

# CCPS Use of Facilities

## HOW TO REQUEST SPACE

### Follow these directions to request space

(Known as “Create an Event” or “Add an Event” in Event Manager)

**SIGN IN** Go to the [Community Organization Calendar Page](#). Click on “SIGN IN” at the top right. In the “SIGN IN” box, use the credentials that were established when you created your Event Manager (EvM) account. Once in EvM dashboard, click on CREATE AN EVENT or ADD AN EVENT. The “Community Event Request Form” screen will appear. The Community Event Request form has four boxes to fill out: EVENT DETAILS, LOCATION & TIME, ADDITIONAL INFORMATION, and CONTACT INFORMATION.

**EVENT DETAILS** **1)** Under “Organization\*” start to type your organization’s name and options will appear in the pull down menu. Select your organization. **2)** Under “Event Name\*” type in the name of your event / activity. Put the school’s acronym in front of the activity. Examples: Reserving space at Carrolltowne Elementary? CES - Girls on the Run / South Carroll High School? SCHS - Johnny Smith’s Annual Lacrosse Game / Sykesville Middle School? SMS - Freedom Boys Basketball ... etc. The name you type here is how it will appear on the Community Calendar.

**LOCATION & TIME** **1)** Choose by “Location.” (Not “Date & Time.”) The “Search & Select Locations\*” box will appear. **2)** Click on the aqua-colored “LOCATION SEARCH” box. The “Select Locations” box will pop up. **3)** Make sure “Tree View” is selected (found in the center of the blue horizontal menu bar mid-screen). In the “Start typing Location Name to search Location Path” box on the same menu bar, type in the school’s name from which you are requesting space. Once the school appears in the pull-down menu, click on the space(s) you are requesting for use and click the SAVE button at the bottom of the box.

*Next Steps—Choosing dates and times:*

**Is your event / activity reoccurring every week? Under “Check Availability”:** **1)** Click on “Repeat Weekly.” **2)** Select the start and end time of the activity. **3)** Select the date it starts and the date it ends. **4)** “Repeat on:” appears with the days of the week once the beginning date and end date have been typed. Select which day or days of the week that are being requested.

**If you have any dates you need to remove from the reoccurring series (holidays, known days off, etc.):** **1)** After steps 1-4 are completed above, select “Choose Dates” (above “Repeat Weekly”) The series you just created is still present. **2)** The tiny carrot “>” next to the “Year > Month > Date” under “Choose an Available Time” click through dates (OR click on the month and click directly on the dates). **3)** Once the date you wish to remove is selected and you see your event (shaded box with the times indicated in the shaded box), click on the garbage can icon that is also in the shaded box. An alert will pop up that asks “Are you sure you want to delete this event?” which sounds like you’re deleting your entire series. **You are not.** Click on “DELETE” and only that *one day* will be deleted from the series. Repeat as necessary.

**Does your event / activity occur only once?** **1)** Click on “Choose Dates”. **2)** Select the date, and the start and end time of the activity.

**Does your event / activity occur over a couple (or more) of non-sequential days and months?** **1)** Click on “Choose Dates”. **2)** Select the first date, and the start and end time, of the non-sequential series **3)** Click on the tiny pen icon next to “Multiple Day Options.” **4)** First (even though you’re requesting non-sequential days), select “Consecutive Dates” and put in the end date of your non-sequential series. **5)** Then, select “Non-Consecutive Dates” and UNHIGHLIGHT the dates you are not using, leaving only the dates you wish to request highlighted in the aqua blue circles. This is clunky and a little time-consuming. But it works. **6)** Hit “SAVE.”

**ADDITIONAL INFORMATION** **1)** Type any relevant information to the school/Approver under “Notes to Event Manager Approver at School” **FYI:** After your request for space has been approved your event will become a part of the community calendar and the note you write to the approver will be visible under “VIEW EVENT” > “ADDITIONAL INFO.” (In addition to being seen by the Approver during the approval process.) **2)** Click on what your organization would expect to find and utilize at the space.

**CONTACT INFORMATION** Fill out name, phone and email.

**SUBMIT** Read the “Terms and Conditions,” hit the agreement button, take a moment and review your request, and hit SUBMIT.

**Once submitted, your request is sent to the Administrator of the school (“Approver”) for approval.**  
**You will receive an email from “CCPS Facilities <notifications@mail.dudesolutions.com>”**  
**once it has been approved.**