



UTILIZING EVENT MANAGER

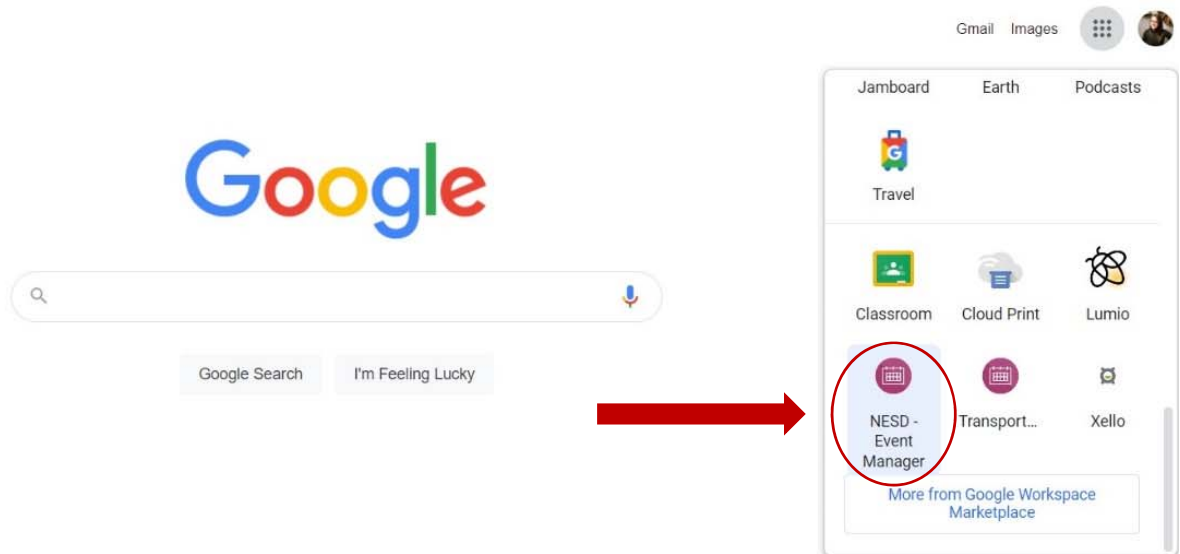
This is a guide to demonstrate how to appropriately schedule use of facility requests in Event Manager.

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

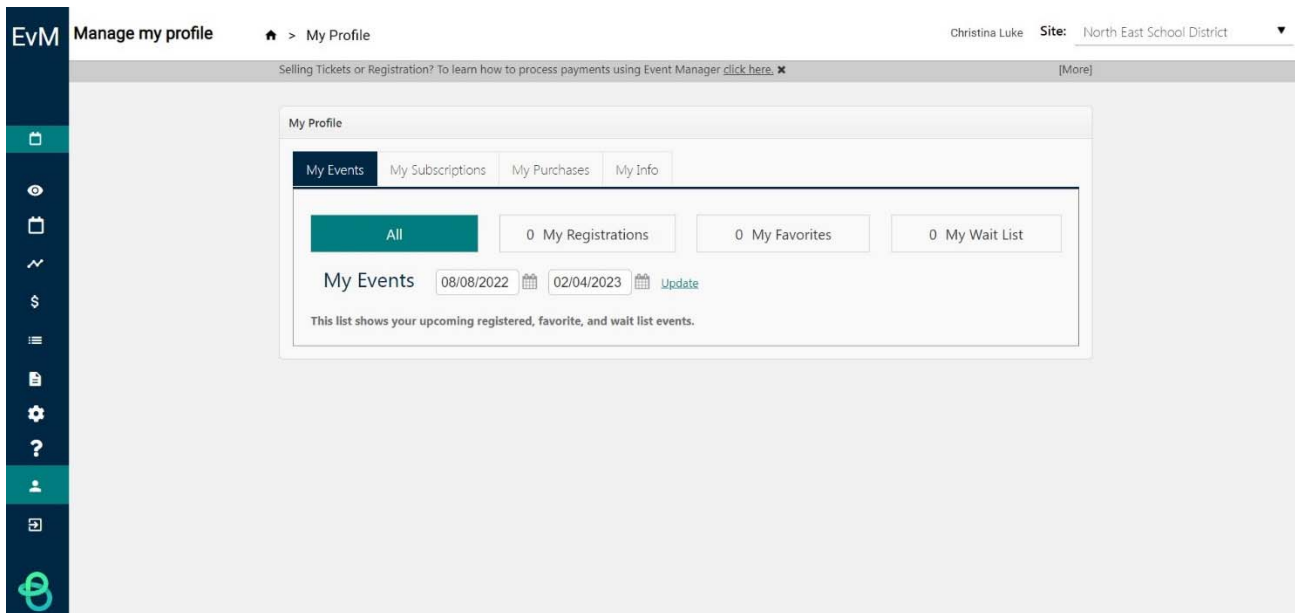
Once selected, it will direct you to choose from one of your Google Accounts. You will need to select your NESD email account. From there, it will take you to the Calendar page. This is where you are able to view all the District events that are entered in Event Manager.

The screenshot shows the 'EVENT COMMUNITY' page for the North East School District. At the top, there are navigation links: SIGN OUT, MANAGE, MY PROFILE, and PRINT. Below these are school-specific links: MAIN CALENDAR, NORTH EAST ELEMENTARY CENTER, NORTH EAST MIDDLE SCHOOL, and NORTH EAST HIGH SCHOOL. The main content area displays a calendar view for Monday, August 8, 2022, and Tuesday, August 9, 2022. Events listed include 'Color Guard' (8/8/2022, 10:00 AM - 3:00 PM ET), 'Handle with Care Training' (8/9/2022, 8:00 AM - 3:00 PM ET), 'Secretarial Group Meeting' (8/9/2022, 9:00 AM - 12:00 PM ET), and 'Fall Coach Meeting' (8/9/2022, 11:30 AM - 12:30 PM ET). Each event has social media sharing icons (Facebook, Twitter, Email, Heart). On the right side, there are sections for 'SHARE IT' with social media icons and 'SUBSCRIBE' with RSS and email icons.

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.

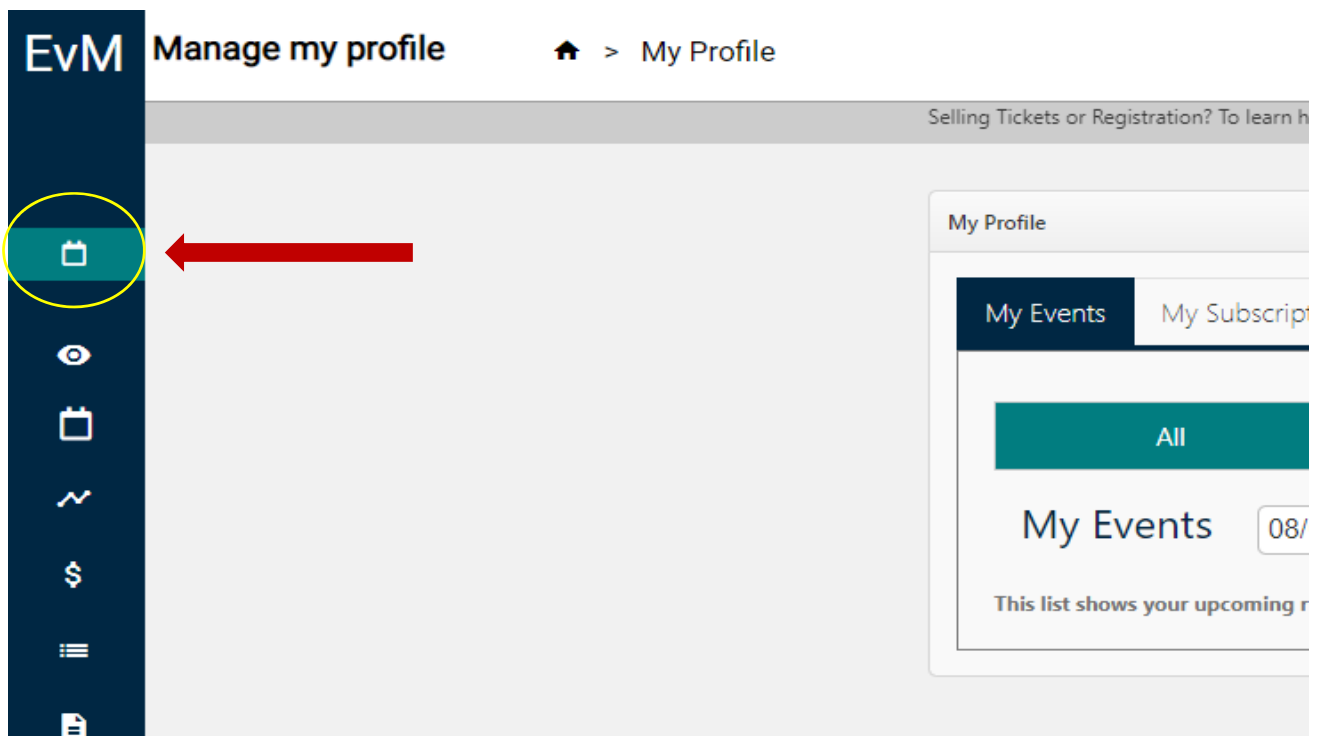
This screenshot is identical to the one above, but with a red circle highlighting the 'MANAGE' and 'MY PROFILE' links in the top right navigation bar. A red arrow points from the right edge of the page towards these links, indicating where a user should click to create an event.

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

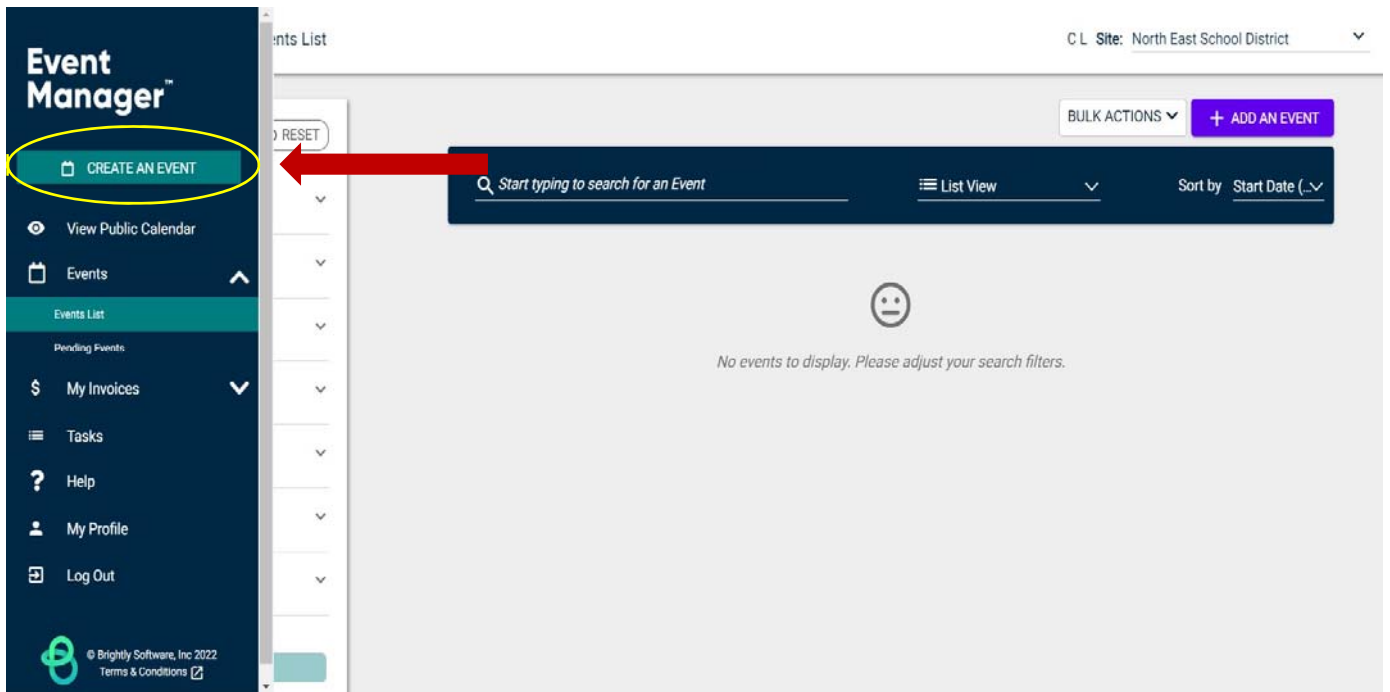


How to Create an Event:

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

A screenshot of the 'Create an Event' form in the Event Manager web application. The sidebar on the left is labeled 'EvM' and has the 'CREATE AN EVENT' button highlighted. The main content area has a header with 'Create an Event' and a breadcrumb 'Submission Form'. The 'C.L. Site: North East School District' is also visible. The form is titled 'North East Event form' and includes a logo for 'Home of the North East School District Grape Pickers'. The form is divided into two main sections. The left section contains a list of tabs: 'EVENT DETAILS', 'CONTACT INFORMATION', 'LOCATION & TIME', 'TASKS', and 'INSURANCE'. The right section is titled 'Event Details' and includes an 'Event ID: 3551'. Below this, there is an 'Organization' dropdown menu with the placeholder text 'Start typing to search for an Organization'. At the bottom, there is a text input field for 'Event Name*'. The asterisk indicates that this field is required.

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.

The screenshot shows the 'EvM' (Event Manager) interface. On the left is a dark blue sidebar with the 'EvM' logo and a vertical menu of icons. The main header area contains 'Create an Event' and a breadcrumb 'Submission Form'. The top right corner indicates 'C.L. Site: North East School District'. The central panel is titled 'North East Event form' and has a sidebar menu with options: 'EVENT DETAILS', 'CONTACT INFORMATION' (highlighted in teal), 'LOCATION & TIME', 'TASKS', and 'INSURANCE'. The main content area is for the 'Summary' section. It includes a text input field with the placeholder 'E.g., Fundraiser', a 'Summary' heading, and a description: 'Tell people about your event in a few sentences. This is what will show in search results.' Below this is another text input field with a character count '255 characters remaining'. At the bottom of this section is a checkbox labeled 'Add a Full Description'.

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.

This screenshot shows the 'EvM' interface at the 'Contact Information' section. The sidebar and header are identical to the previous screenshot. The central panel's sidebar menu has 'CONTACT INFORMATION' highlighted. The main content area is titled 'Contact Information' and contains three required fields: 'Full Name*' with the value 'John Doe', 'Phone*' with the value '(555) 555-5555', and 'Email*' with the value 'email@address.com'. The 'Phone' field is split into two sub-fields: 'Phone*' and 'Extension', with the value '817' entered in the extension field.

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

The screenshot shows the 'North East Event form' interface. On the left is a sidebar with navigation links: 'EVENT DETAILS', 'CONTACT INFORMATION', 'LOCATION & TIME' (highlighted in green), 'TASKS', and 'INSURANCE'. The main content area is titled 'Location & Time'. It includes a 'Choose by' dropdown set to 'Location'. Below this is a search bar with the placeholder text 'Start typing Location Name to search Location Path'. To the right of the search bar is a green button labeled 'LOCATION SEARCH', which is circled in red. Below the search bar, there is a sad face icon and the text 'No Locations selected.' At the bottom right of the section is a link that says '+ Add a Custom Location'.

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.

This screenshot shows the location selection interface. At the top, there's a header 'Locations You've Selected (0):' with a sad face icon and 'No Locations selected.' Below this is a search bar with the placeholder 'Start typing Location Name to search Location'. To the right of the search bar are options for 'Tree View' and 'Sort by A to Z'. Below the search bar, there's a list of locations under the heading 'All locations'. The list includes 'Administration Office (Select 1 / 1)' with a checkbox for 'Administration Conference Room', and 'Athletics (Select 13 / 13)' with a checkbox for 'Baseball Field'. At the bottom, there are two buttons: a green 'SAVE' button and a grey 'CANCEL' button. On the left side of the interface, there is a 'Filters' section with a 'RESET' button and three filter categories: 'Setup', 'Capacity', and 'Availability', each with a dropdown arrow and an 'APPLY' button at the bottom.

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):

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 ▼ ?

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[+ 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 if needed, by choosing the “Repeat Weekly” option. If you select this 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

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.

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

The screenshot displays the 'North East Event form' interface. On the left is a sidebar menu with the following options: 'EVENT DETAILS', 'CONTACT INFORMATION', 'LOCATION & TIME', 'TASKS' (which is highlighted with a teal background), and 'INSURANCE'. The main content area is titled 'Tasks' with a help icon. Below the title is a descriptive text: '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 of this text is a teal button labeled '+ ADD A TASK'. Below the text and button is a large light gray rectangular box containing a sad face icon and the text 'This event doesn't have any Tasks yet.' At the top of the page, there is a breadcrumb trail: 'Create an Event' followed by a home icon and '> Submission Form'. In the top right corner, it says 'C L Site: North East School District'.

*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.

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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.”

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.

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	<div>Classroom 201 North East Elementary ...</div>
Type	<div>Start typing to search for a Task Type</div>
Task Name *	<div>e.g. General Admission Registration</div>
Task Description	<div>Describe this item, including any details that might be important to someone.</div>

[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 06/06/2022

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

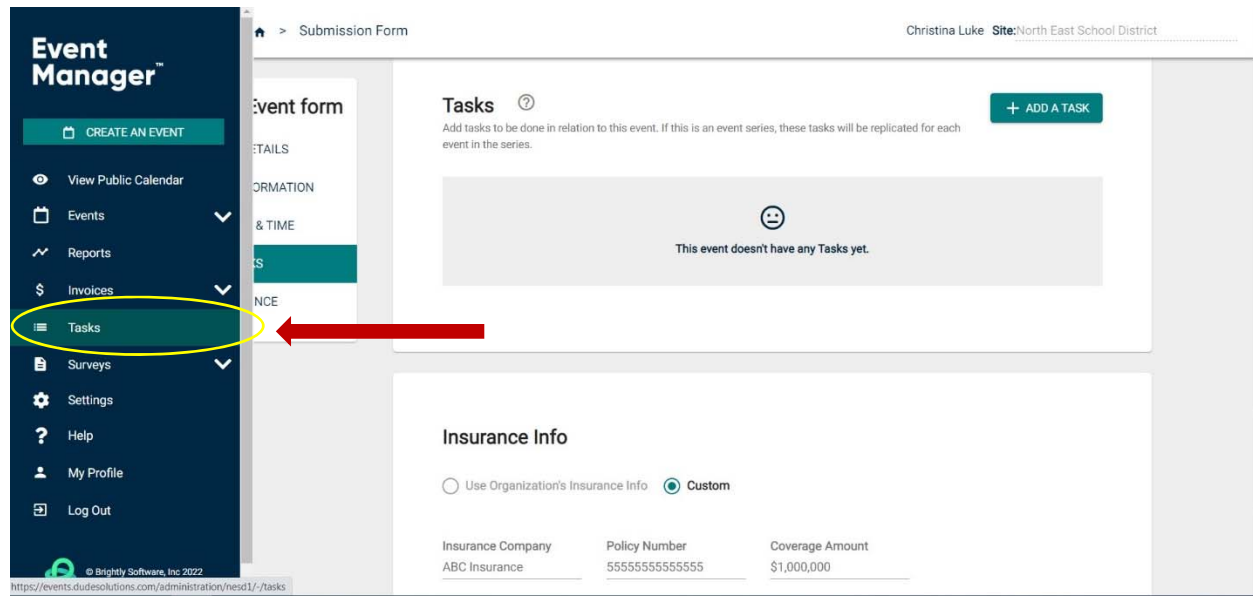
CANCEL

UTILIZING EVENT MANAGER

Click the green **Save** button.

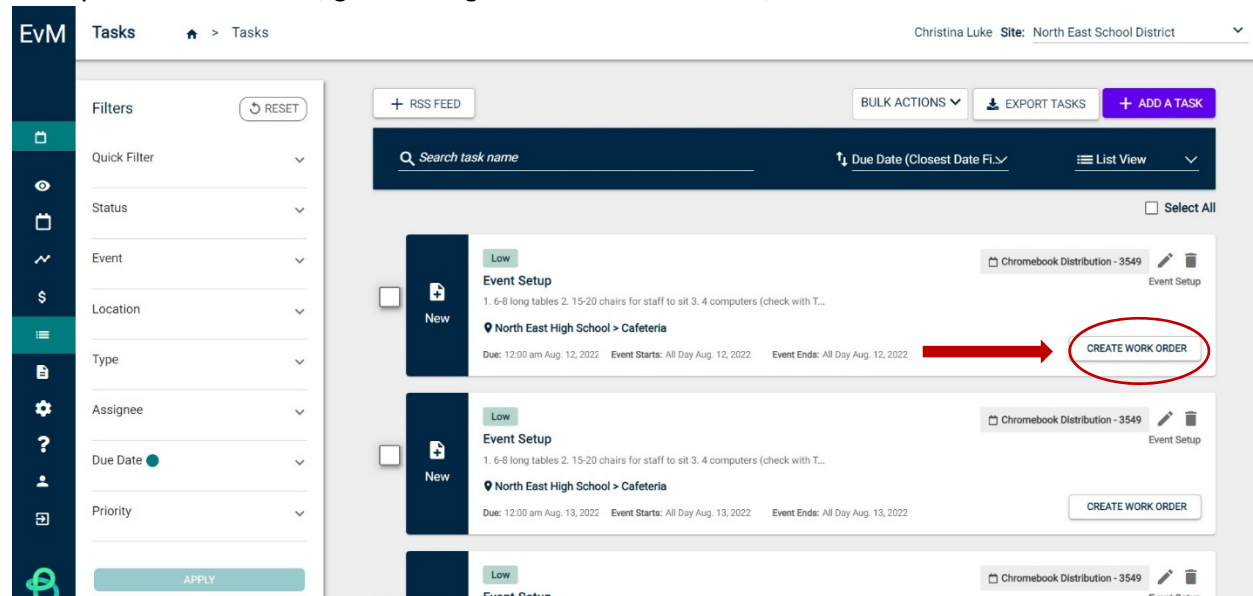
If you have more than one task for your event, make sure to click the **Save and Add** option and repeat the previous steps on how to create a task.

*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.**”



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.