HOW TO SUBMIT A COMMUNITY EVENT
USE IN EVENT MANAGER

Link to access community use site: Community Site - Calendar (dudesolutions.com)

CLICK SIGN-IN  =>  <SIGN IN> (user name/password)

CLICK REQUEST AN EVENT/SPACE  =>  EVENT REQUEST FORM

Community Event Request Form:

**Organization**
Begin to type the name of the organization - a drop-down will appear with similar names. Click on organization name - press enter.

**Event Name**
How to Complete Location & Time

**SKIP ALL X’S**

**Click This Location**

**Type School's Name/Press Enter**  
*Make sure in Tree View*

Drop-down list of areas within school availability. Click box of area(s)
Click on a date to start

Click Start & End time

Place cursor at eight and bottom use the arrow to scroll down to the end of the event

For events with multiple dates, click the date and time of event first then click on

CLICK SAVE WHEN DONE
Public Event – Event listed on School Community Calendar
NEVER USE - PRIVATE
NEVER USE - UNLISTED EVENT

INSERT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td>John Doe</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td>(555) 555-5555</td>
</tr>
<tr>
<td><strong>Ext</strong></td>
</tr>
<tr>
<td>817</td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><a href="mailto:email@address.com">email@address.com</a></td>
</tr>
</tbody>
</table>

INSERT ADDITIONAL INFORMATION ABOUT USE:
Include setup of areas; specific audio equipment; the number of chairs, tables, anything that will assist the custodial staff covering the event.
If nothing is needed since there is an * write N/A

EMAIL NOTIFICATION (CHECK TRASH OR SPAM)
Email from CCPS Event Manager Notifying Event form was received
Email from CCPS Event Manager Notifying Event Approval or Denial
# Approved Events Placed on the Community Calendar

## Click on Event

Clicking on event will bring up specifics about the event, such as school, date, times, etc.

### LSE Back to School Night for Grades K - 2nd

- **Wednesday, September 1, 2021**
- **4:00 PM - 10:00 PM (ET)**
- Linton Springs Elementary, Art Room
  - 375 Ronaldo Road
  - Sykesville, Sykesville 21784
- Patricia Mower
  - phmower@carrollk12.org

[Updated: 9/22/21]
Go to the Home page and click on **My Events** - will list all events that you and your organization have submitted.

Click the **Actions** drop-down menu on the event you would like to manage. Select one of the available options under General or Other Actions:

- **View Dashboard** will take you to an *event-specific dashboard* for that event.
- **Edit Event** will open the event form and allow you to make changes. If the Event is a series, this option modifies only the single occurrence of that series event.
- **Edit Series** will open the event form and allow you to make changes to all series occurrences.
- **Cancel event** will allow you to cancel the event, cancel any sale items or registrations, and choose to notify contacts for the event.
- **Delete event** removes this event from the Site.
- **Delete Series** removes all occurrences of this event series from the Site.
MY SUBSCRIPTIONS
Community User Can Make Changes To Email Notifications, Etc.

MY ORGANIZATIONS
Here is the community user's list of approved organizations.

Once a Community User has a sign-in and password account approved in Event Manager, the community user can be approved for unlimited organizations:

Example:  PTA-Elementary
          Girls Scouts of Central Maryland
          Town of Manchester
          Town of Union Bridge
          Recreation and Parks