



UTILIZING EVENT MANAGER

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



School District Grape Pickers



- HOME
- DISTRICT ▾
- DEPARTMENTS ▾
- ACADEMICS ▾
- EXTRA-CURRICULAR ▾
- PARENTS ▾
- STAFF ▾
- COMMUNITY**

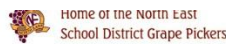
Home / Community / Index

Community

- Community Links
- Community Flyers
- Fundraising
- North East Gold Card
- North East Helping Hands
- North East Recreation Commission
- Picker Alumni
- Community Gallery
- Event Manager - District Use of Facility Request**
- NESD Weather Station



It will then direct you to this page:



EVENT COMMUNITY

MAIN CALENDAR

NORTH EAST ELEMENTARY CENTER

NORTH EAST MIDDLE SCHOOL

NORTH EAST HIGH SCHOOL

SIGN IN

Enter your email and password to sign into your account.

EMAIL:

PASSWORD:

By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

SUBMIT

[Forgot Password?](#)

or

SIGN IN USING GOOGLE

GET STARTED

Create an account to view your favorite events and events you have registered for.

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

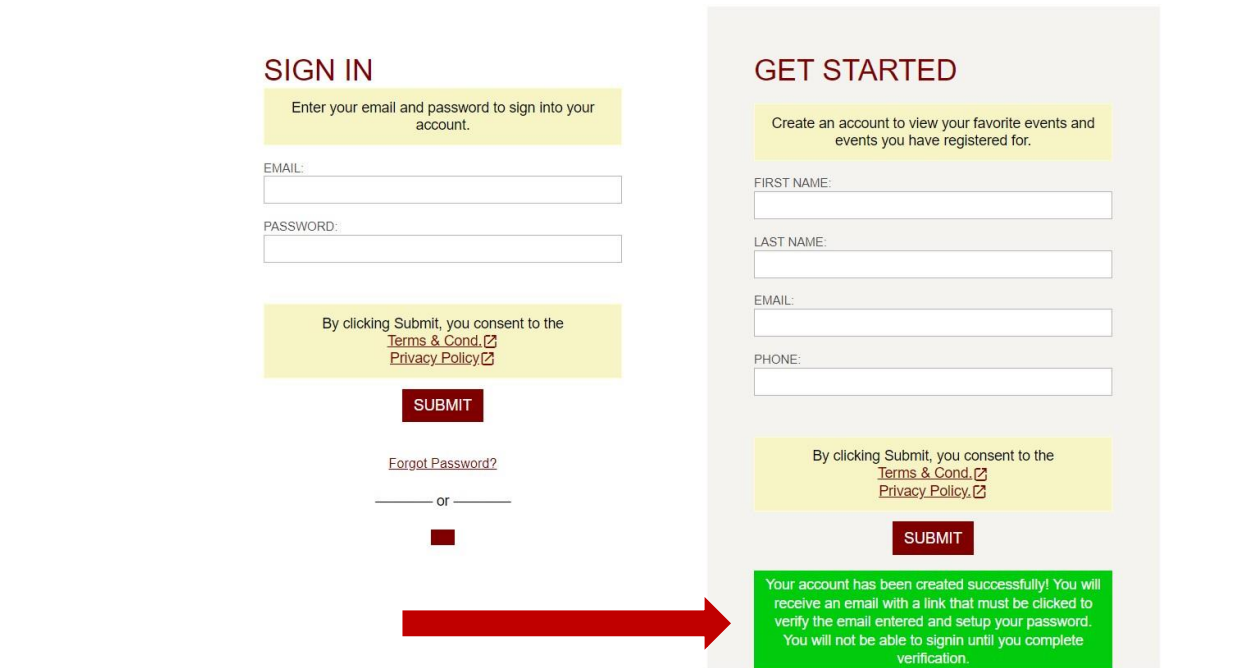
SUBMIT

com/nese1/

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.

UTILIZING EVENT MANAGER

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.



SIGN IN

Enter your email and password to sign into your account.

EMAIL:

PASSWORD:

By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

SUBMIT

[Forgot Password?](#)

or

GET STARTED

Create an account to view your favorite events and events you have registered for.

FIRST NAME:

LAST NAME:

EMAIL:

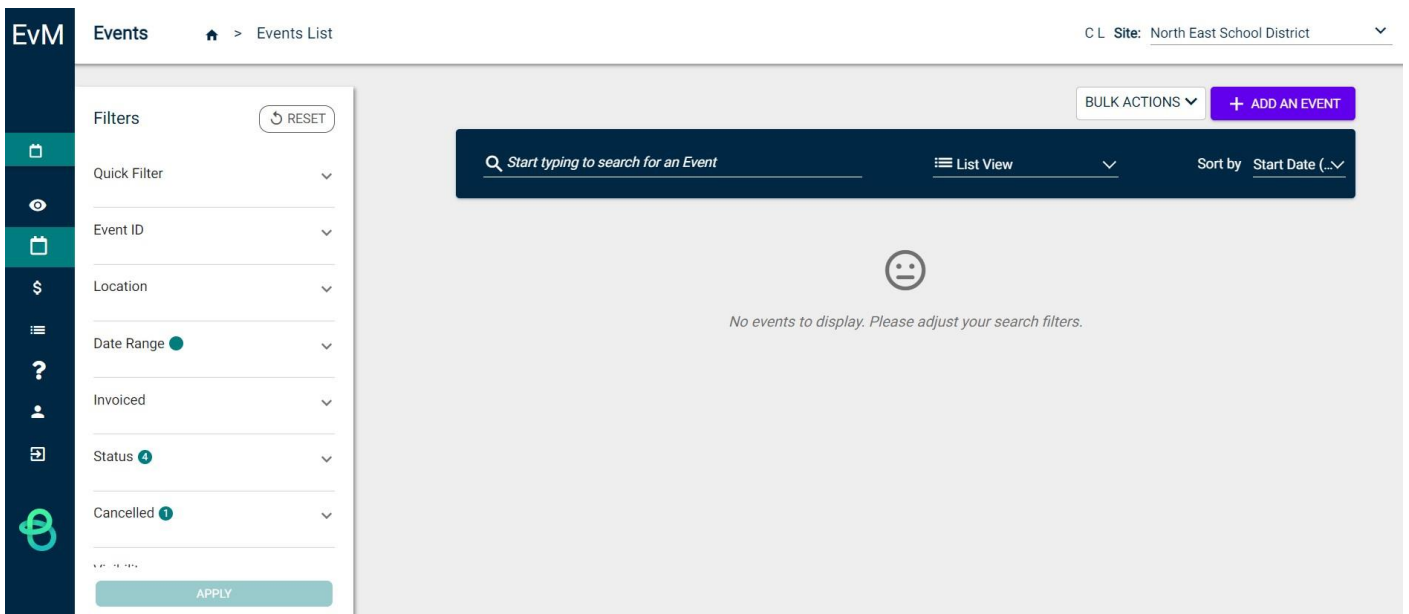
PHONE:

By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

SUBMIT

Your account has been created successfully! You will receive an email with a link that must be clicked to verify the email entered and setup your password. You will not be able to sign in until you complete verification.

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



EvM Events [Home](#) > Events List C L Site: North East School District

Filters RESET

- Quick Filter
- Event ID
- Location
- Date Range
- Invoiced
- Status **4**
- Cancelled **1**

APPLY

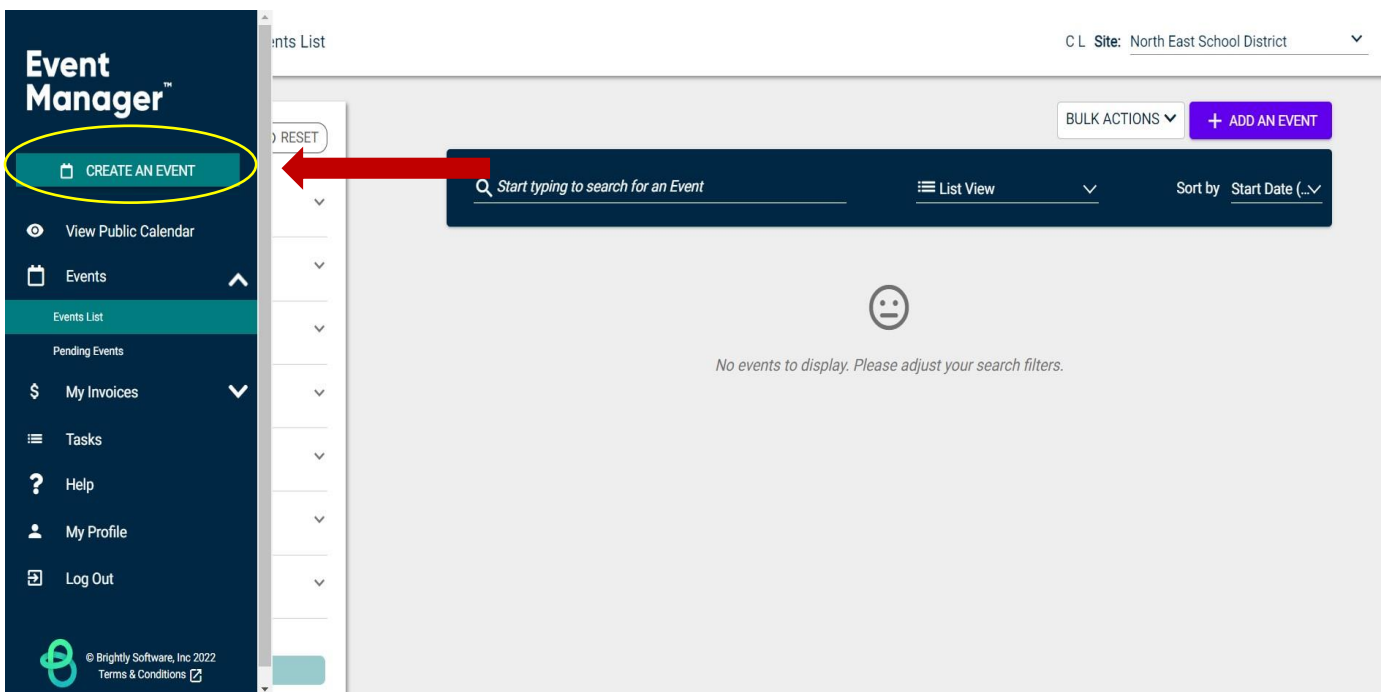
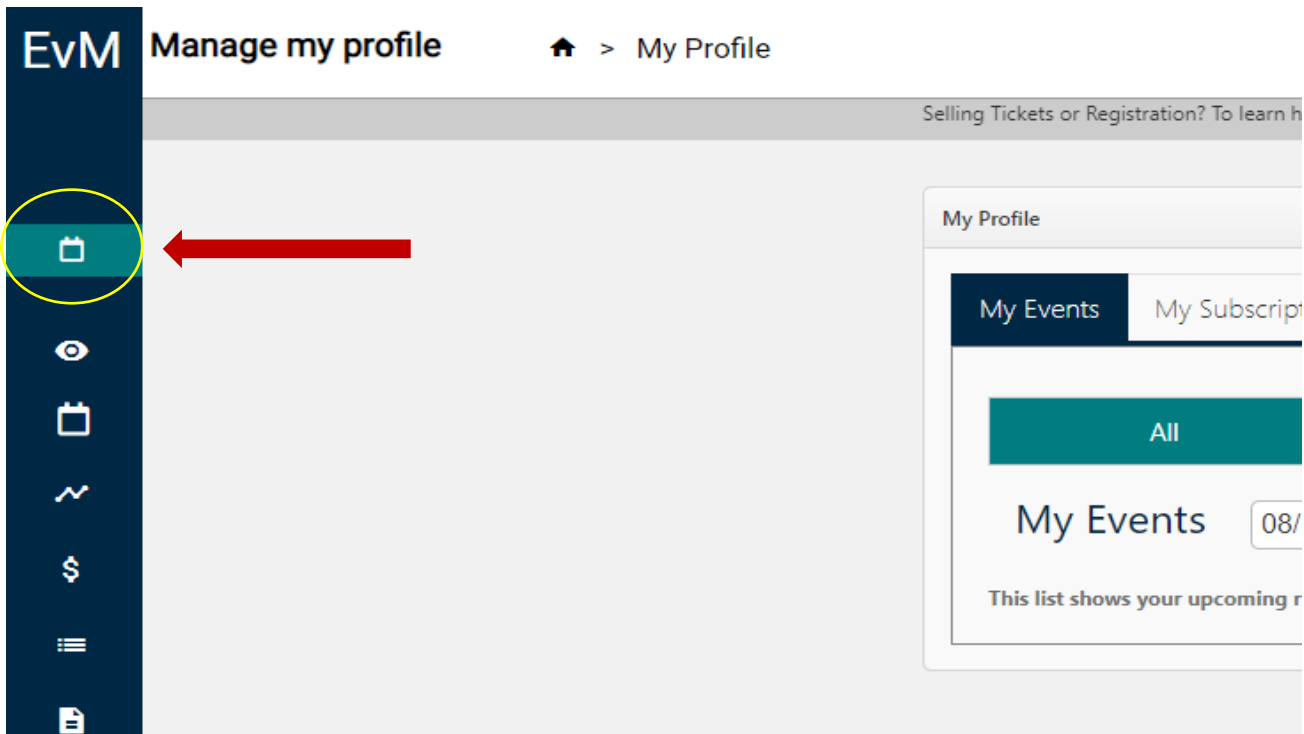
BULK ACTIONS **+ ADD AN EVENT**

List View Sort by Start Date (...)

No events to display. Please adjust your search filters.

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.

EvM Create an Event Submission Form C.L. Site: North East School District

North East Event form

- EVENT DETAILS
- CONTACT INFORMATION**
- LOCATION & TIME
- TASKS
- INSURANCE

E.g., Fundraiser

Summary

Tell people about your event in a few sentences. This is what will show in search results.

255 characters remaining

Add a Full Description

Contact Information

Full Name*

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.

EvM Create an Event Submission Form C.L. Site: North East School District

North East Event form

- EVENT DETAILS
- CONTACT INFORMATION**
- LOCATION & TIME
- TASKS
- INSURANCE

Contact Information

Full Name*

John Doe

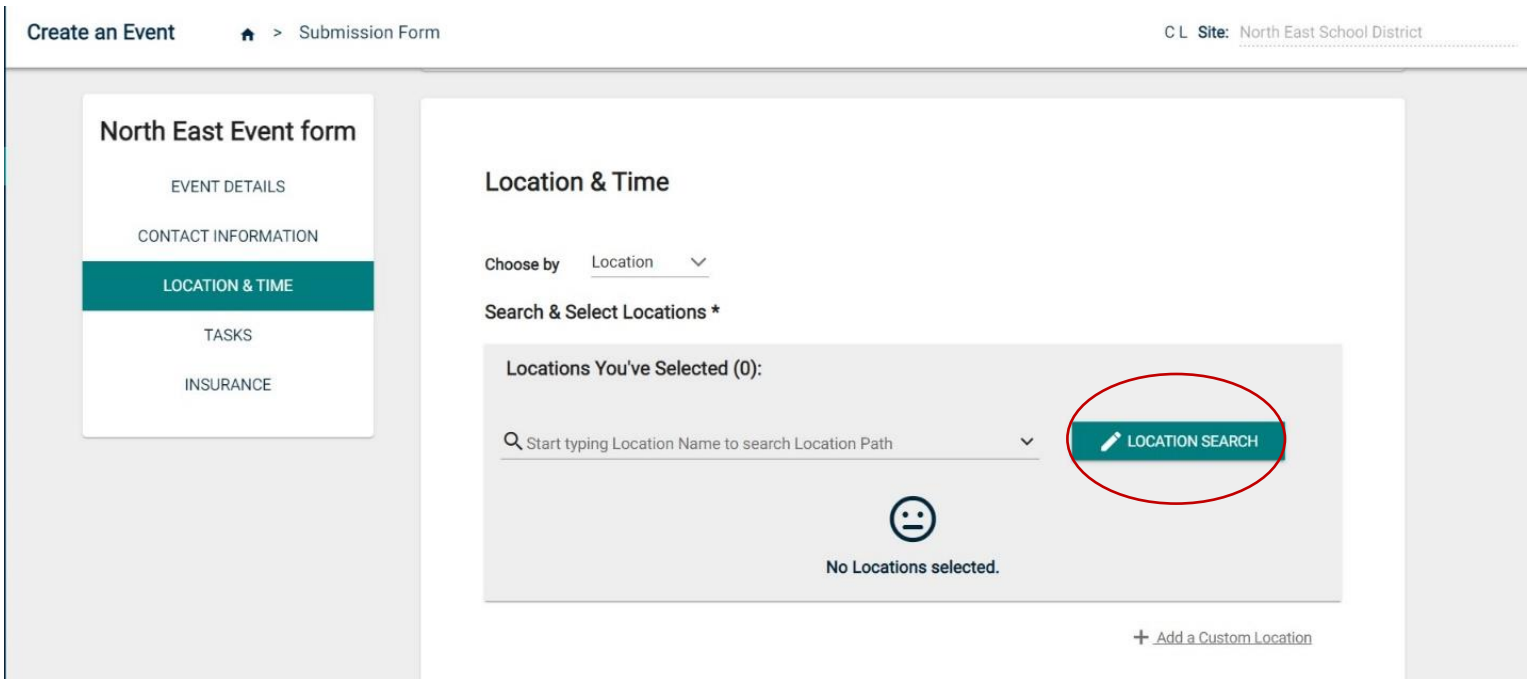
Phone* Extension

(555) 555-5555 817

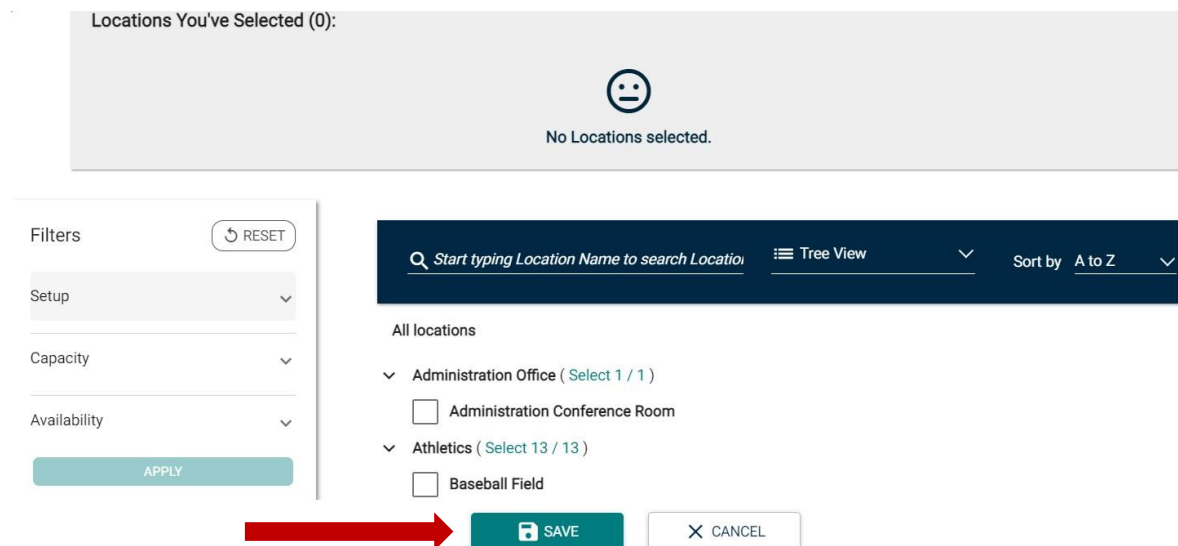
Email*

email@address.com

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.

Check Availability

Choose Dates
 Repeat Weekly

Choose an Available Date

2022 > August < >

S	M	T	W	T	F	S
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

Estimated Cost

All Day (All Open Hours) ?

Do not publish the end date/time ?

This is a Featured Event ?

Specify Publish Date/Times

(UTC-05:00) Eastern Time (US & Canada) v

Public Event v ?

Setup: 0 min v ?

Breakdown: 0 min v ?

+ [Add a Custom Location](#)

Check Availability

- Choose Dates
- Repeat Weekly

Choose an Available Time

2022 > August > 9th



6am	
7am	
8am	
9am	
10am	
11am	
12pm	

All Day (All Open Hours) ?

Do not publish the end date/time ?

This is a Featured Event ?

Specify Publish Date/Times

(UTC-05:00) Eastern Time (US & Canada) ▼

Public Event ▼ ?

Setup: min ▼ ?

Breakdown: min ▼ ?

*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.

UTILIZING EVENT MANAGER

Create an Event [Submission Form](#) C.L. Site: North East School District

North East Event form

- EVENT DETAILS
- CONTACT INFORMATION
- LOCATION & TIME
- TASKS**
- INSURANCE

Check Availability

Choose Dates Repeat Weekly

Start: 1:00 pm End: 2:00 pm

From: August 9, 2022 To: August 23, 2022

Repeat on: S M Tu W Th F Sa

All Day (All Open Hours)

Do not publish the end date/time

This is a Featured Event

Specify Publish Date/Times

(UTC-05:00) Eastern Time (US & Canada)

Public Event

Setup: 0 min

Breakdown: 0 min

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 not 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.

Multiple Entries

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.

The screenshot shows the 'Event Manager' interface. At the top right, there is a link '+ Add a Custom Location'. Below this, the 'Check Availability' section is active, with a red arrow pointing to the 'Multiple-Day Options' section, which is circled in red. The 'Check Availability' section includes radio buttons for 'Choose Dates' (selected) and 'Repeat Weekly'. Below this is a calendar for 'Wednesday' with a time slot selected from 8am to 9am. The 'Multiple-Day Options' section contains several checkboxes: 'All Day (All Open Hours)', 'Do not publish the end date/time', 'This is a Featured Event', and 'Specify Publish Date/Times'. Below these are dropdown menus for '(UTC-05:00) Eastern Time (US & Canada)', 'Public Event', 'Setup: 0 min', and 'Breakdown: 0 min'. At the bottom, the 'Estimated Cost' section shows 'Estimation For All Room Rentals' with a 'SEE COST' button and a price of '\$0.00'.

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.

Multiple-Day Options

Consecutive Dates Non-Consecutive Dates

Choose Start Dates

< August 2023 >


S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Note: To change event end dates use the table below.

Events in this Series ⓘ

Allow unskipped conflicts.

Aug. 9th, 2023	8:00 am	to	Aug. 9th, 2023	9:00 am	in
Aug. 10th, 2023	8:00 am	to	Aug. 10th, 2023	9:00 am	in
Aug. 11th, 2023	8:00 am	to	Aug. 11th, 2023	9:00 am	in
Aug. 12th, 2023	8:00 am	to	Aug. 12th, 2023	9:00 am	in
Aug. 13th, 2023	8:00 am	to	Aug. 13th, 2023	9:00 am	in



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

The screenshot shows the 'Tasks' section of the 'North East Event form'. On the left is a vertical navigation menu with options: EVENT DETAILS, CONTACT INFORMATION, LOCATION & TIME, TASKS (highlighted in teal), and INSURANCE. The main content area has a heading 'Tasks' with a help icon. Below it is a sub-heading 'Add tasks to be done in relation to this event. If this is an event series, these tasks will be replicated for each event in the series.' To the right is a green button labeled '+ ADD A TASK'. Below this is a grey box with a sad face icon and the text 'This event doesn't have any Tasks yet.'

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."

This screenshot is identical to the one above, but the green '+ ADD A TASK' button is circled in red to highlight it.

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

Create a Task

Task Status New

Event - 08/04/2022

Location Classroom 201
North East Elementary ...

Type
Start typing to search for a Task Type

Task Name *
e.g. General Admission Registration

Task Description
Describe this item, including any details that might be important to someone.

0/1500

SAVE SAVE AND ADD CANCEL

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

Create a Task

Task Status New

Event - 08/04/2022

Location Classroom 201
North East Elementary ...

Type
Start typing to search for a Task Type

- Athletic Fields
- Audio/Visual
- Bleachers
- Custodial
- Equipment

Describe this item, including any details that might be important to someone.

0/1500

SAVE SAVE AND ADD CANCEL

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)

Create a Task

Location
Classroom 201
North East Elementary ...

Type
Custodial X

Task Name *
Custodial ?

Task Description
Describe this item, including any details that might be important to someone.
0/1500

▼
Add more task information
Priority, assignment, due date, etc.

SAVE SAVE AND ADD CANCEL

Task Name *
e.g. General Admission Registration ?

Task Description
Describe this item, including any details that might be important to someone.
0/1500

▼
Add more task information
Priority, assignment, due date, etc.

SAVE SAVE AND ADD CANCEL

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.

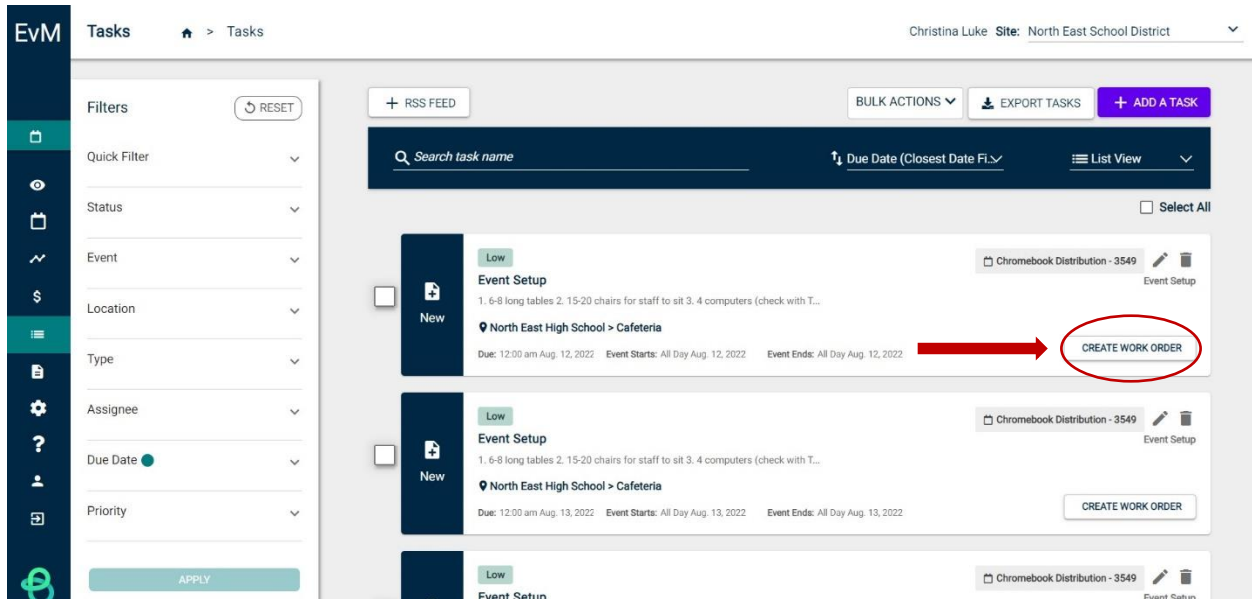
If you have more than one task for your event, make sure to click the **Save and Add** option and repeat the previous steps on how to create a task.

*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”.

The screenshot displays the Event Manager interface. On the left, a dark sidebar contains a menu with options: CREATE AN EVENT, View Public Calendar, Events, Reports, Invoices, **Tasks** (highlighted with a yellow circle and a red arrow), Surveys, Settings, Help, My Profile, and Log Out. The main content area shows the 'Submission Form' for an event, with a 'Tasks' section that currently displays 'This event doesn't have any Tasks yet.' Below this is an 'Insurance Info' section with radio buttons for 'Use Organization's Insurance Info' and 'Custom' (selected). At the bottom, a task creation form is visible, including fields for 'Task Priority' (set to Low), 'Assign to', 'Due Date' (Relative to Event Start, 0 hours : 0 minutes, Prior to Event Start), and 'Reminder' (2 day(s) before it's due). There are buttons for 'CHOOSE FROM LIBRARY', 'UPLOAD', 'SAVE' (circled in red), 'SAVE AND ADD', and 'CANCEL'.

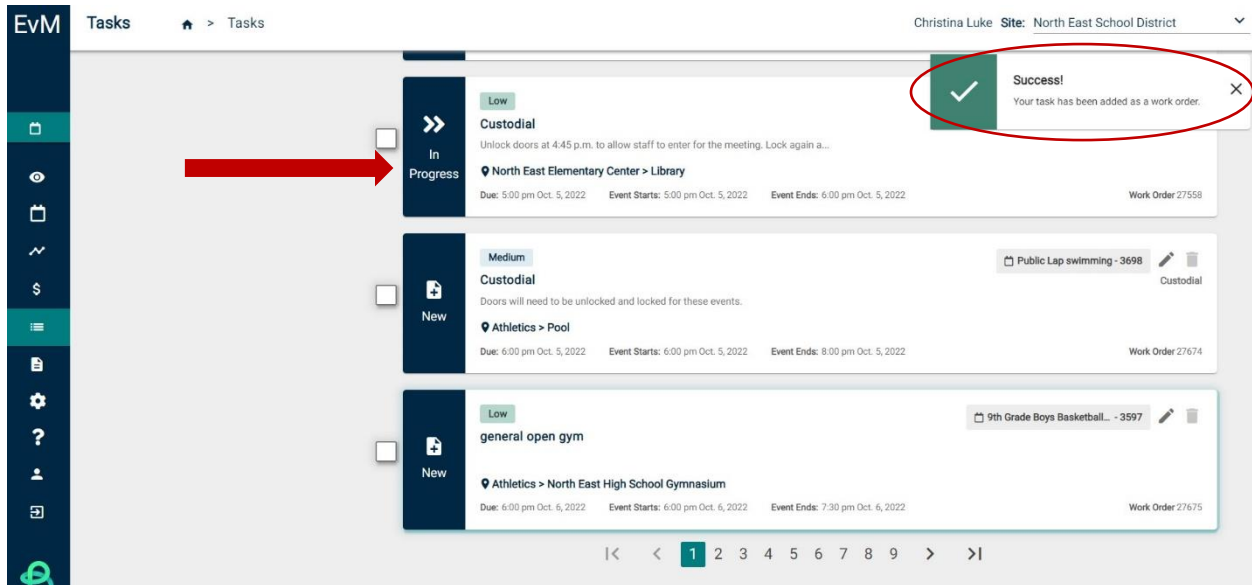
Once you select “Tasks”, a list of all tasks will pop up. You will then need to filter through by location, event or event ID #, to find your specific task.

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.

UTILIZING EVENT MANAGER

Create an Event

Submission Form

Christina Luke Site: North East School District

North East Event form

- EVENT DETAILS
- CONTACT INFORMATION
- LOCATION & TIME
- TASKS
- INSURANCE**

Insurance Info

Use Organization's Insurance Info Custom

Insurance Company	Policy Number	Coverage Amount
ABC Insurance	55555555555555	\$1,000,000

Coverage Expiration

Insurance Document

Attach a Document (10mb max). Paste URL here or Upload file (10mb max).

**This document is available for internal use only.*

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.

North East Event form

- EVENT DETAILS
- CONTACT INFORMATION
- LOCATION & TIME
- TASKS
- INSURANCE**

Insurance Company	Policy Number	Coverage Amount
ABC Insurance	55555555555555	\$1,000,000

Coverage Expiration

Insurance Document

Attach a Document (10mb max). Paste URL here or Upload file (10mb max).

**This document is available for internal use only.*

*=Required

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