

# 'Āina Sites & Facilities

## Community Site Requests

The 'Āina Sites & Facilities department facilitates access to specific 'Āina Pauahi sites for engagement in Hawaiian Cultural Based Education (HCBE) and Native Cultural Practices through Hawaiian and Christian Values.

Our department vision is:

I mohala ka pua I ke ke'eke'ehi a ka ua, a me ka momona o ka lepo.

*A flower blossoms with the falling of the rain, and the richness of the soil.*

Let us work diligently to create the environment for our people to prosper.

Please contact us at [aina.sites@ksbe.edu](mailto:aina.sites@ksbe.edu), should you have any questions or need kōkua.

There are two portals to you can use to learn more about our sites:

- Visit <https://events.ksbe.edu/community> to see pictures and details of our available sites.
- Visit <https://events.ksbe.edu> to see an online calendar of availability per month. Note pending requests will not show up on the calendar.

When you are ready to make a request, please follow the steps below.



1) Create an account at <https://events.ksbe.edu/login/>

*If you are a KS employee, sign using the SSO button and follow instructions below.*

**Aina Sites & Facilities**

Welcome! Please Login!

**Login**

Your Email Here

**Password**

Your Password Here

[Forgot your password?](#)

**Login**

Don't have an account? [Create one](#)

Or

Sign in using KS Aina Sites and Facilities Brightly SSO

A new window will pop up. Fill in the information and click “create account.”



**Aina Sites & Facilities**

Get Started!

**First Name\***

Enter your first name

**Last Name\***

Enter your last name

**Email\***

Enter your email

**Phone**

Enter your phone

**Create account**

Have an account? [Log In](#)

Check your inbox for an automated confirmation email and click the link to verify your email address and create your password.

The screenshot shows a web form titled "Aina Sites & Facilities" with a sub-heading "Verify New Account". It contains two password input fields. The first is labeled "Create New Password" and has a strength indicator below it: "✓ At least 8 characters" and "✓ No spaces at the start or end". The second is labeled "Re-Enter New Password". A dark blue button labeled "Confirm and Login" is positioned below the second field.

2) Create or Join an Organization to submit a request.

First time users will see this.

The screenshot shows a dialog box with a dark blue border. The title is "Would you like to join an Organization?". Below the title is the text: "To create an event, you may need to be part of an organization. This will send a request to join the listed Organization(s).". There is an input field labeled "Organization:" with the placeholder text "Type an Organization name you would like to join and hit Enter". Below the input field are two buttons: "Request to join an Organization" and "I'll do it later". At the bottom, there is a link: "Not finding an organization you're looking for? Go to **My Profile > My Organizations** to create a new organization."

## JOIN AN ORGANIZATION

An organization can be a group, non-profit, hui, school or 'ohana name. If someone in your hui has already used our system, you can request to join the org. Make sure to hit "Enter" after you type the hui name.

OR

## CREATE A NEW ORGANIZATION

Click on "[I'll do it later](#)" to add your organization into our system in the next step.

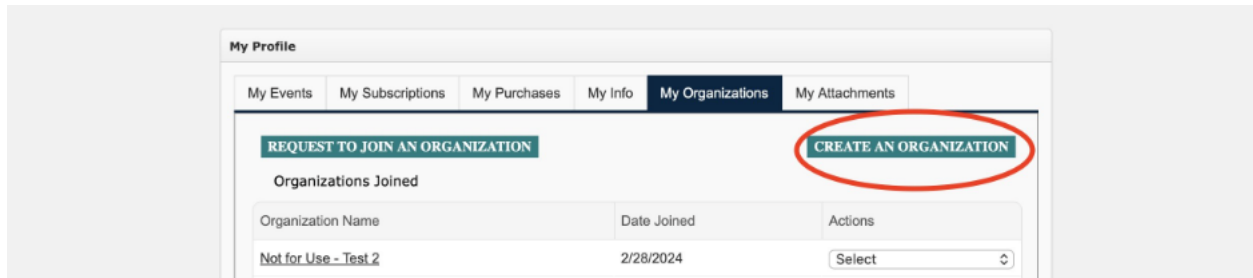
This screenshot shows a web form titled "Would you like to join an Organization?". Below the title, it states: "To create an event, you may need to be part of an organization. This will send a request to join the listed Organization(s)." There is a text input field labeled "Organization:" containing the text "My Org". A tooltip above the field says "Type an Organization name you would like to join and hit Enter". Below the input field are two buttons: "Request to join an Organization" and "I'll do it later". At the bottom, there is a note: "Not finding an organization you're looking for? Go to [My Profile > My Organizations](#) to create a new organization."

This screenshot is identical to the one above, showing the "Would you like to join an Organization?" form with the "I'll do it later" button highlighted.

On the next screen, mouse over the blue vertical column on the far left and click on the person icon near the bottom to bring up "My Profile."

This screenshot shows the "My Profile" page. On the far left is a dark blue vertical navigation column with several icons. The bottom-most icon, a person silhouette, is circled in red. The main content area has a header "My Profile" and a navigation bar with tabs: "My Events", "My Subscriptions", "My Purchases", "My Info", "My Organizations" (circled in red), and "My Attachments". Below the tabs are three buttons: "All", "0 My Registrations", "0 My Favorites", and "0 My Wait List". Underneath is a section titled "My Events" with two date filters: "01/24/2026" and "07/23/2026", and an "Update" link. A note at the bottom states: "This list shows your upcoming registered, favorite, and wait list events."

Then click on the “My organizations” tab.



On the next screen click on “Create an Organization.”

Fill out the information required on the next screen. Skip the “financial” section.

IMPORTANT NOTE:

Once the organization is created, it may take up to 5 business days for your organization to be reviewed for approval. You will receive notification, if approval is granted, via automated email. You will be unable to submit a site request until your account is linked to an organization.

### 3) Create a Request

- Visit <https://events.ksbe.edu/login/> or login through any of the website links at the beginning of these instructions.
- Click the “Create a request” button to fill out the form.
- Visit "[Create a Request](#)" link for guided instructions and video tutorial.