

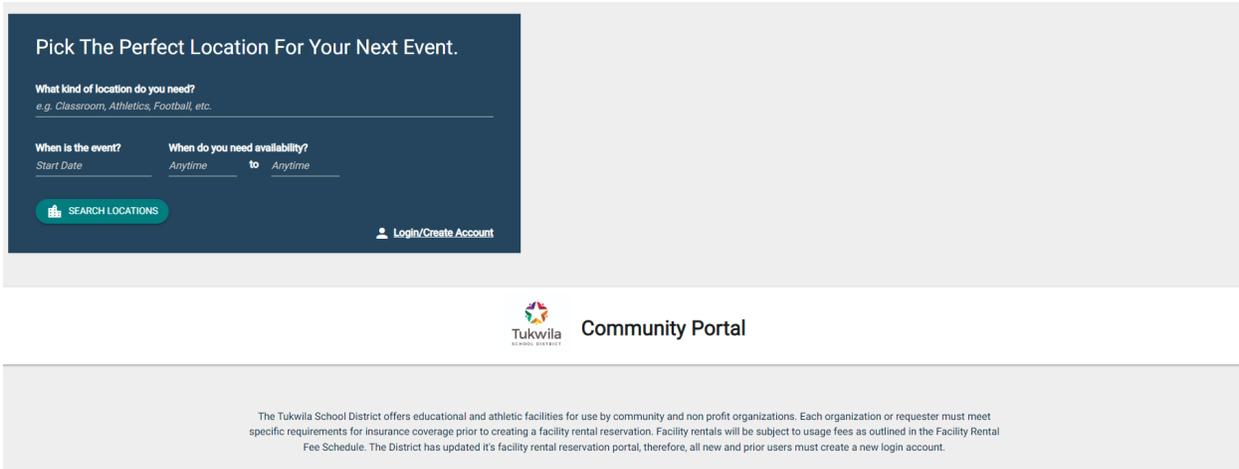


# Community Event Manager Requester Guide

## How to Access Event Manager and Log in

- Open your Internet Browser. Click the following link, or copy and paste it into your web browser:

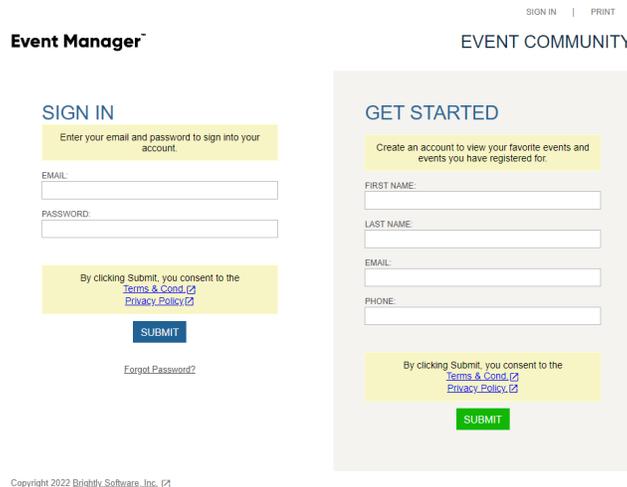
<https://events.dudesolutions.com/community/tukwilasd>



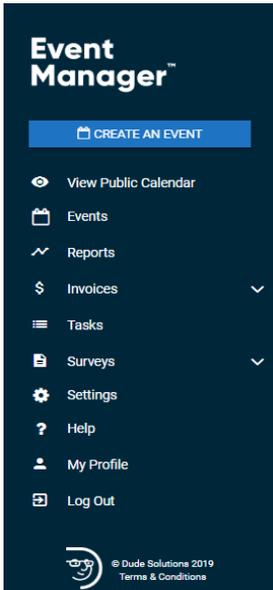
- Click the  button located in the bottom right corner of the blue field to create an account or Login.

## First Time Users: Create an Account

- First time users must create an account. Complete the Get Started section fields, click Submit, and follow instructions to create an account.
- If you already have an account, enter your credentials in the Sign In section.



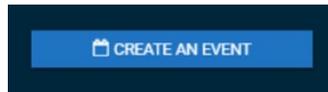
## Side Bar Navigation



- Once logged into Event Manager, you will be able to access the sidebar navigation.
- **Create an Event:** Click this button to quickly begin creating an event request.
- **View Public Calendar:** The Public Calendar displays all published events marked as public for this site and provides a way for non-users of Event Manager to access event information.
- **Events:** Click this menu option to navigate to the Events Dashboard, where you can view the list of upcoming events, as well as edit and approve pending event requests.
- **Help:** Click this menu option to navigate to the Event Manager help site.

## How to Create an Event

- Click on “Create an Event”. Once you have accessed the event submission form, follow the steps below for creating your request. *Any field marked with an asterisk(\*) is a required field.*



- **COMPLETE EVENT DETAILS:** Complete the event details to provide an “Event Name” and “Summary”. Summary can simply be a copy/paste of the event name or it could further describe the event that is taking place, which will show in search results.

A screenshot of the 'Community Event Request' form. On the left is a vertical sidebar with the title 'Community Event Request' and a list of menu items: 'EVENT DETAILS', 'LOCATION & TIME', 'TASKS', 'INSURANCE', 'CONTACT INFORMATION', 'BILLING ADDRESS', 'ADDITIONAL INFORMATION', and 'PICTURES & ATTACHMENTS'. The main content area on the right features the Tukwila School District logo (a colorful star) and the text 'Tukwila SCHOOL DISTRICT'. Below the logo, the form title 'Community Event Request' is displayed, followed by the subtitle 'Facility Rental Request Form'.

- SELECT LOCATION/DATE/TIME FOR EVENT:** If you already know the name of the location you would like to reserve, start typing the location name in the search field, and select the location. Otherwise, Click “Location Search” to select the location(s) needed for this event. If multiple locations are being used, ensure that all have been selected. Once selected, you will see the locations displayed in the top section. Click “Save”. To choose the date/time for your event, click the date of the event (if this is a recurring event, choose the first day of the event). If you need to block additional time for setup or breakdown, you can adjust those on the right side. Select the time you need by clicking on the appropriate start time on the calendar. Drag the time slot to be the appropriate length or double click the time slot to manually enter the start and end times. *\*Note: Any times that are unavailable will show with a block marked Reserved. This means the time has been booked with another event.*

If your event will repeat, click on the pencil icon next to “Multiple-Day Options”. *\*Note: This option will only appear after you have selected a time on the calendar.*

- Choose between Consecutive Dates and Non-Consecutive Dates.
- If you chose Consecutive Dates, choose how often the event repeats, and when the event series ends. After choosing the event pattern, the Events in this Series will populate. Any necessary adjustments can be made here before saving, including the event name, date, or time of an individual event.
- If you chose Non-Consecutive Dates, click on the dates on the calendar you need for your event series. Then make any necessary adjustments to date, time, or event name for the individual events.
- Some events may be marked as a Conflict. You can choose to skip those conflicting dates, or leave them in the series. *\*Note: If you choose to skip any dates that are marked as a conflict, they will be deleted from the series. You will not be able to submit your event if there is a conflict.*
- Click “Save”.

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-08:00) Pacific Time (US & Canada) ▾

Public Event ▾ ?

Setup: 0 min ▾ ?

Breakdown: 0 min ▾ ?

- **ESTIMATED COST:** Click “SEE COST” to see a cost estimation for your room rental.

### Estimated Cost

Estimation For All Room Rentals \$0.00

[SEE COST](#)

- **ADD TASKS (Setup Needs):** Click “Add a Task” to open the task box to indicate the setup needs necessary for the event to take place. Select a “Task Type” from the dropdown menu. This indicates the category of work the task falls within. Enter a “Task Name”. This is the overall name for the task itself and will distinguish it from others in the task list. Enter a “Task Description”. This should be used to provide more detailed information that will give the task assignee the specific instructions for the task.

**Community Event Request**

EVENT DETAILS

LOCATION & TIME

TASKS

INSURANCE

CONTACT INFORMATION

BILLING ADDRESS

ADDITIONAL INFORMATION

PICTURES & ATTACHMENTS

**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.

### Create a Task

**Task Status** New

**Event** Meeting - 09/01/2022

**Location**  Room 300 -Commons  
Foster High School

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**Type\***  
Event Setup ✕

**Task Name\***  
Event Setup ?

The Task Name will auto fill with the selected Task Type. The Task Name can also be edited. If the Task Type is changed the Task Name will be cleared out and replaced with the new Task Type.

**Task Description\***  
10 Tables for presentation 26/1500

[Add more task information](#)  
Priority, assignment, due date, etc.

**SAVE** **SAVE AND ADD** **CANCEL**

- **ADD INSURANCE INFORMATION:** Enter your insurance information for the event. You must also upload an electronic copy of your insurance certificate with limits as noted in the Facility Rentals Terms and Conditions.

**Community Event Request**

EVENT DETAILS

LOCATION & TIME

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ADDITIONAL INFORMATION

PICTURES & ATTACHMENTS

### 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). **UPLOAD**

\*This document is available for internal use only.

- **ADD CONTACT INFORMATION:** Enter your contact information for the event or the event coordinator whom staff or visitors can contact with questions about the event. *\*Note: This information is publicly displayed for each event.*

**Community Event Request**

EVENT DETAILS

LOCATION & TIME

TASKS

INSURANCE

CONTACT INFORMATION

BILLING ADDRESS

ADDITIONAL INFORMATION

PICTURES & ATTACHMENTS

### Contact Information

Use Info for an existing organization leader

🔍 Start typing to select an organization leader

**Full Name\***  
John Doe

Phone*	Extension
(555) 555-5555	817

**Email\***  
email@address.com

- **BILLING ADDRESS:** Enter the billing address associated with your payment.

- **ADDITIONAL INFORMATION:** Read and agree to the additional information. Organizations requesting rentals that will include sports activities such as basketball, baseball, etc. must complete and attach with their event request the Concussion Head Injury Supplement Form. Upload the form in the next section under Pictures & Attachments. The form is available for download on the school district’s website under Facility Use Request.

- **PICTURES & ATTACHMENTS:** Click “Upload” to attach your required completed sports compliance forms, if applicable to your organization.

- SUBMIT THE REQUEST:** Click Terms and Conditions to review any terms that have been defined for this event form and then click Agree. When you have finished entering all necessary information on the event form, click the Submit button found at the bottom of the form. In the pop up window, click “Save”. The event request will then be sent through the appropriate approval process outlined by the organization for review.

**VIEWING YOUR REQUESTS USING THE EVENT DASHBOARD:** The Event Dashboard allows you to view events that you’ve submitted. Click “Events” from the side navigation menu. To search for specific events, enter any Keywords and/or a Date Range and click the “Search” link to pull the results. You can click “More” to filter the list by category, location or status. If you need to make changes to an event you’ve submitted, in the Actions section, click “Edit”. You can make any necessary changes and have it go back through the approval process. If you would like to create a new event using a previous one as a template, click “Copy”. This will create a new event, but will have the same information from the previously selected event. You can make your desired changes and click “Submit” to save your new event.

Name	Series	Invoiced	Date/Time	Status	Actions
<a href="#">Basketball Practice</a>			7/30/2020 7:00 PM - 8:30 PM	Approved	Select
<a href="#">Staff Meeting</a>			8/4/2020 6:30 PM - 7:30 PM	Pending	Select
<a href="#">Basketball Practice</a>			8/4/2020 7:00 PM - 8:00 PM	Approved	Select
<a href="#">Basketball Practice</a>			8/6/2020 7:00 PM - 8:00 PM	Approved	Select

**HOW TO VIEW THE CALENDAR:** Click on “View Public Calendar” to see the front-facing calendar view. You will have three different ways to view events on the calendar: summary view, grid view, and list view.

- You can click on the Search bar to further narrow your search. You can filter down by the date, keyword, category, or location.



- Once you have filtered your search, you have the ability to share the search results under **Share It** if you would like to promote your event(s) on social media or **Subscribe** if you would like to add the results of the search to another calendar system.

**RESOURCES:**

<https://help.dudesolutions.com/Content/EventManager/Event-Manager.htm>

**Event Manager Support | 8 am to 6 pm EST, Monday through Friday**

**Call: 1.877.868.3833**

**Email: [support@brightlysoftware.com](mailto:support@brightlysoftware.com)**