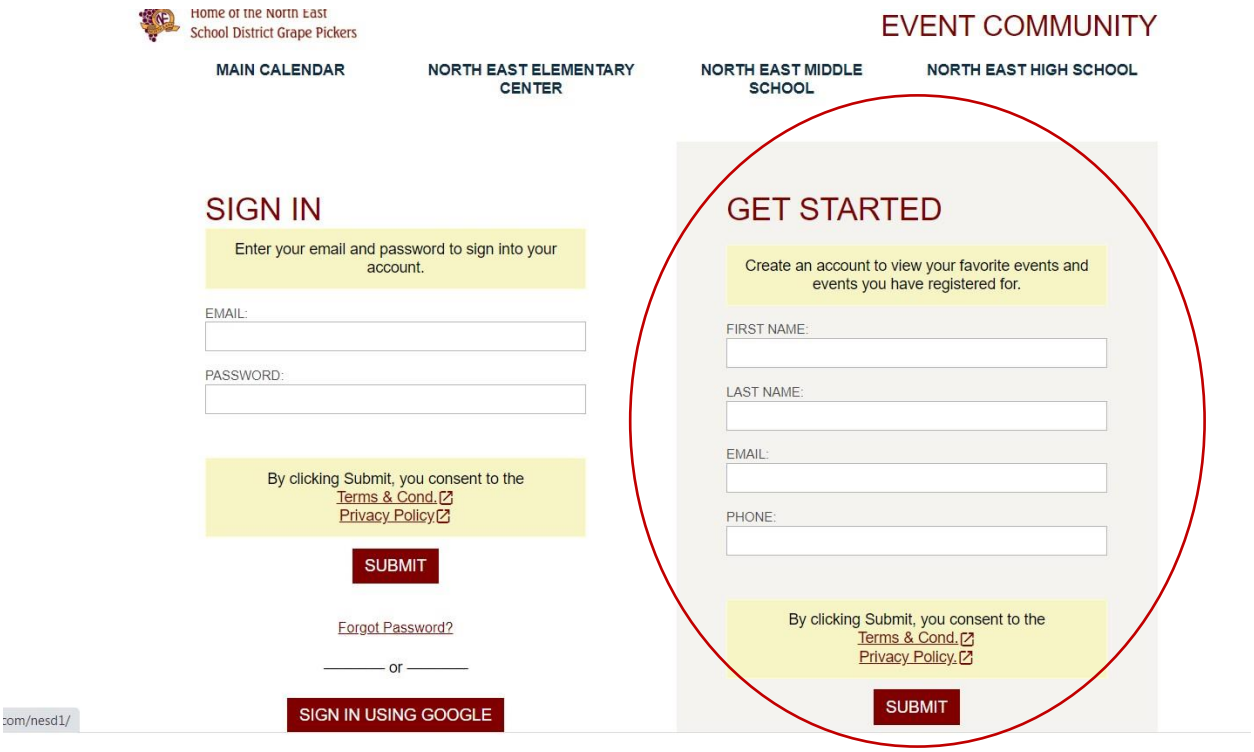
UTILIZING EVENT MANAGER

This is a guide to demonstrate how to appropriately schedule use of facility requests in Event Manager.

UTILIZING EVENT MANAGER

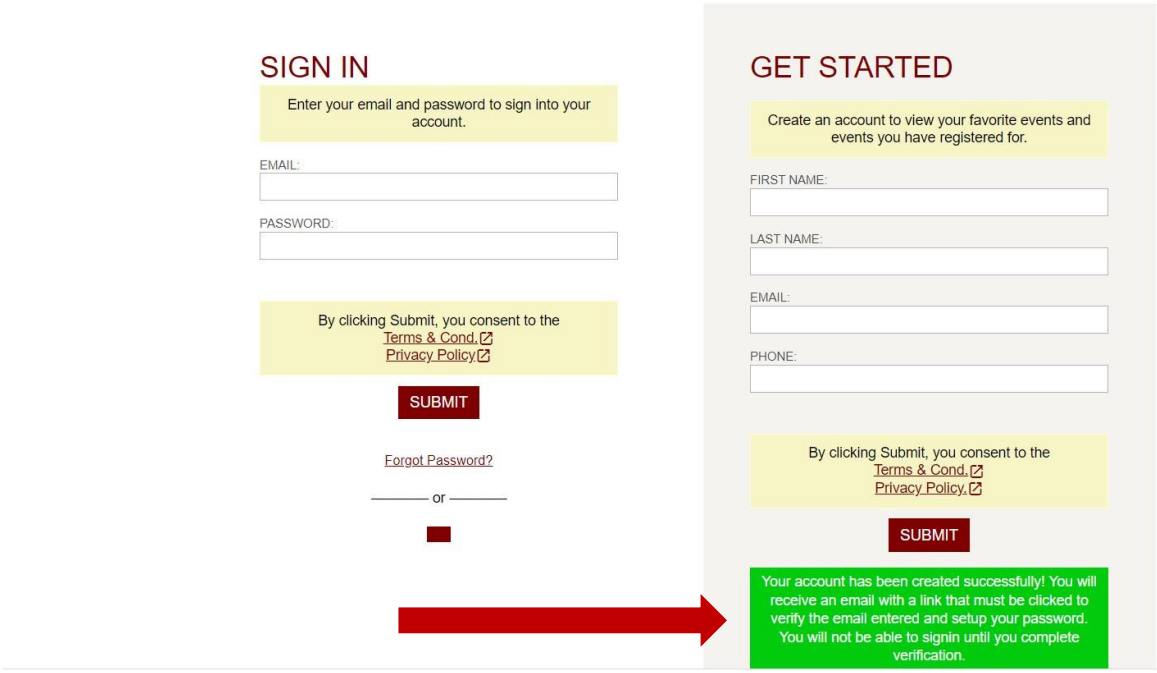
On the North East School District webpage, select the tab at the top of the screen, labeled "Community." From there, a list of links will pop up to the left of your screen. You will need to select the link labeled as "Event Manager – District Use of Facility Request."

It will then direct you to this page:

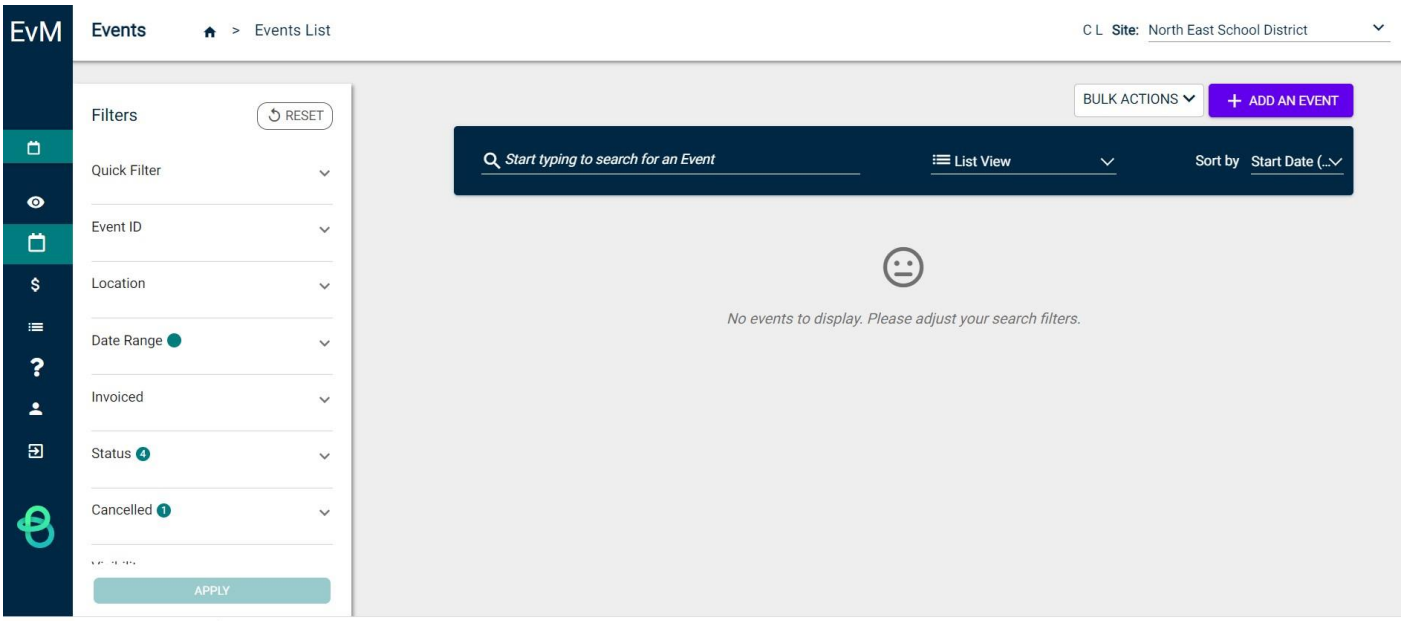


To the right of the screen where it says, "Get Started", you will need to enter in your name, email address and phone number with Event Manager, in order to start creating an account.

Once you enter the appropriate information, you will be instructed to verify your email address and create a password to complete your account set up.

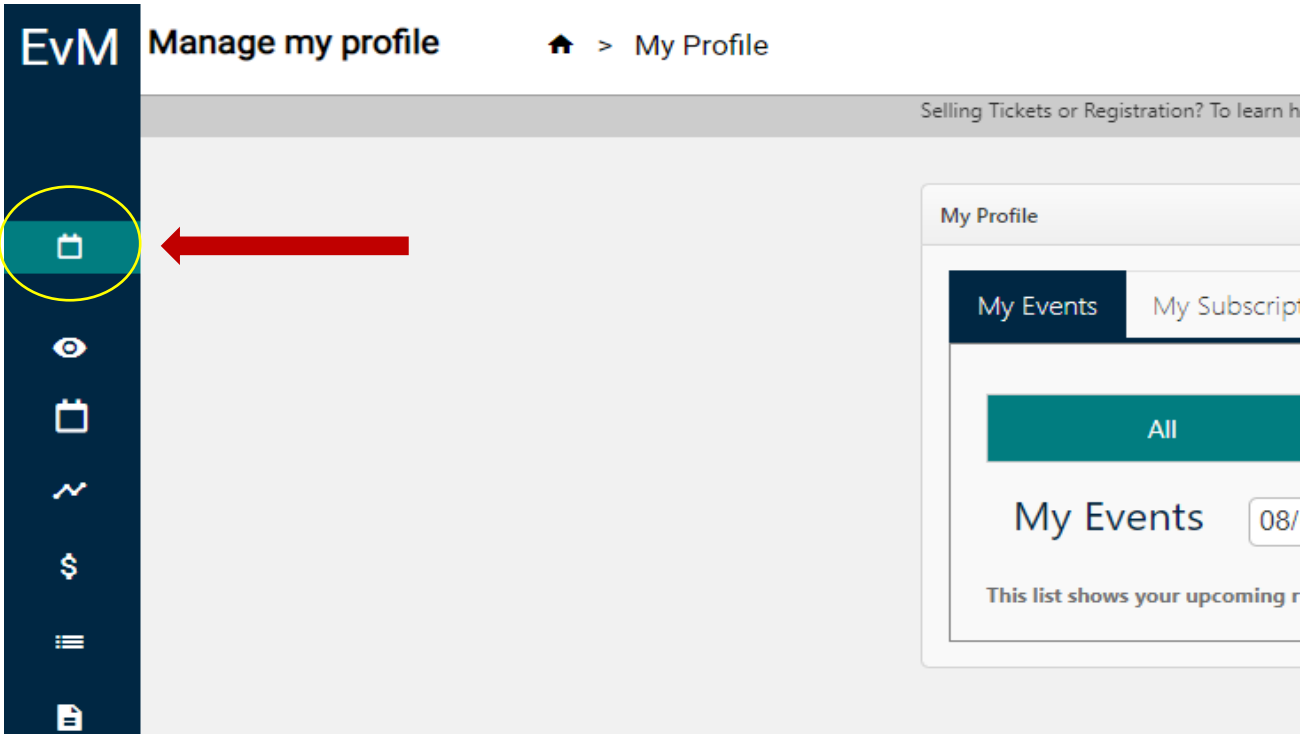


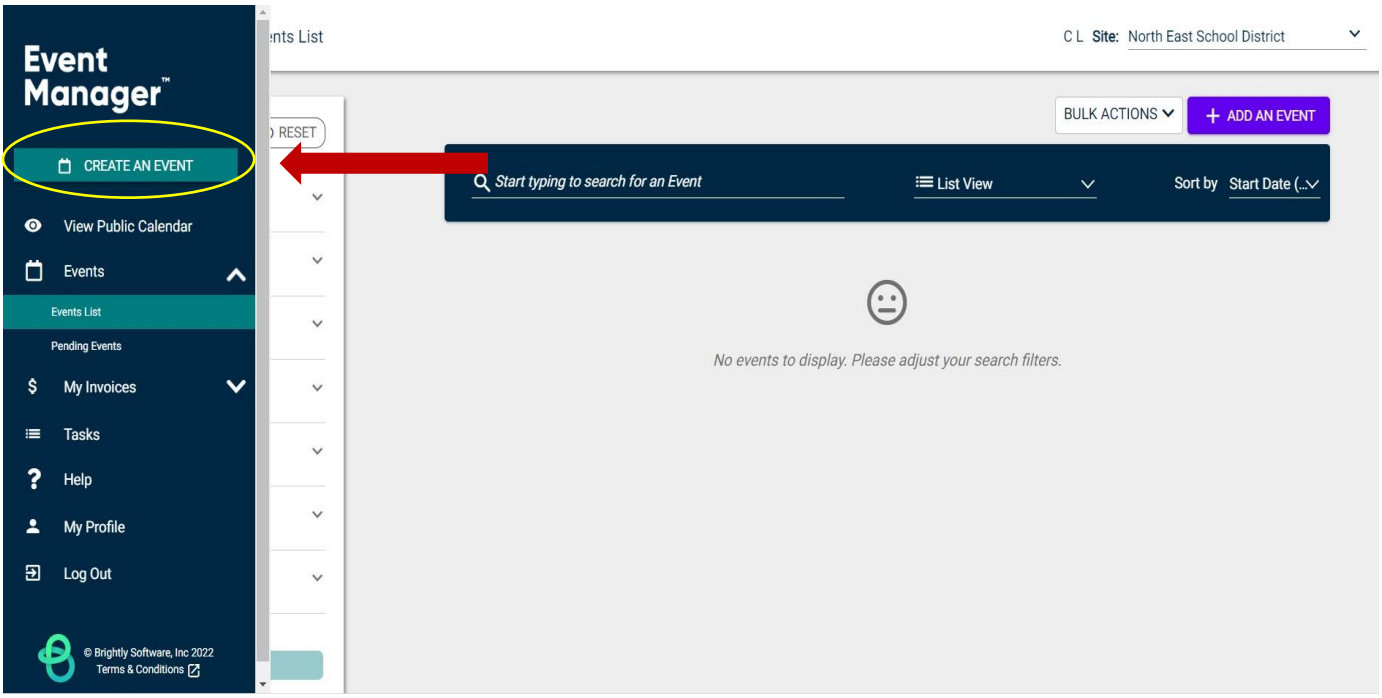
After you sign in with your email and password, click **Submit.** From there, you will be directed to your Event Manager Page.



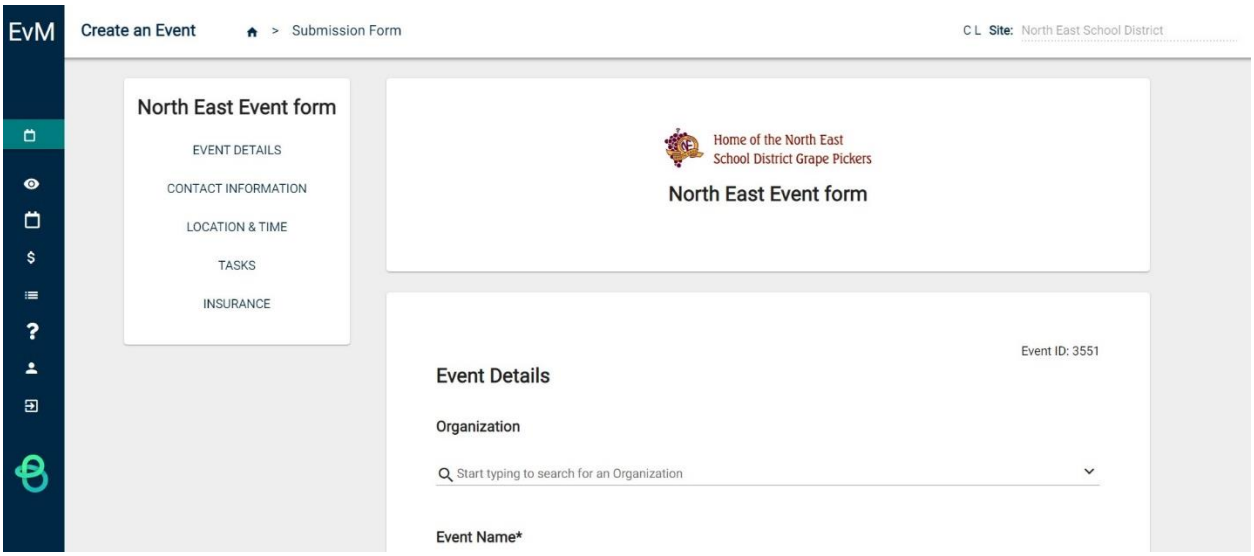
How to Create an Event:

On the left side of the screen, select the green calendar button. As you hover over the calendar, a pop-up will appear with, “Create an Event.” Select that item.



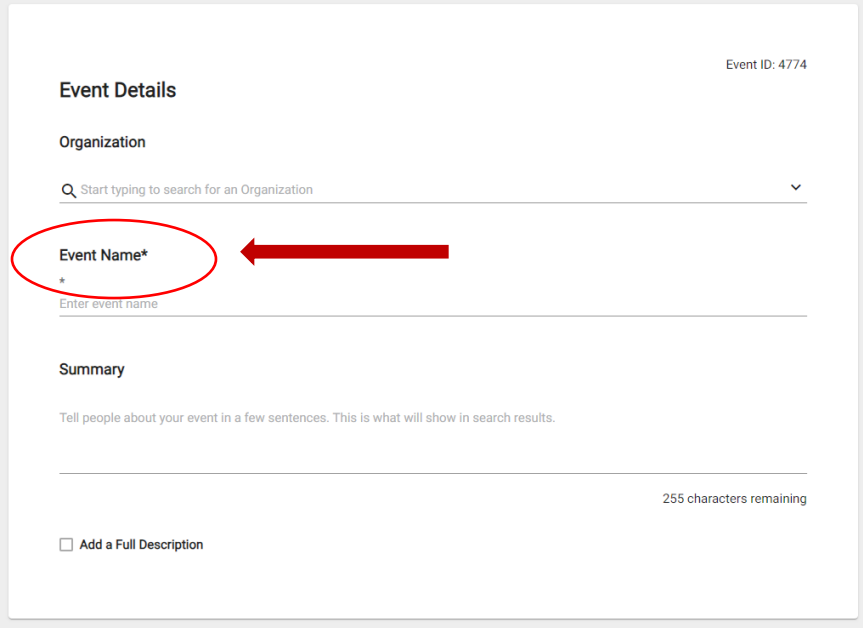


Once you've selected, "Create an Event," the North East Event form will pop up. This is where you will enter your event information. Under Organizations, directly below Event Details, select the arrow or type in your Organization. If your organization is not listed in the drop-down menu, proceed to Event Name. (Send an email to cluke@nesd1.org to have the Organization added.)



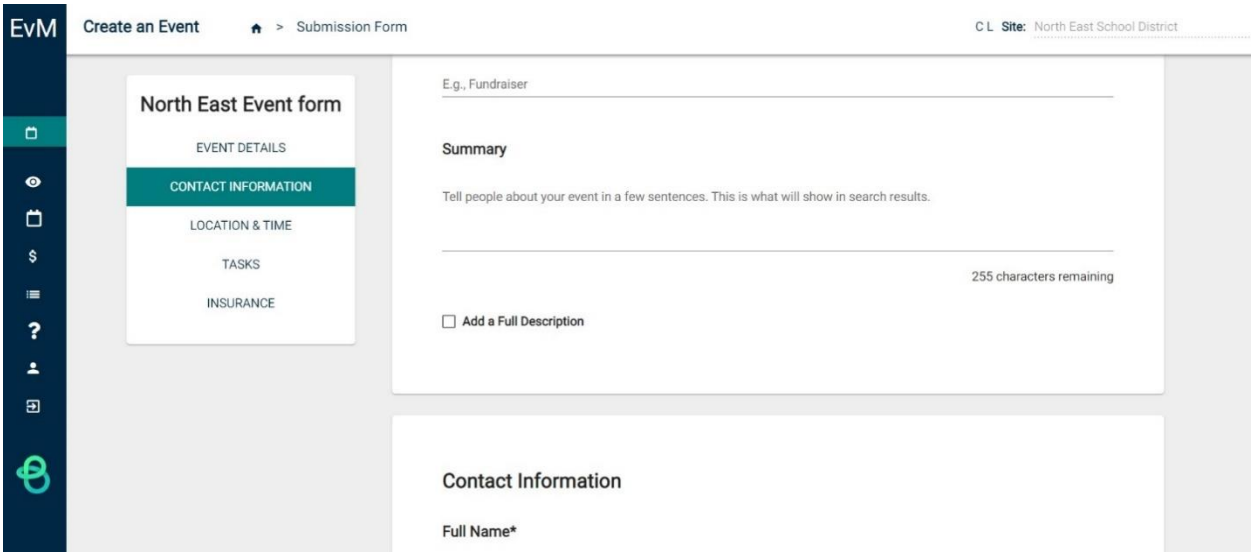
*Any item with an asterisk (*) is required. Failure to enter in required information will prevent you from submitting your event request.

Event Name: This is the title of your event. Please make sure your Event Name is grammatically correct. If your event is listed as "public" it will appear on our district website.

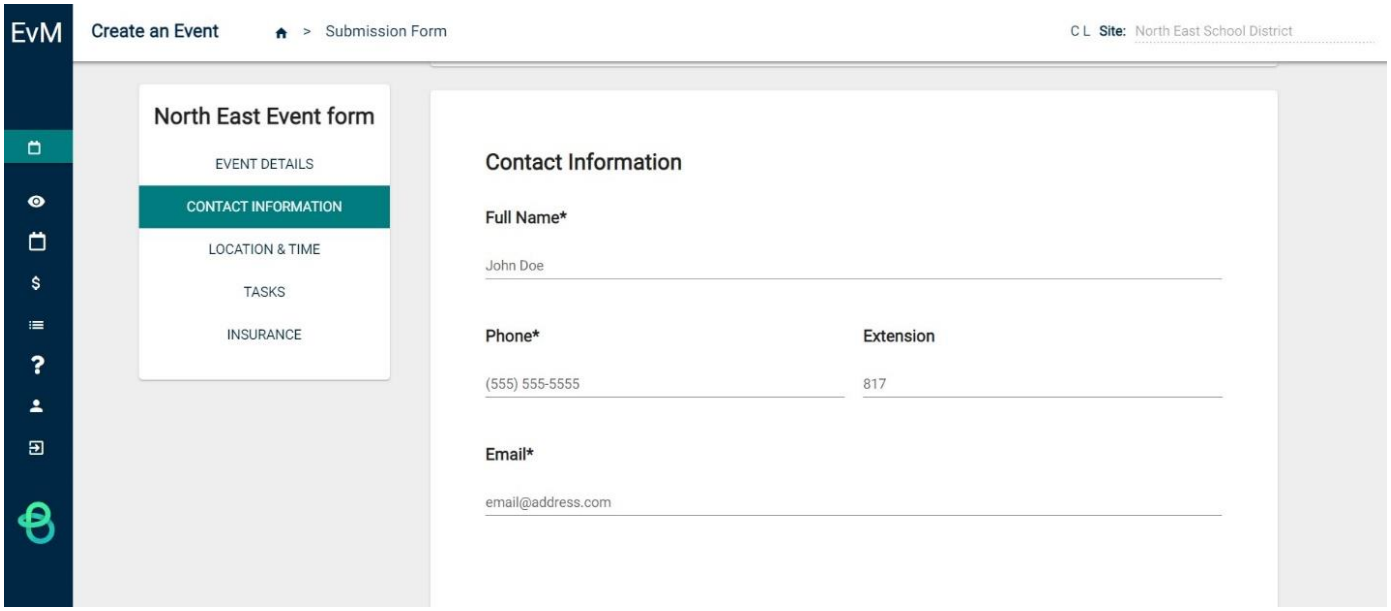


Note: Please do not use the "&" symbol in your Event Name. It does not register properly when it syncs with our website.

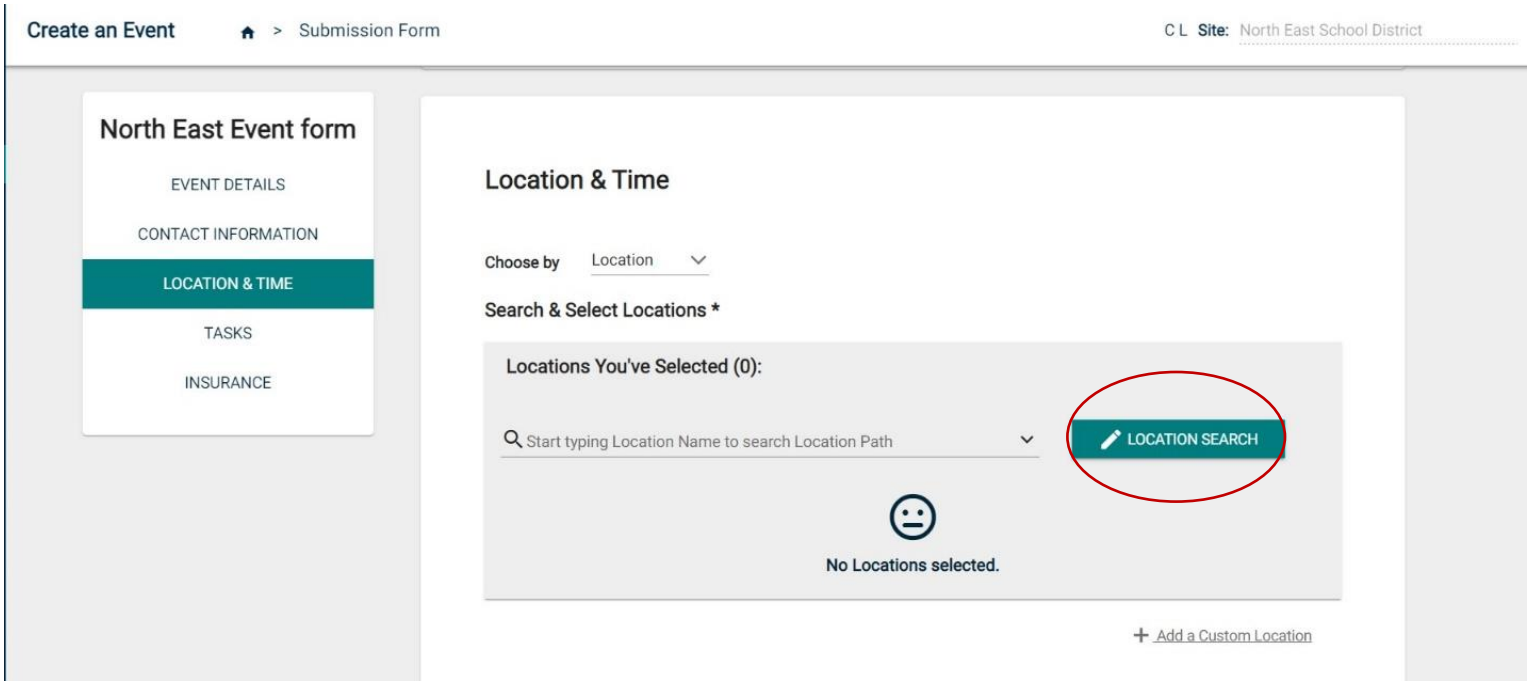
Add a brief summary to describe your event.



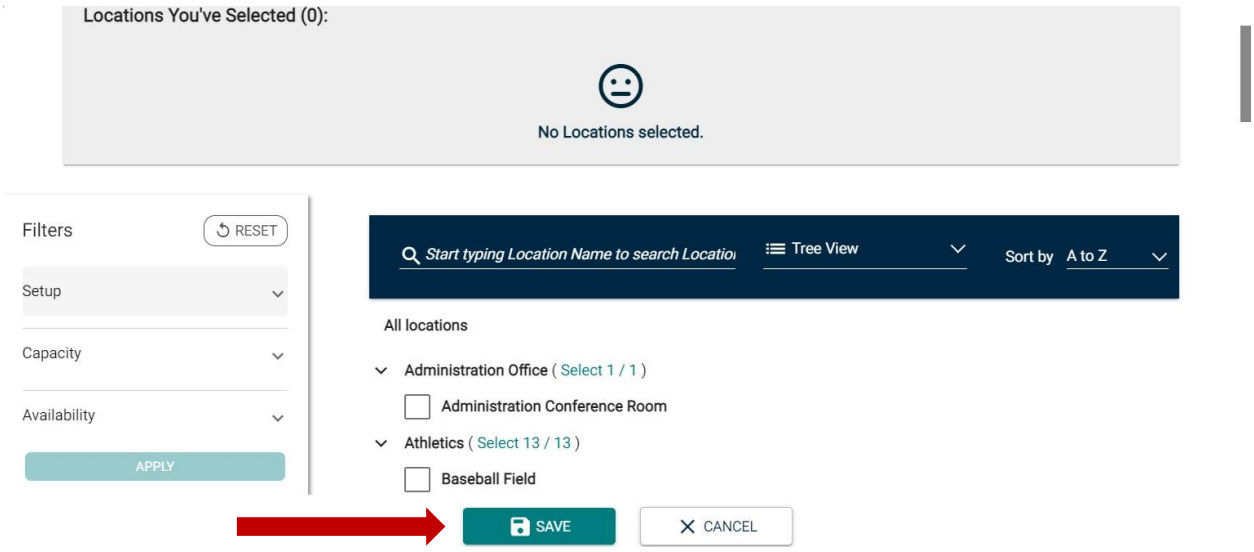
Once you get to the Contact Information portion, we ask that you enter the contact information of the individual utilizing the facility or the person in charge of the event. The phone number should be a cell phone that the individual utilizing the facility will have on them the day of the event.



When entering your location, select the green “Location Search” Bar.



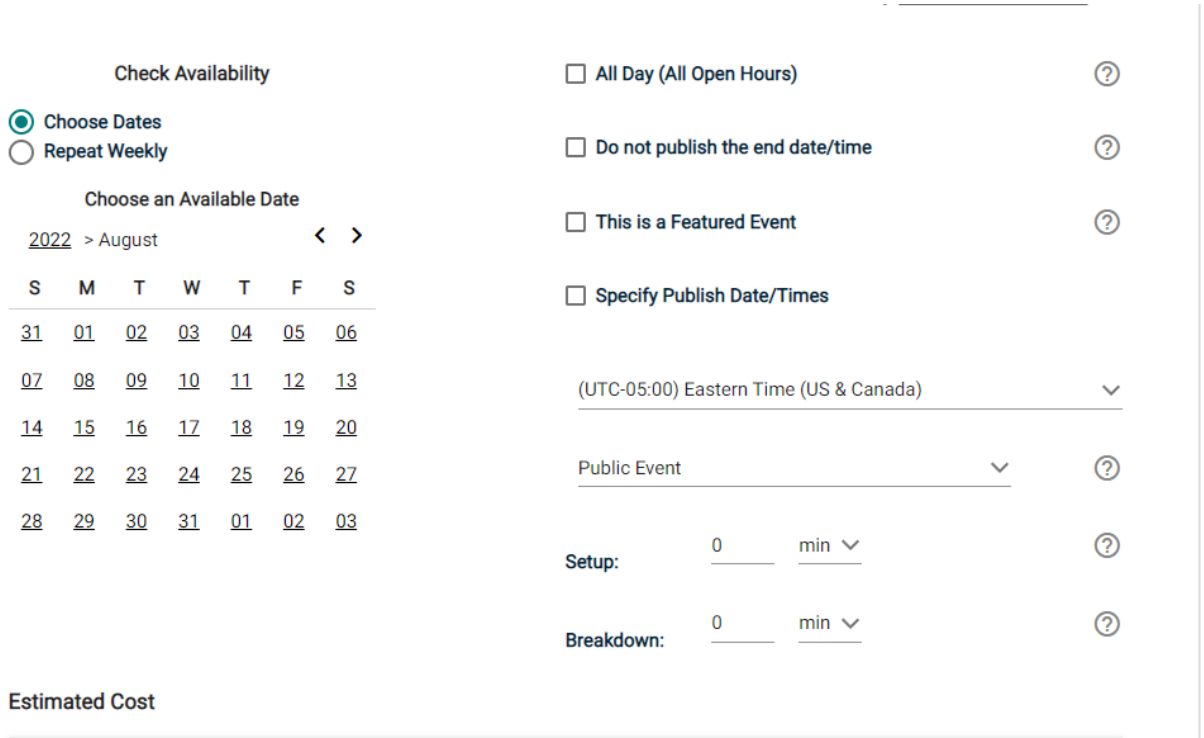
Once you click on “Location Search,” a list of locations will pop up. In the search bar, you can start typing a location name by building, or you can scroll through each page until you find the location you are looking for. *More than one location may be selected at a time, if your event requires it.

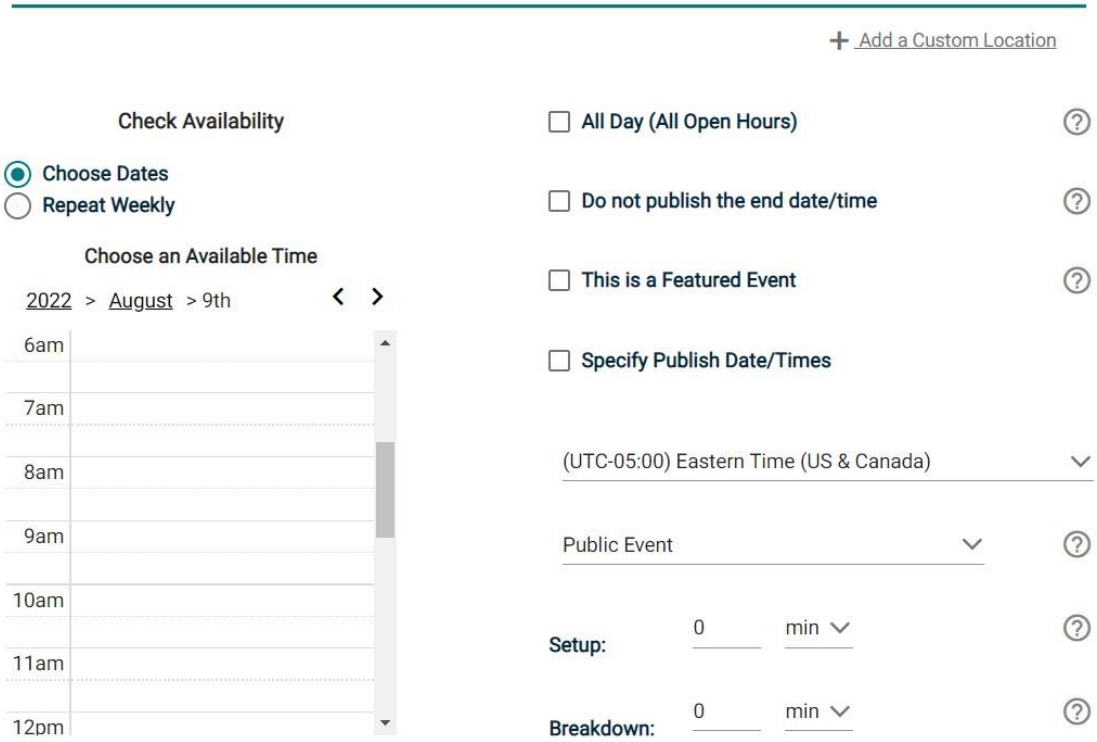


Once your location(s) is selected, make sure to click the green **Save** button.

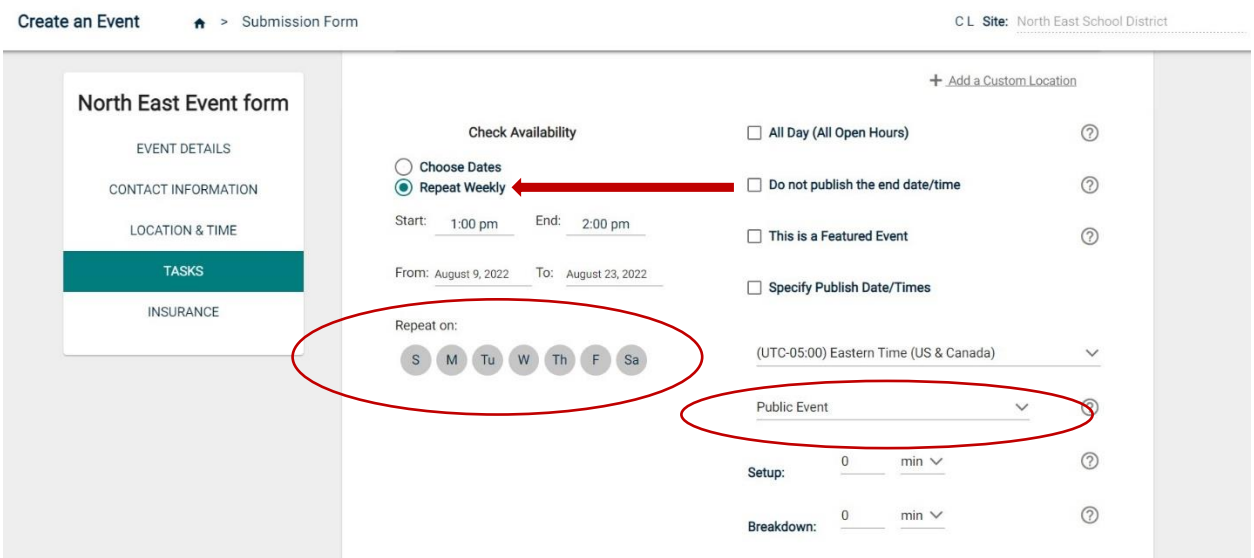
(Please note that selecting a location only shows the school your preference, this does not guarantee you will be able to utilize this location. Depending on the circumstances of the given day: NESD can change the location selected if needed.)

Once your location(s) is selected, you will need to enter the date and time information for the event.





*You can select multiple days if needed, by choosing the “Repeat Weekly” option. If you select this option, you will need to select which day(s) & time your event will be held.



In addition to the date and time, you can choose whether or not you want your event listed on our District Calendar as a Public Event. If your event is <u>not</u> open to the Public, you will need to select it as a Private Event.

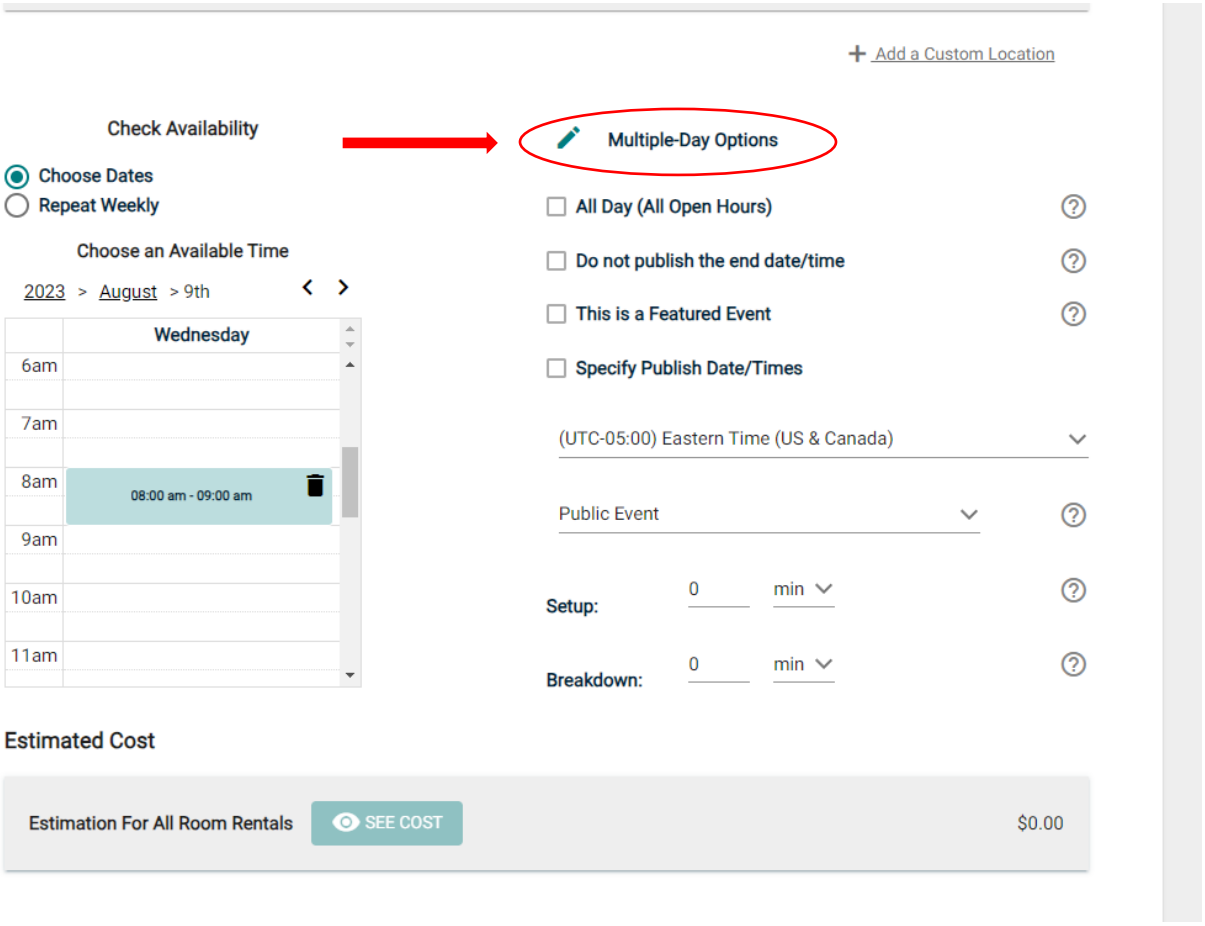
Note: The default is set to Public and will appear on our district website. Anything you DO NOT want the Public to see, needs to be marked as a PRIVATE EVENT.

<u>Multiple Entries</u>

Another option, for events that need to be scheduled for multiple days throughout the year, will be to select the, "Multiple-Day Options."

First, you need to select the day and time of your initial event. Once that is selected, the "Multiple-Day Options" will appear to the right of your screen.

Click on the Pencil.

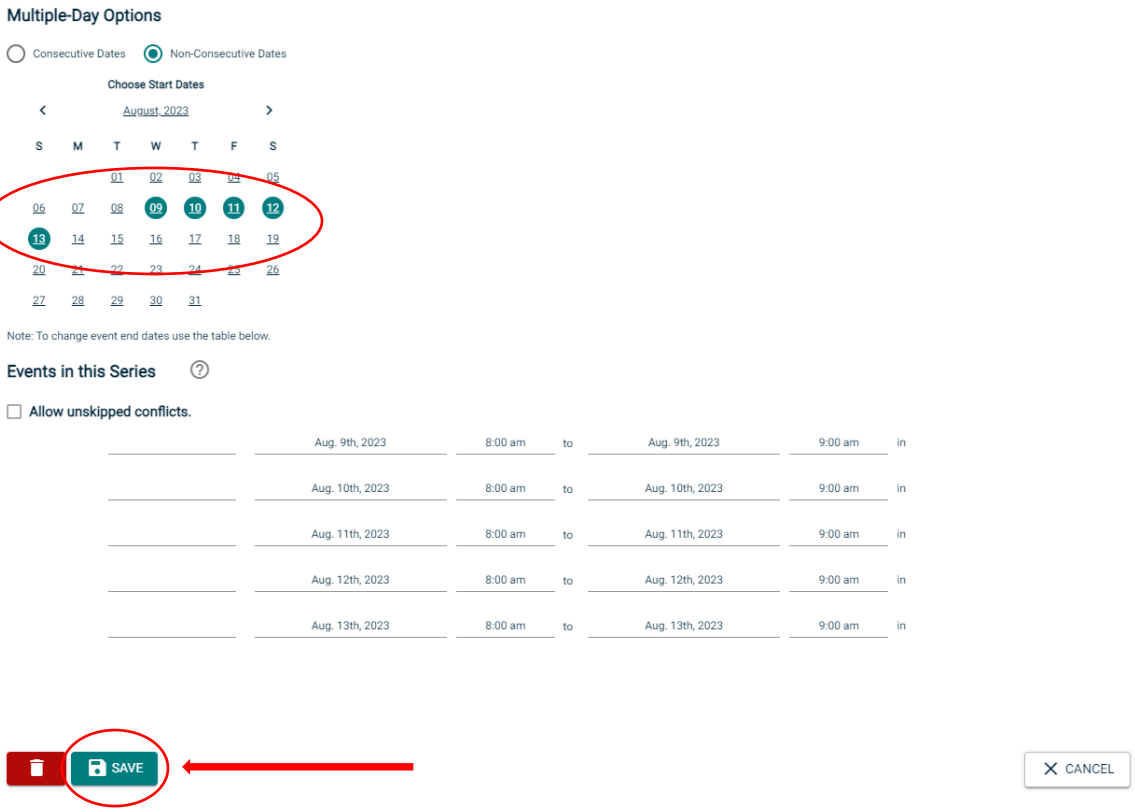


After you select the pencil, another screen will appear. You can choose the consecutive dates or non-consecutive dates.

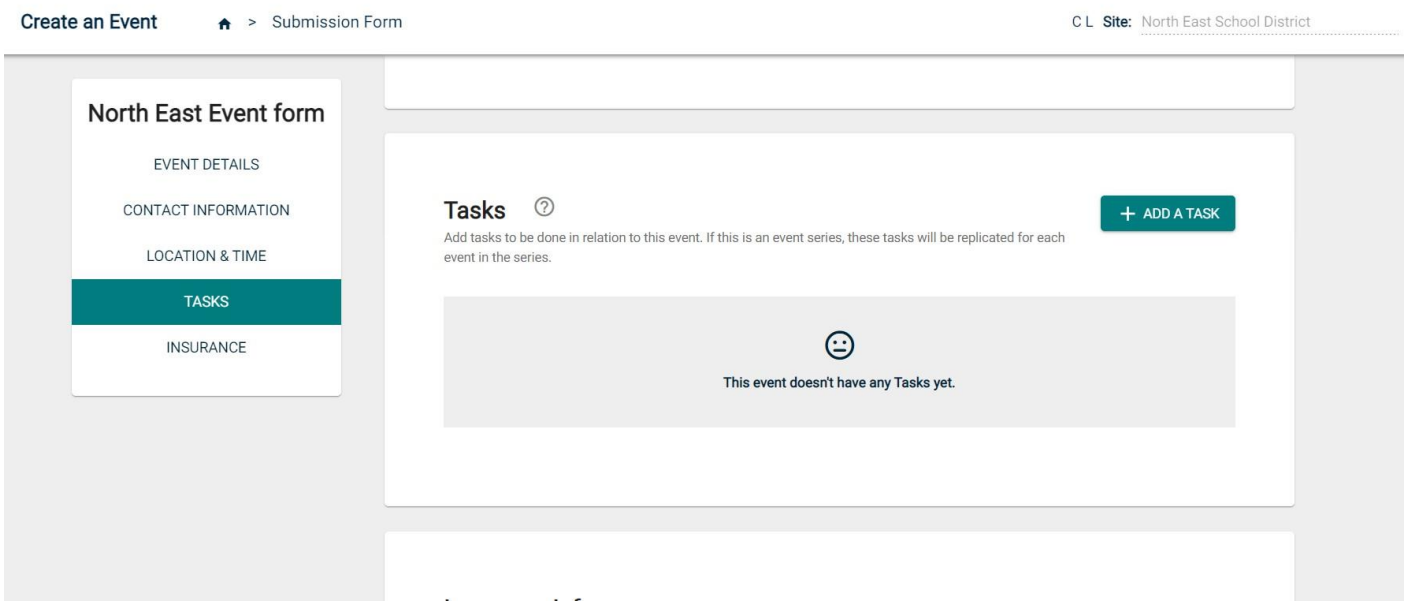
From this page, you can select which dates you would like your event(s) to be held on. If there is a date that you do not want selected, click on the teal circle and it will be removed from your series. Any date

that you want selected, just click on the day and it will be highlighted for you. If you need a different time for your event, go to the bottom, find the date, select the time and change it from there.

After you have verified all of your dates and times, click SAVE.

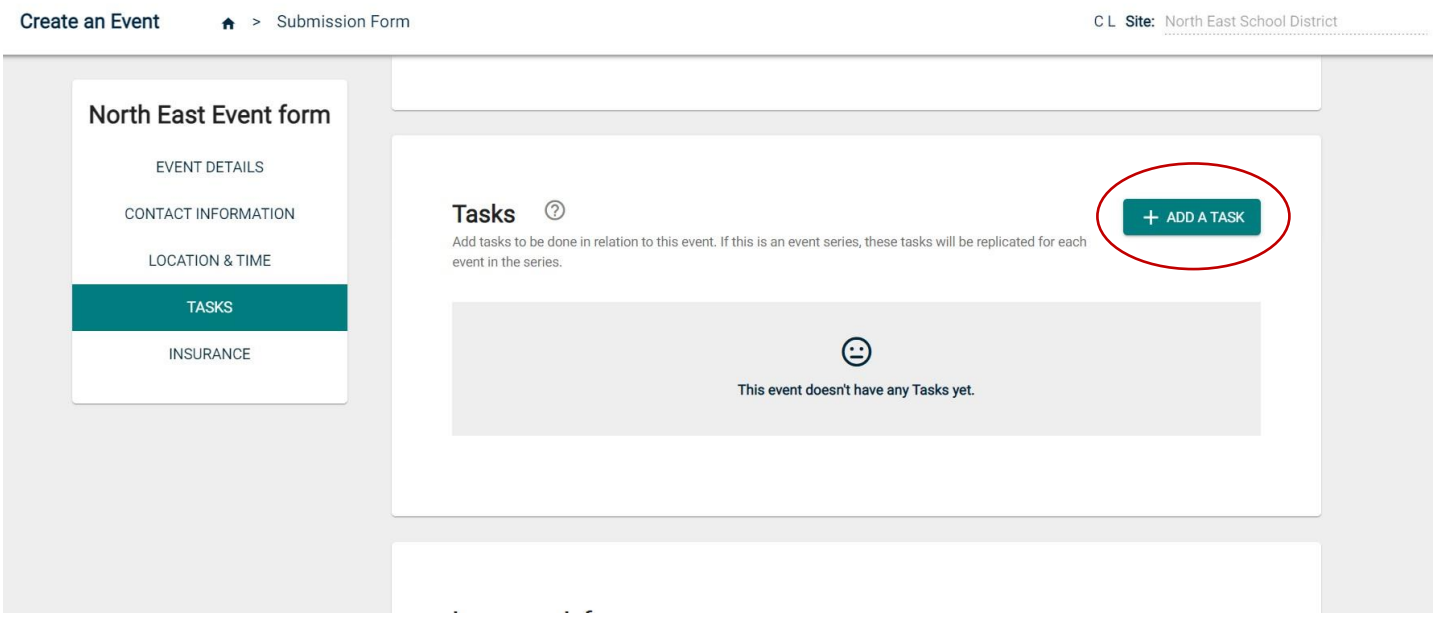


Once the date and time are selected for your event, scroll down to the “Task” portion of the Event form.

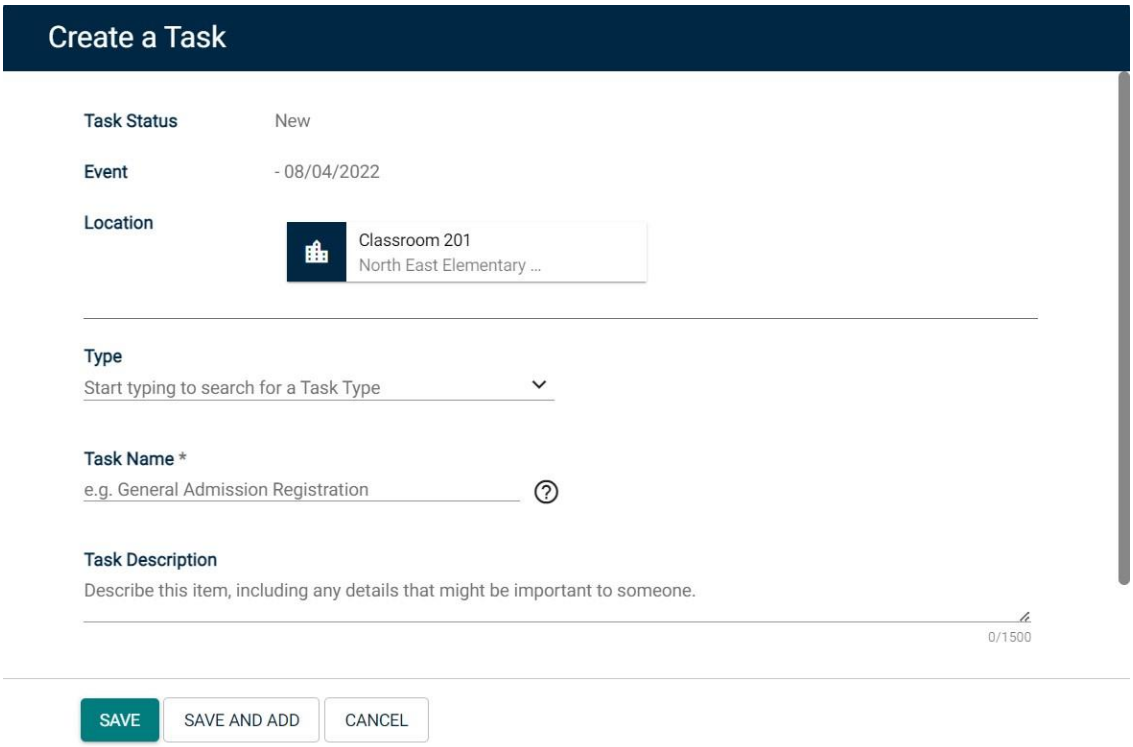


This portion of the form is only utilized if your event requires additional setup or tear down. i.e. bleachers, extra tables/chairs, audio, technology, etc.

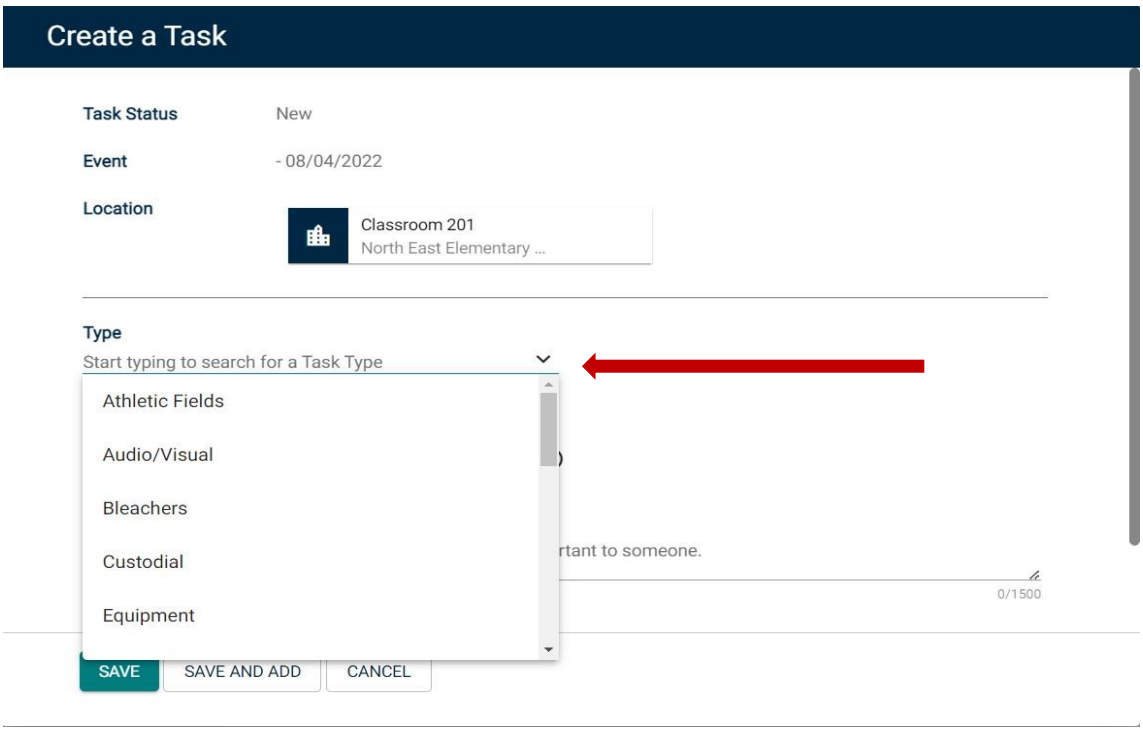
Task Creation: If you need to create a task for your event, select the green button to the right of your screen, labeled "+Add A Task."



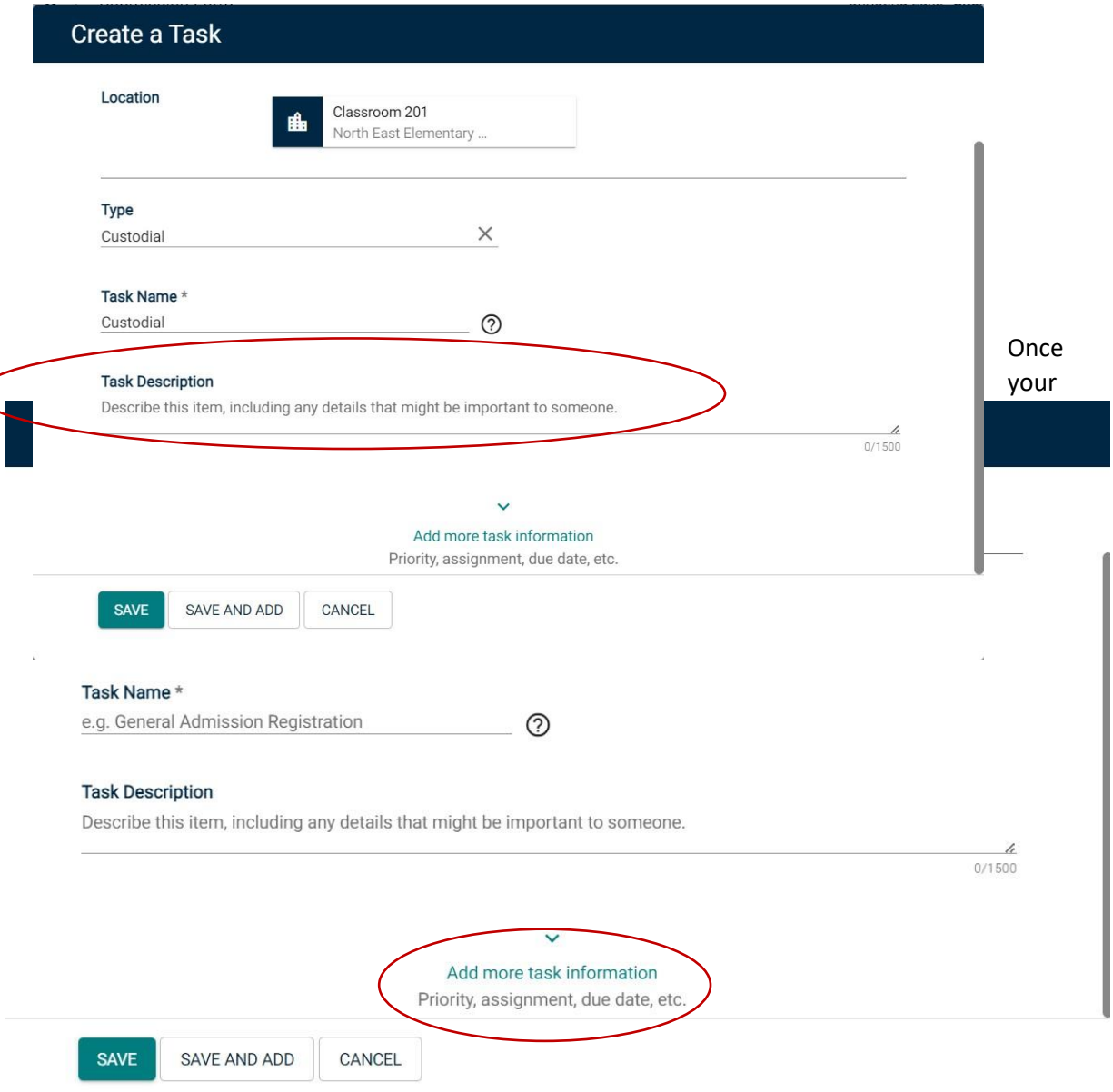
Once you select "+Add A Task", a pop up will appear. This is where you will add the necessary information related to your task.



Click on the down arrow to the right of "Type." This is where you can select whether your task is Audio/Visual, Custodial, etc.



Once you've selected the type of task for your event, fill out the task description with any details related to your task. (i.e. 5 chairs, 2 tables next to the podium)



Once your

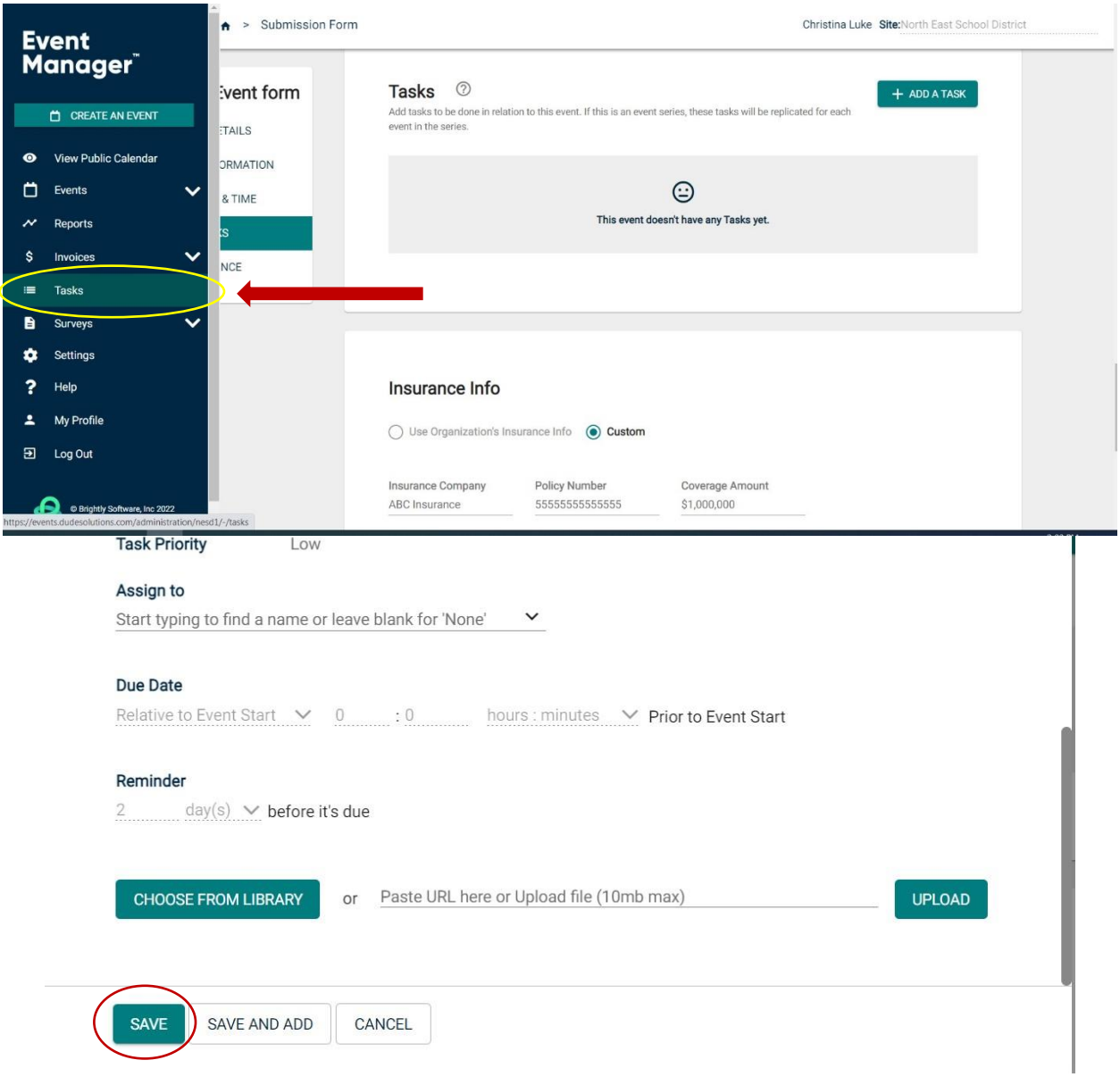
Task Description is completed, click the down arrow labeled, "Add more task information."

Once selected, it will prompt you to choose the priority of your task, due date and a reminder for when your task is due.

Click the green **Save** button.

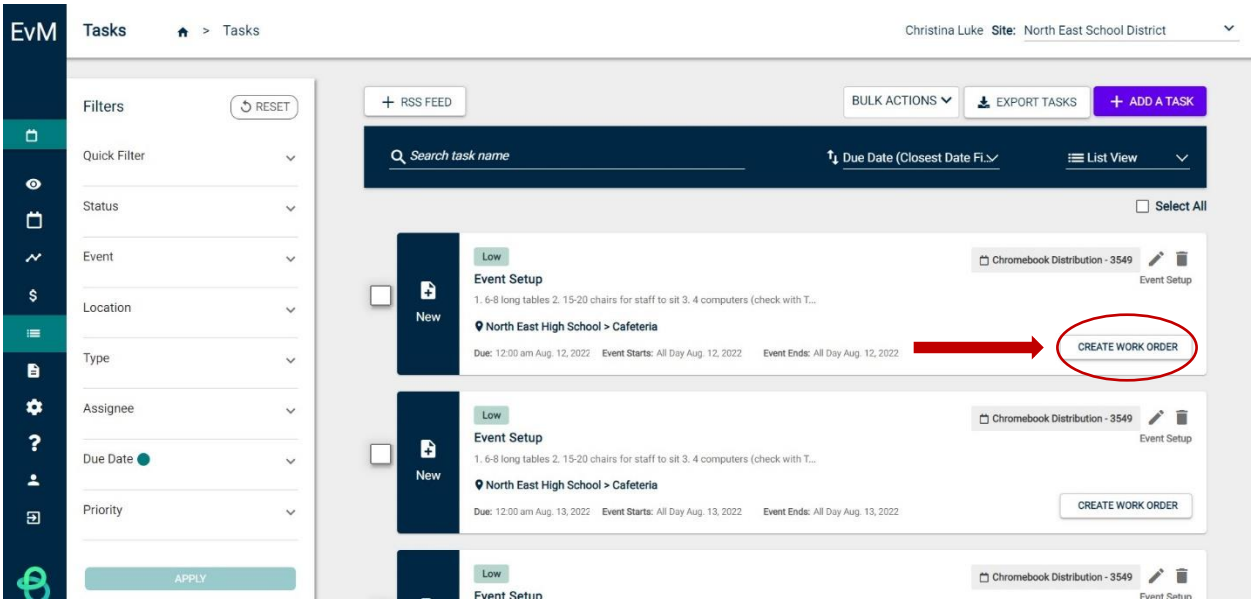
If you have more than one task for your event, make sure to click the **Save and Add** option and repeat the previous steps on how to create a task.

*Please note, if you added a task to your event you will need to go back into your Event Manager Page after your event was approved, in order to complete the Work Order. You can do this by going to the left side of your screen and finding the "Tasks Tab".



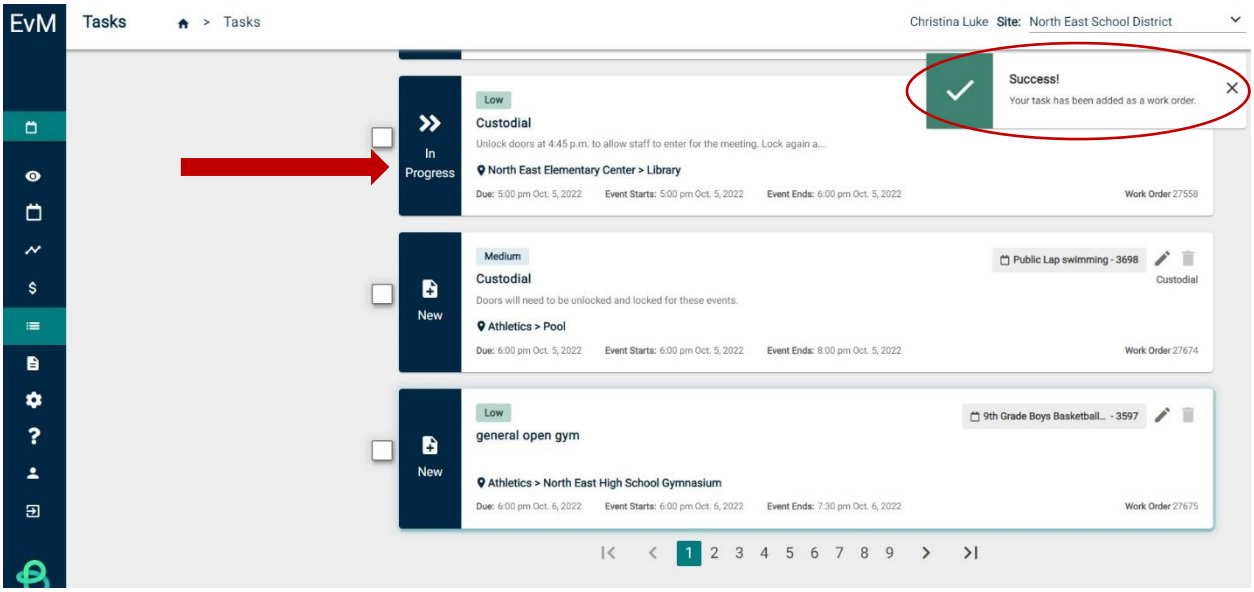
Once you select "Tasks", a list of all tasks will pop up. You will then need to filter through by location, event or event ID #, to find your specific task.

After your task is selected, go to the right of the task and select, **"Create Work Order."**

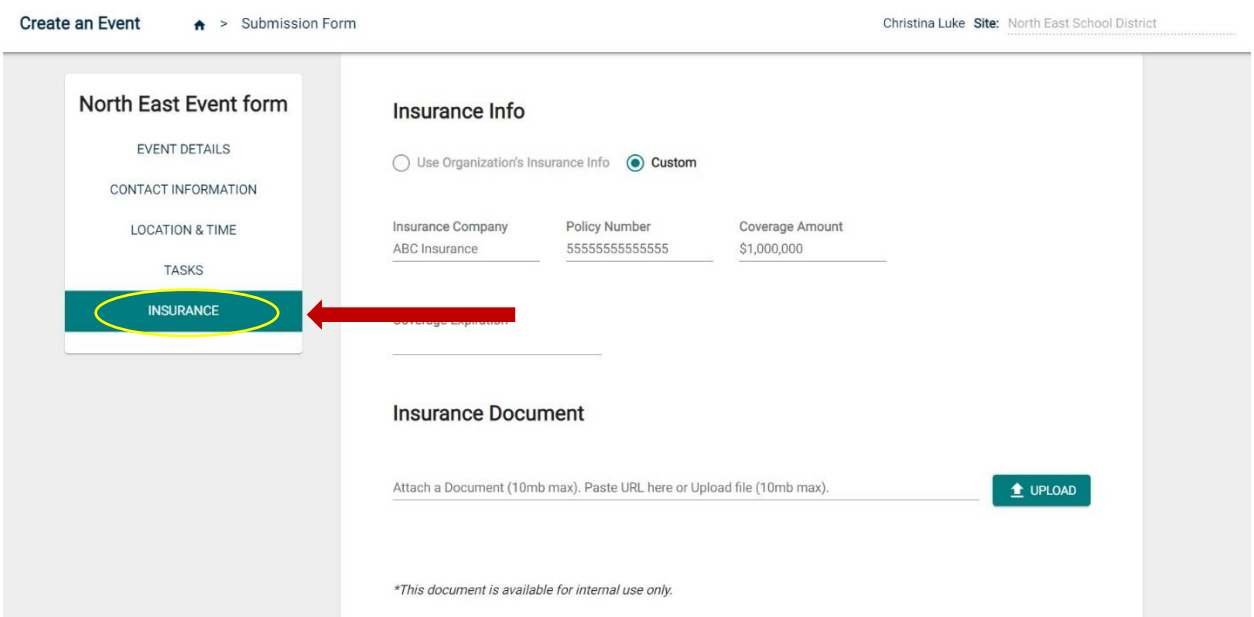


When you select **"Create Work Order,"** a pop up will appear letting you know that your task has been added as a work order.

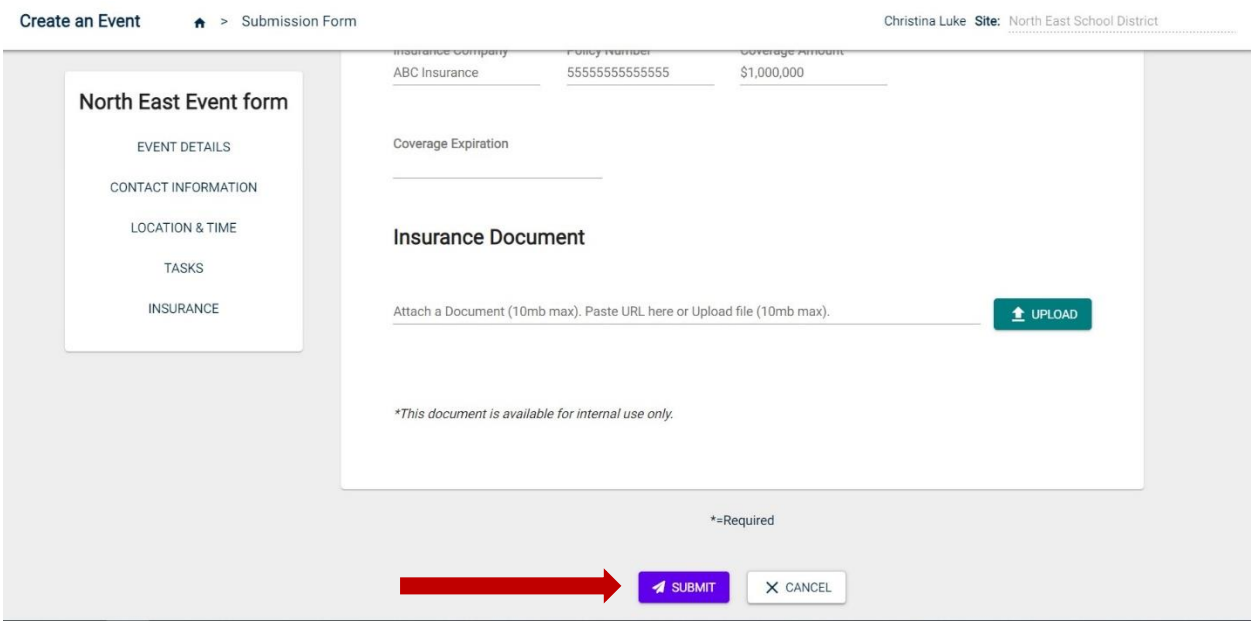
Your task will also change from **"New"** to **"In Progress."**



Insurance Information: If applicable, you can provide insurance information for an event by using the event organization's information or by entering custom insurance information.



Once all necessary fields are completed, select the **Submit** button at the bottom of the screen. If your form is missing any required information, the fields will be highlighted in red and need to be corrected.



When your event is approved, denied, or modified by the appropriate office, you will receive an email confirming your event details.