



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:



Home of the North East
School District Grape Pickers

MAIN CALENDAR

NORTH EAST ELEMENTARY
CENTER

NORTH EAST MIDDLE
SCHOOL

NORTH EAST HIGH SCHOOL

EVENT COMMUNITY

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

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

Cancelled

APPLY

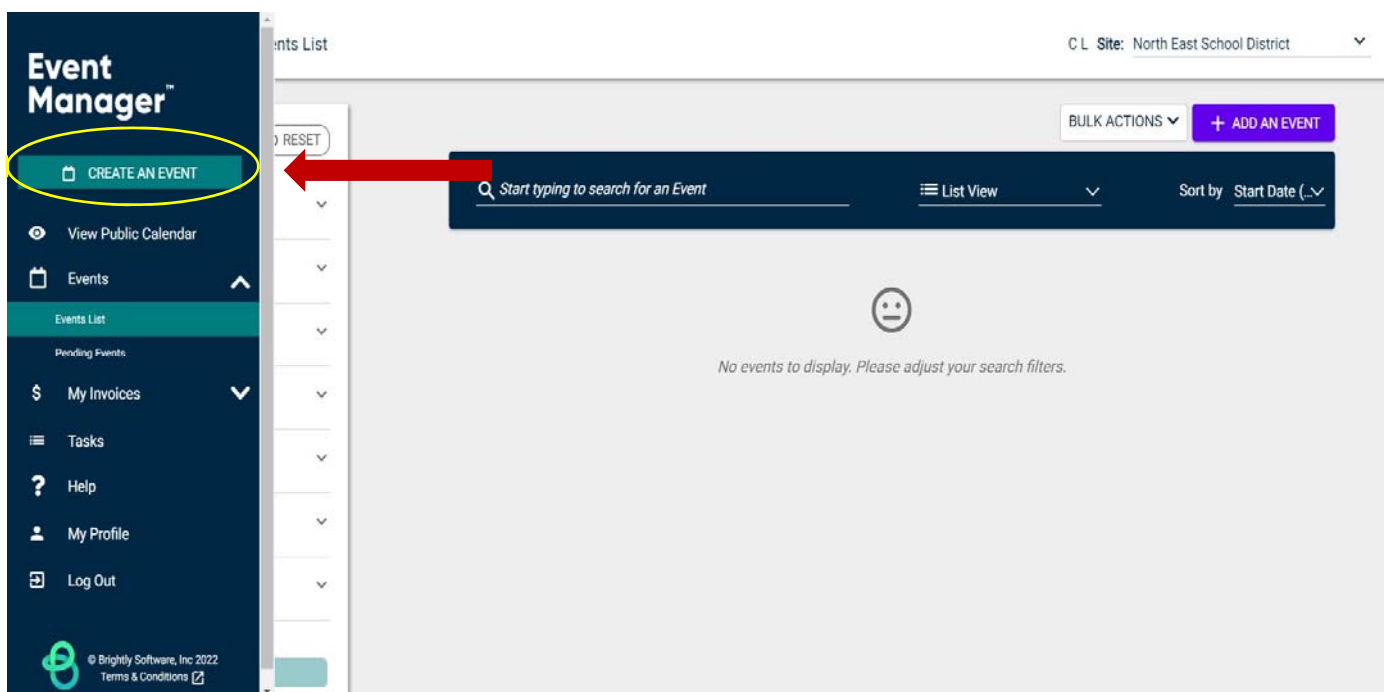
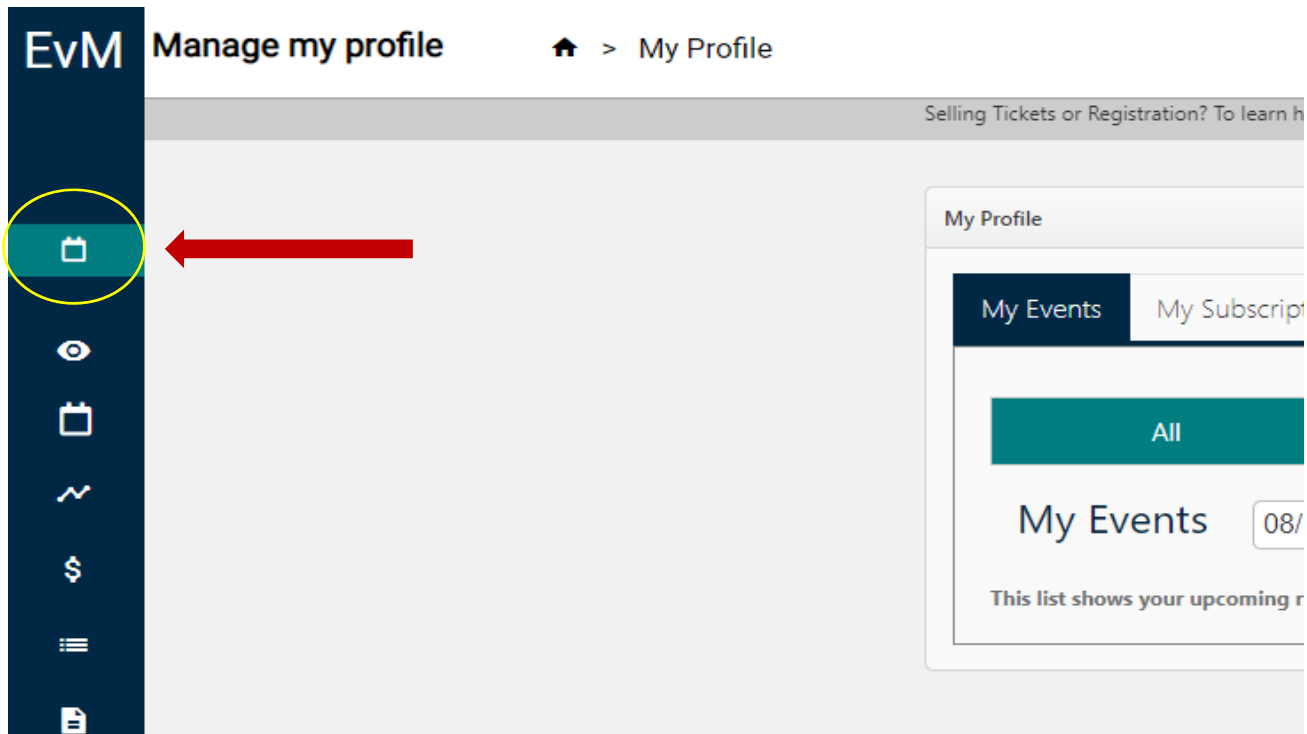
BULK ACTIONS [+ ADD AN EVENT](#)

List View

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 and lboltz@nesd1.org to have the Organization added.

The screenshot shows the 'North East Event form' interface. On the left is a sidebar with icons and a list of sections: EVENT DETAILS, CONTACT INFORMATION, LOCATION & TIME, TASKS, and INSURANCE. The main area is titled 'North East Event form' and features a logo for 'Home of the North East School District Grape Pickers'. Below the logo, the 'Event Details' section is active, showing an 'Event ID: 3551'. There is a dropdown menu for 'Organization' with the placeholder text 'Start typing to search for an Organization'. Below this is a field for 'Event Name*'. The top navigation bar includes 'Create an Event' and 'Submission Form', and the user is logged in as 'C.L. Site: North East School District'.

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

Add a brief summary to describe your event.

This screenshot shows the 'Summary' section of the 'North East Event form'. The sidebar on the left remains the same. In the main content area, the 'Summary' section is highlighted, showing a text input field with the placeholder 'E.g., Fundraiser'. Below the field is a description: 'Tell people about your event in a few sentences. This is what will show in search results.' A character count indicates '255 characters remaining'. There is a checkbox labeled 'Add a Full Description'. Below the summary section is the 'Contact Information' section, which includes a field for 'Full Name*'. The top navigation bar and user information are consistent with the previous screenshot.

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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 'Contact Information' section of the 'North East Event form'. On the left is a sidebar with a vertical menu containing icons for home, calendar, eye, location pin, dollar sign, list, question mark, person, and a green circular icon. The main content area has a header 'Create an Event' and a breadcrumb 'Submission Form'. The form title is 'North East Event form'. A sub-menu on the left lists 'EVENT DETAILS', 'CONTACT INFORMATION' (highlighted in green), 'LOCATION & TIME', 'TASKS', and 'INSURANCE'. The 'Contact Information' section includes fields for 'Full Name*' (filled with 'John Doe'), 'Phone*' (filled with '(555) 555-5555'), 'Extension' (filled with '817'), and 'Email*' (filled with 'email@address.com'). The top right corner shows 'C L Site: North East School District'.

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

The screenshot shows the 'Location & Time' section of the 'North East Event form'. The sidebar menu is the same as in the previous screenshot, but the 'LOCATION & TIME' option is highlighted in green. The main content area has the same header and breadcrumb. The form title is 'North East Event form'. The sub-menu on the left lists 'EVENT DETAILS', 'CONTACT INFORMATION', 'LOCATION & TIME' (highlighted), 'TASKS', and 'INSURANCE'. The 'Location & Time' section includes a 'Choose by' dropdown set to 'Location', a 'Search & Select Locations *' section, and a search bar with the placeholder text 'Start typing Location Name to search Location Path'. A green button with a magnifying glass icon and the text 'LOCATION SEARCH' is circled in red. Below the search bar is a sad face icon and the text 'No Locations selected.'. At the bottom right, there is a link '+ Add a Custom Location'. The top right corner shows 'C L Site: North East School District'.

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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.

The screenshot displays the 'Locations You've Selected (0):' section at the top, which is currently empty and shows a sad face icon with the text 'No Locations selected.' Below this, the interface is divided into two main sections. On the left is a 'Filters' sidebar with a 'RESET' button and three filter categories: 'Setup', 'Capacity', and 'Availability', each with a dropdown arrow and an 'APPLY' button at the bottom. On the right is the main search area, which includes a search bar with the placeholder text 'Start typing Location Name to search Location', a 'Tree View' toggle, and a 'Sort by A to Z' dropdown. Below the search bar, the 'All locations' section lists two categories: 'Administration Office (Select 1 / 1)' and 'Athletics (Select 13 / 13)'. Under 'Administration Office', there is a checkbox for 'Administration Conference Room'. Under 'Athletics', there is a checkbox for 'Baseball Field'. At the bottom of the main search area, there are two buttons: a green 'SAVE' button and a grey 'CANCEL' button. A red arrow points from the 'APPLY' button in the filters sidebar to the 'SAVE' button.

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

☐ 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 ▾ ?

Estimated Cost

+ 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: 0 min ▾ ?

Breakdown: 0 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.

The screenshot shows the 'North East Event form' with a sidebar on the left containing links to 'EVENT DETAILS', 'CONTACT INFORMATION', 'LOCATION & TIME', 'TASKS' (highlighted in teal), and 'INSURANCE'. The main content area is titled 'Check Availability' and includes several options:

- ☐ Choose Dates
- ☒ Repeat Weekly (indicated by a red arrow)
- Start: 1:00 pm, End: 2:00 pm
- From: August 9, 2022, To: August 23, 2022
- Repeat on: A row of seven circular buttons labeled S, M, Tu, W, Th, F, and Sa. The 'Sa' button is circled in red.
- ☐ All Day (All Open Hours)
- ☐ Do not publish the end date/time
- ☐ This is a Featured Event
- ☐ Specify Publish Date/Times
- Time zone: (UTC-05:00) Eastern Time (US & Canada)
- Public Event: A dropdown menu with 'Public Event' selected, circled in red.
- 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.

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

The screenshot shows the 'North East Event form' with the 'TASKS' section highlighted in the sidebar. The main content area is titled 'Tasks' and includes a '+ ADD A TASK' button. Below the button, there is a message: 'This event doesn't have any Tasks yet.' The sidebar also contains links to 'EVENT DETAILS', 'CONTACT INFORMATION', 'LOCATION & TIME', and 'INSURANCE'.

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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.”

The screenshot shows the 'North East Event form' interface. On the left is a sidebar with navigation links: 'EVENT DETAILS', 'CONTACT INFORMATION', 'LOCATION & TIME', 'TASKS' (highlighted in green), and 'INSURANCE'. The main content area is titled 'Tasks' with a help icon. Below the title is a descriptive sentence: '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.' A large grey box with a sad face icon contains the text 'This event doesn't have any Tasks yet.' In the top right corner of the main content area, a green button labeled '+ ADD A TASK' is circled in red. The top of the page has a header with 'Create an Event' and a breadcrumb 'Submission Form'. The top right corner shows 'CL Site: North East School District'.

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

The 'Create a Task' pop-up form is displayed. It has a dark blue header with the title 'Create a Task'. The form fields are as follows: 'Task Status' is set to 'New'; 'Event' is set to '- 08/04/2022'; 'Location' is set to 'Classroom 201 North East Elementary ...' with a building icon; 'Type' is a dropdown menu with the placeholder text 'Start typing to search for a Task Type'; 'Task Name *' is a required text field with the example 'e.g. General Admission Registration' and a help icon; 'Task Description' is a text area with the placeholder 'Describe this item, including any details that might be important to someone.' and a character count '0/1500'. At the bottom are three buttons: 'SAVE' (green), 'SAVE AND ADD' (light green), and 'CANCEL' (white).

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 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

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

Once your Task Description is completed, click the down arrow labeled, “Add more task information.”

Create a Task

Event 08/08/2022

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

Paste URL here or Upload file (10mb max)

UPLOAD

SAVE

SAVE AND ADD

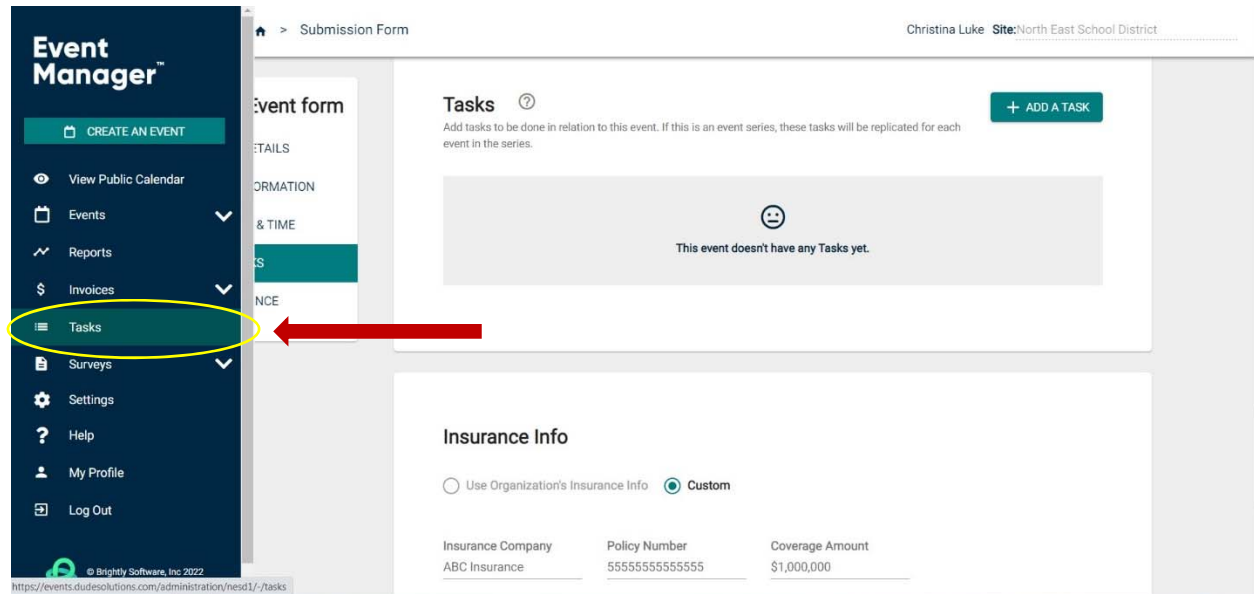
CANCEL

UTILIZING EVENT MANAGER

Click the green **Save** button.

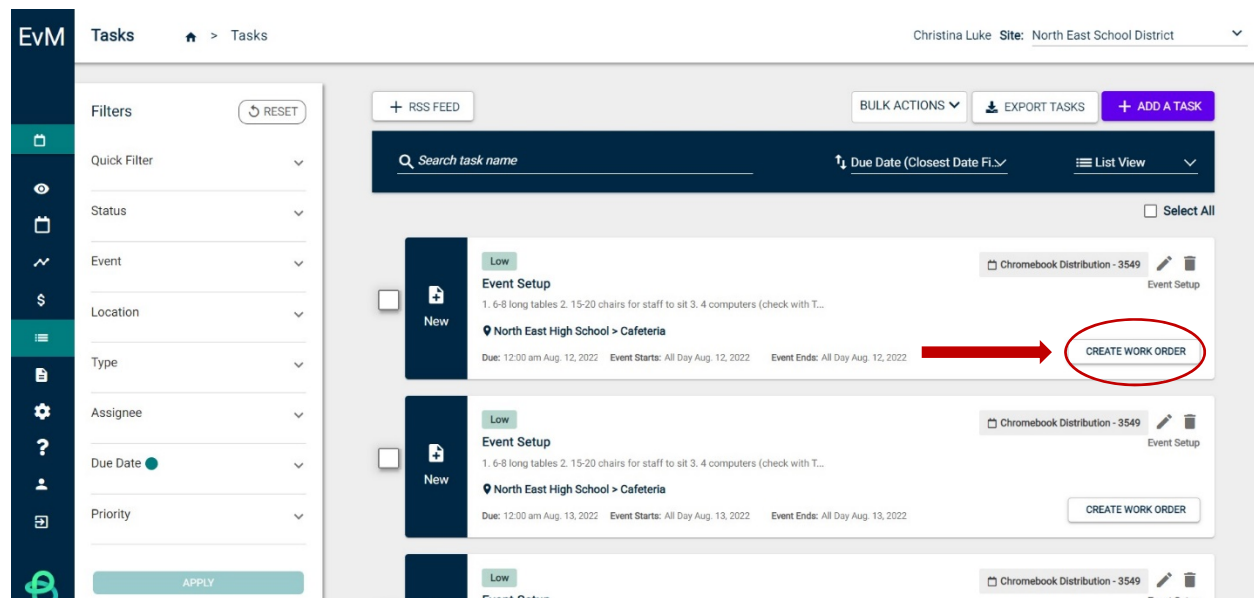
If you have more than one task for your event, make sure to click the **Save and Add** option and repeat the previous steps on how to create a task.

*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”.



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

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



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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."**

The screenshot shows the 'EvM Tasks' interface. On the left is a sidebar with icons. The main area displays a list of tasks. A red arrow points from the 'In Progress' status icon to the first task card. A green pop-up box in the top right corner contains a checkmark and the text: 'Success! Your task has been added as a work order.' The task list includes:

- In Progress** (Low priority): Custodial, North East Elementary Center > Library. Due: 5:00 pm Oct. 5, 2022. Event Starts: 5:00 pm Oct. 5, 2022. Event Ends: 6:00 pm Oct. 5, 2022. Work Order 27558.
- New** (Medium priority): Custodial, Athletics > Pool. Due: 6:00 pm Oct. 5, 2022. Event Starts: 6:00 pm Oct. 5, 2022. Event Ends: 8:00 pm Oct. 5, 2022. Work Order 27674.
- New** (Low priority): general open gym, Athletics > North East High School Gymnasium. Due: 6:00 pm Oct. 6, 2022. Event Starts: 6:00 pm Oct. 6, 2022. Event Ends: 7:30 pm Oct. 6, 2022. Work Order 27675.

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.

The screenshot shows the 'Create an Event' submission form. The left sidebar has a menu with 'EVENT DETAILS', 'CONTACT INFORMATION', 'LOCATION & TIME', 'TASKS', and 'INSURANCE' (highlighted with a yellow circle and a red arrow). The main form area is titled 'Insurance Info' and includes:

- Radio buttons for 'Use Organization's Insurance Info' and 'Custom' (selected).
- Fields for Insurance Company (ABC Insurance), Policy Number (55555555555555), and Coverage Amount (\$1,000,000).
- A section for 'Insurance Document' with a text input field and an 'UPLOAD' button.
- A footer note: '*This document is available for internal use only.'

UTILIZING EVENT MANAGER

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).

 **UPLOAD**

**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.