



This document outlines how to submit an application for community use and District Events. The example below is for the community use application, the process for the district applications may be slightly different depending on which calendar you are submitting a request for.

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Community Use Application

1. The application page will be labeled Community Use Application. It will also list your name and what calendar you are submitting your application on. Community use applications can be created on the **Community Portal** page.

The screenshot shows the 'Create an Event' submission form. At the top right, the user's name 'Benjamin Blesner' and the site 'Community Site' are circled in red. In the center, the 'Event Manager' header is followed by 'COMMUNITY USE APPLICATION' and 'FACILITY/FIELD USE APPLICATION (to be filled out for rental of indoor facilities, fields, and theater)', which is also circled in red. On the left, a sidebar lists application steps: 'EVENT DETAILS', 'CONTACT INFORMATION', 'ADDITIONAL INFORMATION', 'LOCATION & TIME', and 'CATEGORIES & KEYWORDS'. Below the header, the 'Event Details' section includes an 'Organization*' dropdown menu and an 'Event Name*' input field.

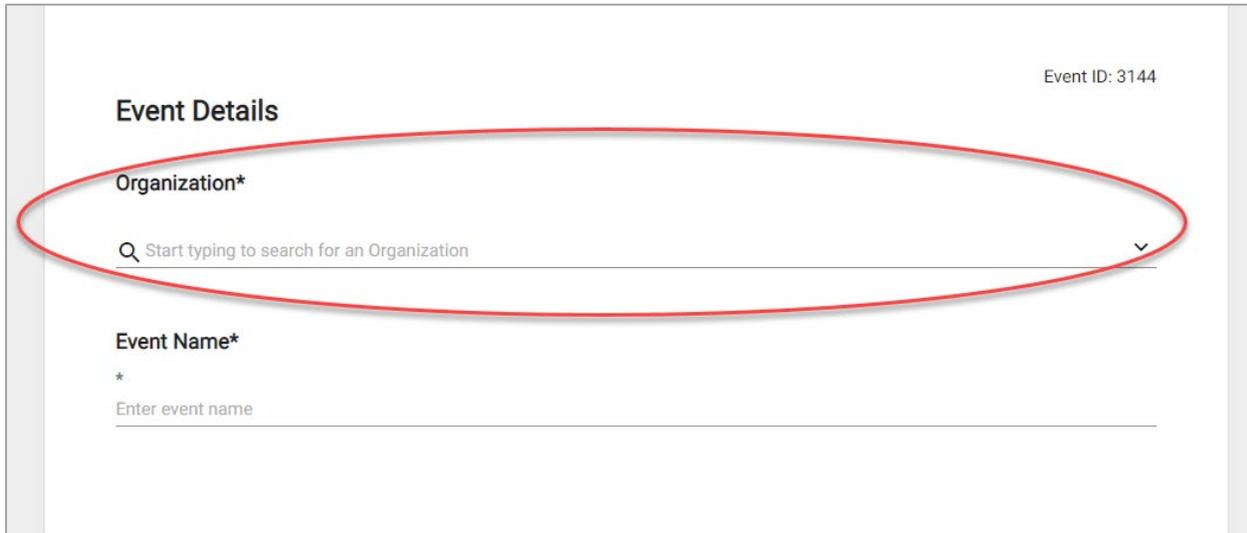
2. The left side of the application will list all its different steps and can be navigated to by selecting them.

This screenshot is similar to the previous one but highlights the left sidebar. The sidebar is circled in red, and a red arrow points to the 'EVENT DETAILS' option, indicating it is the selected step. The main content area shows the 'Event Manager' header, 'COMMUNITY USE APPLICATION', and 'FACILITY/FIELD USE APPLICATION' text. The 'Event Details' section is partially visible at the bottom.



Event Details

- The Event details lists your **organization** and **event name**. You will only be able to select organizations you are assigned to on EVM, and you need an organization to submit an application. If you are not assigned to an organization refer to the “Creating an EVM Account” guide.



Event ID: 3144

Event Details

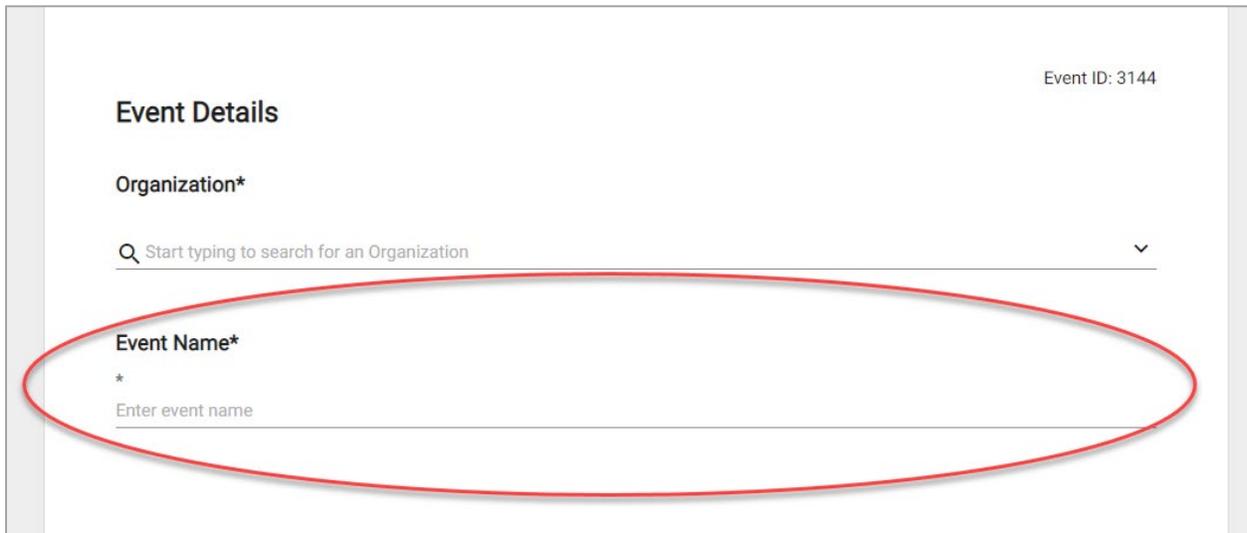
Organization*

Q Start typing to search for an Organization

Event Name*

*
Enter event name

- The **Event Name** should be the same as your organization name.



Event ID: 3144

Event Details

Organization*

Q Start typing to search for an Organization

Event Name*

*
Enter event name



Contact Information

5. List your **Full Name, Phone Number, and Email.**

Contact Information

Use Info for an existing organization leader

Q Start typing to select an organization leader

Full Name*
*
Enter full name

Phone*
*
(555) 555-5555

Extension

Email*
*
email@address.com



Additional Information

6. Fill out the **additional information**.

Additional Information*

Are you a non-profit organization?*

Yes

No

What is the primary use of this rental?*

Adult

Youth

What is the % of BSD students?*

Type your answer here _____

What is the anticipated attendance?*

Type your answer here _____

Will food/beverage be served at this event?*

Yes

No

If yes, what time will the food/beverage be served?*



7. Select your **stadium additional locations** (N/A if you aren't renting a stadium) and **select your EVM School Calendar**.

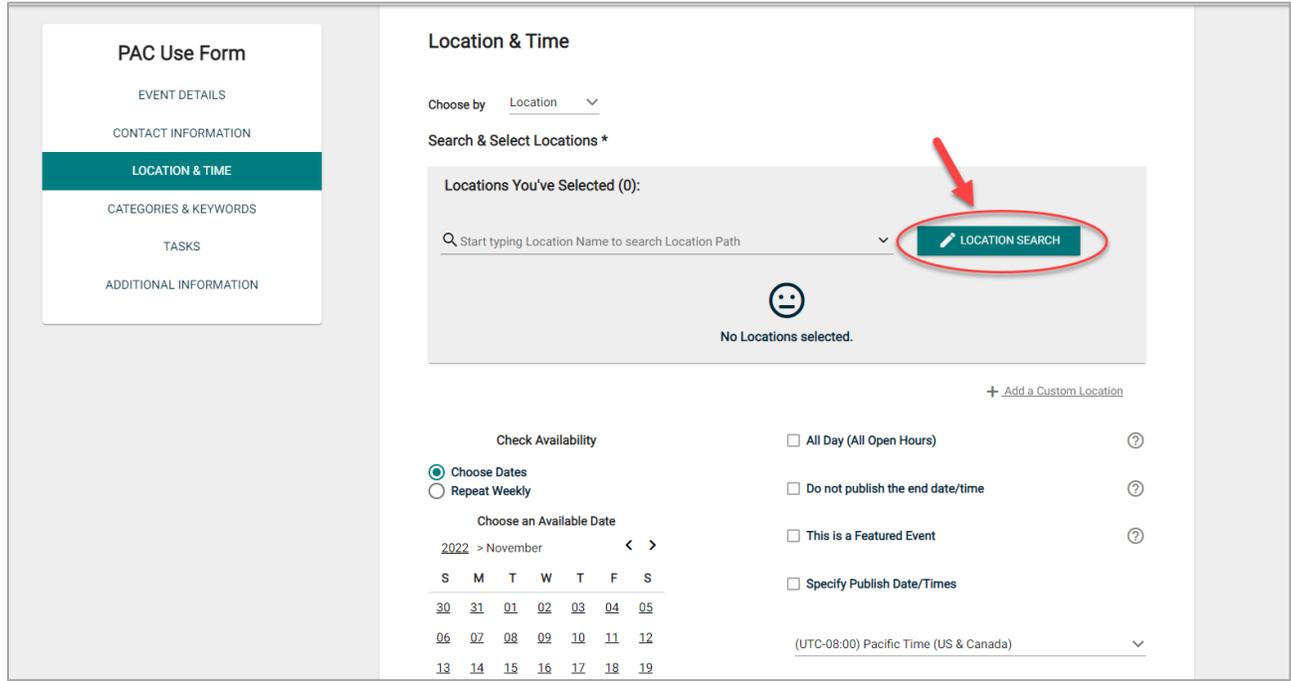
<p>Stadium Additional (Stadium Rentals Only)</p> <p><input type="checkbox"/> Stadium Ticket Booth</p> <p><input type="checkbox"/> Stadium Concession Stands</p> <p><input type="checkbox"/> Stadium Press Box/PA System</p> <p><input type="checkbox"/> Stadium Scoreboard</p> <p><input type="checkbox"/> N/A</p> <p>EVM School Calendar*</p> <p><input type="checkbox"/> Ardmore ES</p> <p><input type="checkbox"/> Bellevue HS</p> <p><input type="checkbox"/> Bennett ES</p> <p><input type="checkbox"/> Cherry Crest ES</p> <p><input type="checkbox"/> Chinook MS</p> <p><input type="checkbox"/> Clyde Hill ES</p> <p><input type="checkbox"/> Eastgate ES</p> <p><input type="checkbox"/> Enatai ES</p> <p><input type="checkbox"/> Highland MS</p> <p><input type="checkbox"/> Interlake HS</p> <p><input type="checkbox"/> International School</p>



Location and Time

Location

- To add a location click on **LOCATION SEARCH**



PAC Use Form

- EVENT DETAILS
- CONTACT INFORMATION
- LOCATION & TIME**
- CATEGORIES & KEYWORDS
- TASKS
- ADDITIONAL INFORMATION

Location & Time

Choose by **Location** ▾

Search & Select Locations *

Locations You've Selected (0):

🔍 Start typing Location Name to search Location Path ▾ **LOCATION SEARCH**

☹️
No Locations selected.

+ Add a Custom Location

Check Availability

- Choose Dates
- Repeat Weekly

Choose an Available Date

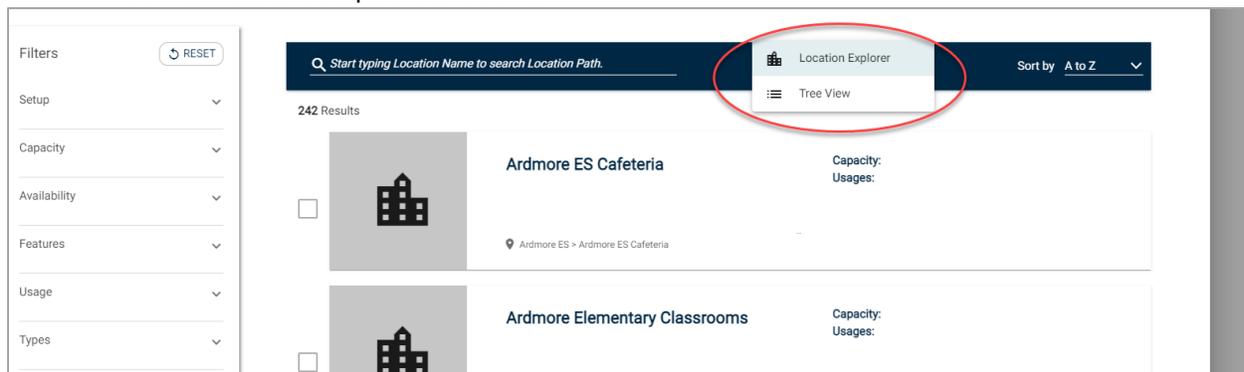
2022 > November < >

S	M	T	W	T	F	S
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19

- 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) ▾

- There are two types of views **Location Explorer**, and **Tree View**. This guide will show pictures in Tree View but the steps are the same.



Filters **RESET**

- Setup ▾
- Capacity ▾
- Availability ▾
- Features ▾
- Usage ▾
- Types ▾

🔍 Start typing Location Name to search Location Path.

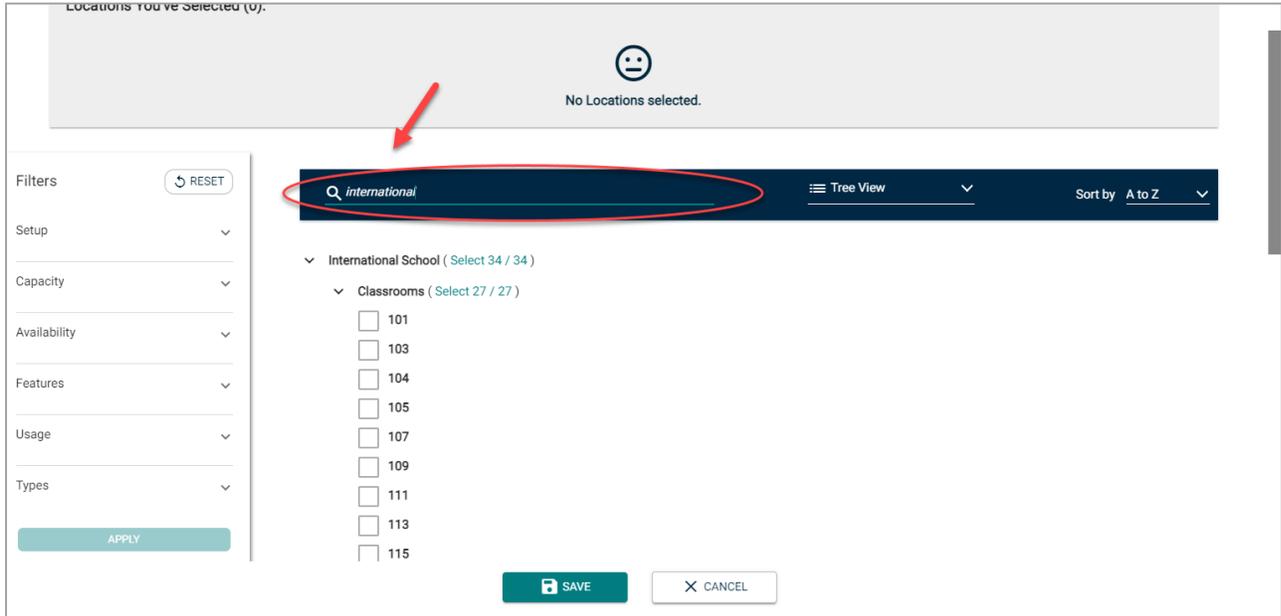
Location Explorer | **Tree View** | Sort by **A to Z** ▾

242 Results

-  **Ardmore ES Cafeteria** Capacity: Usages: Ardmore ES > Ardmore ES Cafeteria
-  **Ardmore Elementary Classrooms** Capacity: Usages:



10. Type in your selected school in the **top dark blue bar**, then click **Enter**.



Locations You've Selected (0):

No Locations selected.

Filters RESET

Setup ▼

Capacity ▼

Availability ▼

Features ▼

Usage ▼

Types ▼

APPLY

Tree View Sort by A to Z

▼ International School (Select 34 / 34)

▼ Classrooms (Select 27 / 27)

101

103

104

105

107

109

111

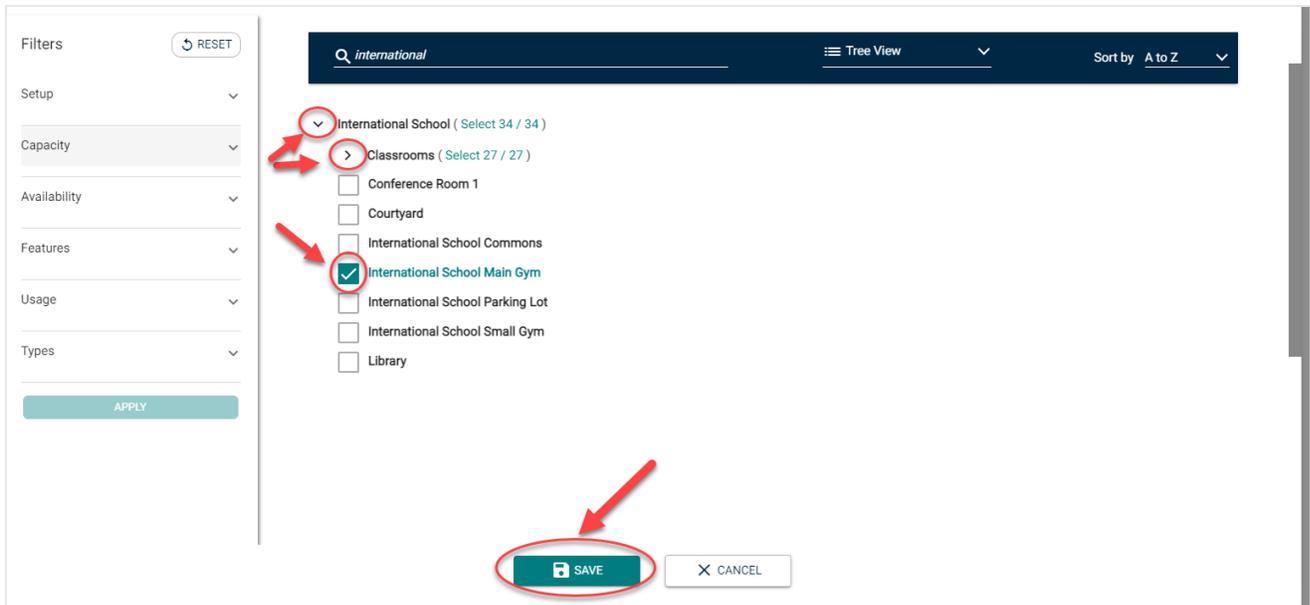
113

115

SAVE CANCEL

11. All of the selected school's locations will now appear.

- Click the arrow next to the school's name to expand the selection list (shown below for Internatioanl School and Classrooms)
- Check the box next to the desired location (Shown below for International School Main Gym).
- Click **SAVE**.



Filters RESET

Setup ▼

Capacity ▼

Availability ▼

Features ▼

Usage ▼

Types ▼

APPLY

Tree View Sort by A to Z

▼ International School (Select 34 / 34)

▼ Classrooms (Select 27 / 27)

Conference Room 1

Courtyard

International School Commons

International School Main Gym

International School Parking Lot

International School Small Gym

Library

SAVE CANCEL

12. Your location will now be listed under **Locations You've Selected**

BSD Internal Request

EVENT DETAILS

CONTACT INFORMATION

LOCATION & TIME

CATEGORIES & KEYWORDS

TASKS

Search & Select Locations *

Locations You've Selected (1):

Start typing Location Name to search Location Path

LOCATION SEARCH

International School Main ...

International School Main Gym

Check Availability

All Day (All Open Hours)

Choose Dates

Repeat Weekly

Choose an Available Date

2022 > November

S	M	T	W	T	F	S
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	03

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

13. On step 13 you can select more locations by clicking on each location's checkbox or by clicking on the **select #** next to the school's name to add multiple rooms at once. Each application should only have locations from one school selected.

bellevue

Tree View

Bellevue HS (Select 50 / 89)

- Bellevue HS 100 NE Parking Lot
- Bellevue HS 1209 Conference Room
- Bellevue HS 200 Center Parking Lot
- Bellevue HS 300 SE Parking Lot
- Bellevue HS 400 Lower West Parking Lot
- Bellevue HS 500 Upper North Main Parking Lot

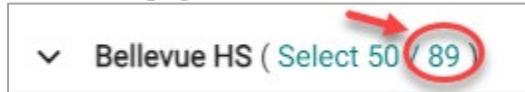
Bellevue HS Classrooms (Select 44 / 69)

- Bellevue High School Classrooms
- Classroom 0101
- Classroom 0102
- Classroom 0103
- Classroom 0104
- Classroom 0105
- Classroom 0106
- Classroom 0107

SAVE

CANCEL

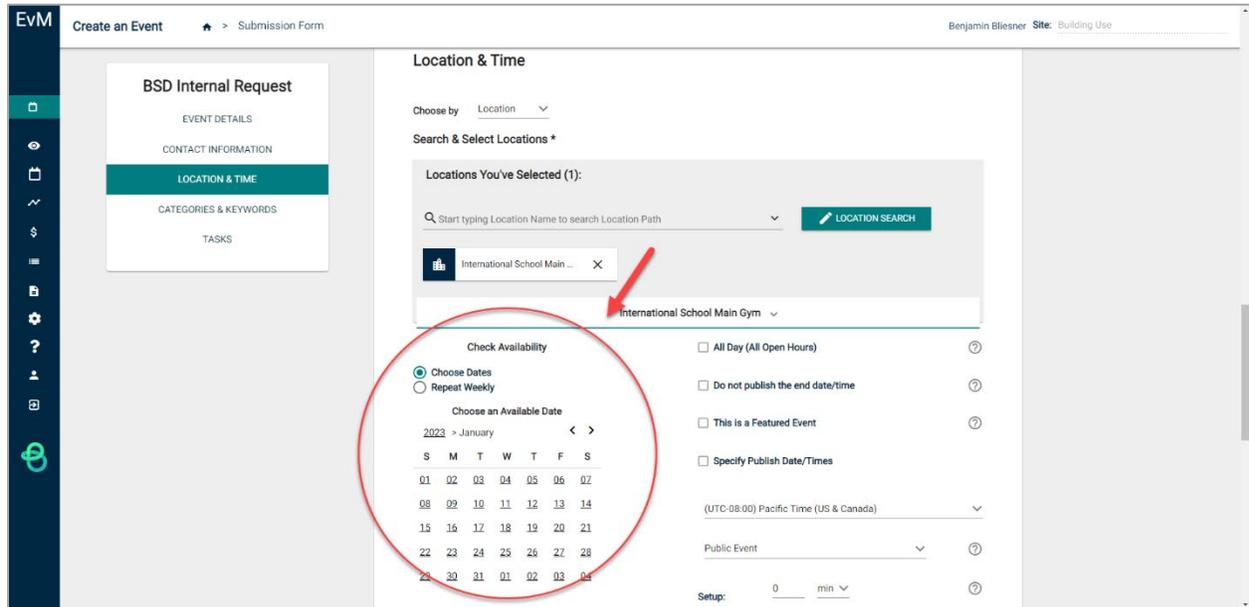
14. If your school has more than 50 locations, you will need navigate to the next page to finish selecting your selections. You can do so by clicking on the **arrow** at the bottom of the page.



Date/Time

14. To choose a date select your desired date from the **Check Availability** section.

=



The screenshot shows the 'Create an Event' form in the EvM system. The 'Location & Time' section is active. A red circle highlights the 'Check Availability' section, which includes a calendar for January 2023. A red arrow points to the 'International School Main Gym' location selected in the 'Search & Select Locations' section.

Location & Time

Choose by Location

Search & Select Locations *

Locations You've Selected (1):

Start typing Location Name to search Location Path

LOCATION SEARCH

International School Main ...

International School Main Gym

Check Availability

Choose Dates

Repeat Weekly

Choose an Available Date

2023 > January < >

S	M	T	W	T	F	S
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	04

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

15. Dates can be added either individually or by repeating weekly. To create an individual event, select **Chose Dates**, then select your date on the calendar below. You can navigate your desired month by clicking on the **left or right arrows**.



Check Availability

Choose Dates
 Repeat Weekly

Choose an Available Date

2023 > January

S	M	T	W	T	F	S
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	04

16. Select a time by clicking on your desired time. If you come across a section that is labeled **Reserved** there is already another event scheduled and EVM won't let you schedule during that time.

Choose an Available Time

2023 > January > 7th

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

Choose an Available Time

2023 > January > 24th

1pm
2pm
3pm
Reserved
4pm
5pm
6pm



- 17. You can adjust the time by hovering over the time and **left clicking** and **holding it** with your mouse, or by hovering over the two lines at the bottom and **left clicking** and **holding it**.

Choose an Available Time

2023 > January > 7th < >

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

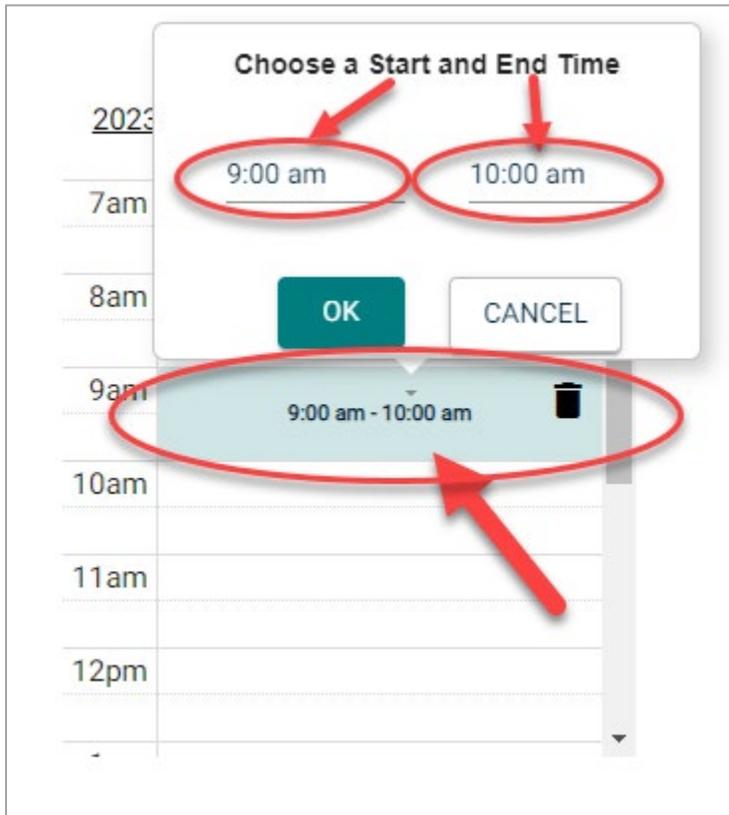
Choose an Available Time

2023 > January > 7th < >

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

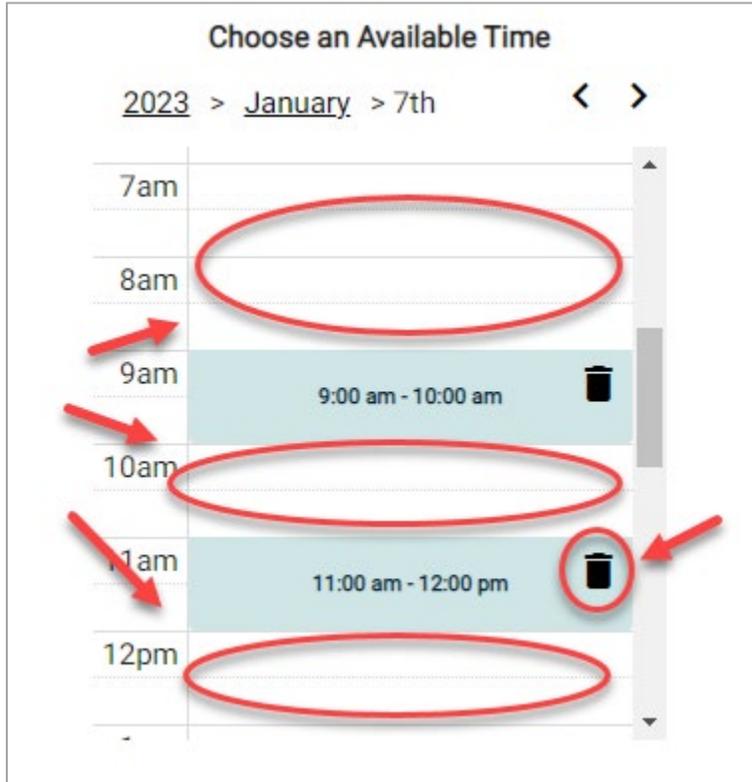


- 18. You can also manually change the date and time by clicking on the time and entering it in the pop out that appears. This is the only way to enter times that fall don't fall on the half hour mark. It will only accept specific inputs of the time (9:00 am, not 9am or 9:00am)

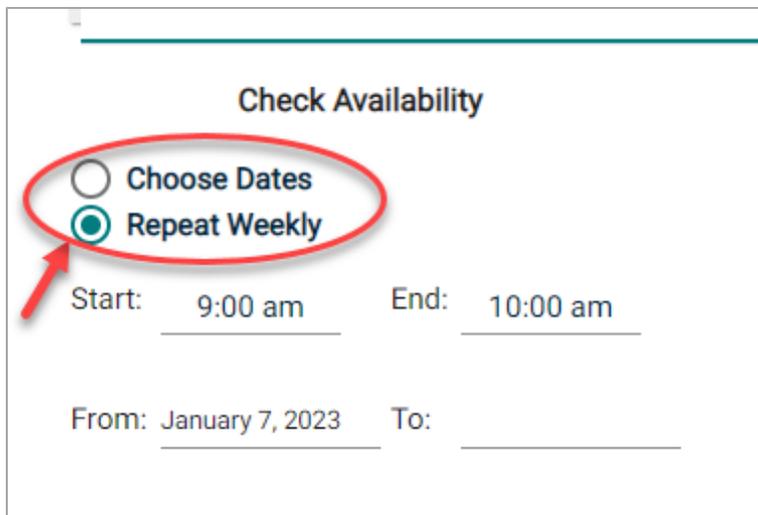




19. You can add multiple events by clicking on a new time and delete events by clicking on the **garbage can** button.



20. To add a repeating event, push the **Repeat Weekly** button. If you have already inputted time for your event, it will display here. You can change the start and end date or time the same way as step 5.





21. Select which days you'd like the event to repeat. Click on them and they will change to be teal color. In the below example we are repeating on Mondays, Wednesdays, and Fridays between January 7th and 28th.

Check Availability

Choose Dates
 Repeat Weekly

Start: End:

From: To:

Repeat on:

SMTuWThFSa



22. To remove or add specific days to your event click on the **teal pencil button**.

Location & Time

Choose by Location ▾

Search & Select Locations *

Locations You've Selected (1):

🔍 Start typing Location Name to search Location Path ▾ 📍 LOCATION SEARCH

 International School Main ... ✕

International School Main Gym ▾

Check Availability

Choose Dates

Repeat Weekly

Start: 9:00 am End: 10:00 am

From: January 7, 2023 To: January 28, 2023

Repeat on:

S M Tu W Th F Sa

 This event repeats:
Weekly on Sa, Mo & We

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 ▾ ?



23. There are two Multi-Day Options, Consecutive Dates and Non-Consecutive dates. This document will cover Non-Consecutive Dates only. To get to the page **click on the Non-Consecutive Dates** button.

Multiple-Day Options

Consecutive Dates Non-Consecutive Dates

Repeat every Week Repeat on

Ends After occurrences

On

Never

Events in this Series

Allow unskipped conflicts.

Jan. 7th, 2023	9:00 am	to	Jan. 7th, 2023	10:00 am	in	International School Main Gym
Jan. 9th, 2023	9:00 am	to	Jan. 9th, 2023	10:00 am	in	International School Main Gym
Jan. 11th, 2023	9:00 am	to	Jan. 11th, 2023	10:00 am	in	International School Main Gym
Jan. 14th, 2023	9:00 am	to	Jan. 14th, 2023	10:00 am	in	International School Main Gym
Jan. 16th, 2023	9:00 am	to	Jan. 16th, 2023	10:00 am	in	International School Main Gym
Jan. 18th, 2023	9:00 am	to	Jan. 18th, 2023	10:00 am	in	International School Main Gym
Jan. 21st, 2023	9:00 am	to	Jan. 21st, 2023	10:00 am	in	International School Main Gym
Jan. 23rd, 2023	9:00 am	to	Jan. 23rd, 2023	10:00 am	in	International School Main Gym
Jan. 25th, 2023	9:00 am	to	Jan. 25th, 2023	10:00 am	in	International School Main Gym
Jan. 28th, 2023	9:00 am	to	Jan. 28th, 2023	10:00 am	in	International School Main Gym

24. The nonconsecutive-dates page is laid out in two sections, a calendar, and a list of dates.

Multiple-Day Options

Consecutive Dates Non-Consecutive Dates

Choose Start Dates

January, 2023

S	M	T	W	T	F	S
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				

Note: To change event end dates use the table below.

Events in this Series

Allow unskipped conflicts.

Date	Start Time	End Time	Location
Jan. 7th, 2023	9:00 am	10:00 am	International School Main Gym
Jan. 9th, 2023	9:00 am	10:00 am	International School Main Gym
Jan. 11th, 2023	9:00 am	10:00 am	International School Main Gym
Jan. 14th, 2023	9:00 am	10:00 am	International School Main Gym
Jan. 16th, 2023	9:00 am	10:00 am	International School Main Gym
Jan. 18th, 2023	9:00 am	10:00 am	International School Main Gym
Jan. 21st, 2023	9:00 am	10:00 am	International School Main Gym
Jan. 23rd, 2023	9:00 am	10:00 am	International School Main Gym

Buttons: [DELETE] [SAVE] [CANCEL]

25. On the calendar you can select individual dates to add or remove them to your schedule. In the below example January 13th has been added and January 14th has been removed. You can navigate months by selecting the **arrows**.

Choose Start Dates

January, 2023

S	M	T	W	T	F	S
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				



26. On the list you can modify individual times by **selecting the time** and changing it as in step 5. You can also change each date's event name by **selecting the far-left cell**. In the below example January 13th times have changed to 9:30am-12:30pm the January 18th event has been relabeled as **Training**. All dates that you changed will be listed as **modified**.

Events in this Series ?

Allow unskipped conflicts.

	Jan. 7th, 2023	9:00 am	to	Jan. 7th, 2023	10:00 am	in	International School Main Gym
	Jan. 9th, 2023	9:00 am	to	Jan. 9th, 2023	10:00 am	in	International School Main Gym
	Jan. 11th, 2023	9:00 am	to	Jan. 11th, 2023	10:00 am	in	International School Main Gym
Modified	Jan. 13th, 2023	9:30 am	to	Jan. 13th, 2023	12:30 pm	in	International School Main Gym
	Jan. 16th, 2023	9:00 am	to	Jan. 16th, 2023	10:00 am	in	International School Main Gym
Modified Training	Jan. 18th, 2023	9:00 am	to	Jan. 18th, 2023	10:00 am	in	International School Main Gym
	Jan. 21st, 2023	9:00 am	to	Jan. 21st, 2023	10:00 am	in	International School Main Gym
	Jan. 23rd, 2023	9:00 am	to	Jan. 23rd, 2023	10:00 am	in	International School Main Gym
	Jan. 25th, 2023	9:00 am	to	Jan. 25th, 2023	10:00 am	in	International School Main Gym
	Jan. 28th, 2023	9:00 am	to	Jan. 28th, 2023	10:00 am	in	International School Main Gym

27. Click **Save**

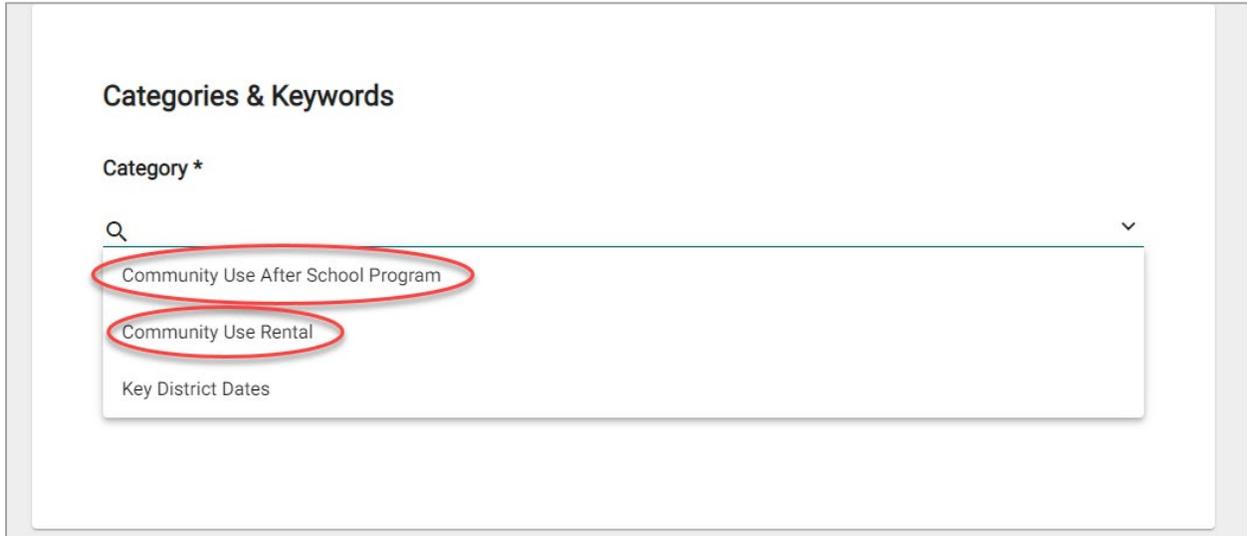
Allow unskipped conflicts.

	Jan. 7th, 2023	9:00 am	to	Jan. 7th, 2023	10:00 am	in	International School Main Gym
	Jan. 9th, 2023	9:00 am	to	Jan. 9th, 2023	10:00 am	in	International School Main Gym
	Jan. 11th, 2023	9:00 am	to	Jan. 11th, 2023	10:00 am	in	International School Main Gym
Modified	Jan. 13th, 2023	9:30 am	to	Jan. 13th, 2023	12:30 pm	in	International School Main Gym
	Jan. 16th, 2023	9:00 am	to	Jan. 16th, 2023	10:00 am	in	International School Main Gym
Modified Training	Jan. 18th, 2023	9:00 am	to	Jan. 18th, 2023	10:00 am	in	International School Main Gym
	Jan. 21st, 2023	9:00 am	to	Jan. 21st, 2023	10:00 am	in	International School Main Gym
	Jan. 23rd, 2023	9:00 am	to	Jan. 23rd, 2023	10:00 am	in	International School Main Gym
	Jan. 25th, 2023	9:00 am	to	Jan. 25th, 2023	10:00 am	in	International School Main Gym
	Jan. 28th, 2023	9:00 am	to	Jan. 28th, 2023	10:00 am	in	International School Main Gym



Categories & Keywords

28. On the category drop down menu **select Community Use After School Program, or Community Use Rental.** You may leave the keyword section blank.



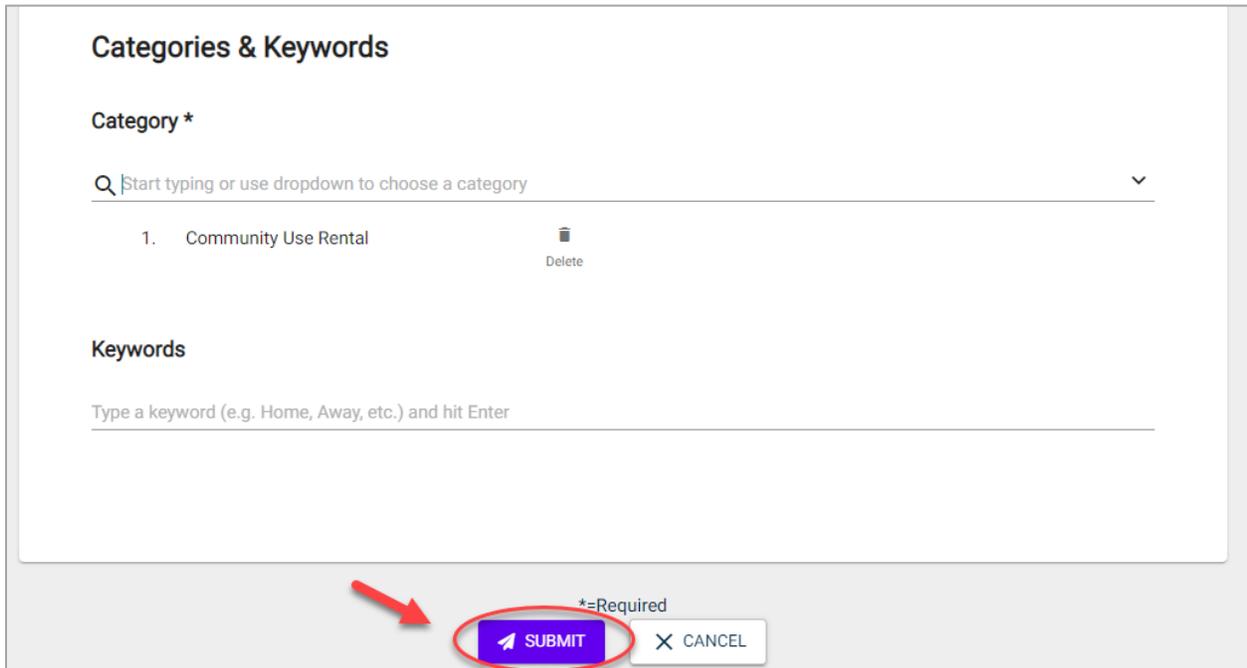
Categories & Keywords

Category *

Q

- Community Use After School Program
- Community Use Rental
- Key District Dates

29. Click **Submit** twice.



Categories & Keywords

Category *

Q

- 1. Community Use Rental

Keywords

*=Required



30. A confirmation will be displayed, and someone will get back to you about your request. Congratulations! You have successfully submitted an event request!

Your event has been submitted, and someone will get back to you. Have a great day!

✓ OK + CREATE A NEW EVENT