



School Connections YYC

CBE Principals Guide





School Connections YYC

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A. Quick Reference Guide for Principals



School Connections YYC Introduction

What is School Connections YYC?

- The City of Calgary in partnership with the Calgary Board of Education (CBE), Calgary Catholic School District (CCSD) and United Way of Calgary and Area (UWCA), 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 students and families.
- SCYYC will replace Access 3-6. It brings community resources to Calgary's schools through an accessible and coordinated online process.

What's different from Access 3-6?

- Online application process for organizations.
- Online searchable database for school principals to find organizations or programs that will benefit their students.
- Hours of access – available from after school until public rental times, which vary depending on the school. Potential to expand access during instructional hours and public rentals hours.

What are the criteria for organizations to be listed in the SCYYC database?

- Organization is a government or a registered not-for-profit organization.
- Organization must have adequate insurance and will maintain coverage through the duration of the program.
- Program must address an existing need of students and/or their families.
- All fees are 100% waived upon request.
- At least one on-site staff member must have a valid first aid certificate.
- 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.
- All program staff members and volunteers must comply with the City of Calgary [Vaccine Passport Bylaw 65M2021](#) while it remains in effect.
- All program staff members, volunteers and participants must comply with the City of Calgary [Pandemic Face Covering Bylaw 63M2021](#) while it remains in effect.



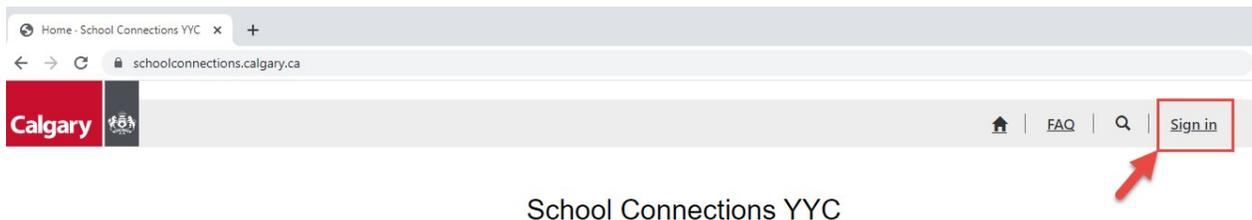
School Connections – first time sign-in/enrollment

To gain access to the School Connections YYC database for the first time, please follow the instructions in the School Connections YYC Enrollment Guide. This document can be found on your school board intranet site.

School Connections - subsequent login process

1. 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.

2. Click “**Sign in.**”



Calgary's online hub for connecting not-for-profit and government organizations with schools. By connecting students and families with local supports, we are working together to build stronger, healthier and more economically stable communities. Through a collaborative partnership between the City of Calgary, the Calgary Board of Education (CBE), the Calgary Catholic School District (CCSD), and United Way of Calgary the School Connections YYC Framework was created.

2. Click “**Azure AD.**” School board staff will use their existing school board accounts and passwords. Community organizations will use their myID business accounts.



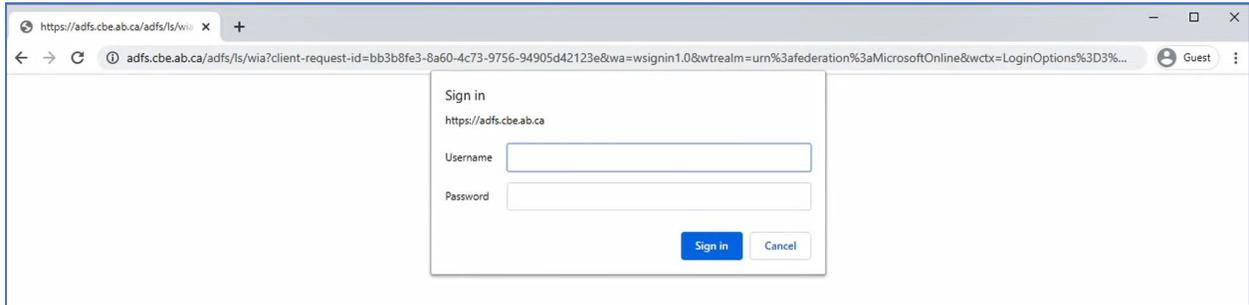
The screenshot shows a web browser window with the URL `schoolconnections.calgary.ca/SignIn?returnUrl=%2F`. The page header includes the Calgary logo and navigation links for Home, FAQ, Search, and Sign in. Below the header, there are links for Sign in, Register, and Redeem invitation. The main content area is divided into two sections: "Sign in with a local account" and "Sign in with an external account". The local account section has fields for Username and Password, a "Remember me?" checkbox, and "Sign in" and "Forgot your password?" buttons. The external account section has two buttons: "myID" and "Azure AD", with a red arrow pointing to the "Azure AD" button.

4. Enter your email and click “Next.”

The screenshot shows a Microsoft sign-in dialog box overlaid on a background image of a city street at night. The dialog box has the Calgary logo at the top left. It contains the text "Sign in" followed by a text input field labeled "Email, phone, or Skype". Below the input field are links for "Can't access your account?" and "Sign-in options". At the bottom of the dialog box are two buttons: "Back" and "Next". Below the buttons, there is a paragraph of text: "To sign-in, please use username@calgary.ca and your network password. If you need assistance, please contact the IT Help Desk at 403-268-8008. If you are a Guest User and require assistance, please contact your IT support / help desk." The background image shows a city street with buildings, including the TELUS tower and the Calgary Tower, and a bridge in the foreground.

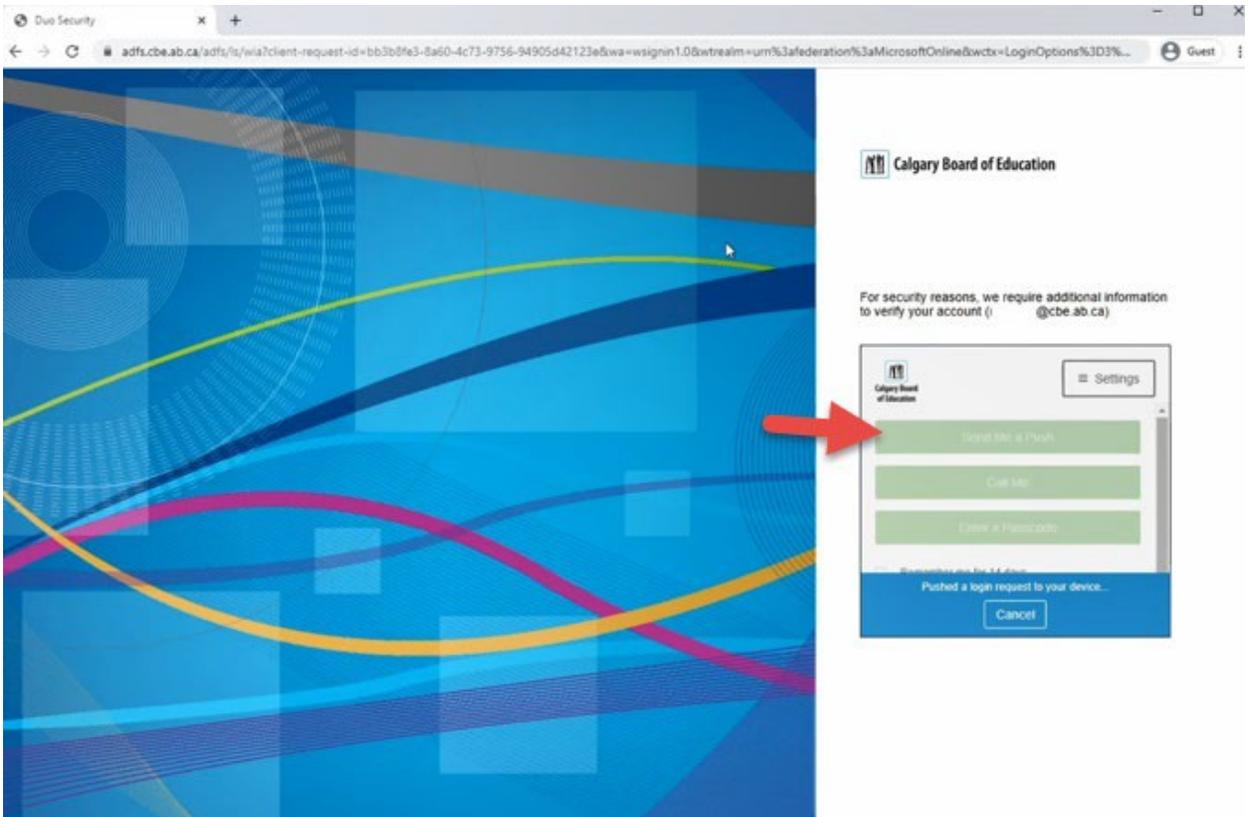


5. Enter your school board **email** for Username and your school board **password** and click **“Sign in.”**



The following screen may or may not appear, depending on your security settings within CBE/CCSD and other factors (e.g. using VPN or working from home). If this screen doesn't appear, proceed to step 7. If this screen does appear:

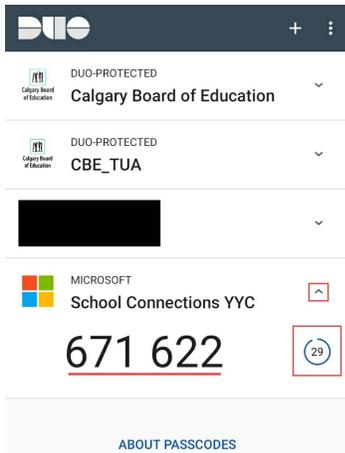
6. Click **“Send Me a Push”** and **approve** the login. You will receive an approve/deny pop-up on your phone (If you do not see the pop-up, go into the Duo Mobile app to approve/deny).



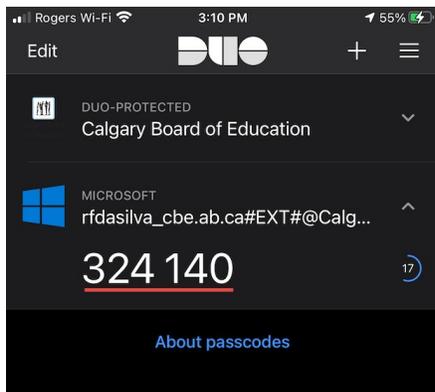


7. You should receive a Microsoft **verification code** on your mobile phone. Within Duo Mobile, click on the down arrow to display the authentication code. Enter the **code** and click “**Verify.**”
***Note: The code has a time limit of 30 seconds. If not entered within that timeframe, it will refresh and give you a new code.**

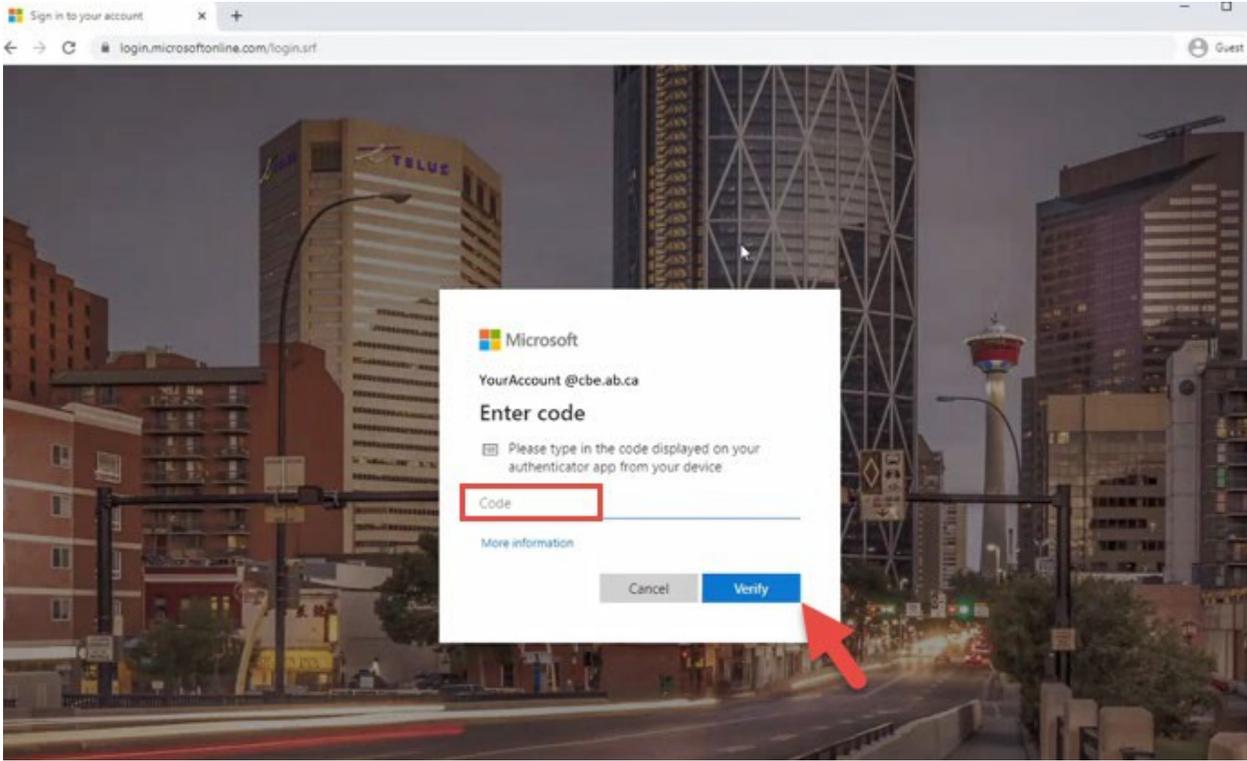
Android:



iOS:



On your web browser enter the **code** and click “**Verify.**”



8. You have now successfully signed into the system and can use the **School Dashboard** to process **Access Applications**, or search for programs via the **Program Directory**.



A screenshot of a web browser displaying the "School Connections YYC" website. The browser's address bar shows "schoolconnections.calgarv.ca". The website header includes the Calgary logo, a home icon, and navigation links for "School Dashboard", "Program Directory", and "FAQ". A search icon and a user profile icon labeled "Your Name" (circled in red) are also present. The main content area features the title "School Connections YYC" and a paragraph explaining the program's purpose. Below this is a list of parameters that organizations must meet, and a note at the bottom stating that the pre-screening process does not assess the quality or value of a program or service.

Profile

The profile page allows you to enter your contact information for the School Connections YYC portal.

To go to your profile:

After signing in, click the **down arrow** beside “username” in the top right-hand corner.



PROFILE

 Yellow Dragon

- [Profile](#)
- [My Organization](#)
- [My Programs](#)
- [My Applications](#)
- [My Contacts](#)

- Security**
- [Change Password](#)
 - [Manage External Authentication](#)

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 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

Update

Change or update any information as required. Click **“Update.”**



Using School Connections YYC

1. School dashboard/review pending applications

To review or view pending applications, click on “**School Dashboard**” at the top of the page.

The screenshot shows the top navigation bar with 'School Dashboard' circled in red. Below the navigation bar, the page title is 'School Dashboard'. A dropdown menu for 'Pending Applications' is visible, showing a table of three pending applications.

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

All SCYYC applications that have been submitted to your school will appear on the school dashboard.

Click the **down arrow** beside **Pending Applications** to switch between **All Applications** and **Pending Applications**.



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	▼



Click the **drop-down arrow** on the right of the application you wish to review. 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	▼

View

Review



Scroll down to review the entire application.

Note: All fields with an asterisk (*) are mandatory.



Review Application

- 1 Review Application
- 2 School Internal Usage and Approval

Program Information

Organization Name *

Yellow Dragons and Purple Fish

Tracking Number

SCYYC-AA-1075

Program *

Animals and Colours

Program Contact *

Yellow Dragon

Contact Details

Yellow Dragon

Email *

sticksandstones@me.com

Business *

1234567890

Position *

Commander

Program Brief Description *

This program will provide children ages 6-12 with the opportunity to explore various animals. Focus will be on chameleons and why they change colours. Children will explore what different animals look like in different colours and how their colours make them more or less visible to their predators. Fun will be had changing the colour of several animal pictures so participants can use their imagination to develop a colourful and creative personal zoo.

Ages of Projected Participants

Name
6
7
8
9

< 1 2 >

Minimum number of Participants *

1

Maximum number of Participants *

45



Staff to Young Ratio *

1:5

Are there any Special Requirements for your program? *

No Yes

Please specify special requirements

—

All staff working in this program have completed a CPIC check and Vulnerable Sector Search *

No Yes

At least one staff member on site has a valid First Aid Certificate? *

No Yes

Does your organization carry commercial general liability insurance? *

No Yes

Is there a Fee associated with your program? *

No Yes

Comments

—

Please acknowledge Single Facility Operators (SFO) schools will have a \$50.50/hour charge after 5:00 *

School *

Nosehill Public School

Space Requested

Name ↑

Main Gym

Specify, if you selected Other space

—

Are you able to run your program in another space if requested space not available? *

No Yes

Program Dates and Times

Option 1 Start Date *

3/1/2021

Option 2 Start Date

3/1/2021

Option 1 End Date *

3/31/2021

Option 2 End Date

3/31/2021

Option 1 Start Time *

3 pm

Option 2 Start Time

3 pm

Option 1 End Time *

4:30 pm

Option 2 End Time

4:30

Option 1 Days Of Week

Name

Monday

Wednesday

Option 2 Days Of Week

Name

Tuesday

Thursday

Are you able to run your program on other days and times if requested dates and times not available? *

No Yes



Once you have reviewed the entire application, click **“Next.”**



Calgary  [Home](#) | [School Dashboard](#) | [Program Directory](#) | [FAQ](#) | [Q](#) | [School User 1](#)

Home > School Dashboard > Review Application

Review Application

1 Review Application ✓ 2 School Internal Usage and Approval

School Internal

School Response

Principal Contact *

Albus Dumbledore

Contact Details

Albus Dumbledore

Email *
albus@nps.org

Business *
—

Position *
—

Enter Principal Contact information.

Approve/decline application

Once you have reviewed the Access Application, you have three options:

1. **Approve** application without changes.
2. **Negotiate** with organization (if alternate space, dates, times are available in the school).
3. **Decline** application.

Which option you choose will be determined by answering the following questions:

Question	Approve without changes	Negotiation with organization	Decline with no negotiation
Is the space requested available?	YES	YES OR NO	NO
Is alternate space available?	NO	YES OR NO	NO
Is date(s) and time(s) requested available?	YES	YES OR NO	NO
Is alternative date(s) and time(s) available?	NO	YES OR NO	NO
Is caretaker overtime required?	Dependent on School		
Do you want to send this application to the organization to review alternate space(s)/date(s)?	NO	YES	NO
Do you approve this application?	YES	NO	Decline Application



1. Application approved **without changes**

To approve application, select the following answers:

Is Space Requested Available? Yes

Is Alternative Space Available? No

You do not need to provide alternate space opportunities if the requested space is available

Is Date and Time Requested Available? Yes

Is Alternate Date(s) and Time(s) Available? No (check “**Yes**” only if requested dates and times are not available).

Include comments.

Alternate Contact Name

Alternate Contact Email

Is Space Requested Available? *
 No Yes

Is Alternate Space Available? *
 No Yes

Specify, if you selected Other space

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

Is Alternative Date(s) and Time(s) Available? *
 No Yes

Is caretaker overtime required? *
 No Yes

Do you want to send this application to the organization to review alternate space(s)/date(s)? *
 No Yes

Comments

Organization's acceptance of alternate options offered by school



Click on **“Approve Application”**.

Do you approve this application?

No Yes

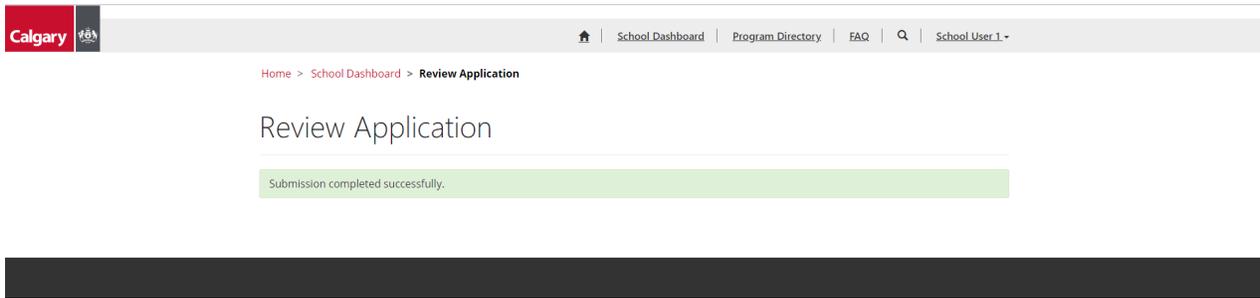
Comments *

Good to go!

Previous Approve Application Cancel

***Note: When approving an application, it is automatically assumed you are accepting Option 1 (approve without changes). If you are choosing Option 2, (negotiation with organization) please indicate that – plus the details of items to negotiate – in the comments!**

Once the application is approved, The City of Calgary will issue a permit to the Organization confirming their booking.



2. Negotiation with organization

Principals are encouraged to negotiate with organizations to find space available for program delivery. If the space/dates or times that the organization has requested are not available, please look at other options in your school such as alternate spaces (e.g. gym is not available, but classrooms are); alternate days (e.g. Mondays and Wednesdays are not available, but Tuesdays and Thursdays are), or alternate times (e.g. 2:30 is too early to start, as school is still in session, however the program can start at 3:00).

Here is an example of an application approved with changes (Negotiation with organization: alternate space available):

Under **Review Application**, click the **“School Internal Usage and Approval”** tab.



Is Alternative Space Available? Yes

Please specify which space is available.

Is Date and Time requested available? Yes

Include comments.

Do you want to send this application to the organization to review alternate space(s)/date(s)?
Yes.

Do you approve this application? No

Review Application

1 Review Application 2 School Internal Usage and Approval

School Internal

School Response

Principal Contact *

Albus Dumbledore

Contact Details

Albus Dumbledore

Email *

albus@nps.org

Business *

—

Position *

—

Alternate Contact Name

Alternate Contact Email



Is Space Requested Available? *

No Yes

Is Alternate Space Available? *

No Yes

Please specify what space is available: *

Select

Name ↑

Library

Specify, if you selected Other space

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

No Yes

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

No Yes

Is caretaker overtime required? *

No Yes

Do you want to send this application to the organization to review alternate space(s)/date(s)? *

No Yes

Comments

Sending to Organization to approve alternate space

Organization's acceptance of alternate options offered by school

Do you approve this application?

No Yes

Comments

Previous

Send To Organization

Cancel

Application is then available for review by the organization, which can accept or decline the options presented by the principal.



Review Application

Submission completed successfully.

Once an application has been reviewed by the organization, their response will be visible on the application under “Organization’s acceptance of alternate options offered by school.”

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

No Yes

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

No Yes

Is caretaker overtime required? *

No Yes

Do you want to send this application to the organization to review alternate space(s)/date(s)? *

No Yes

If "Yes" is selected, the application will be sent back to Organization to review alternate options.

Comments

Organization needs to approve alternate location option.

Organization's acceptance of alternate options offered by school

Yes

Do you approve this application?

No Yes

Comments

Previous

Submit Application

Cancel

The principal must again approve, or not approve the resubmitted application, and indicate if the organization must also review the application again.



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

No Yes

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

No Yes

Is caretaker overtime required? *

No Yes

Do you want to send this application to the organization to review alternate space(s)/date(s)? *

No Yes

If "Yes" is selected, the application will be sent back to Organization to review alternate options.

Comments

[Empty text box for comments]

Organization's acceptance of alternate options offered by school

Yes

Do you approve this application?

No Yes

Comments *

Will proceed in library

Previous Cancel

Click "Submit Application"

Once the application is approved, The City of Calgary will issue a permit to the Organization confirming their booking



3. Decline Application (no alternate space/dates/times available).

To decline the application, select the following:

Is Space Requested Available? No

Is Alternative Space Available? No

Is Date and Time requested available? No

Include comments.

Click **“Decline Application”**

Alternate Contact Name

Alternate Contact Email

Is Space Requested Available? *
 No Yes

Is Alternate Space Available? *
 No Yes

Specify, if you selected Other space

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

Is Alternative Date(s) and Time(s) Available? *
 No Yes

Is caretaker overtime required? *
 No Yes

Do you want to send this application to the organization to review alternate space(s)/date(s)? *
 No Yes

Comments

Organization's acceptance of alternate options offered by school
 Yes

Do you approve this application?
 No Yes

Comments



Home > School Dashboard > Review Application

Review Application

Submission completed successfully.

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 them for information on programs and services in their schools.

School Connections YYC

Calgary's online hub for connecting not-for-profit and government organizations with schools. By connecting students and families with local supports, we are working together to build stronger, healthier and more economically stable communities. Through a collaborative partnership between the City of Calgary, the Calgary Board of Education (CBE), the Calgary Catholic School District (CCSD), and United Way of Calgary the School Connections YYC Framework was created.

The not-for-profit organizations listed on the Organization Database below have completed a pre-screening process with CBE and CCSD, so schools can easily reach out to them for programs and services.

The organizations have all met the following parameters:

- Organization is a government or a registered not-for-profit organization
- Organization has adequate insurance, and will maintain coverage through the duration of the program
- Program can address an existing need of students and their families
- All fees will be 100% waived upon request
- At least one on-site staff member has a valid First Aid Certificate
- 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

*Note: the pre-screening process does not assess the quality or value of a program or service.

Only the organizations listed on the School Connections YYC Organization Database will be permitted to book school space through the School Connections YYC Access Form.

If an organization outside of this list approaches a school, please refer them to [this site](#) for further information.



Home > Program Directory

Program Directory

What is the program's content theme or main topic?

Academic Support/Tutoring

Adaptive Programming

Arts (music, arts, etc.)

Children Grades K-6

Crisis Support

Cultural Programming

[More](#)

Is there a fee for the program?

Yes

No

What are the target groups of the program?

Calgarians with disabilities

Gender specific

Immigrant and newcomer Calgarians

Indigenous Calgarians

Low-income Calgarians

None specified (all are welcome)

[More](#)

What are the target grades of the program?

Preschool

All Grades

Kindergarten

Grade 1

Approved Programs Search

Program Name ↑	Program Contact	Organization	CBE Status	CCSD Status	
Animals and Colours	Yellow Dragon	Yellow Dragons and Purple Fish	Approved	Approved	▼
Board games for kids	William W Right	CCIS	Approved	Approved	▼
Board games for kids	Dave Green	Smart Kids	Approved	Declined	▼
Flyball 101	Mister Winston	Winston trick dogs			▼
Frozen Fun	Nick G	Number 4 in fun	Approved	Approved	▼
Fun in the Sun	Nick G	Number 1 in Fun			▼
Fun in the Sun	Nick G	Number 1 in Fun	Approved	Declined	▼
Fun in the Sun 2	Nick G	Number 1 in Fun	Approved	Approved	▼
Great great bears	Sky Bear	Sky Bears	Approved	Approved	▼
Green Bears	Glenda Paul	TB Organization	Approved	Approved	▼
Happy Bears	Glenda Paul	TB Organization	Approved	Declined	▼
Music Class	Glenda Paul	TB Organization	Approved	Approved	▼
Neighborhood Kids	Glenda Paul	TB Organization	Approved	Approved	▼
New Program Karate Kid	Nick G	Number 1 in Fun	Approved	Declined	▼
New Test Program	Nick G	Number 1 in Fun	Approved	Approved	▼
Organization Jan 5	Glenda Paul	TB Organization	Approved	Approved	▼
Prog 25 A	Ted Bear 25	Org 25	Approved	Approved	▼
Prog 25 B	Ted Bear 25	Org 25	Approved	Declined	▼

Various filters are listed on the left-hand side of the screen to help streamline the search for programs. Once your filters are selected, click **“Apply Filters.”**



Does the program provide one on one consulting?

- Yes
- No

What hours the program is being offered?

- After School Hours
- Before School Hours
- During School Hours
- Early Dismissal Hours
- Evening

Does the organization have the capacity to run additional programs?

- Yes
- No

Is the program related to sexual health?

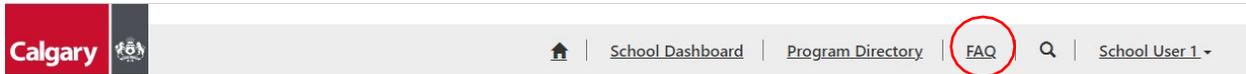
- Yes
- No

Is the program affiliated with faith?

- Yes
- No

Apply Filter(s)

FAQ



School Connections YYC

The FAQ page contains several frequently asked questions. Please check here for answers first. If you do not find the answer(s) you are looking for, contact the email address below.

Getting help:

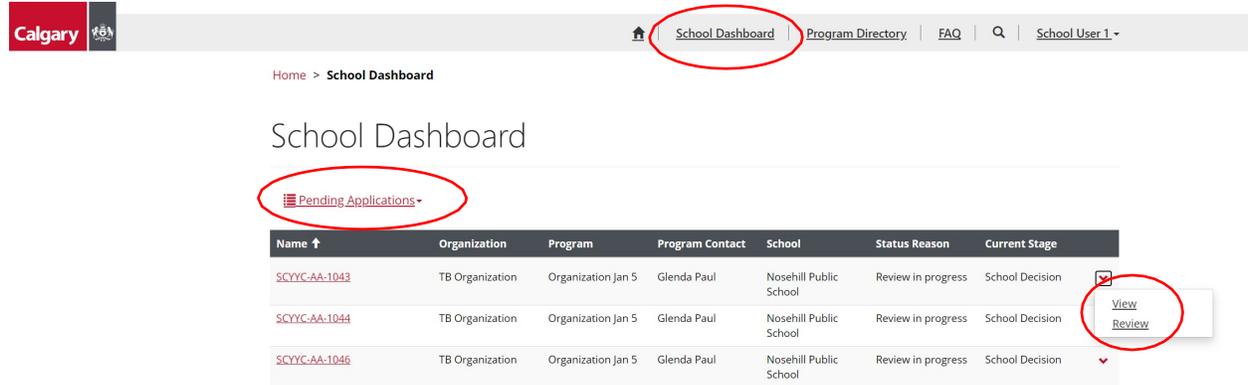
If you are having issues with School Connections YYC, please contact: schoolconnections@calgary.ca.



Appendix: quick reference guide for principals

schoolconnections.calgary.ca

School Dashboard – review pending applications



Approve/negotiate/decline application

Once the principal has reviewed the Access Application, they have three options:

1. **Approve** application without changes.
2. **Negotiate** with organization (if alternate space, dates, times are available in the school).
3. **Decline** application.

The option you choose will be determined by answering the following questions:

Question	Approve without changes	Negotiation with organization	Decline with no negotiation
Is the space requested available?	YES	YES OR NO	NO
Is alternate space available?	NO	YES OR NO	NO
Is date(s) and time(s) requested available?	YES	YES OR NO	NO
Is alternative date(s) and time(s) available?	NO	YES OR NO	NO
Is caretaker overtime required?	Dependent on School		
Do you want to send this application to the organization to review alternate space(s)/date(s)?	NO	YES	NO
Do you approve this application?	YES	NO	Decline Application

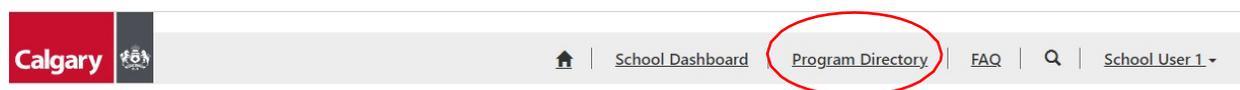
***Note: When approving an application, it is automatically assumed you are accepting Option 1 (approve without changes). If you are choosing Option 2, (negotiation with organization) please indicate that – plus the details of items to negotiate – in the comments!**

Negotiation with organization

Principals are encouraged to negotiate with organizations to find space available for program delivery. If the space/dates or times that the organization has requested are not available, please look at other options in your school such as alternate spaces (e.g.. gym is not available, but classrooms are); alternate days (e.g. Mondays and Wednesdays are not available, however Tuesday and Thursday are), or alternate times (e.g. 2:30 is too early to start as school is still in session, however program can start at 3:00).

Once an application with negotiation information has been reviewed by the organization, they may or may not accept the alternatives. Their response will be visible on the application in “Organization’s acceptance of alternate options offered by school” section.

Program Directory

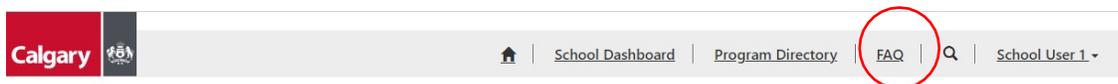


School Connections YYC

School staff can search and filter organizations and programs and contact them for information on programs and services in their schools.

FAQ

The FAQ page contains several frequently asked questions. Please check here for answers first.



School Connections YYC

If you do not find what you are looking for, email schoolconnections@calgary.ca.