UTILIZING EVENT MANAGER

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

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.
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.
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.

*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.

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.
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.*
Once your location(s) is selected, you will need to enter the date and time information for the event.
*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.

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.

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

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)

*The more detail, the better!
When 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”.

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.

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.

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