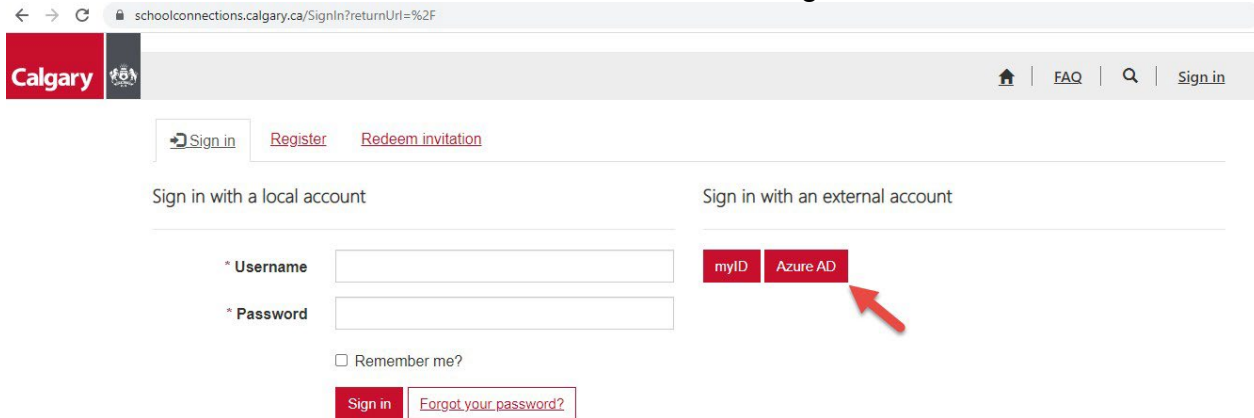
Subsequent Login Process

Click on the **School Connections YYC** link in the invitation email, or manually enter the URL: <https://schoolconnections.calgary.ca> in your Chrome browser to bring you to the portal landing page.

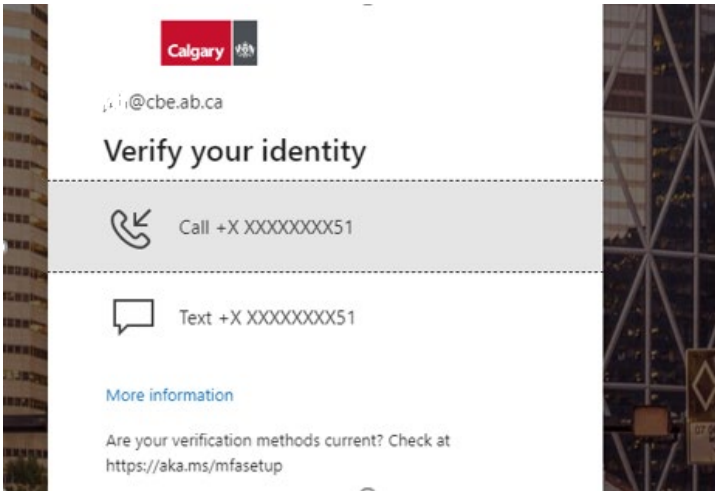
Click **“Sign in.”**



Click **“Azure AD.”** School board staff will use their existing **CBE** accounts



Verify your identity by selecting either **“call”** or **“text”**

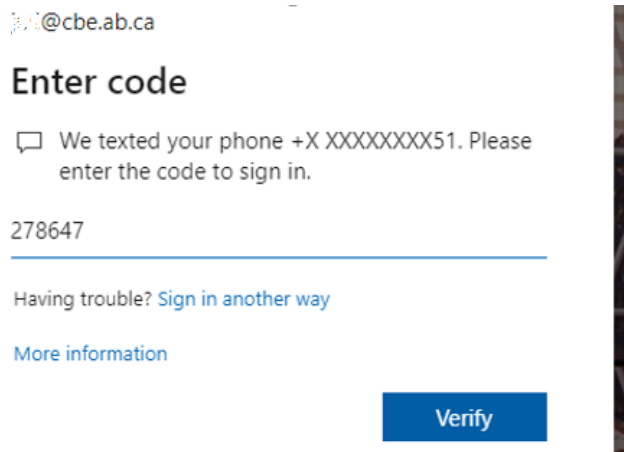


If you select “call” your phone will ring to confirm

If you select “text” you will receive a text code that you need to input.

Enter code


Click Verify



Profile

The first time you sign in to the SCYYC landing page you will be prompted to update your profile. Please make sure all fields are completed and all the information is accurate. Click “Update”

Profile

 Yellow Dragon

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed in your submissions as contact information.

The **Email Address** and **Phone** number are required and will be displayed in your submissions as contact information.

Your **Position** is required and will be displayed in your submissions as contact information.

Your email requires confirmation. [Confirm Email](#)

Your Information

First Name *	Last Name *
<input type="text" value="Yellow"/>	<input type="text" value="Dragon"/>
E-mail *	Business Phone *
<input type="text" value="sticksandstones@me.co"/>	<input type="text" value="1234567890"/>
Position *	
<input type="text" value="Commander"/>	

How may we contact you? Select all that apply.

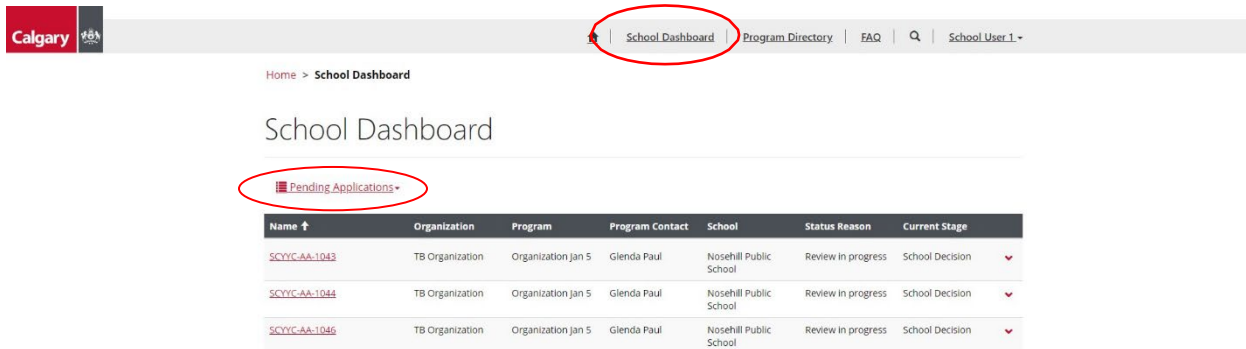
- Email
- Fax
- Phone
- Mail

Using School Connections YYC

School Dashboard

To access applications that have been submitted to your school click on the School Dashboard along the top of the screen.

This screen defaults to the Pending Applications view. To view all applications that have been completed for your school click on the down arrow beside **“Pending Applications”**



The screenshot shows the 'School Dashboard' interface. At the top, there is a navigation bar with the 'Calgary' logo on the left and a breadcrumb trail: 'Home > School Dashboard'. The 'School Dashboard' link is circled in red. Below the breadcrumb, the page title 'School Dashboard' is displayed. Underneath, there is a tab labeled 'Pending Applications' with a red circle around it. Below the tab is a table with the following columns: Name, Organization, Program, Program Contact, School, Status Reason, and Current Stage. The table contains three rows of data, each with a red drop-down arrow in the 'Current Stage' column.

Name ↑	Organization	Program	Program Contact	School	Status Reason	Current Stage
SCYYC-AA-1043	TB Organization	Organization Jan 5	Glenda Paul	Nosehill Public School	Review in progress	School Decision ▼
SCYYC-AA-1044	TB Organization	Organization Jan 5	Glenda Paul	Nosehill Public School	Review in progress	School Decision ▼
SCYYC-AA-1046	TB Organization	Organization Jan 5	Glenda Paul	Nosehill Public School	Review in progress	School Decision ▼

Reviewing applications

To review an application, click the drop-down arrow to the right of the application and click **“Review”**

Home > School Dashboard

School Dashboard

[Pending Applications](#)

Name ↑	Organization	Program	Program Contact	School	Status Reason	Current Stage
SCYYC-AA-1034	TB Organization	TB Program	Glenda Paul	Acadia School	Review in progress	School Decision
SCYYC-AA-1038	Number 1 in Fun	New Program Karate Kid	Nick G	Acadia School	Review in progress	School Decision
SCYYC-AA-1063	TB Organization	Happy Bears	Glenda Paul	Acadia School	Review in progress	School Decision
SCYYC-AA-1065	TB Organization	Neighborhood Kids	Glenda Paul	Acadia School	Review in progress	School Decision
SCYYC-AA-1072	Yellow Dragons and Purple Fish	Animals and Colours	Yellow Dragon	Acadia School	Review in progress	School Decision

Quick Links

Scroll down to see the entire application. At the bottom of the Review Application tab click “Next” to review the School Internal Usage and Approval Tab.

Review Application tab

Home > School Dashboard > Review Application

Review Application

1 Review Application > School Internal Usage and Approval

Review the content on the application to make sure it aligns with the needs of your student population.

Important information to make sure you review thoroughly includes:

- Special Requirements for program
- Program Dates and Times and space requested

The programs and organizations have been pre-vetted by the City of Calgary and School Board Rentals staff.

The principal only needs to decide if the **space** is available on the **date(s) and time(s)** requested to accommodate the program.

Click on “Next” at the bottom of the Review Application Tab to proceed to the next tab.

School Internal Usage and Approval tab

The principal is responsible for completing the required information on this tab.

Calgary

Home > School Dashboard > Review Application

Review Application

1 Review Application | 2 School Internal Usage and Approval

School Internal

School Response

Principal Contact *

Alternate Contact Name

Alternate Contact Email

Is caretaker overtime required? *

No Yes

Is Space Requested Available? *

No Yes

Is Alternate Space Available? *

No Yes

Please specify what space is available: *

Select

Principals have three options they can choose from for each application.

1. Approval
2. Denial
3. Negotiation



1.Approval

If you do have the space and date(s) and time(s) available select “yes” to is “Is Space Requested Available?” and “yes’ to “Is Date(s) and Time(s) Requested Available?”

The application will automatically be approved.

Please add your comments for school decision including any information required for the permit.

Review Application

1 Review Application ✓ 2 School Internal Usage and Approval

School Internal

School Response

Principal Contact *

Alternate Contact Name

Alternate Contact Email

Is caretaker overtime required? *

No Yes

Is Space Requested Available? *

No Yes

Is Date(s) and Time(s) Requested Available? *

No Yes

School Approval Response: This application will be approved!!!

No Yes

Comments for school decision (Please be specific so all the details required to issue a permit are included) *

Previous **Submit Application** Cancel

This appears as approved only when Space and Date(s)/Time(s) are selected as “yes”

2. Denied

If you **do not** have any space available select “no” to “Is Space Requested Available?” and “no” to “Is Alternate Space Available?”

The application will be automatically denied.

Please provide comments so the organization understands why their application has been denied.

Review Application

1 Review Application ✓ 2 School Internal Usage and Approval

School Internal

School Response

Principal Contact *

Alternate Contact Name

Alternate Contact Email

Is caretaker overtime required? *
 No Yes

Is Space Requested Available? *
 No Yes

Is Alternate Space Available? *
 No Yes

School Approval Response: This application will be denied!!!
 No Yes

Comments for school decision (Please be specific so all the details required to issue a permit are included) *

Previous **Submit Application** Cancel

In this case the application is automatically denied as there is no space or alternative space available.

Click “Submit Application”

3.Negotiation

If the requested **space** is not available, you are requested to “negotiate” with the organization and provide alternatives.

Please specify what space you do have available. The application will then be sent to the Organization to review the option(s) provided and accept or decline.

Alternate Contact Name

Alternate Contact Email

Is caretaker overtime required? *
 No Yes

Is Space Requested Available? *
 No Yes

Is Alternate Space Available?
 No Yes

Please specify what space is available: * Select

Name ↑

Classroom(s) ▼

Specify, if you selected Other space

Is Date(s) and Time(s) Requested Available?
 No Yes

The space requested is not available, however the principal is able to offer an alternative

Please specify what space is available: *

If the requested **date(s) and time(s)** are not available, you are requested to “negotiate” with the organization and provide alternatives.

Is Date(s) and Time(s) Requested Available?

No Yes

Date(s)/time(s) requested is not available, however principal is able to offer different date(s)/time(s)

Is Alternative Date(s) and Time(s) Available?

No Yes

Alternate Start Date *

M/D/YYYY

Alternate End Date *

M/D/YYYY

Alternate Start Time *

Alternate End Time *

Alternate Days Of Week *

Select

Name

Once you have completed the information about the alternate space available the application will automatically be sent back to the Organization to review.

This application will be sent back to the Organization to review the alternate options offered

No Yes

Comments for negotiation *

Previous

Submit Application

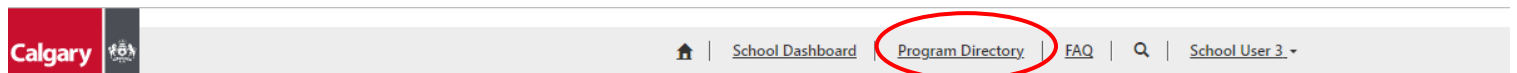
Cancel

If the Organization agrees to the alternative options provided the application will be approved and a permit will be issued. If the Organization declines the alternative options, the application is automatically denied.

Program Directory

The program directory contains information on all the programs that have been approved through the SCYYC application process.

School staff can search and filter organizations and programs and contact the provider if there is a program that they would like to see offered in their school.



School Connections YYC

FAQ's

The FAQ page contains several frequently asked questions. Please check here for answers to questions you may have.

For further help contact the School Connections email schoolconnections@calgary.ca.

