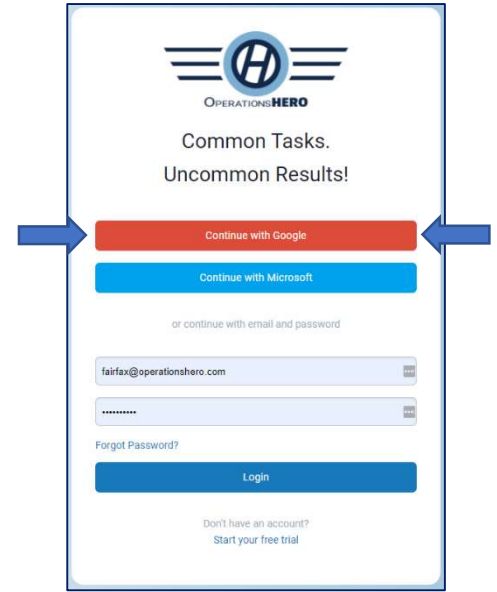




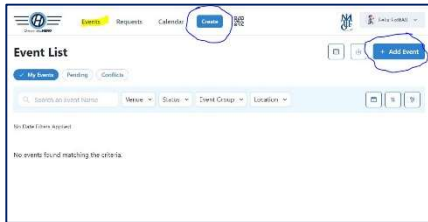
1. You may submit an Event Request from a Phone, Tablet, Mac, Computer or Chromebook!
2. Visit the following site from your web browser and mark it as a bookmark:

<https://auth.operationshero.com/login>

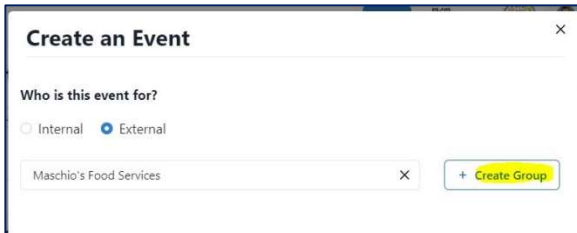
3. Use the Red button to 'Continue with Google'. Make sure you use your **Organization's** email account. If you are an external user, you will have to be invited. Then you can create a login/password to submit requests.



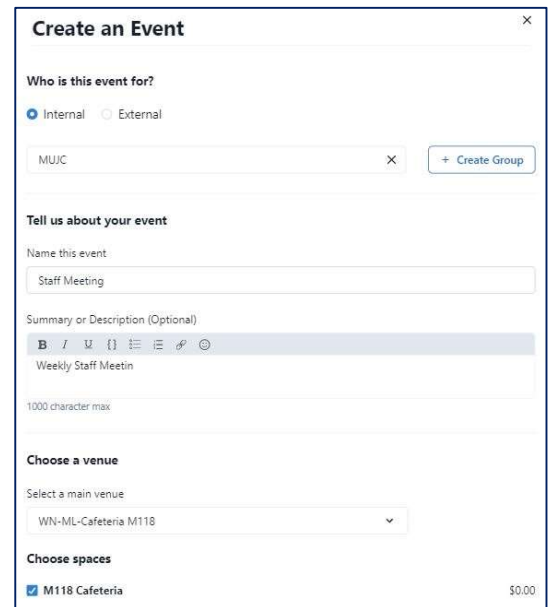
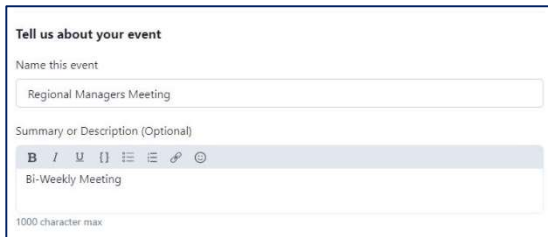
4. Click 'Create' button and click 'Event' or 'Add Event'



5. Select **Internal** or **External** for Event Type and then Select the Group. If the Group does not exist, then click the 'Create Group'



6. Enter the 'Name for the event' and optional 'Summary or Description'



7. Choose a **Venue** and **Spaces** needed





11. Select if the event should **'Show in public Calendar'** and if **'This event will repeat'**.
12. If it repeats, then select **'Begin schedule on'** and **'End schedule on'** dates
13. If the event repeats each week or day select **'Weekly'** for **'Repeats every'** and select the **'On days'** the event will repeat each week.
14. In the blue **'# event date(s) added'** area will allow you to view how many occurrences will be generated to allow you to confirm the pattern.

**When**

Show in the public calendar?

This event will repeat?

Begin schedule on:

End schedule on:

Events starts at:

Events ends at:

**Recurrence**

Repeat every:

For the months of:

On days:

**65 event date(s) added.**  
Aug. 03, 2022, Aug. 05, 2022, Aug. 08, 2022 and 62 more

**When**

Show in the public calendar?

This event will repeat?

Begin schedule on:

End schedule on:

Events starts at:

Events ends at:

**Recurrence**

Repeat every:

For the months of:

On days:

**4 event date(s) added.**  
Dec. 07, 2022, Dec. 14, 2022, Dec. 21, 2022 and 1 more

**How many people will attend?**

**Will you need any services?**

Food Service \$0.00

Event Setup/Breakdown \$0.00

Cancel

8. List **'How many people will attend?'**
9. Select any **Services**, if needed
10. Click **'Submit'** to send you event for approval, if needed.

**How many people will attend?**

**Will you need any services?**

Food Service \$0.00

Event Setup/Breakdown \$0.00

Cancel