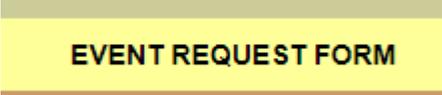


# HOW TO SUBMIT A COMMUNITY EVENT USE IN EVENT MANAGER

Link to access community use site: [Community Site - Calendar \(dudesolutions.com\)](http://Community Site - Calendar (dudesolutions.com))



CLICK SIGN-IN →  (user name/password)

CLICK REQUEST AN EVENT/SPACE → 

Community Event Request Form:



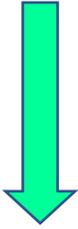
## **Organization**

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

## **Event Name**

A screenshot of a web form titled "Event Details" in the top left corner. In the top right corner, it says "Event ID: 823". The form contains two main sections. The first is labeled "Organization\*" and includes a search input field with a magnifying glass icon and the placeholder text "Start typing to search for an Organization". A dropdown arrow is visible on the right side of this field. The second section is labeled "Event Name\*" and includes a text input field with the placeholder text "E.g., Fundraiser".

# How to Complete Location & Time



**SKIP ALL X'S**

**Location & Time**

Choose by Location v

**Search & Select Locations \***

Locations You've Selected (0):

Start typing Location Name to search Location Path v LOCATION SEARCH

Click This Location



**Location & Time**

Choose by Location v

**Search & Select Locations \***

Locations You've Selected (0):

Start typing Location Name to search Location Path v LOCATION SEARCH

No Locations selected.

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

Start typing Location Name to v ☰ Tree View v Sort by A to Z v

All locations

- > Carroll Springs (26 | [select all](#))
- > Carrolltowne Elementary (26 | [select all](#))
- > CCC&T (30 | [select all](#))
- > Century (37 | [select all](#))
- > Cranberry Station (11 | [select all](#))

⏪ < 1 2 3

Drop-down list of areas within school availability. Click box of area(s)

- ▼ Cranberry Station (11 | [select all](#))
  - Art Room
  - Cafeteria
  - Conference Room
  - Gym
  - Lower Large Field
  - Parking Lot-Front Entrance
  - Pavillion Area
  - Playground Area
  - Side Parking Lot
  - Softball Field
  - Vocal Music Room

## Click on a date to start

Check Availability

Choose Dates  
 Repeat Weekly

Choose an Available Date

2021 > September < >

S	M	T	W	T	F	S
29	30	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	01	02

## Click Start & End time

Choose an Available Time

Choose a Start and End Time

9:00 am 10:00 am

OK CANCEL

9am 9:00 am - 10:00 am

10am

11am

12pm

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

Multiple-Day Options

Do not publish the end date/time

This is a Featured Event

Specify Publish Date/Times

Multiple-Day Options

Consecutive Dates  Non-Consecutive Dates

Ends  After 5 occurrences

Repeat every 1 Day

On Sep. 20th, 2021

Never

Events in this Series

Allow unskipped conflicts.

Sep. 22nd, 2021	9:00 am	to	Sep. 22nd, 2021	10:00 am	in
Sep. 23rd, 2021	9:00 am	to	Sep. 23rd, 2021	10:00 am	in
Sep. 24th, 2021	9:00 am	to	Sep. 24th, 2021	10:00 am	in
Sep. 25th, 2021	9:00 am	to	Sep. 25th, 2021	10:00 am	in
Sep. 26th, 2021	9:00 am	to	Sep. 26th, 2021	10:00 am	in

SAVE CANCEL

SAVE

CLICK SAVE WHEN DONE

**Public Event** – Event listed on School Community Calendar  
**NEVER USE - PRIVATE**  
**NEVER USE - UNLISTED EVENT**

**INSERT CONTACT INFORMATION**

<b>Contact Information</b>	
<b>Full Name*</b>	
John Doe	
<b>Phone</b>	<b>Extension</b>
(555) 555-5555	817
<b>Email*</b>	
email@address.com	

**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**

<b>Additional Information*</b>
<b>Event Notes*</b>
Type your answer here

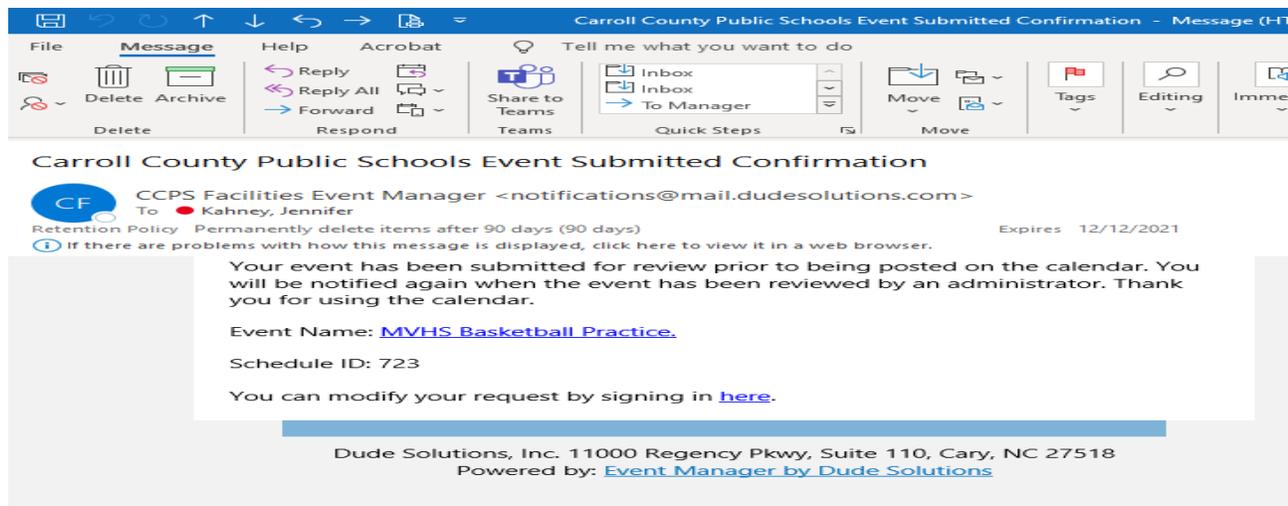
**CLICK**



**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

MONDAY, SEPTEMBER 13, 2021 - MONDAY, SEPTEMBER 13, 2021						
SEARCH RESULTS	LOCATIONS:	LINTON SPRINGS ELEMENTARY, ART ROOM, B108-K, B111-PREK, BLACK TOP, C101-1ST, C110-2ND, CAFETERIA, CONFERENCE ROOM, CROSS COUNTRY OUTSIDE PERIMETER, D109-3RD, D109-4TH, D119-5TH, FRONT LOBBY, GYM, HEALTH-D101, LOWER BASEBALL, LOWER FIELD/SOCCER/LAX, LUNCHROOM - STAFF, MEDIA, MUSIC ROOM, PARKING LOT, PAVILION, PLAYGROUND, STAGE, UPPER BASEBALL, UPPER FIELD SOCCER/LAX				CLEAR DEFAULT
SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	<b>Today 13</b> 4:00 PM - Back to School Night	14	15	16	17	18

### CLICK ON EVENT

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

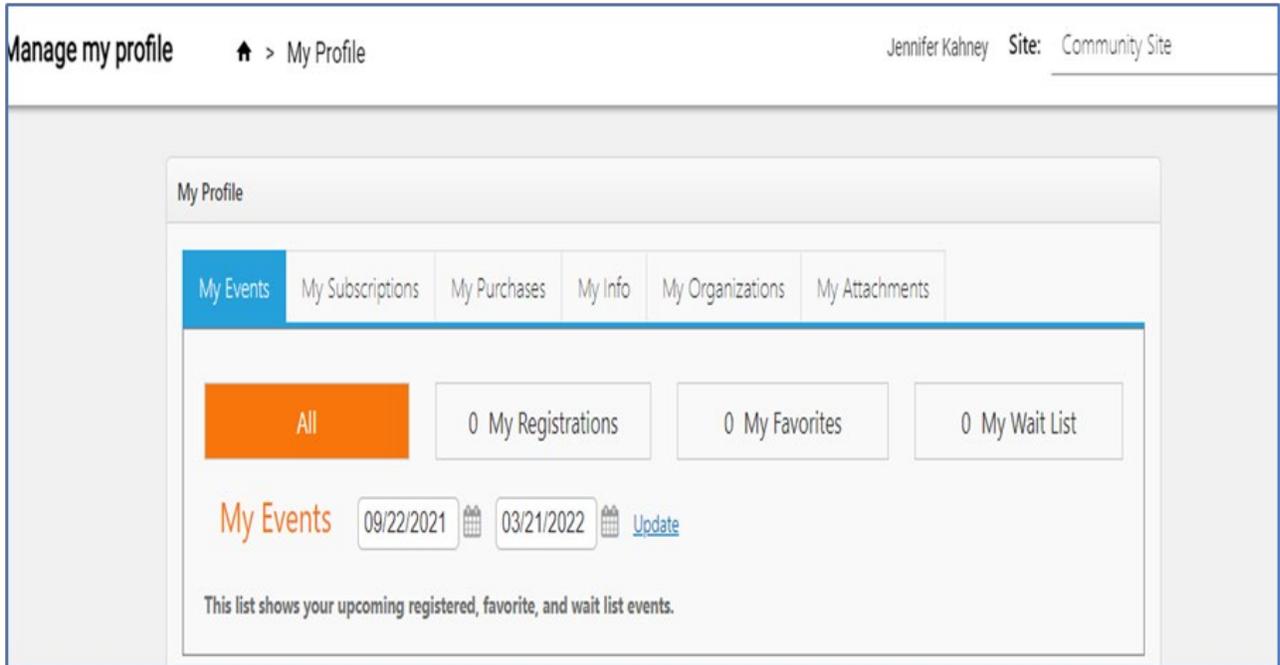
### LSE Back to School Night for Grades K - 2nd

Wednesday, September 1, 2021 4:00 PM - 10:00 PM (ET)	Linton Springs Elementary, Art Room 375 Ronsdale Road Sykesville Sykesville 21784 <a href="#">+24 More Locations</a>	Patricia Mower <a href="mailto:phmower@carrollk12.org">phmower@carrollk12.org</a>
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# CCPS USE OF FACILITIES-EVENT CALENDAR

Go to the Home page and click on

MY PROFILE



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.

**Manage Event Subscriptions**

**Event Workflow Notifications**  
Subscribe to receive e-mails related to event workflow.  
 **Subscribe**  **No Notifications**

**Sales & Registration Notifications (My events)**  
Subscribe to receive email notifications when a sales item or registration is purchased for events you created.  
 **All sites**  **Specific site(s)**  **Off**

**Sales & Registration Notifications (Events created by others)**  
Subscribe to receive email notifications when a sales item or registration is purchased for events created by other users.  
 **All sites**  **Specific site(s)**  **Off**

**Request to join an Organization**  
Subscribe to receive emails when someone requests to join an Organization.  
 **Subscribe**  **No Notifications**

**Organization Membership Activity**  
Subscribe to receive emails when there is activity for organizations you're a part of or have requested to join.  
 **All Notifications**  
 **When my Membership Requests are approved or denied**

## 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

**My Profile**

My Events My Subscriptions My Purchases My Info **My Organizations** My Attachments

**REQUEST TO JOIN AN ORGANIZATION** **CREATE AN ORGANIZATION**

Organization Name	Date Joined	Actions
No records to display.		

Page size: 15 0 items in 1 pages