

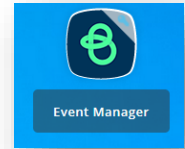
Event Manager Requester Guide

Contents

Login and Navigation	2
How to Create an Event	3
Submitting the Event	12
Side Bar Navigation	12
How to Search and Filter the Events List	13
How to Edit/Cancel an Event	13
Help	15

Login and Navigation

- Open your Internet Browser (Google Chrome, Firefox, etc). Click on the following link, or copy and paste it into the web browser:
<https://events.dudesolutions.com/community/FWPS/>
- OR Go to Launchpad for Learning and Find the **Event Manager app**. If it does not appear, you can search the App Library and add it.
- You can click **Sign In** in the top right and click **Manage** to submit an event request or manage your dashboard. Or, if you'd like to start the event request process, you can click **Create an Event** on the menu above the calendar.








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FWPS INTERNAL EVENT REQUESTS

[CREATE AN EVENT](#)[ELEMENTARY SCHOOLS \(A-M\)](#)[ELEMENTARY SCHOOLS \(N-Z\)](#)[MIDDLE SCHOOLS](#)[HIGH SCHOOLS](#)

VIEW TYPE:   

< VIEW BY: MONTH >

 SEARCH

THURSDAY, SEPTEMBER 1, 2022 - FRIDAY, SEPTEMBER 30, 2022

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10

How to Create an Event

Within Event Manger, all required fields are indicated by an asterisk (*).

- Click **Submit Event Request** on the front-facing calendar

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FEDERAL WAY PUBLIC SCHOOLS FWPS INTERNAL EVENT REQUESTS

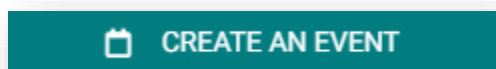
CREATE AN EVENT | ELEMENTARY SCHOOLS (A-M) | ELEMENTARY SCHOOLS (N-Z) | MIDDLE SCHOOLS | HIGH SCHOOLS

VIEW TYPE: [List View] [Calendar View] [Table View] < VIEW BY: MONTH > Q SEARCH

THURSDAY, SEPTEMBER 1, 2022 - FRIDAY, SEPTEMBER 30, 2022

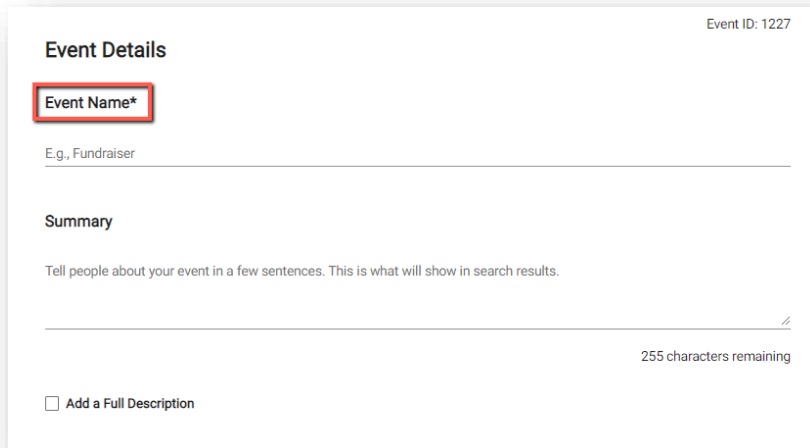
SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3

- Click on **Create an Event** in the side navigation menu.



Event Details

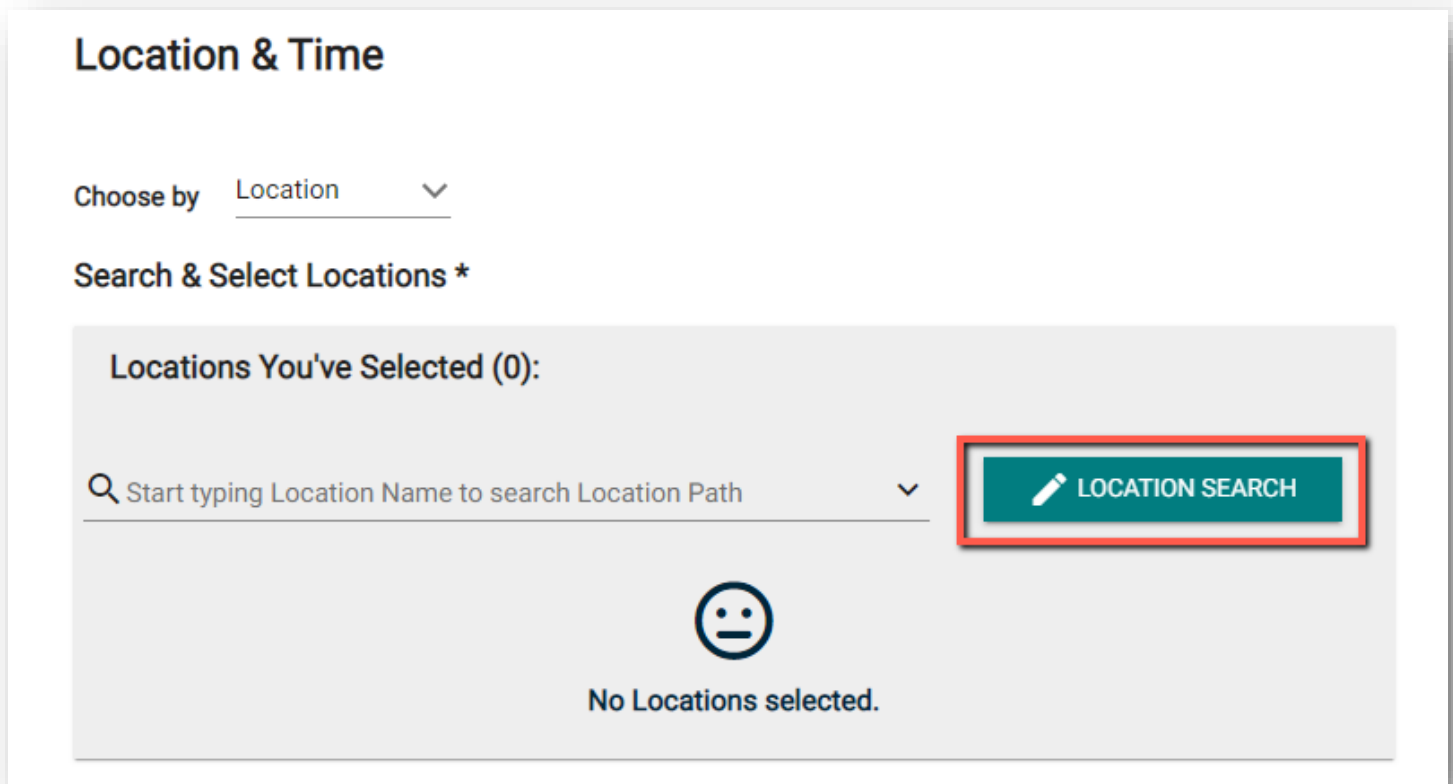
Enter an **Event Name**. You can also add a **Summary**. This will show in search results.



The 'Event Details' form is shown with a white background and a subtle shadow. In the top right corner, it says 'Event ID: 1227'. The main title 'Event Details' is on the top left. Below it, the 'Event Name*' field is highlighted with a red border. Underneath is a text input field with the placeholder 'E.g., Fundraiser'. The 'Summary' section follows, with a text input field and a note: 'Tell people about your event in a few sentences. This is what will show in search results.' At the bottom right of the summary field, it says '255 characters remaining'. At the bottom left, there is a checkbox labeled 'Add a Full Description'.

Location & Time

- Click **Location Search** in the Locations You've Selected panel.
- Search or filter the list and check the box next to each location needed for this event.



The 'Location & Time' panel has a white background and a shadow. The title 'Location & Time' is at the top left. Below it, there's a 'Choose by' dropdown menu currently set to 'Location'. Underneath is the section 'Search & Select Locations *'. This section contains a grey box with the title 'Locations You've Selected (0):'. Inside this box, there's a search input field with the placeholder 'Start typing Location Name to search Location Path' and a dropdown arrow. To the right of the input field is a teal button with a white pencil icon and the text 'LOCATION SEARCH', which is highlighted with a red border. Below the search input, there's a sad face emoji and the text 'No Locations selected.'

- You can scroll down the list of Locations and click the arrow next to your Location to see the full list of rooms.

The screenshot shows the 'Select Locations' interface. At the top, a dark blue header contains the title 'Select Locations'. Below this, a light gray box displays 'Locations You've Selected (0):' with a sad face icon and the text 'No Locations selected.' To the left, a 'Filters' sidebar includes a 'RESET' button, dropdowns for 'Setup' and 'Capacity', and an 'APPLY' button. The main area features a search bar with the placeholder 'Start typing Location Name to search', a 'Tree View' icon, and a 'Sort by A to Z' dropdown. Below the search bar, the text 'All locations' is followed by a list: 'Adelaide Elementary (Select 46 / 46)' and 'Fields & Grounds (Select 4 / 4)'. Under 'Fields & Grounds', there is an unchecked checkbox for 'East Field'. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

- You can also type the name of your Location in the search bar and can also filter down by Capacity, Availability, Usage, and Type in the filter section.

This screenshot shows the 'Select Locations' interface with the search bar populated with the text 'Decatur'. A red arrow points to the search bar. The 'Filters' sidebar remains the same. The main area now shows search results: 'Decatur High School (Select 50 / 85)' and 'Fields & Grounds (Select 6 / 6)'. Under 'Fields & Grounds', there are two unchecked checkboxes: 'Baseball Field' and 'Career Center'. The 'SAVE' and 'CANCEL' buttons are still at the bottom.

- Once you have your list you can check the box next to the individual rooms you need to book for your event. You will see the Locations you've selected show up in the top section. Once those are in, click **SAVE** at the bottom of the page.

- 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.*

Check Availability

☒ Choose Dates
☐ Repeat Weekly

Choose an Available Time

2022 > September > 21st < >

6am
7am
8am 8:00 am - 9:30 am
9am
10am
11am
12pm

Multiple-Day Options

☐ All Day (All Open Hours) ?
☐ Do not publish the end date/time ?
☐ Specify Publish Date/Times

(UTC-06:00) Central Time (US & Canada) v

Public Event v ?

Setup: 0 min v ?
Breakdown: 0 min v ?

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**.

Multiple-Day Options

☒ Consecutive Dates ☐ Non-Consecutive Dates

Ends ☒ After 5 occurrences

Repeat every 1 Day 

☐ On Jan. 13th, 2022

☐ Never 

Events in this Series

☐ Allow unskipped conflicts.

	Jan. 6th, 2022	3:30 pm	to	Jan. 6th, 2022	4:30 pm	in	Cafeteria, Gymnasium w/Bleachers
	Jan. 7th, 2022	3:30 pm	to	Jan. 7th, 2022	4:30 pm	in	Cafeteria, Gymnasium w/Bleachers
	Jan. 8th, 2022	3:30 pm	to	Jan. 8th, 2022	4:30 pm	in	Cafeteria, Gymnasium w/Bleachers
	Jan. 9th, 2022	3:30 pm	to	Jan. 9th, 2022	4:30 pm	in	Cafeteria, Gymnasium w/Bleachers
	Jan. 10th, 2022	3:30 pm	to	Jan. 10th, 2022	4:30 pm	in	Cafeteria, Gymnasium w/Bleachers



Contact Information

- Enter the contact information for the event coordinator or person whom visitors can contact with questions about the event. **Note: This information is publicly displayed for each event.*

Contact Information

Full Name*

John Doe

Phone

(555) 555-5555

Extension

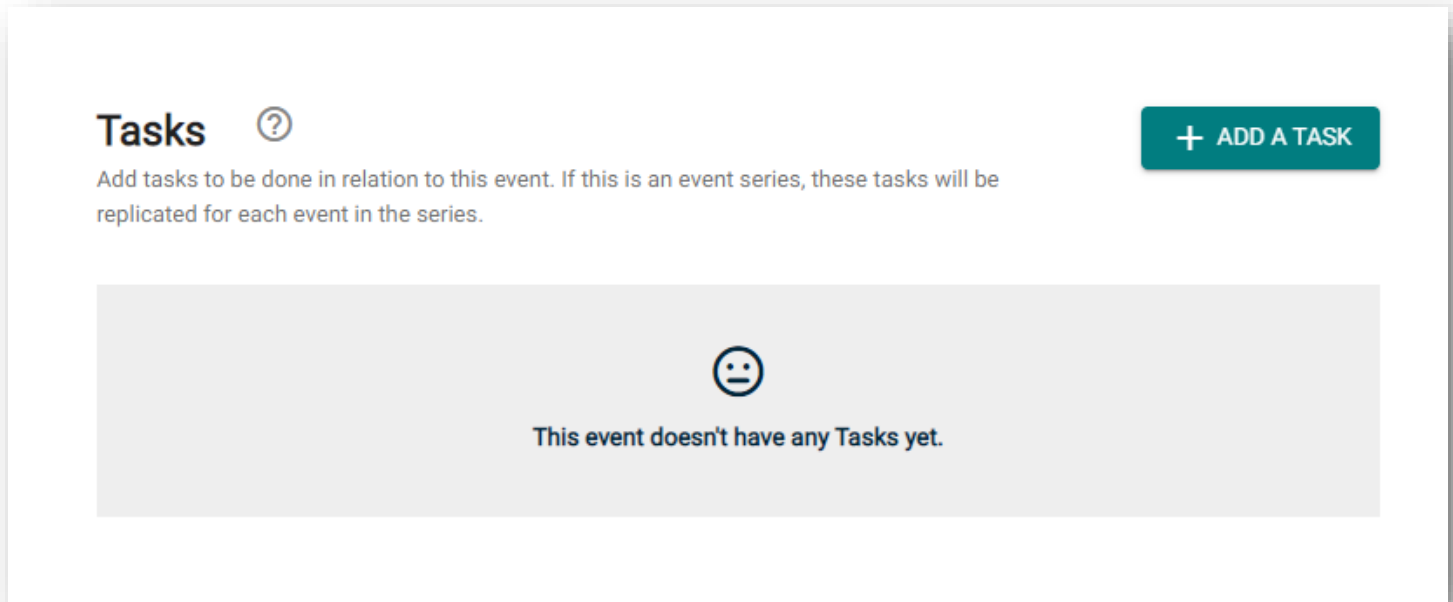
817

Email*

email@address.com

Tasks

- A Task represents something that needs to be completed in relation to this event. This is where we would enter things such as **Custodial**, **Building Engineer**, and **Public Safety** needs. **Note: If this is an event series, these tasks will be replicated for each event in the series.*



- Select a task **Type** from the dropdown menu.
- Enter a **Task Name**.
- 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. **Note: There is a limit of 500 characters for this field.*

Create a Task


Task Status

New

Event

- 09/16/2022

Location



Football - Track Field
Decatur High School / F...

Type*

Start typing to search for a Task Type

Custodial

Security

Task Description *

Describe this item, including any details that might be important to someone.

0/1500

SAVE

SAVE AND ADD

CANCEL

Create a Task


Task Status

New

Event

- 09/16/2022

Location



Football - Track Field
Decatur High School / F...

Type*

Custodial

X

Task Name *

Custodial

?

Task Description *

Need 2 custodians

17/1500

SAVE

SAVE AND ADD

CANCEL

Additional Information

- This is where any other information we need to know about the event can be gathered. These may be required to be answered before you can submit your event.

Additional Information

Number of Spectators Anticipated

Type your answer here

Budget code(s) for personnel hours billed to your Dept. (please specify type, e.g. "Custodial")

Type your answer here

Please upload additional information, layout requests, etc, to "Pictures & Attachments" below



Pictures & Attachments

- You can upload up to 5 pictures to an event, each with a maximum size of 3MB, and you can add up to 10MB of attachments.
 - Upload an attachment by locating the file on your computer, or pasting the attachment URL in the text field.

Pictures & Attachments ?

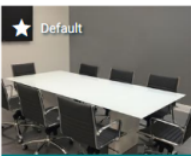
CHOOSE FROM LIBRARY

 or

Paste URL here or Upload file (10mb max)

UPLOAD

★ Default

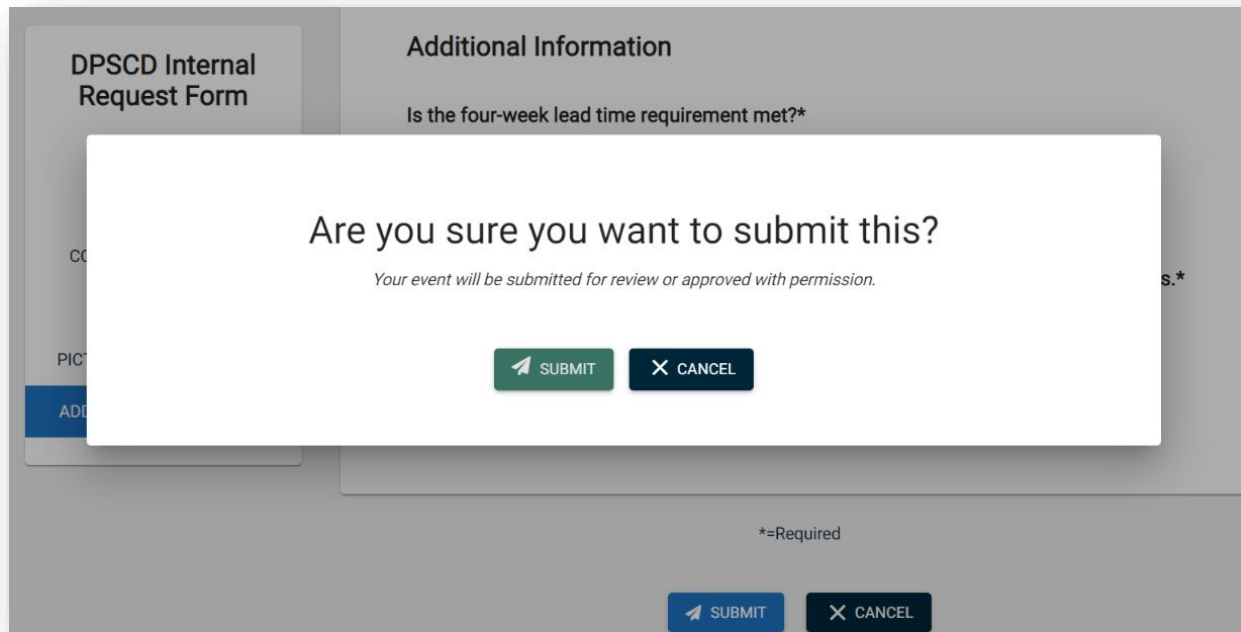


conferenceroor T [trash icon] [download icon]

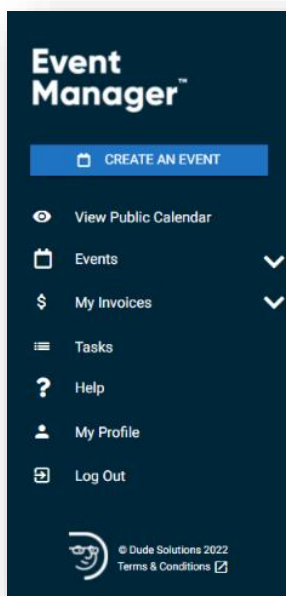
*This document is for internal and external use.

Submitting the Event

- 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**.



Side Bar 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 List, where you can view the list of upcoming events you've submitted, as well as edit and cancel requests.
- **Help:** Click this menu option to navigate to the Event Manager help site.

How to search and filter the events list

The Events list will show Events that you have submitted.

- Use the Search and Filter options to find or show specific events.
- You can switch from the **List View** to **Calendar View** if you would like to view where events fall on the calendar.
- You can also use the **Sort By** drop-down menu to adjust the primary sort option for events in the list.

The screenshot displays the Events list interface. On the left is a 'Filters' sidebar with sections for Quick Filters, Search Term, Event ID, Location, Start Date, Invoiced, Calendar, and Status. The main area features a search bar at the top with the placeholder 'Start typing to search for an Event'. Below the search bar is a table of events, each with a status icon (checkmark), event name, ID, start/end times, location, requester, and an 'ACTIONS' dropdown menu. The events listed are: Varsity/JV Soccer Scrimmage, Varsity Basketball Game - vs Lynnwood Stars, Soccer Stars vs Football Fiends, and Macbeth Performances.

Status	Event Name	ID	Starts	Ends	Location	Requester	Calendar	Actions
Approved	Varsity/JV Soccer Scrimmage	#26	4:00 pm Oct. 9, 2020 Setup: 3:45 pm	7:00 pm Oct. 9, 2020 Breakdown: 7:15 pm	Soccer Field	Claire Burling	Dude Learn University	ACTIONS
Approved	Varsity Basketball Game - vs Lynnwood Stars	#28	7:00 pm Oct. 10, 2020 Setup: 6:45 pm	9:00 pm Oct. 10, 2020 Breakdown: 9:15 pm	Main Gymnasium	Claire Burling	Dude Learn University	ACTIONS
Approved	Soccer Stars vs Football Fiends	#29	5:00 pm Oct. 15, 2020	8:00 pm Oct. 15, 2020	Soccer Field	Claire Burling	Dude Learn University	ACTIONS
Approved	Macbeth Performances	#27	7:00 pm Oct. 15, 2020	10:00 pm Oct. 15, 2020	Kent Theater	Claire Burling	Dude Learn University	ACTIONS

How to edit/cancel an event

- To modify an *individual event*, click on the event's name and select **Edit Event** in the panel that displays, or select **Edit Event** from the Actions drop-down menu.
- To modify an *event series*, click on the event's name and select **Edit Series** in the panel that displays, or select **Edit Series** from the Actions drop-down menu.
- Make all necessary changes to the event. *Your event will be routed for Approval to approve the changes*
- To cancel an event, click on the event's name and select Cancel Event in the panel that displays, or select Cancel Event from the Actions drop-down menu.

Calendar Views

Calendar Display Options – You will have 3 different ways to view events on the calendar: Summary View, Grid View, and List View.

- **Grid View** is a traditional calendar grid with rows and columns representing days of the month. This is the view you will see when you open the calendar initially.
- **Summary View** displays your events in ascending order while prominently featuring the event summary and primary image uploaded for that event. This view also displays the event location and links to email, print, remind, and download the event.
- **List View** displays your events in ascending order and only displays the event title, event date(s), and event time(s). This view also displays links to share the event via Facebook, Twitter, or Email, as well as a link to download the event.

Help

For more information or to see a video walkthrough of how to do some of above items, you may visit:

<https://help.dudesolutions.com/Content/EventManager/UserRoles/Requester.htm>

Questions? Contact Client Services

Phone: 1-877-655-3833

Email: support@brightlysoftware.com