

Creating New Account

When selecting the **Register a new account** button, the requester will need to fill out the required fields.

The screenshot shows the login and registration interface for Spark County Public Schools. At the top, the text "Spark County Public Schools" is displayed. Below this, the instruction "Please sign in" is shown. There are three main options for user interaction: "Log in with Google" (with a green 'G' icon), "Register a new account" (with a purple person icon and a plus sign), and "Reset your password" (with a blue person icon and a lock icon). The "Register a new account" button is highlighted with a yellow border. In the center, there are two input fields: "Username" (with a paper plane icon) and "Password" (with a lock icon). A blue "LOGIN" button is positioned to the right of these fields. Red dots next to the "Username" and "Password" labels indicate required fields.

Spark County Public Schools

Please sign in

 Log in with Google

 Username •

 Password •

 LOGIN

 Register a new account

 Reset your password

Spark County Public Schools

Please register with us

	First Name •
	Last Name •
	Email Address •
	Create Password •
	Confirm Password •

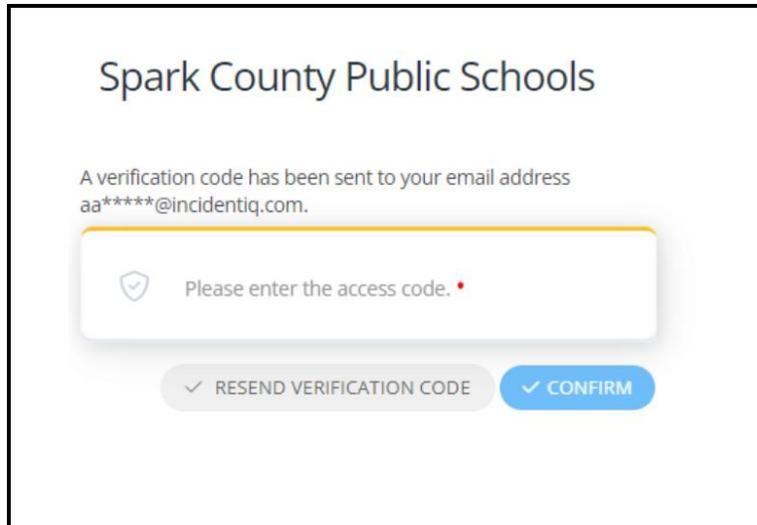
Thank you for your interest in booking your event with Spark County Public Schools! As a security measure, we will send a one-time verification code to your email. You will be prompted to enter this code after clicking 'continue'.

> CONTINUE

Already have an account? [Log In](#)

After selecting the **Continue** button, the following window will inform the user that a verification code was sent to their email address and ask to enter that code in the field.

Resend Verification Code button in case the user experiences an issue with the first verification code email.



Clicking Confirm will lead to the next page, where the requestor will have an opportunity to search for an existing organization, register a new organization, or skip this step.

Organization Step

On the organization step, there are multiple different workflow options:

Skip this Step

1. If the event is not associated with an organization, the requestor can select the **Skip this Step** link.

Spark County Public Schools

If you are looking to be associated with an organization, search the list below to see if the organization already exists before clicking to add a new organization. If you see the organization, reach out to the primary contact to have your email associated.

Search and select organizations

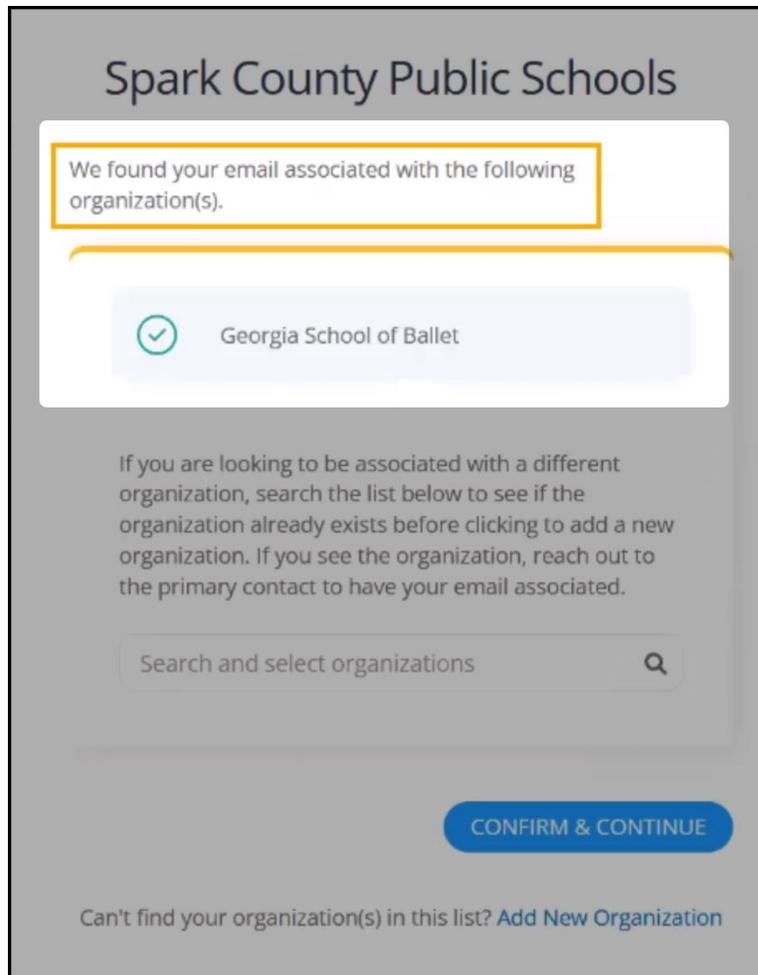


Can't find your organization(s) in this list? [Add New Organization](#)

Not associated with an organization? [Skip this step](#)

2. The user is associated with the organization for the event

- If the requestors are associated with an organization(s) within Incident IQ, they will see that organization in green at the top.



2. **The user is not associated with the organization for the event**

- If requestors are requesting an event for an organization and they are not associated with an organization within incident IQ. First, they need to search for that organization. If they find the organization they will need to reach out to the primary contact for that organization to get their account associated to the organization.

3. **Add New Organization**

- After searching for the organization, it is not found. Select the **Add New Organization** link.

4. **Skip this Step**

- The event is not associated with an organization.

User is associated with the organization for the event

If the user is already associated with an organization within Incident IQ the organization name(s) will be shown at the top. Next, the user can either register a new organization or

proceed with the existing organization. To proceed with the existing organization, click the **Confirm & Continue** button. The user will be taken to the Event Request ticket steps.

The screenshot displays a user interface for Spark County Public Schools. At the top, the title "Spark County Public Schools" is centered. Below the title, a white box with a yellow border contains the text: "We found your email associated with the following organization(s)." Below this box, a light blue card features a green checkmark icon and the text "Georgia School of Ballet". Underneath the card, a paragraph of text reads: "If you are looking to be associated with a different organization, search the list below to see if the organization already exists before clicking to add a new organization. If you see the organization, reach out to the primary contact to have your email associated." Below the text is a search input field with the placeholder "Search and select organizations" and a magnifying glass icon. At the bottom right, there is a blue button labeled "CONFIRM & CONTINUE". At the bottom left, there is a link that says "Can't find your organization(s) in this list? [Add New Organization](#)".

User is not associated with the organization for the event

If the requestor is requesting an event for an organization and they are **not** associated with the organization, first, they will need to search for the organization. If the organization is in the system, the requestor will need to reach out to the primary contact of the organization to get your email address associated with the organization. If the organization is not in the system, they can select the **Add New Organization** link.

Spark County Public Schools

If you are looking to be associated with an organization, search the list below to see if the organization already exists before clicking to add a new organization. If you see the organization, reach out to the primary contact to have your email associated.



Can't find your organization(s) in this list? [Add New Organization](#)

Not associated with an organization? [Skip this step](#)

Add New Organization

After searching for the organization and being unable to find the organization, user can select the **Add New Organization** link.

Spark County Public Schools

If you are looking to be associated with an organization, search the list below to see if the organization already exists before clicking to add a new organization. If you see the organization, reach out to the primary contact to have your email associated.

Search and select organizations



Can't find your organization(s) in this list? [Add New Organization](#)

Not associated with an organization? [Skip this step](#)

Next, the requestor will need to enter the basic organization information.

Please note, an additional field (Organization Type field) may appear for external requestors to select. This field's appearance is dependent on if Organization Types have been added by an Admin.

Spark County Public Schools

Please fill out your organization's information.

	New Organization Name *
	Telephone *
	Address *
	Address 2
	City *
	State * 
	Zip *
	Primary Contact Name * External Requestor
	Primary Contact Email * ext@iiq.com

< GO BACK

NEXT >

After completing the basic information setup, additional fields may be needed. This is based on the workflow your district has configured.

Complete all the required fields and click next.

Spark County Public Schools

Please fill out your organization's information.



Tax Status



Your Title *



Background Check Information: DATE OF BIRTH *

mm/dd/yyyy



Facility Usage and Rentals

Facility Usage and Rentals

Duncanville ISD provides a limited public forum for non-school use of facilities.

Read the facility rental guidelines, fees, and policy.

- [GUIDELINES AND FEES](#)
- [POLICY](#)



Please Acknowledge *



Description of Organization *



Price of Admission *



Alternate Phone Number *



Do you pay sales tax?

< GO BACK

NEXT >

After selecting next, Incident IQ creates the New Organization record, associates the user with the Organization, and adds all the additional data fields to the Organization

Event Ticket Request Steps

After the Organization step the external requestor will be on the event reservation detail page.

The user will see the Event Details page and will be prompted to fill out the following fields:

- **Event Title***
- **Event Type***
- **Number of Attendees**
- **Setup/Breakdown times**
- **Organization**
 - This field will only show if the user is associated or created a new organization.
- **Start/End dates**

The screenshot shows the 'Enter your Event Details' form in the Incident IQ interface. The form is titled 'Enter your Event Details' and includes a sub-header 'Please fill in basic details about your event.' The fields are as follows:

- Event Title***: A text input field with a red asterisk indicating it is required.
- Event Type***: A dropdown menu with a red asterisk indicating it is required.
- Estimated Number of Attendees**: A text input field with a help icon.
- Setup Time (in minutes)**: A text input field with a help icon.
- Breakdown Time (in minutes)**: A text input field with a help icon.
- Organization**: A dropdown menu.
- Optional: Choose the Date & Time**: A section with the instruction 'If you prefer to find a room first leave these fields blank.'
 - Start Date / Time**: A date and time picker.
 - End Date / Time**: A date and time picker.

At the bottom of the form, there are two buttons: 'GO BACK' and 'CONTINUE'.

Field Name	Required/Optional	Description
Event Title	Required	Freeform and should be descriptive. It is a primary identifier and should contain words that can be searched. This is the first column in the Events Listing page, and appears on the Calendar view.

Event Type	Required	Select the event type from the drop down menu. Event Type is a way to group and categorize events to allow for easier search and filtering in the system.
Number of Attendees	Optional	The approximate number of people expected to attend this event.
Setup Time (in minutes)	Optional	This is the number of extra minutes it will take to set up the event, <i>i.e. move tables, chairs.</i> Setup time is included in the blocked time frame. The system will trigger an error message if a new event setup time overlaps an existing.
Breakdown Time (in minutes)	Optional	This is the number of extra minutes it will take to break down the event, <i>i.e. clean up, move tables back.</i> Breakdown time is included in the blocked time frame. The system will trigger an error message if a new event breakdown time overlaps an existing.
Organization	Optional	This field will only show if the user is associated or created a new organization.

Start Date / Time	Optional	<p>If the day/time is very important for the user and they prefer to first see all available rooms for a specific day/time/attendees/location, then they can select the day/time.</p> <p>If the day/time is not important for the user and they prefer to first see all available rooms with the specific attendee amount and location, then they can leave the day/time fields blank.</p> <p>When filling out the Start Date/Time three modals are progressively displayed to the user to help with selection: 1.) Date, 2.) Start Hour 3.) Start Minute. The start time must be before the end time.</p> <div data-bbox="690 919 1339 1381" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"><p style="text-align: center;">« May 19, 2023 2:00 PM »</p><table style="width: 100%; text-align: center; border-collapse: collapse;"><tr><td>2:00 PM</td><td>2:05 PM</td><td>2:10 PM</td><td>2:15 PM</td></tr><tr><td>2:20 PM</td><td>2:25 PM</td><td style="background-color: #f0f0f0;">2:30 PM</td><td>2:35 PM</td></tr><tr><td>2:40 PM</td><td>2:45 PM</td><td>2:50 PM</td><td>2:55 PM</td></tr></table></div> <p>The Clear Dates & Times button can be used to clear selected dates and start selecting again.</p>	2:00 PM	2:05 PM	2:10 PM	2:15 PM	2:20 PM	2:25 PM	2:30 PM	2:35 PM	2:40 PM	2:45 PM	2:50 PM	2:55 PM
2:00 PM	2:05 PM	2:10 PM	2:15 PM											
2:20 PM	2:25 PM	2:30 PM	2:35 PM											
2:40 PM	2:45 PM	2:50 PM	2:55 PM											

<p>End Date / Time</p>	<p>Optional</p>	<p>This is the end date and time for the event. The end time must be after the start time and cannot exceed the end of the start day. By default the end date and time will be one hour after the selected start time, but this can be modified by the requestor if needed. The selected start-end time frame will be blocked in the calendar and will not be available to select for another event.</p>
-------------------------------	-----------------	--

The next steps can be branched into two paths:

1. Requesting to reserve an event **with** a date/time defined
2. Requesting to reserve an event **without** a date/time defined

The path to reserve an event **with** a date/time defined, only the rooms that meet the previously entered criteria for day, time, and setup/breakdown, are shown on the **Select a Room** page. The available rooms will also show from all the locations by default, for full visibility, but they will be limited to the externally visible rooms only (“Room Visibility for External Event Requests” checkbox checked). At this point, the user can select a room out of the list of available rooms that satisfies all the criteria previously entered.

The screenshot shows a 'Create Ticket' form with the following details:

- Event Title:** Teacher Meeting
- Event Type:** Teacher Meetings
- Estimated Number of Attendees:** 20
- Setup Time (in minutes):** 15
- Breakdown Time (in minutes):** 20
- Optional: Choose the Date & Time** (highlighted with a yellow arrow)
 - Start Date / Time:** 2023-06-22 01:00 PM
 - End Date / Time:** 2023-06-22 02:00 PM
 - CLEAR DATES & TIMES** button
- Summary:** Your event will be from June 22, 2023 12:45pm - 2:20pm, which includes 15 minutes for setup and 20 minutes for breakdown with capacity for 20 attendees.
- Navigation:** < GO BACK and CONTINUE > buttons.

Each room card displays attributes that can help in making a booking decision: room type, square footage, maximum occupancy, seating capacity, and description. If any of these fields were not previously filled out, they will not show on the card view.

Event Requestor → Spark County High School → Event Reservation Request → Ticket progress

New request → Spark County Public Sc. → Event Registration Request

Current Step: Select ticket type

Select a room for your event

Showing rooms available for August 30, 2023 12:30pm - 2:30pm, which includes 30 minutes for setup and 30 minutes for breakdown.

Type in a room name or number... Location Room Type More

001 - Science Classroom Spark County High School Classroom 400 sq ft 40 ppl 25 seats 10 sinks 10 high top tables 2 tvs	002 - Math Classroom Spark County High School Classroom 450 sq ft 40 ppl 30 seats Room algebra and geometry	003 - Literature Classroom Spark County High School Classroom 400 sq ft 40 ppl 30 seats Room for 9th and 10th grade lit
004 - Geography Classroom Spark County High School Classroom 425 sq ft 40 ppl 30 seats Room for AP geography	005 - Art Classroom Spark County High School Classroom 600 sq ft 50 ppl 25 seats Room for classic and modern art	100 Central Office Other
100 Appletree Middle Other	101 Bondurant High School Other closet	101 Williamson Open Campus Other
101 Stuart Elementary Other 100 sq ft 100 ppl 100 seats This room is best for book fairs becu...	101 Phillips Elementary Other	101 Armstrong Elementary Classroom Spare classroom
101 Franklin Elementary Other	101 Jackson Middle Other	101 Northway Elementary Other
101 Mountain View Elementary Other	101 Red Rock Middle Other	101 Faraday Middle Other Computer Lab
101 Harris Middle Other		

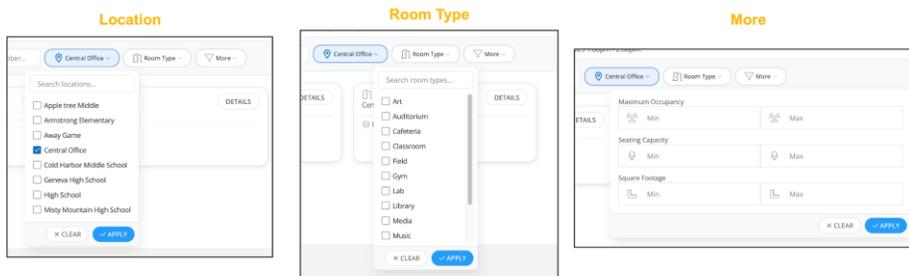
Previous 1 Next

Viewing 1 - 19 of 19 Records

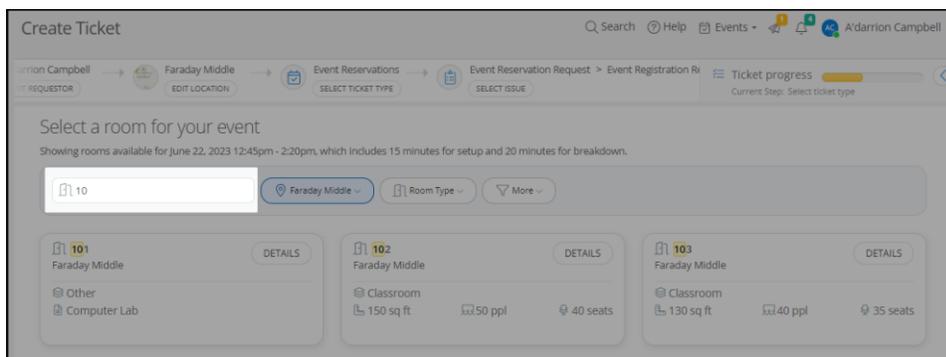
< GO BACK CONTINUE >

Requestors can filter the Rooms list by:

- **Location**
- **Room Type**
- **More**
 - **Max Occupancy**
 - **Seating Capacity**
 - **Square Footage.**



Keyword search is also available to find a specific Room.



Clicking on the room card selects the room. The card for the selected room(s) will be outlined in blue and will also be visible in the Currently Selected section at the bottom of the page. A selected room can be removed by clicking on the room card again or by clicking the "x" by the room in the Currently Selected section.

The Requestor can select a single room or several rooms for multi-room reservations.

After selecting a room, clicking its card again will de-select it. It's also possible to de-select a room by clicking on the 'X' in the room tile located in the **Currently Selected** section at the bottom of the page. If the user jumps ahead through pages looking for an additional room and the originally picked room card isn't visible, it's convenient to just de-select it in the Currently Selected section.

The screenshot shows a web interface for selecting a room for an event. At the top, there is a breadcrumb trail: "Event Requestor" (New request), "Spark County High School" (Spark County Public Sc.), and "Event Reservation Request" (Event Registration Request). A "Ticket progress" bar shows the current step as "Select ticket type". The main heading is "Select a room for your event", with a sub-note: "Showing rooms available for August 30, 2023 12:30pm - 2:30pm, which includes 30 minutes for setup and 30 minutes for breakdown." Below this is a search bar with filters for "Type in a room name or number...", "Location", "Room Type", and "More". A grid of room cards is displayed, each with a room number, name, school, and details like area, people, and seats. The "Currently Selected" section at the bottom shows "SCHS > 001 - S... Classroom" with a "CLEAR ALL" button. A yellow arrow points to the "CONTINUE" button, which is highlighted in blue, next to a "GO BACK" button.

Clicking **Continue** will open the Room Calendar and show the Event block automatically added in the selected date/time slot. The Requestor can click **Continue** or if needed can adjust the start/end times by dragging the borders of the event block up or down. The Requestor can also select a different day/time entirely by clicking on a different time slot or clicking on the existing event block and dragging it to the different day/time slot.

Create Ticket

Search Help Events A'darrion Campbell

A'darrion Campbell EDIT REQUESTOR Faraday Middle EDIT LOCATION Event Reservations SELECT TICKET TYPE Event Reservation Request SELECT ISSUE Event Registration Request Ticket progress Current Step: Select ticket type

Select a Date/Time for Your Room(s)

Today Jun 18 – 24, 2023 MONTH WEEK DAY

SU	MO	TU	WE	TH	FR	SA
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	1

SUN 18 MON 19 TUE 20 WED 21 THU 22 FRI 23 SAT 24

6am
7am
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm

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

FMS > 105 Classro...

15m setup
Teacher Meeting
1:00 PM - 2:00 PM
1h
20m breakdown

< GO BACK CONTINUE >

Clicking on **Continue** will open the Event Details Summary page where the selected room(s) as well as previously filled-out fields will be populated but disabled. The Requestor cannot edit the disabled fields on the current page but can click on **Go Back** if needed to make a change.

Event Details Summary

Event Title: **bailey**

Event Type: **Book Fair** | Estimated Number of Attendees:

Selected room for this event. To select different rooms, go back to the previous screen:

Start Date / Time: **2023-10-21 11:15 AM** | End Date / Time: **2023-10-21 12:15 PM**

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

Organization: **Test HB**

Description:

Attachments:

Organization Insurance Details

Insurance Carrier: | Certificate of Liability Insurance:

Policy Number:

Effective Date: **mm/dd/yyyy** | Upload the organization's certificate of liability document (Supports 10MB file. Drag and drop files here or click to browse files)

Expiration Date: **mm/dd/yyyy**

Additional Details

CHARGING THE STATION

Recurring Schedule:
 If this is recurring Please confirm the time frame for recurrence (i.e. July 1 - Sept 1) AND which days (i.e. M W F)

Organization Insurance Details Section

This section will show if:

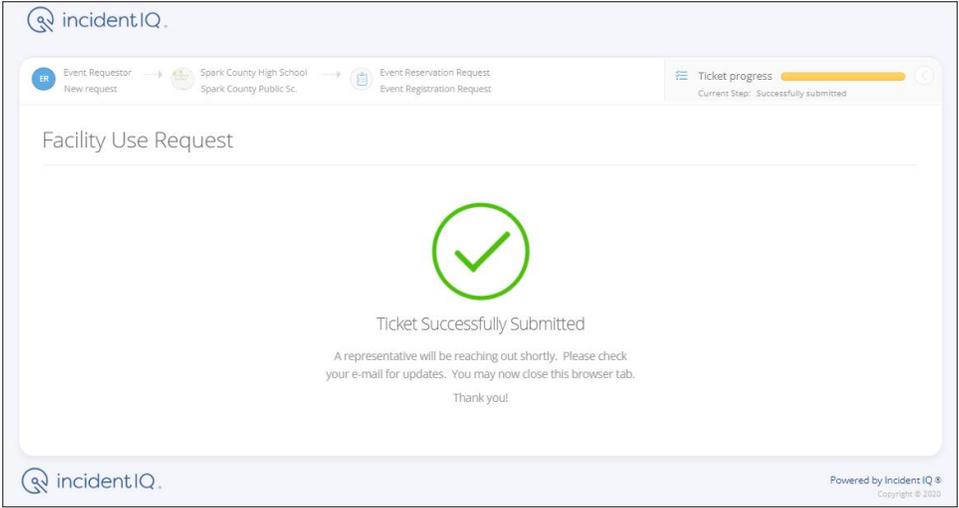
- The user selected an organization for this event on the Event Details step.
 - Incident IQ will check if the organizations has insurance on file and is valid through the event date.
If not, new insurance info fields will be required to be filled out on the Event Details Summary page of the Event Request ticket before submitting the request.
- If the user selected "Add New Organization" on the organization step.
 - User will be required to fill out the Organization Insurance Details section.

The screenshot shows a web form with the following sections:

- Description:** A text input field.
- Attachments:** A dashed box with the text "Drag and drop files here, or browse" and "Supports 30MB JPG, PNG, DOCX, PDF". Below it, it says "No files have been attached".
- Organization Insurance Details:**
 - Insurance Carrier:** A text input field with a red asterisk.
 - Policy Number:** A text input field with a red asterisk.
 - Effective Date:** A date input field with a red asterisk and the format "mm/dd/yyyy".
 - Expiration Date:** A date input field with a red asterisk and the format "mm/dd/yyyy".
 - Certificate of Liability Insurance:** A dashed box with the text "Upload the organization's certificate of liability document" and "Supports 10MB file. Drag and drop file(s) here or click to browse files".
- Additional Details:**
 - CHARGING THE STATION:** A text input field.
 - Recurring Schedule:** A text input field with the instruction "If this is recurring Please confirm the time frame for recurrence (i.e. July 1 - Sept 1) AND which days (i.e. M W F)".

At the bottom right, there are two buttons: "GO BACK" and "SUBMIT".

There may be additional fields that are required under the **Additional Details** section. User will need to complete all the required fields. The confirmation message will confirm the ticket was submitted successfully.



The external Requestor will get a confirmation email at the email address specified. This email will contain the Ticket # created and some basic details. (See image below)



[Log into Incident IQ](#) →



Ticket Status Change

iiQ Testing • 2 minutes ago



Status changed from 'Submitted' to 'Awaiting Approval of School Principal'

★ **346566** - > Event Registration Request

[View ticket details](#)

TICKET SUMMARY • Apr. 21, 2023

#**346566**

Device / Hardware

Event Reservation Request
Event Registration Request

Submitted By
iiQ Testing

Location
Appletree Middle

Status
Awaiting Approval

ADDITIONAL DETAILS

Enable Guest WiFi?
Yes

Microphone Needed?
Yes

Number of Chairs
12

Number of Tables
12

Event Description
Community Event

Name Your Event
Community Event

How many attendees do you expect?
20

What day is the room needed?
2023/04/25

SCREEN CAPTURES & RECORDINGS



If you would like to follow up, add comments or communicate with followers on this ticket you may reply to this email at any time.