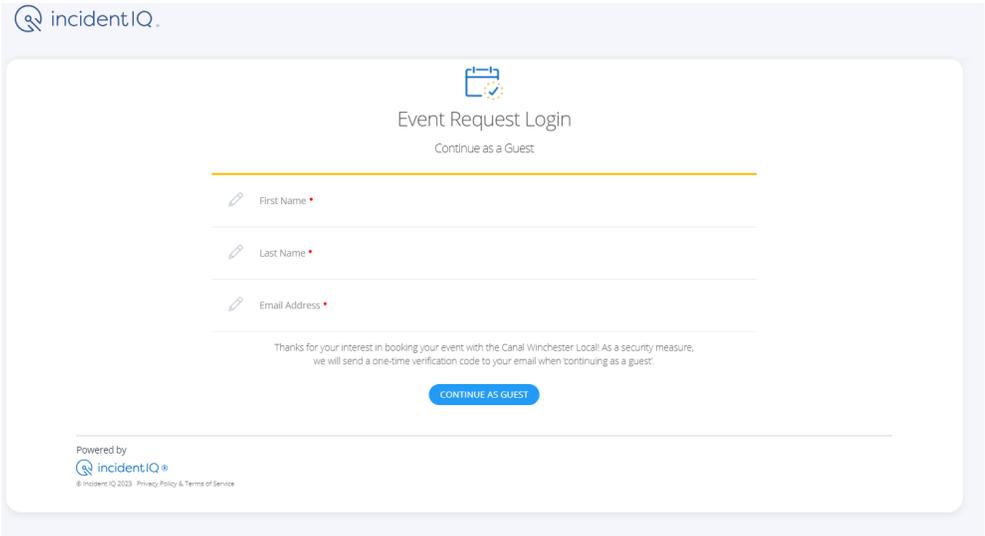
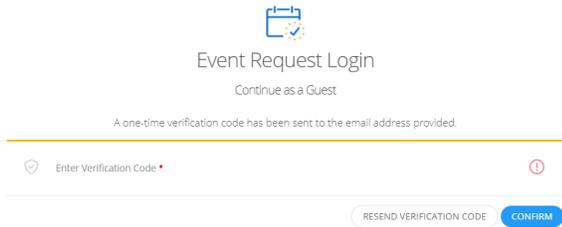




Canal Winchester Local Schools Standard Operating Procedure (SOP)

Task	Scheduling Events in IncidentIQ for the Public		
Sub-Task			
Revision Date	9/12/2023	Reference #	
Description	This is a quick guide on how to schedule Events in IncidentIQ for the public. Note: IncidentIQ is working on recurring events, but as of right now, it is not possible. You will need to add one at a time.		
Responsibility	Public Event Requestor		
Frequency	As Needed	Timing	
Process (Steps towards Completion)	<ol style="list-style-type: none">1. Go to https://cwschools.incidentiq.com/guest/WUDNZNC2/canal-winchester-schools-event-reservation#top to schedule an event.2. Please fill out the Event Request Login page and click Continue as Guest. 3. Enter the Verification Code that was sent to your email and click confirm. 		

4. Please enter all of your event details and click Continue.

Heather Williams New request → Unmapped Location Canal Winchester Local

Ticket progress
Current Step: Select ticket type

Enter your Event Details

Please fill in basic details about your event.

Event Title *
Test

Event Type *
Other Clear

Estimated Number of Attendees ⊖
50

Setup Time (in minutes) ⊖
30

Breakdown Time (in minutes) ⊖
30

Optional: Choose the Date & Time

If you prefer to find a room first leave these fields blank.

Start Date / Time
2023-09-16 12:00 PM

End Date / Time
2023-09-16 01:00 PM

⊖ CLEAR DATES & TIMES

Your event will be from September 16, 2023 11:30am - 1:30pm, which includes 30 minutes for setup and 30 minutes for breakdown with capacity for 50 attendees.

< GO BACK CONTINUE >

5. On the next screen, you will be able to select the event location. You will be able to filter by building, room type, and other filters. You will be able to search by room name or number. You are able to select multi locations and rooms.

Heather Williams New request → Unmapped Location Canal Winchester Local → Event Reservation Request Event Registration Request

Ticket progress
Current Step: Select ticket type

Select a room for your event

Showing rooms available for September 16, 2023 11:30am - 1:30pm, which includes 30 minutes for setup and 30 minutes for breakdown.

Type in a room name or number... Canal Winchester Education Center Room Type More

Auxiliary Gym
Canal Winchester Education Center
Gym
3,000 sq ft 275 ppl 250 seats
Gymnasium

Performing Arts
Canal Winchester Education Center
Auditorium
2,200 sq ft 450 ppl 400 seats
Oley Speaks

PLC
Canal Winchester Education Center
Space
1,200 sq ft 60 ppl 45 seats

Previous **1** Next

Viewing 1 - 3 of 3 Records

Currently Selected **2** ITES > 116 (Ca... Cafeteria EC > Perform... Auditorium CLEAR ALL

< GO BACK CONTINUE >

6. Select your room(s) and click Continue.

7. For the Select a Date/Time for your Room(s) (Your event's time block will be in blue, and other events will be in grey):
- If you already put in the date and time on the first screen, you will see it on the calendar. Confirm it is correct.
 - If you did not fill it on, find your date and click on the timeframe you want. By default, it is only an hour, but you may make the box bigger or smaller by putting your mouse on the bottom or top of the timeframe box.
 - When you are done, click Continue.

Heather Williams → Unmapped Location → Event Reservation Request
 New request → Canal Winchester Local → Event Registration Request

Ticket progress:
 Current Step: Select ticket type

Select a Date/Time for Your Room(s)

Today < Sep 10 – 16, 2023 > MONTH WEEK DAY

SU	MO	TU	WE	TH	FR	SA
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Showing availability for rooms
 The current availability shown is for the rooms you have selected which are listed below.

- ITES > 116 (... Cafeteria)
- EC > Perfor... Auditor...

6am Past events are... Past events are... Past events are... Lead time per r... 9/12 3:38 PM - 9/1... Lead time per r... 9/12 3:38 PM - 9/1... Lead time per r... 9/12 3:38 PM - 9/1...

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm Lead time per r... 9/12 3:38 PM - 9/1...

5pm

30m setup
Test
 11:55 AM - 12:55 ...
 1h
 30m breakdown

- Confirm all details on the Events Details Summary page (Click go back to make any changes). Enter anything details for setup in the room and other requests (such as Technology Requests or Maintenance Requests). Add any attachments, if needed. If a copy of liability Insurance is required, click the toggle and upload the file. Click Submit.

Heather Williams → Unmapped Location → Event Reservation Request
 New request → Canal Winchester Local → Event Registration Request

Ticket progress:
 Current Step: Select ticket type

Event Details Summary

Event Title: **Test**

Event Type: Other Estimated Number of Attendees: 50

Selected rooms for this event. To select different rooms, go back to the previous screen:
 ITES > 116 (Cafeteria) EC > Performing Arts

Start Date / Time: 2023-09-16 11:55 AM End Date / Time: 2023-09-16 12:55 PM

Setup Time (in minutes): 30 Breakdown Time (in minutes): 30

Description: cc

Attachments
 Drag and drop files here, or browse
 No files have been attached

Additional Details
 Liability Insurance Information: Please attach a copy of your liability insurance policy above.

< GO BACK SUBMIT

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- The ticket will follow the approval process below:

Building	1st Approver	2nd Approver
HS	Steve Cvetanovich	Pam Davis
MS	Brent Palsgrove	Pam Davis
WT	Max Lallathin	Pam Davis
IT	Lea Cobb	Pam Davis
OC	Jodi Good	Pam Davis
EC	Pam Davis	N/A

10. You will receive email notifications throughout the process.