

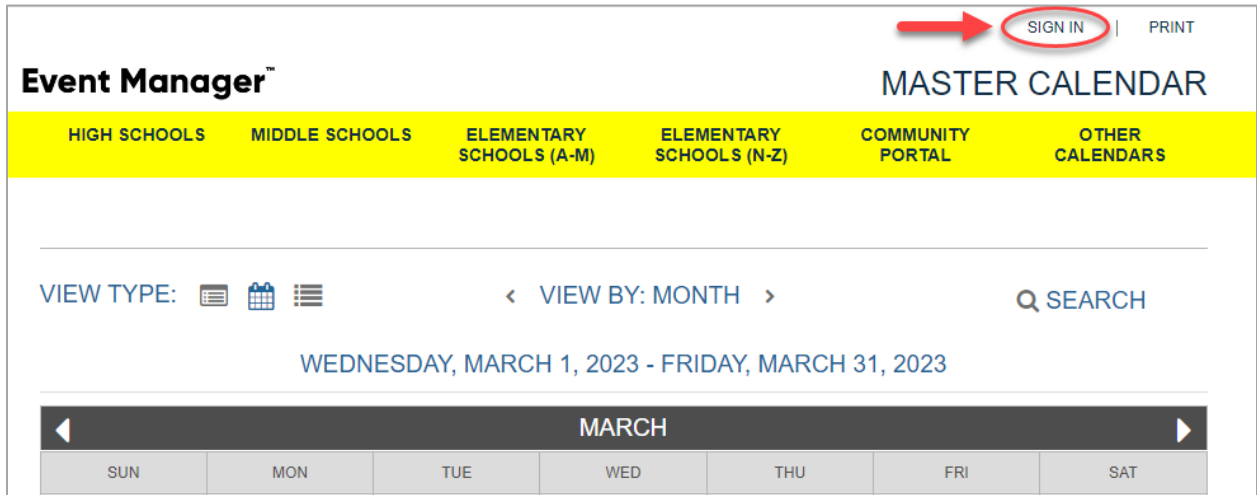


This guide is to help new EVM Users create an account.

1. Navigate to the Public Calendar page through the building use website or by copy/pasting the below link.

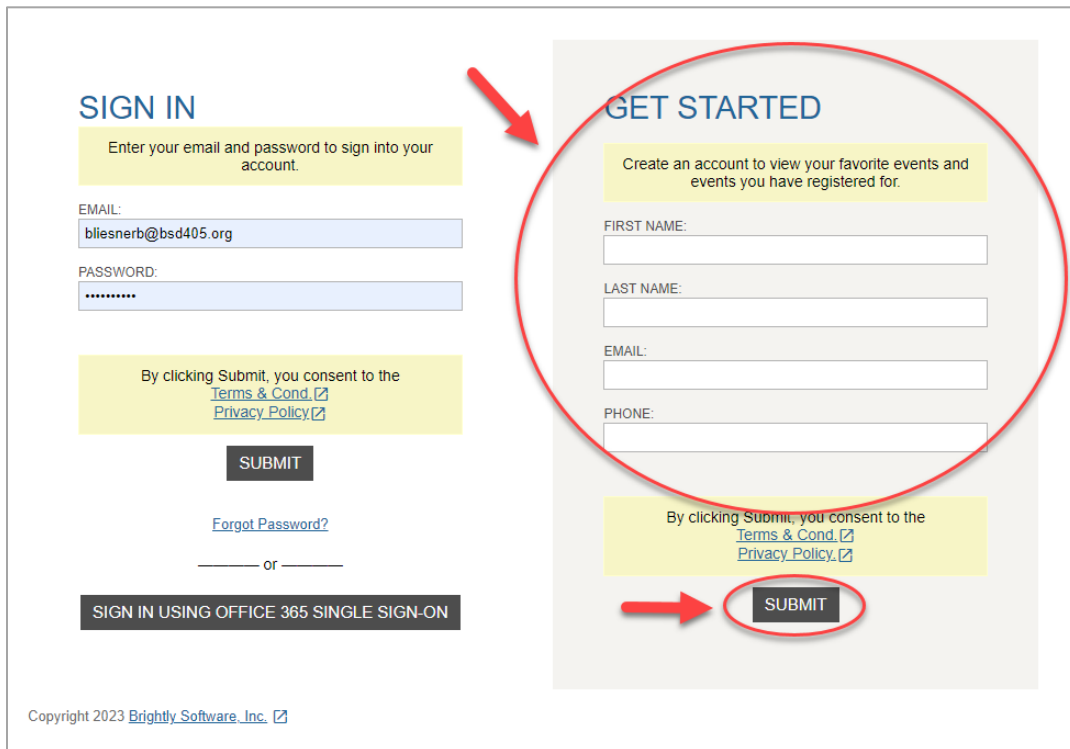
<https://events.dudesolutions.com/bsd405/site/communitysite/>

2. Click on the **SIGN IN** link.



The screenshot shows the 'Event Manager' interface. At the top right, there is a 'SIGN IN' link circled in red with a red arrow pointing to it. Below the header, there are navigation tabs for 'HIGH SCHOOLS', 'MIDDLE SCHOOLS', 'ELEMENTARY SCHOOLS (A-M)', 'ELEMENTARY SCHOOLS (N-Z)', 'COMMUNITY PORTAL', and 'OTHER CALENDARS'. The main content area shows 'VIEW TYPE' with icons for list, calendar, and menu, 'VIEW BY: MONTH' with a left and right arrow, and a 'SEARCH' button. The date range is 'WEDNESDAY, MARCH 1, 2023 - FRIDAY, MARCH 31, 2023'. Below this is a calendar grid for 'MARCH' with days from SUN to SAT.

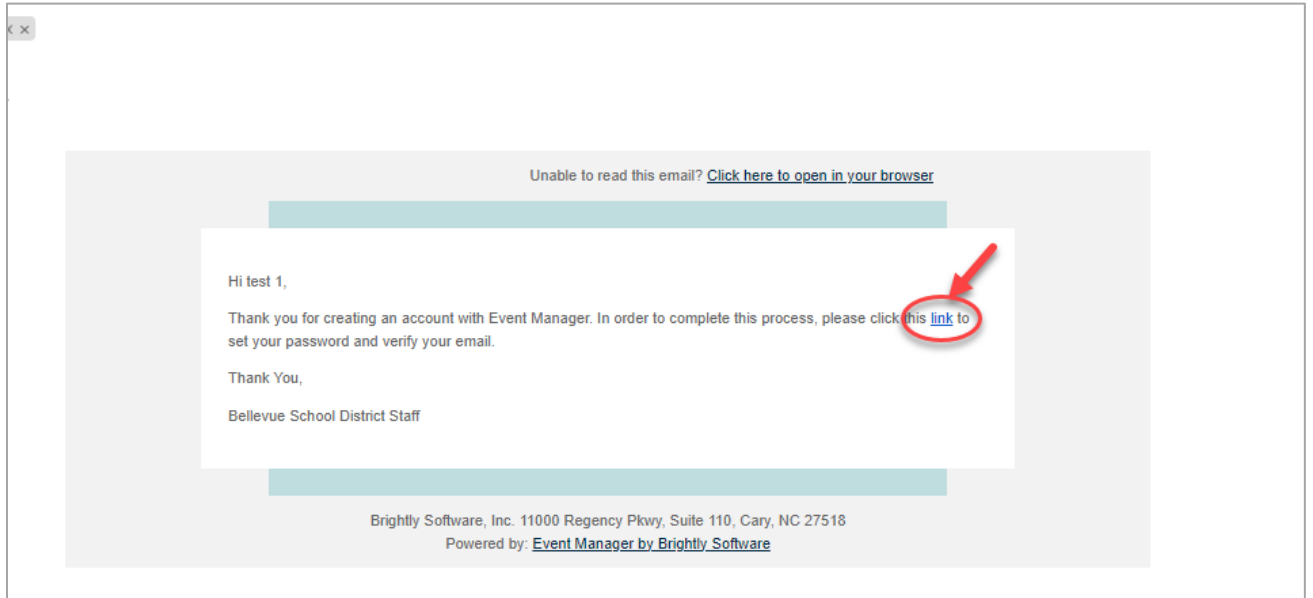
3. Under the **GET STARTED**, fill out your information and click **SUBMIT**. If you already have an account then your email and password will auto populate under **SIGN IN**.



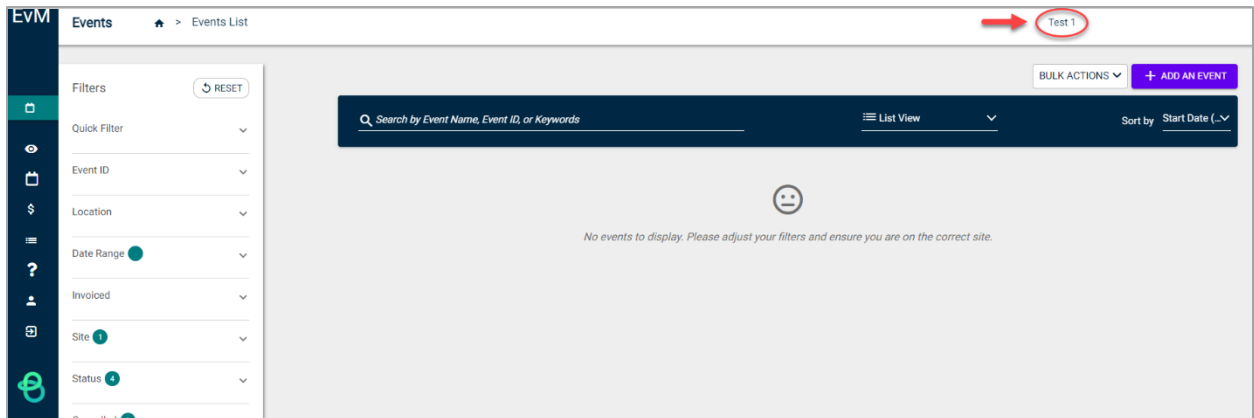
The screenshot shows two forms side-by-side. On the left is the 'SIGN IN' form with fields for 'EMAIL:' (containing 'blesnerb@bsd405.org') and 'PASSWORD:' (containing '*****'). Below these is a 'SUBMIT' button and a 'Forgot Password?' link. On the right is the 'GET STARTED' form, which is circled in red. It has fields for 'FIRST NAME:', 'LAST NAME:', 'EMAIL:', and 'PHONE:'. Below these is another 'SUBMIT' button, which is also circled in red with a red arrow pointing to it. Both forms include a consent statement: 'By clicking Submit, you consent to the Terms & Cond. [link] Privacy Policy [link]'. At the bottom left, there is a 'SIGN IN USING OFFICE 365 SINGLE SIGN-ON' button. The footer contains 'Copyright 2023 Brightly Software, Inc. [link]'.



- You will receive an email with a link to verify your email. Click on the **link** to confirm your account.

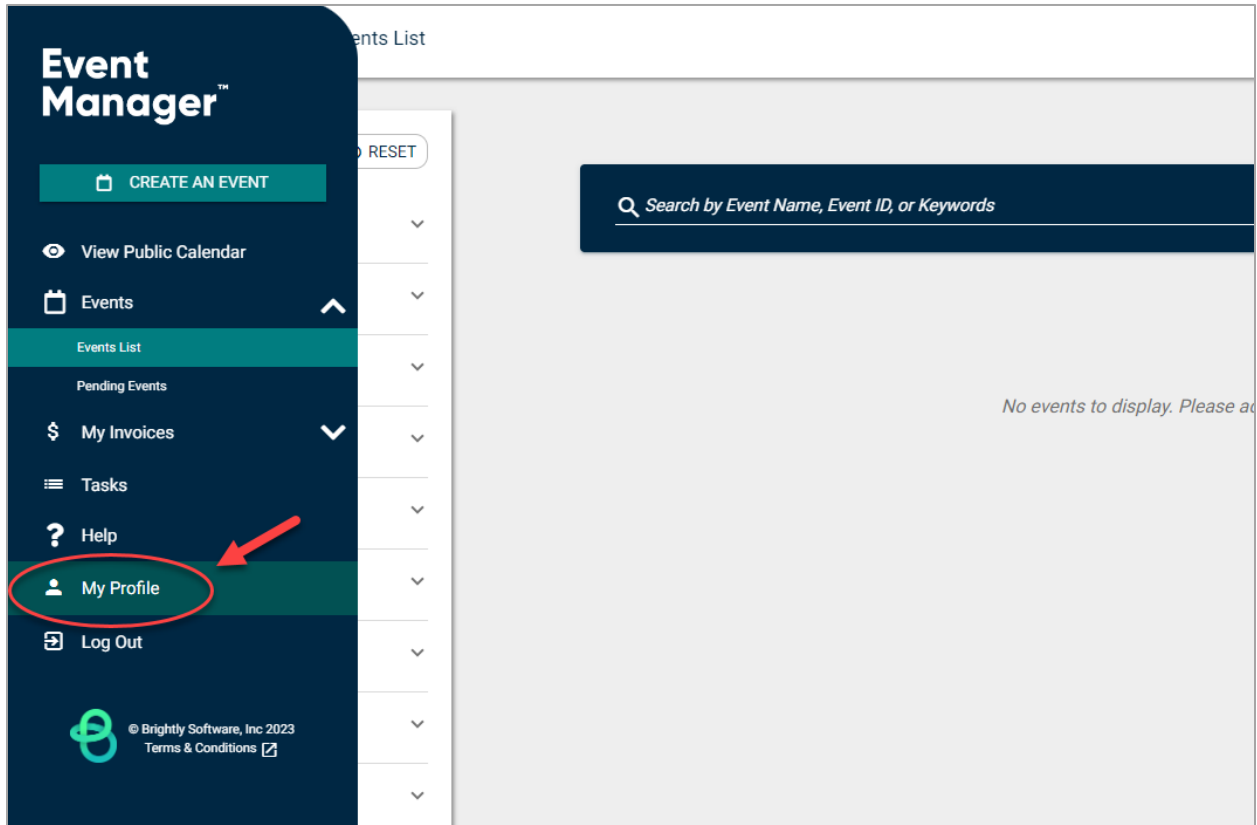


- You will be asked to create a password. Create one to continue. If you are BSD employee your password will be your network password and it may skip this step.
- You will now be logged in and your name will be displayed at the top of the screen.

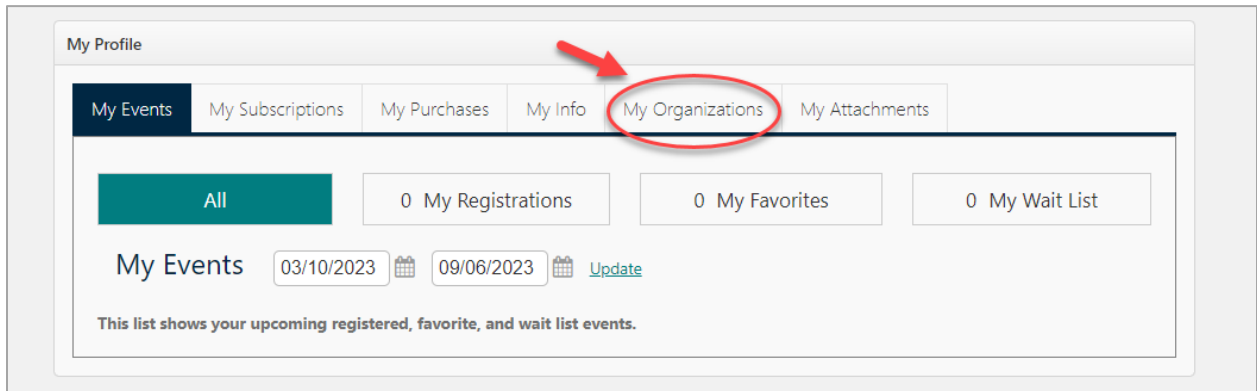




- Expand the left EVM Menu by hovering over it , then select **My Profile**

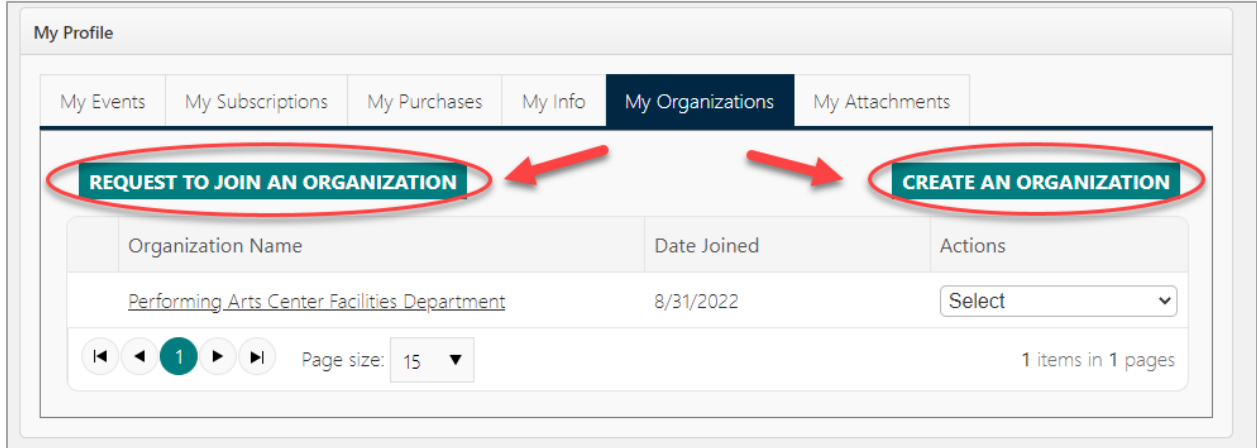


- Select **My Organization**





9. Here all organizations you belong to will be listed. You can request to join a preexisting organization or create an organization. Organizations should be either your corporation's name under the Washington corporations database, or listed as your school and department (example BHS Drama). Select **Create an organization**.



My Profile

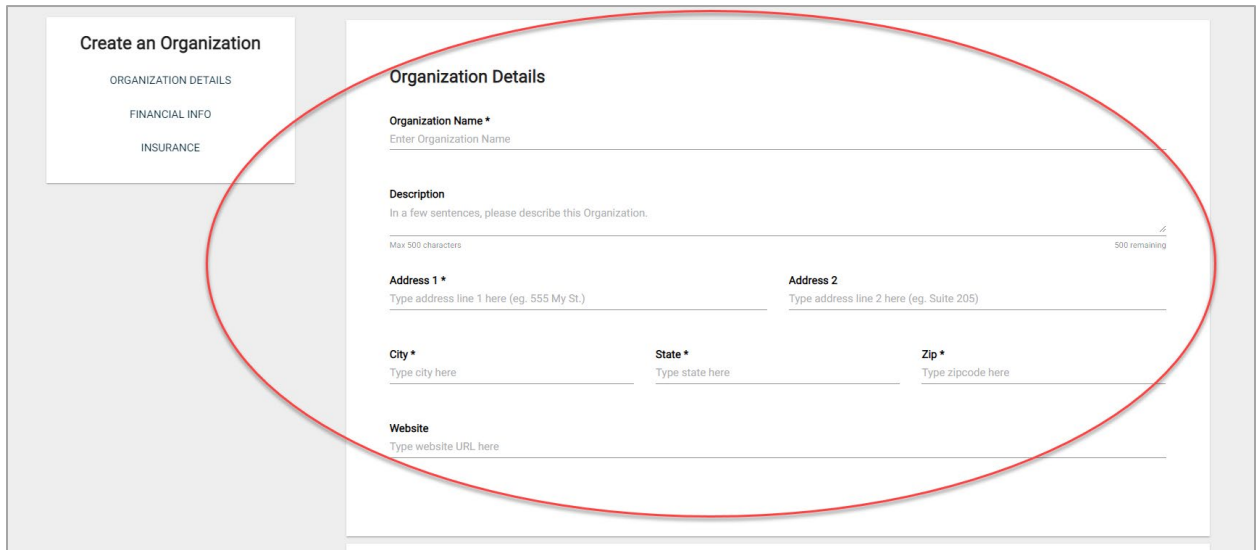
My Events My Subscriptions My Purchases My Info **My Organizations** My Attachments

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

Organization Name	Date Joined	Actions
Performing Arts Center Facilities Department	8/31/2022	Select

Page size: 15 1 items in 1 pages

10. Under **Organization Details** fill out all of the required information.



Create an Organization

ORGANIZATION DETAILS
FINANCIAL INFO
INSURANCE

Organization Details

Organization Name *
Enter Organization Name

Description
In a few sentences, please describe this Organization.
Max 500 characters 500 remaining

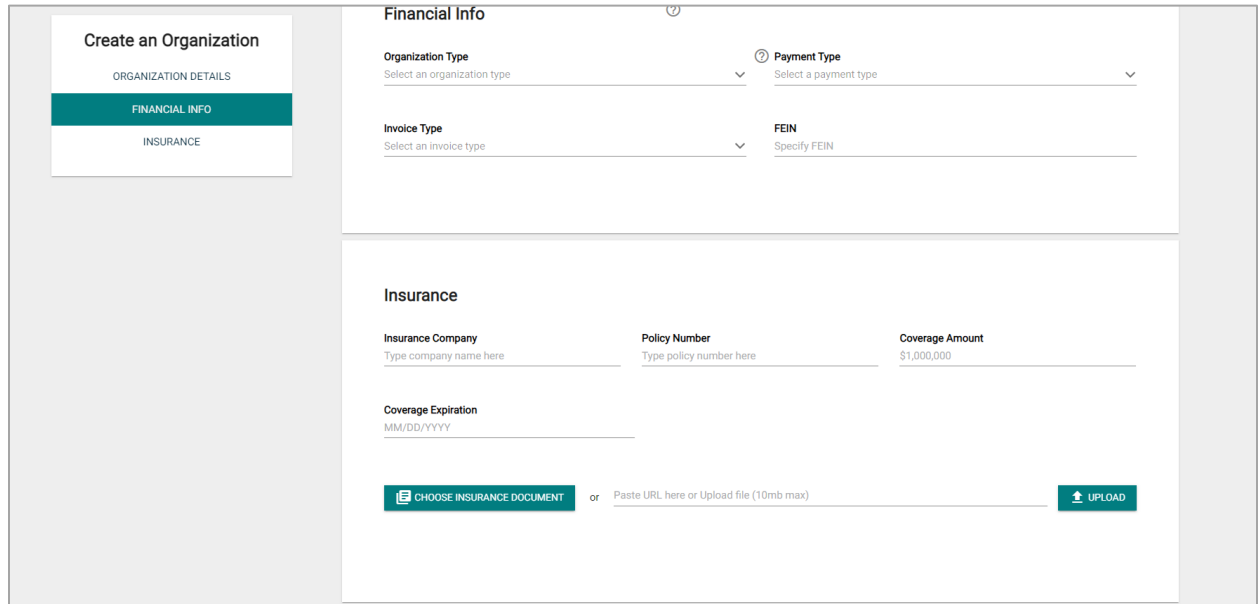
Address 1 * **Address 2**
Type address line 1 here (eg. 555 My St.) Type address line 2 here (eg. Suite 205)

City * **State *** **Zip ***
Type city here Type state here Type zipcode here

Website
Type website URL here



11. Leave the Financial and Insurance information blank, the Facility use office will create invoices and request insurance outside of EVM.



Create an Organization

ORGANIZATION DETAILS

FINANCIAL INFO

INSURANCE

Financial Info

Organization Type
Select an organization type

Payment Type
Select a payment type

Invoice Type
Select an invoice type

FEIN
Specify FEIN

Insurance

Insurance Company
Type company name here

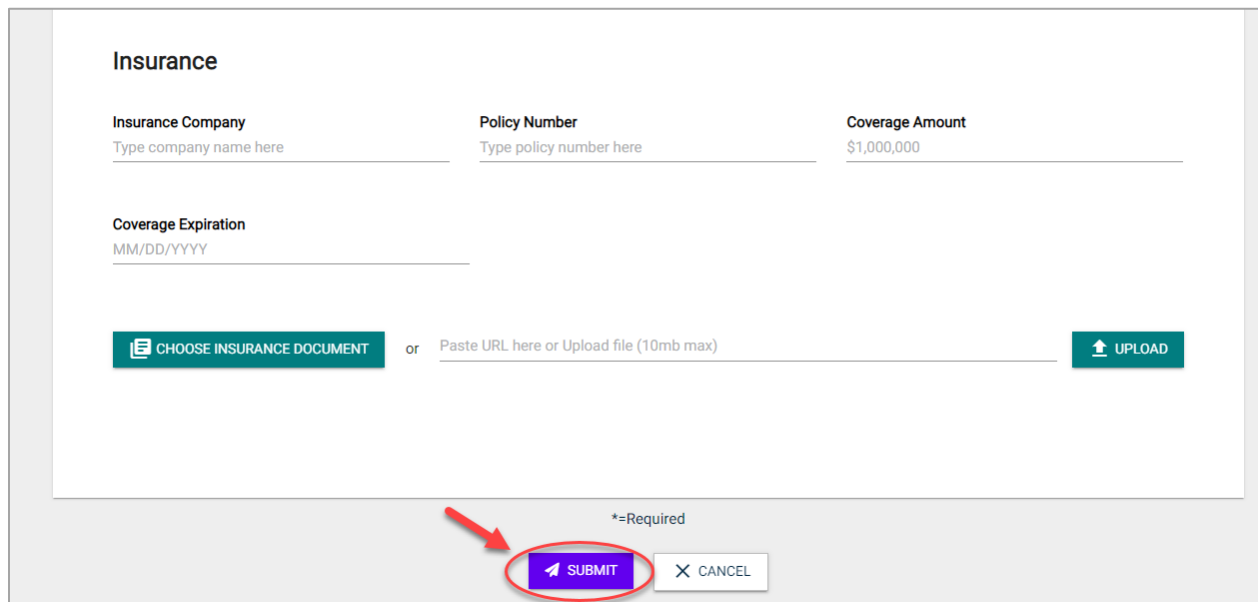
Policy Number
Type policy number here

Coverage Amount
\$1,000,000

Coverage Expiration
MM/DD/YYYY

CHOOSE INSURANCE DOCUMENT or Paste URL here or Upload file (10mb max) **UPLOAD**

12. Click **Submit**



Insurance

Insurance Company
Type company name here

Policy Number
Type policy number here

Coverage Amount
\$1,000,000

Coverage Expiration
MM/DD/YYYY

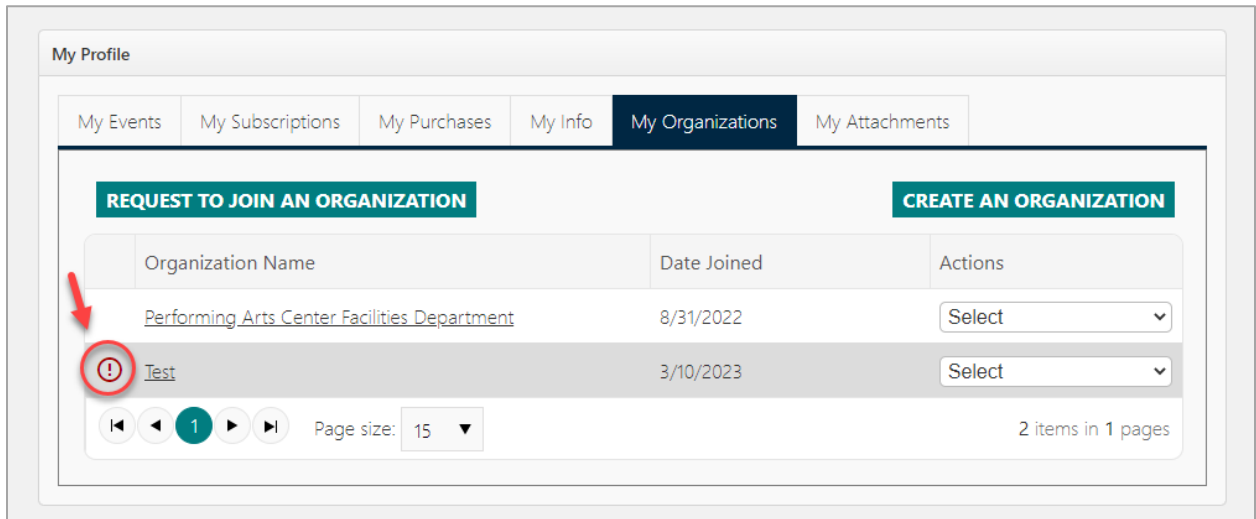
CHOOSE INSURANCE DOCUMENT or Paste URL here or Upload file (10mb max) **UPLOAD**

*=Required

SUBMIT CANCEL



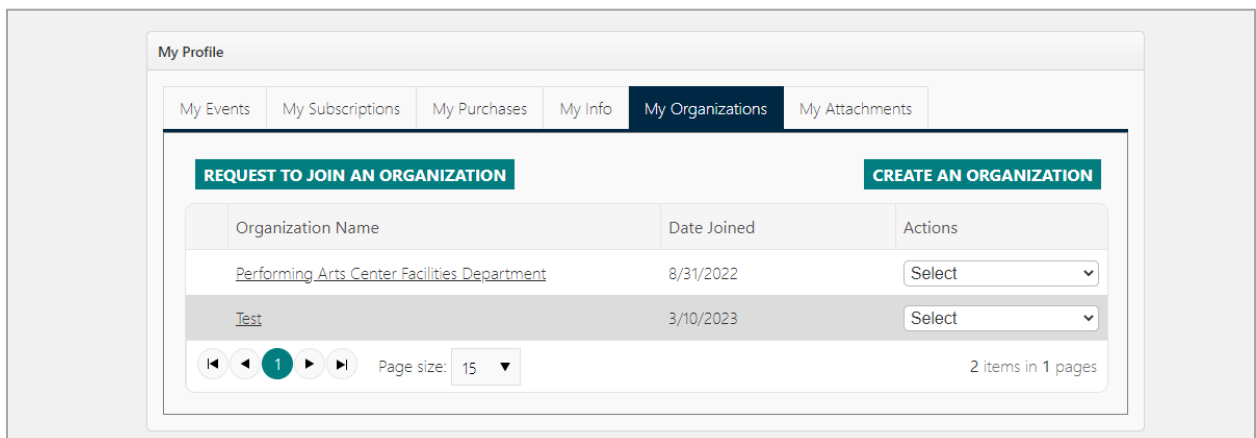
13. Your organization will now be listed as pending which is outlined by the red explanation point next to your organization name. The Community Use Department will review your organization request.



The screenshot shows the 'My Organizations' tab in a user profile. It features two buttons: 'REQUEST TO JOIN AN ORGANIZATION' and 'CREATE AN ORGANIZATION'. Below these is a table with columns for 'Organization Name', 'Date Joined', and 'Actions'. The table contains two entries: 'Performing Arts Center Facilities Department' (joined 8/31/2022) and 'Test' (joined 3/10/2023). A red circle with an exclamation mark is placed over the 'Test' organization name, indicating a pending status. The page also includes pagination controls and a 'Page size: 15' dropdown.

Organization Name	Date Joined	Actions
Performing Arts Center Facilities Department	8/31/2022	Select
Test	3/10/2023	Select

14. Once your organization is approved by the Community Use Office it will appear without the red explanation point. Congratulations! Your account is setup and you're now ready to submit Event Requests!



This screenshot is identical to the previous one, but the red warning icon is absent. The 'Test' organization is now listed without any status indicators, signifying it has been approved.

Organization Name	Date Joined	Actions
Performing Arts Center Facilities Department	8/31/2022	Select
Test	3/10/2023	Select