



UTILIZING EVENT MANAGER

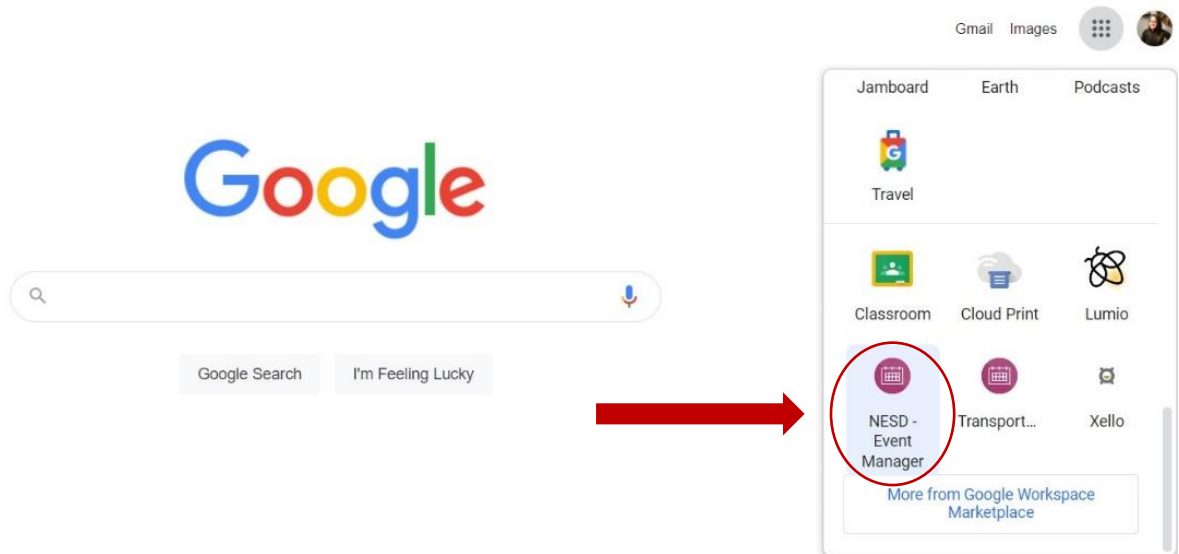
This is a guide to demonstrate how to appropriately schedule use of facility requests in Event Manager.

UTILIZING EVENT MANAGER

In order to access Event Manager, you will need to sign into your District email. Select the waffle tab at the top right of the screen and scroll down until you find a pink calendar icon labeled, “NESD-Event Manager.”



Select the “NESD-Event Manager” icon.



UTILIZING EVENT MANAGER

Once selected, it will direct you to choose from one of your Google Accounts. You will need to select your NESD email account. From there, it will take you to the Calendar page. This is where you are able to view all the District events that are entered in Event Manager.

Home of the North East
School District Grape Pickers

SIGN OUT | MANAGE | MY PROFILE | PRINT

EVENT COMMUNITY

MAIN CALENDAR NORTH EAST ELEMENTARY CENTER NORTH EAST MIDDLE SCHOOL NORTH EAST HIGH SCHOOL

VIEW TYPE: [Icons] < VIEW BY: NEXT 180 > Q SEARCH

MONDAY, AUGUST 8, 2022 - SATURDAY, FEBRUARY 4, 2023

Monday, August 8, 2022

Color Guard
8/8/2022, 10:00 AM - 3:00 PM (ET) [f] [t] [e] [h]

Tuesday, August 9, 2022

Handle with Care Training
8/9/2022, 8:00 AM - 3:00 PM (ET) [f] [t] [e] [h]

Secretarial Group Meeting
8/9/2022, 9:00 AM - 12:00 PM (ET) [f] [t] [e] [h]

Fall Coach Meeting
8/9/2022, 11:30 AM - 12:30 PM (ET) [f] [t] [e] [h]

SHARE IT [f] [t] [in]

SUBSCRIBE [RSS] [g] [y] [v]

In order to create an event, you will need to select, "My Profile" or "Manage" in the top right-hand corner of the Calendar Screen.

Home of the North East
School District Grape Pickers

SIGN OUT | **MANAGE** | **MY PROFILE** | PRINT

EVENT COMMUNITY

MAIN CALENDAR NORTH EAST ELEMENTARY CENTER NORTH EAST MIDDLE SCHOOL NORTH EAST HIGH SCHOOL

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8/9/2022, 9:00 AM - 12:00 PM (ET) [f] [t] [e] [h]

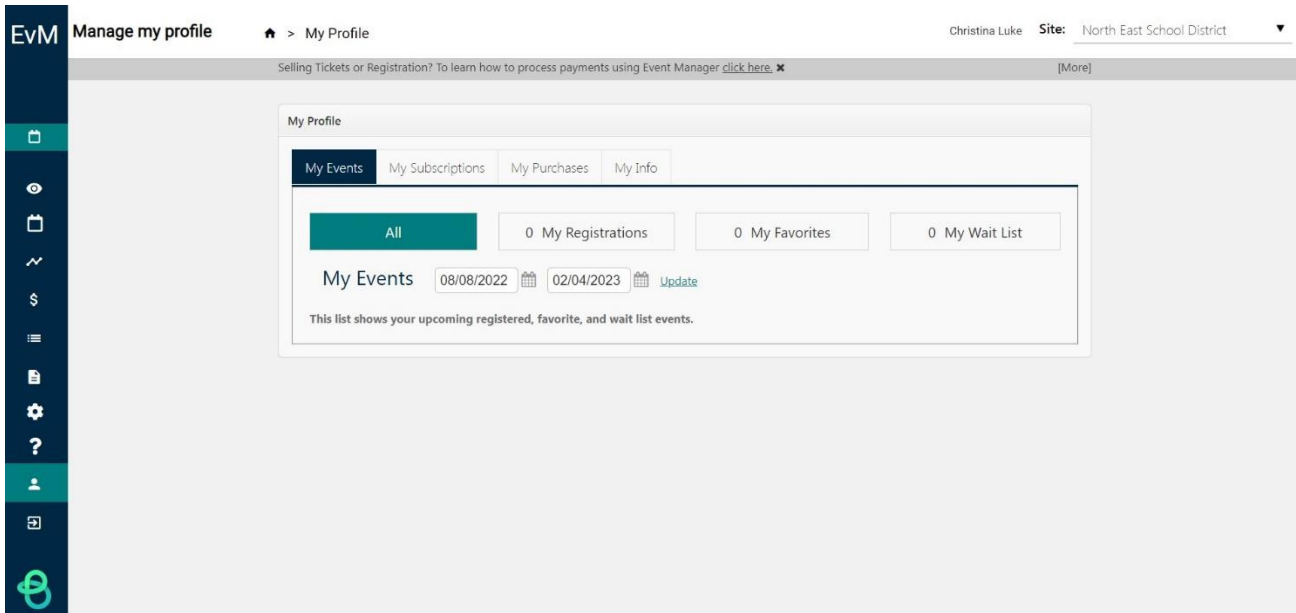
Fall Coach Meeting
8/9/2022, 11:30 AM - 12:30 PM (ET) [f] [t] [e] [h]

SHARE IT [f] [t] [in]

SUBSCRIBE [RSS] [g] [y] [v]

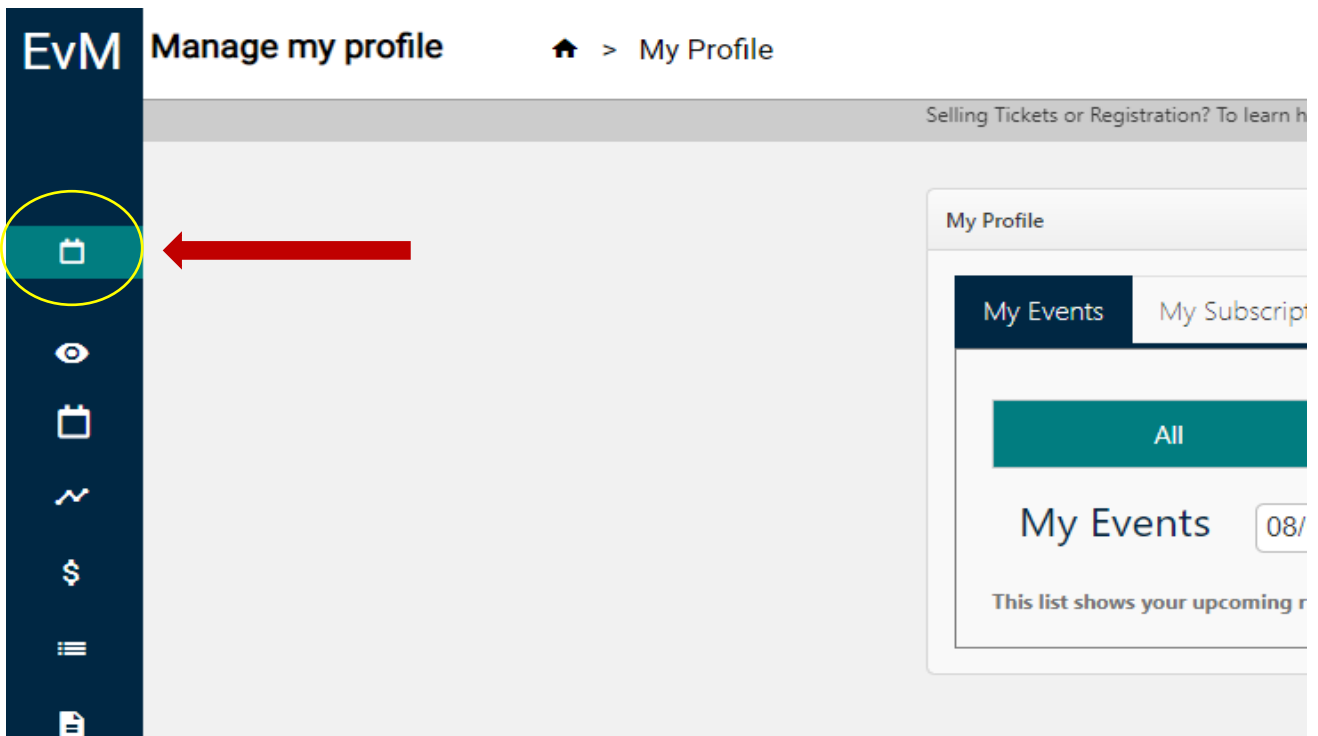
UTILIZING EVENT MANAGER

Once “My Profile” or “Manage” is selected, you will be directed to your Event Manager Page

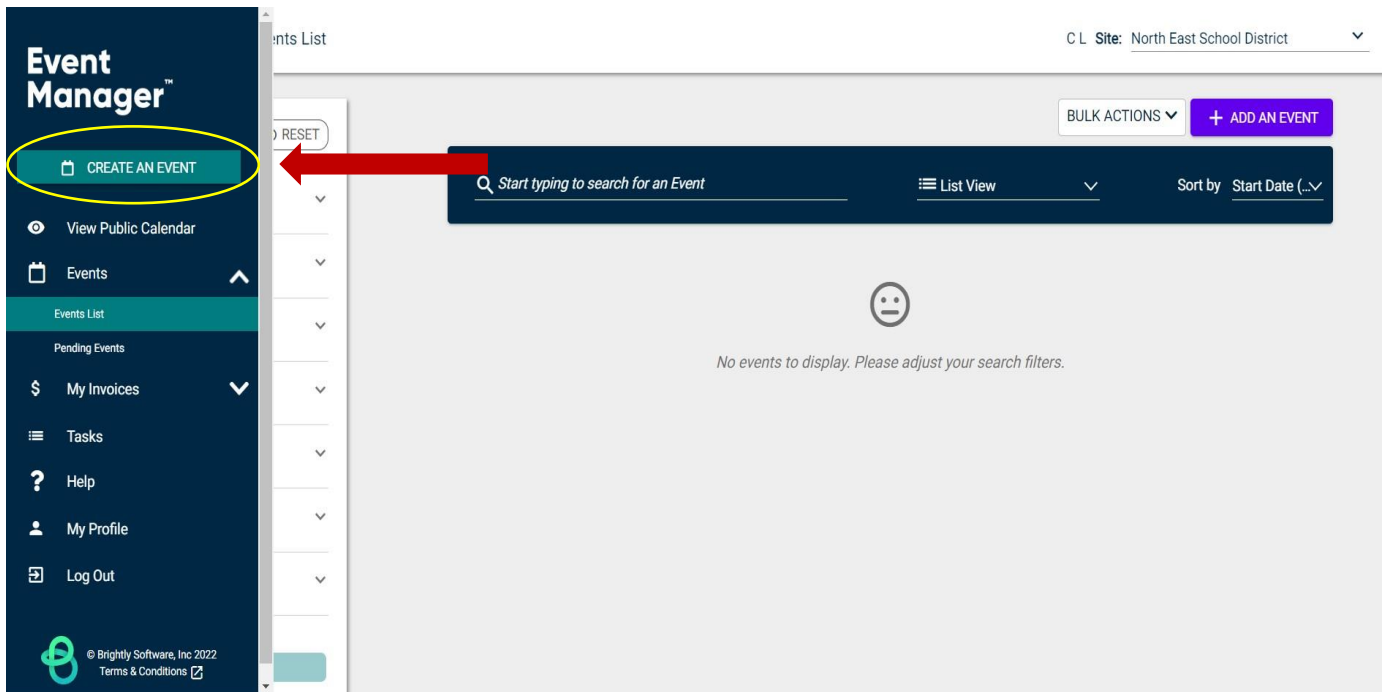


How to Create an Event:

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.



UTILIZING EVENT MANAGER



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.)

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

Home of the North East School District Grape Pickers

North East Event form

Event ID: 3551

Event Details

Organization

Start typing to search for an Organization

Event Name*

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.

The screenshot displays the 'Event Details' form for Event ID: 4774. It includes a search bar for organizations, a required 'Event Name*' field (circled in red with a red arrow pointing to it), a 'Summary' section with a 255-character limit, and an option to 'Add a Full Description'.

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

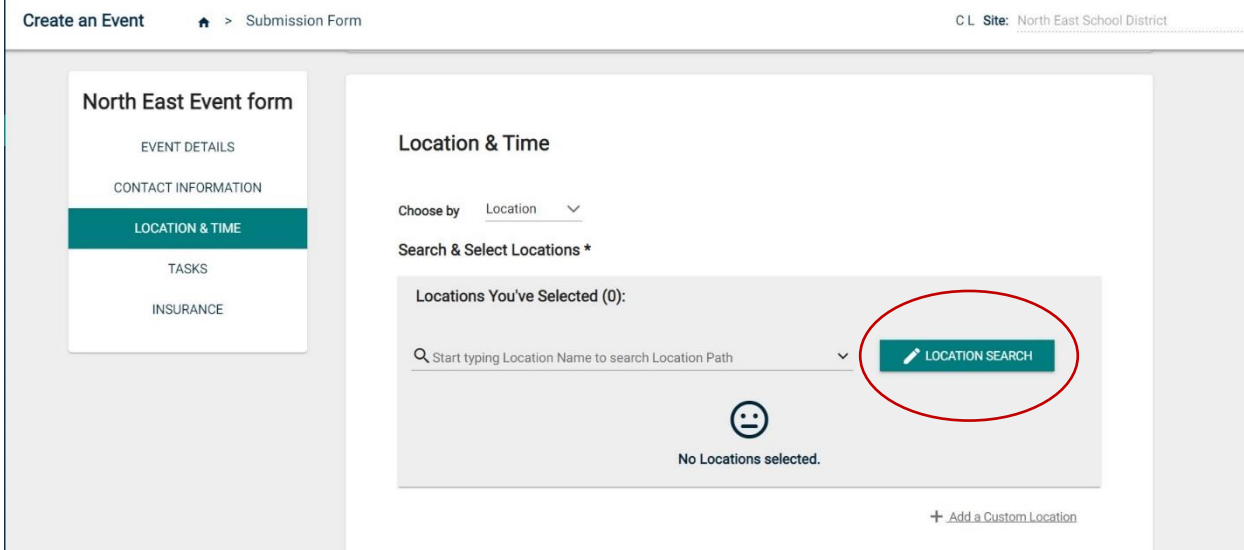
Add a brief summary to describe your event.

The screenshot shows the 'North East Event form' interface. On the left is a vertical sidebar with icons and the 'EvM' logo. The main content area has a top navigation bar with 'Create an Event' and 'Submission Form'. Below this is a sidebar menu with options: 'EVENT DETAILS', 'CONTACT INFORMATION' (highlighted in teal), 'LOCATION & TIME', 'TASKS', and 'INSURANCE'. The main form area is divided into two sections. The top section is titled 'Summary' and contains a text input field with a placeholder 'E.g., Fundraiser'. The 'Summary' label is circled in red, and a red arrow points to it from the right. Below the input field is a note: 'Tell people about your event in a few sentences. This is what will show in search results.' and a character count '255 characters remaining'. There is also a checkbox labeled 'Add a Full Description'. The bottom section is titled 'Contact Information' and has a 'Full Name*' label.

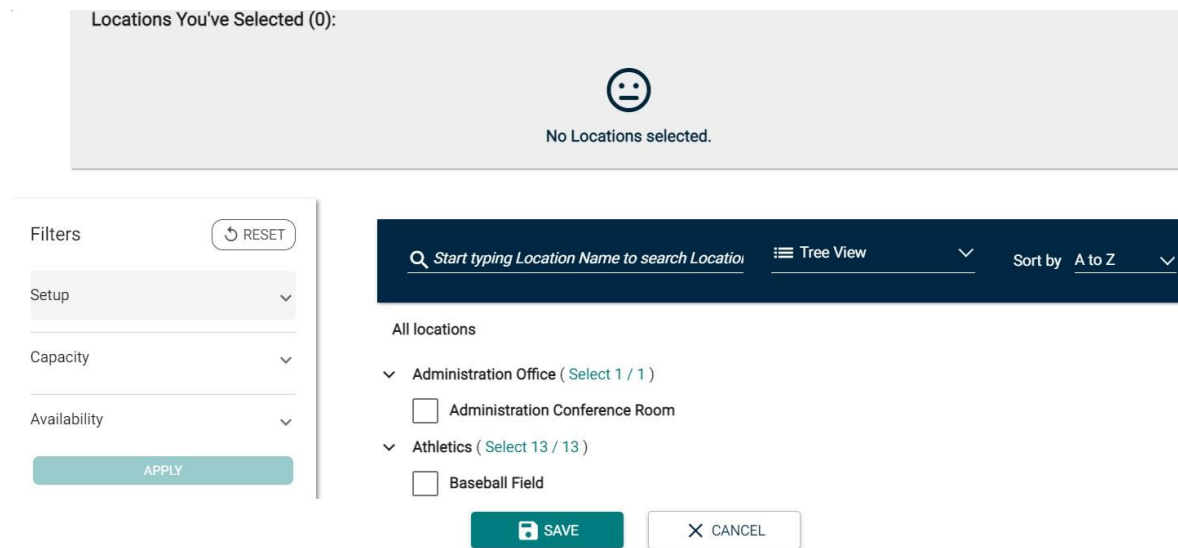
Once you get to the Contact Information portion, we ask that you enter the contact information of the individual utilizing the facility or the person in charge of the event. The phone number should be a cell phone that the individual utilizing the facility will have on them the day of the event.

The screenshot shows the 'North East Event form' interface, specifically the 'Contact Information' section. The sidebar menu is the same as in the previous screenshot, with 'CONTACT INFORMATION' highlighted. The main form area is titled 'Contact Information' and contains four input fields: 'Full Name*' with the value 'John Doe', 'Phone*' with the value '(555) 555-5555', 'Extension' with the value '817', and 'Email*' with the value '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.



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

*More than one location may be selected at a time, if your event requires it.

Location & Time

Choose by Location ▼

Search & Select Locations *

Locations You've Selected (1):

🔍 Start typing Location Name to search Location Path ▼ LOCATION SEARCH

🏠 Classroom 201 ✕

Classroom 201 ▼

+ [Add a Custom Location](#)

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) ▼

Public Event ▼ ?

Setup: 0 min ▼ ?

Breakdown: 0 min ▼ ?

UTILIZING EVENT MANAGER

[+ 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) v

Public Event v ?

Setup: 0 min v ?

Breakdown: 0 min v ?

*You can select multiple days during the week. By choosing the “Repeat Weekly” option, you will need to select which day(s) and time your event will be held.

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

[+ Add a Custom Location](#)

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) v

Public Event v ?

Setup: 0 min v ?

Breakdown: 0 min v ?

*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**, **Private Event** and/or **Featured 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. On the left, under 'Check Availability', there are radio buttons for 'Choose Dates' (selected) and 'Repeat Weekly'. Below this is a calendar view for 'Wednesday' in August 2023, with the time slot '08:00 am - 09:00 am' selected. A red arrow points from this section to the 'Multiple-Day Options' section on the right, which is circled in red. The 'Multiple-Day Options' section includes checkboxes for '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, there is an 'Estimated Cost' section with a 'SEE COST' button and a value 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(s) and time(s) are selected for your event, scroll down to the “Task” portion of the Event form.

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


North East Event form

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

Tasks

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.

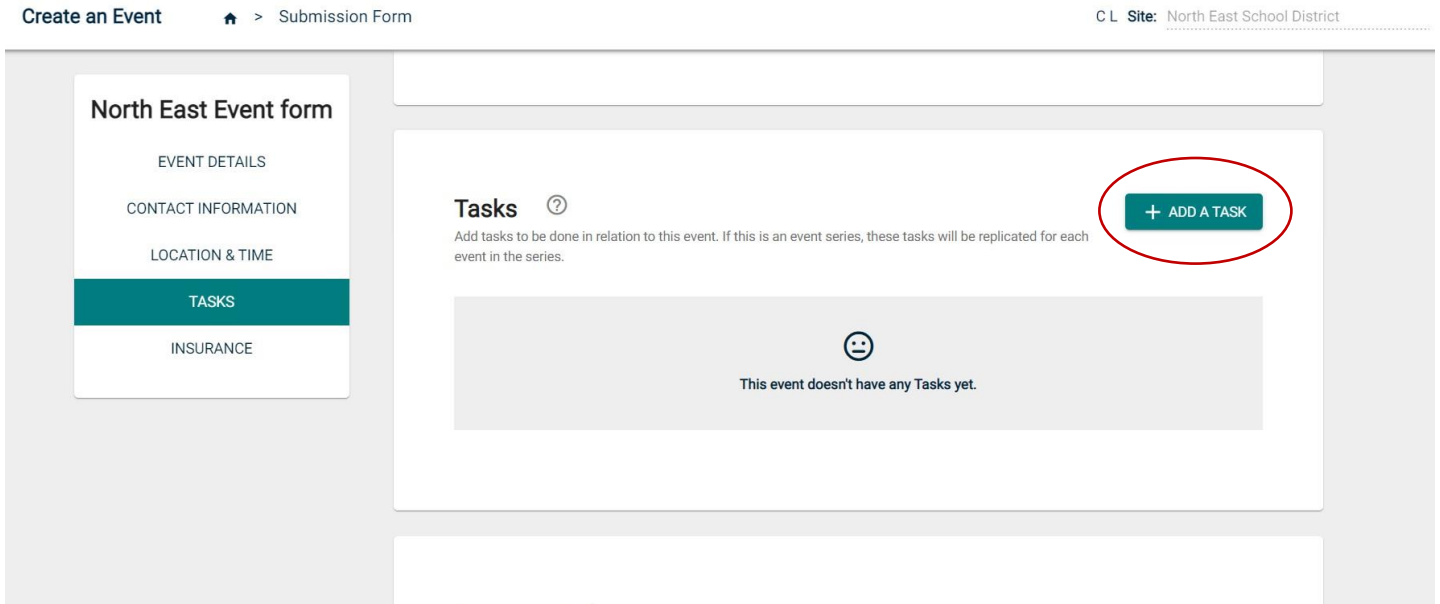
[+ ADD A TASK](#)



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.”




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

SAVE SAVE AND ADD CANCEL

Once you've selected the type of task you need, 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

Task Name *: Custodial

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

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

SAVE SAVE AND ADD CANCEL

*The more detail, the better!

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

Create a Task

Event: 00/00/2022

Location

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

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

SAVE
SAVE AND ADD
CANCEL

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

Create a Task

Task Priority ▲
Low

Assign to
Start typing to find a name or leave blank for 'None' ▼

Due Date
Relative to Event Start ▼ 0 : 0 hours : minutes ▼ Prior to Event Start

Reminder
2 day(s) ▼ before it's due

CHOOSE FROM LIBRARY
or

UPLOAD

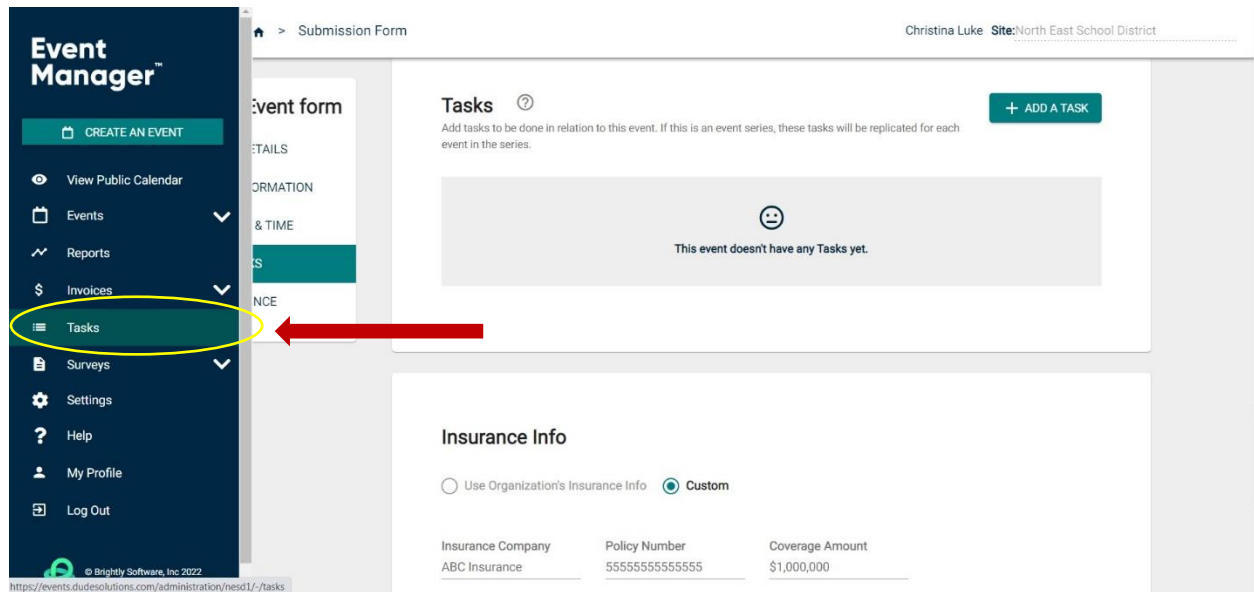
SAVE
SAVE AND ADD
CANCEL

UTILIZING EVENT MANAGER

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.

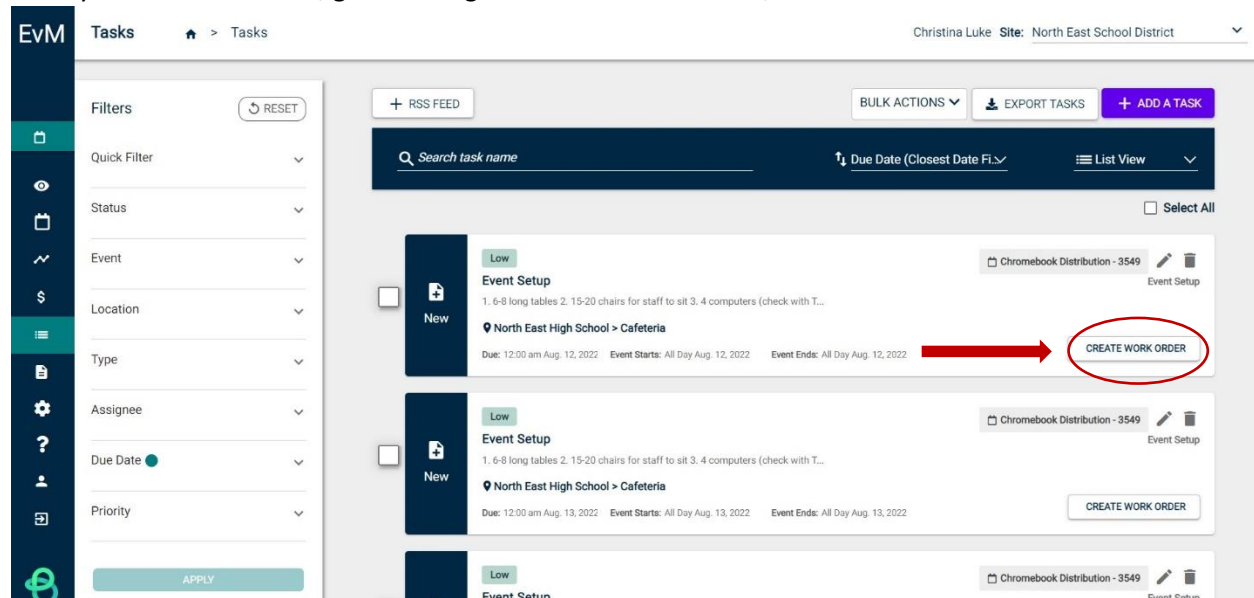
*Please note, if you added a task to your event you will need to go back into your Event Manager Page after your event was approved, in order to complete the Work Order. You can do this by going to the left side of your screen and finding the “Tasks Tab”.



The screenshot shows the Event Manager interface. On the left is a dark blue sidebar with the 'Event Manager' logo and a list of navigation options: 'CREATE AN EVENT', 'View Public Calendar', 'Events', 'Reports', 'Invoices', 'Tasks', 'Surveys', 'Settings', 'Help', 'My Profile', and 'Log Out'. The 'Tasks' option is highlighted with a yellow oval and a red arrow points to it from the right. The main content area shows a 'Submission Form' for an event. The 'Tasks' section is active, displaying a message: '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). A table below shows insurance details: ABC Insurance, Policy Number 5555555555555, and Coverage Amount \$1,000,000.

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.**”



The screenshot shows the Event Manager interface with the 'Tasks' tab selected. The left sidebar is visible with the 'Tasks' option highlighted. The main content area shows a list of tasks. The first task is 'Event Setup' with a 'Low' priority, located at 'North East High School > Cafeteria'. The task details include: '1. 6-8 long tables 2. 15-20 chairs for staff to sit 3. 4 computers (check with T...'. The task is due on '12:00 am Aug. 12, 2022', starts on 'All Day Aug. 12, 2022', and ends on 'All Day Aug. 12, 2022'. A red arrow points to the 'CREATE WORK ORDER' button on the right side of the task card. The second task is identical. The third task is partially visible.

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.

Create an Event [Home](#) > 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.

Create an Event [Home](#) > Submission Form Christina Luke Site: North East School District

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.