UTILIZING EVENT MANAGER

This is a guide to demonstrate how to appropriately schedule vans in Event Manager.

Upon reviewing this document, should you need further assistance, please contact the transportation office; we can assist via phone, or schedule an appointment to assist in demonstrating how to enter, and submit, van requests. The Transportation Office can be reached at Ext. 4288 or 4289.
You can access Event manager in two simple steps, first go to www.nesd1.org and click on “Custodial and Maintenance.”

Click on the “Event Manager” link; if you have a district email account then you can login on the left hand side of the screen, as you already have an account. If you do not have a district email account, you can register and create an account on the right hand side of the screen under the “Get Started” tab.
If you have a District Email Account, login on this side of the screen.

If you do not have a District Email Account, you can sign up and register here.
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.

When the Event Detail Screen pops up, complete the required fields, and continue to scroll down.
When entering your location, you will want to select the green “Location Search” Bar.

When this page appears, scroll down to the bottom, and use the arrows to navigate to the farthest right page.
Once you navigate to the last page of location options, you will noticed all 5 vans at the bottom of the page. You can then select your preferred van and then select the save button (please note selecting the van only shows the Transportation Office your preference, this does not guarantee you will be able to utilize this van, depending on the circumstances of the given day; transportation can change the van selected if needed).

Fill in the respective date and time information, please note, if you plan to utilize a vehicle the day prior to the event, or the day after, your date/time selection in Event Manager must reflect that. We cannot guarantee that keys for a vehicle can be picked up the day prior unless the vehicle is previously reserved.
Once you scroll to this point, we ask that we have contact information for the individual utilizing the van. The phone number should be a cell phone that the individual utilizing the van will have on them the day of the event.
When completed, select the submit button. When the event is approved, denied, or modified by the transportation office, you will receive an email confirming the event details.