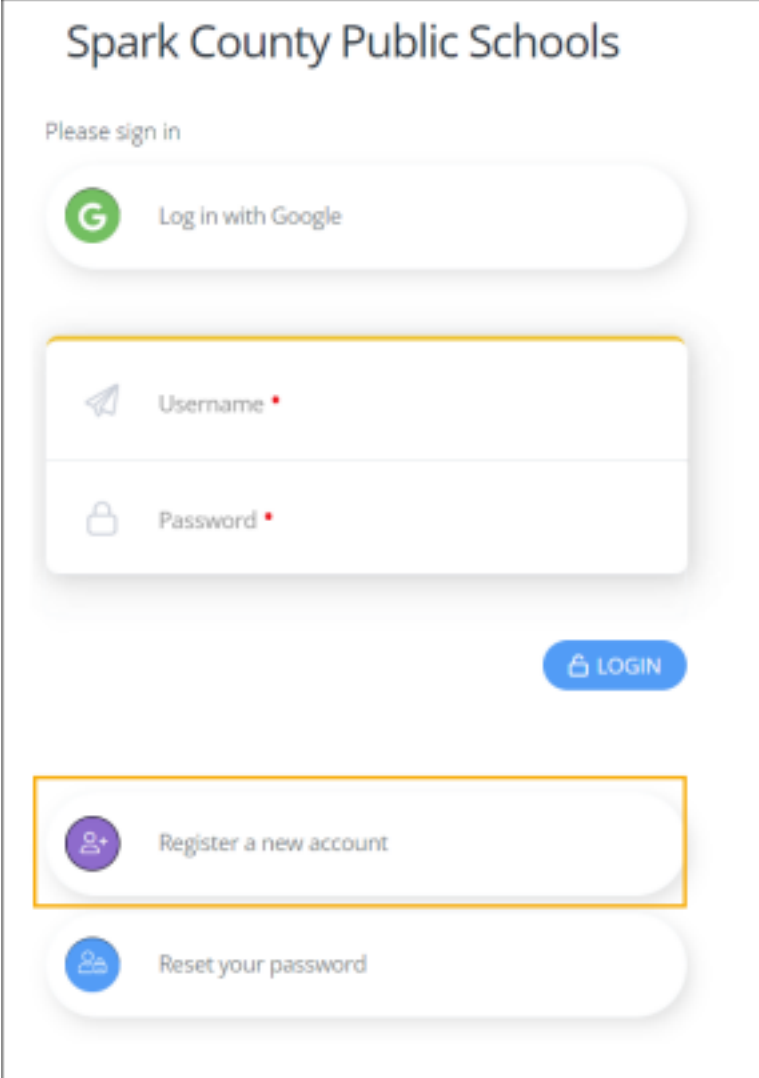


Creating New Account


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





The screenshot displays the Spark County Public Schools login and registration page. At the top, the text "Spark County Public Schools" is centered. Below it, the instruction "Please sign in" is followed by a "Log in with Google" button. A form with two input fields, "Username" and "Password", is shown with red asterisks indicating required fields. A blue "LOGIN" button is positioned to the right of the form. Below the login form, a "Register a new account" button is highlighted with an orange border, and a "Reset your password" button is located below it.


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.

Spark County Public Schools

A verification code has been sent to your email address
aa*****@incidentiq.com.

 Please enter the access code. *

[✓ RESEND VERIFICATION CODE](#) [✓ CONFIRM](#)

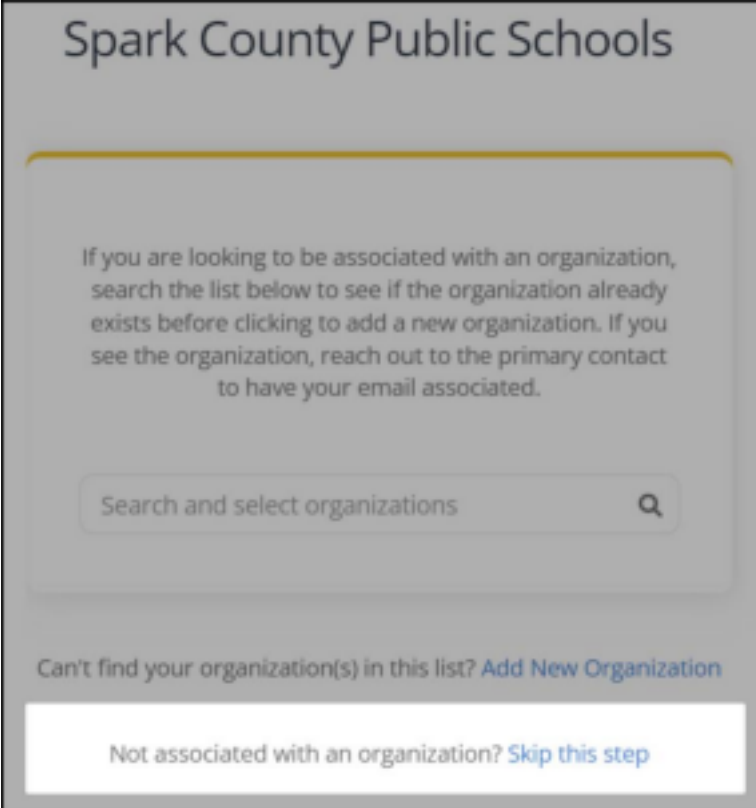
Clicking Confirm will lead to the next page, where the requestor will have an opportunity to search for an existing organization, register a new organization, or skip this step.

Organization Step

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

Skip this Step

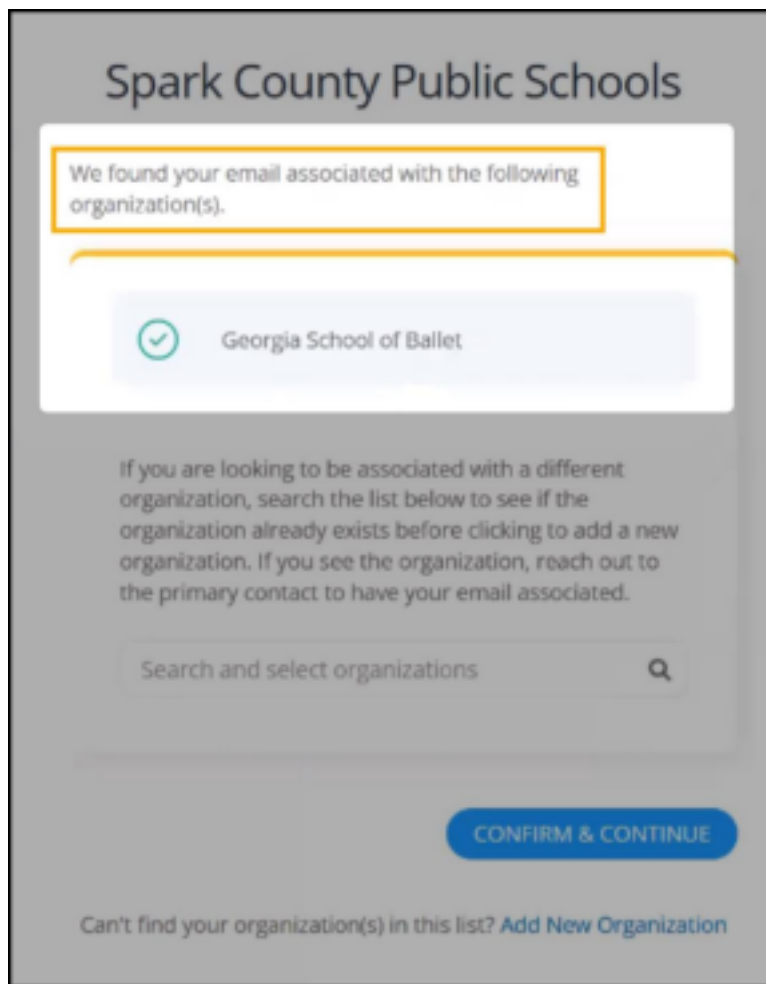
1. If the event is not associated with an organization, the requestor can select the **Skip this Step** link.



The screenshot shows a web interface for Spark County Public Schools. At the top, the text "Spark County Public Schools" is displayed. Below this is a yellow horizontal line. The main content area contains the following text: "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." Below the text is a search input field with the placeholder text "Search and select organizations" and a magnifying glass icon. At the bottom of the search area, there is a link: "Can't find your organization(s) in this list? [Add New Organization](#)". At the very bottom of the interface, there is a white button with the text "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 with the organization.

3. Add New Organization

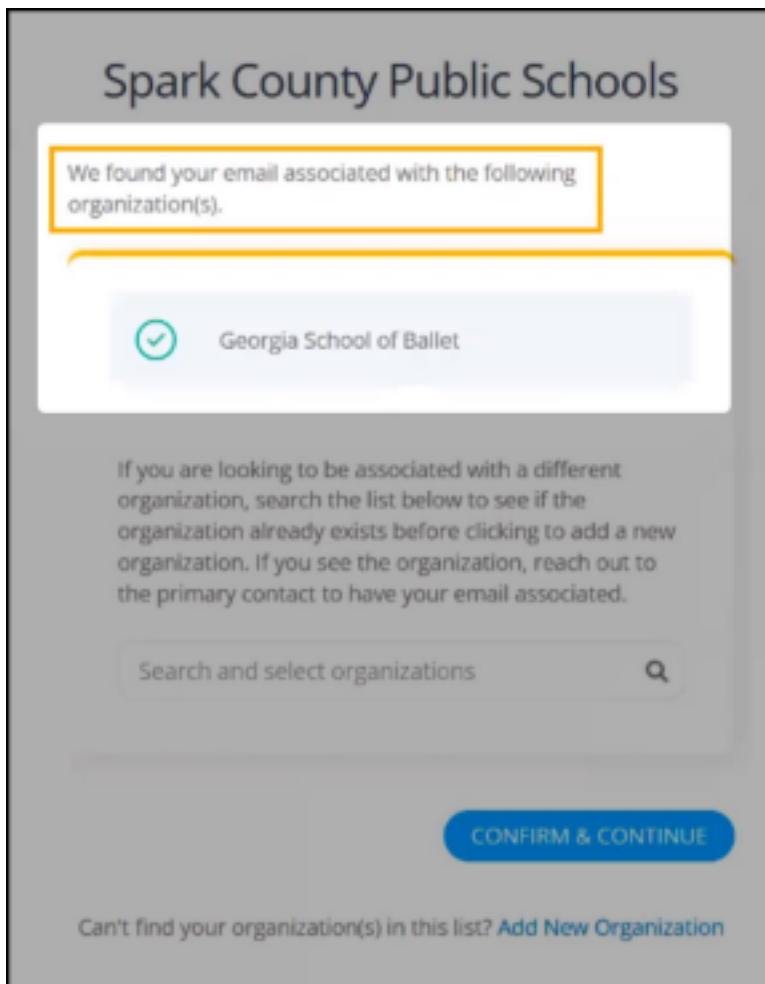
- After searching for the organization, it is not found. Select the **Add New Organization** link.

4. Skip this Step

- The event is not associated with an organization.

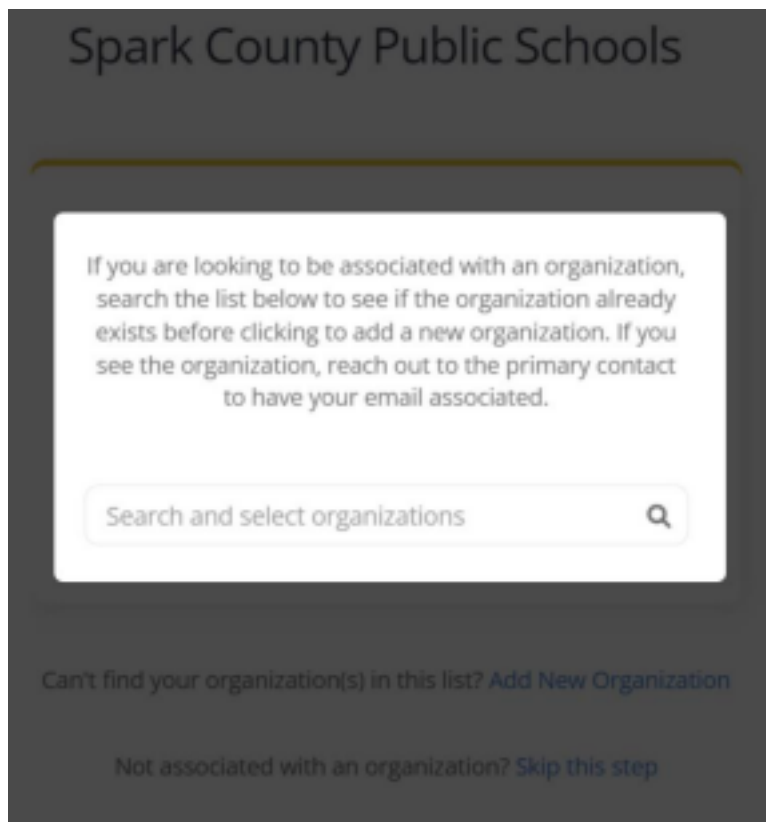
User is associated with the organization for the event

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.



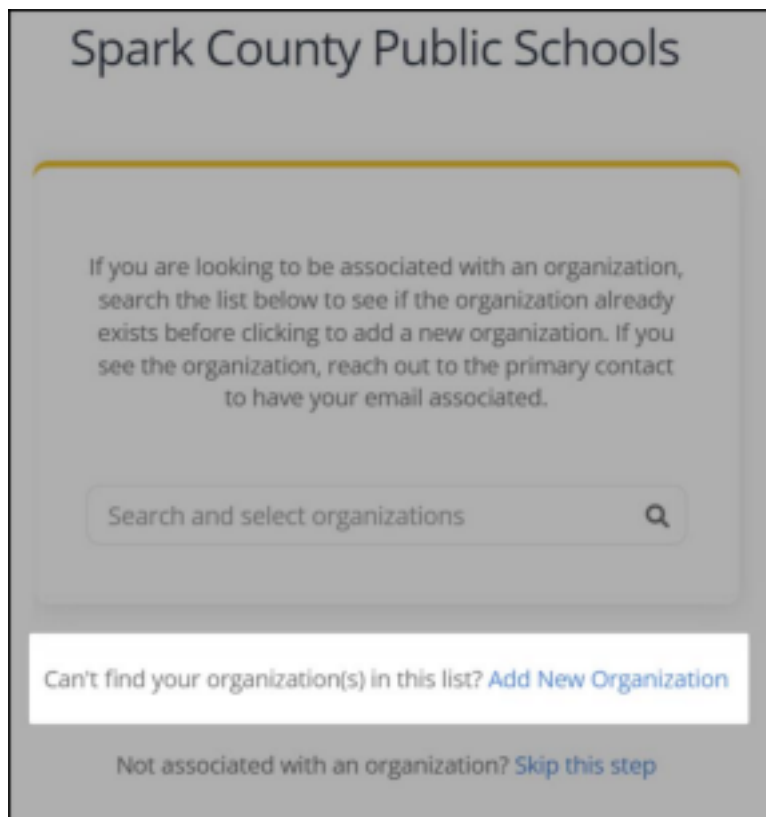
User is not associated with the organization for the event

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.



Add New Organization

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













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@liq.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**

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	<p>This is the number of extra minutes it will take to set up the event, <i>i.e. move tables, chairs.</i></p> <p>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.</p>
Breakdown Time (in minutes)	Optional	<p>This is the number of extra minutes it will take to break down the event, <i>i.e. clean up, move tables back.</i></p> <p>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.</p>
Organization	Optional	<p>This field will only show if the user is associated or created a new organization.</p>

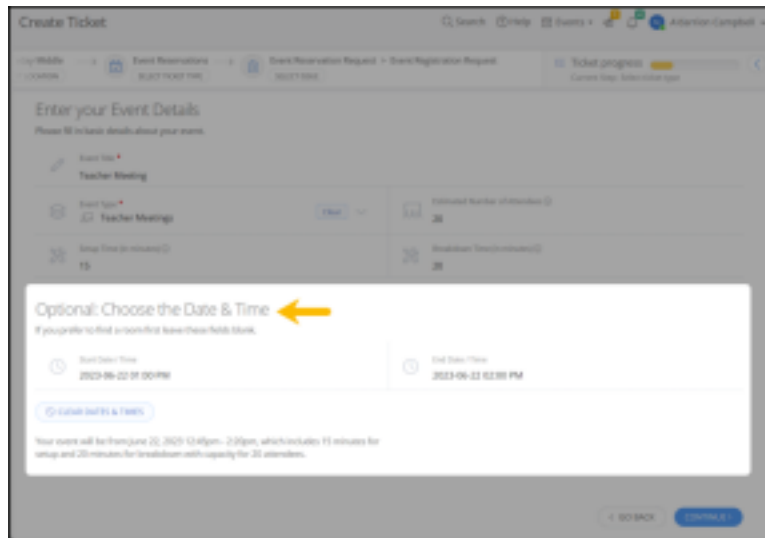
<p>Start Date / Time</p>	<p>Optional</p>	<p>If the day/time is very important for the user and they prefer to first see all available rooms for a specific day/time/attendees/location, then they can select the day/time.</p> <p>If the day/time is not important for the user and they prefer to first see 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="706 751 1349 1220" 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

After clicking Continue, 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 web form titled "Create Ticket" with a breadcrumb trail: Home > Event Reservations > Room Reservation Request > Event Registration Request. The form is titled "Enter your Event Details" and includes the following fields:

- Event Name: Teacher Meeting
- Event Type: Teacher Meetings
- Event Date (required): 15
- Estimated Number of Attendees: 20
- Breakdown Time (minutes): 20

Below these fields is an optional section titled "Optional: Choose the Date & Time" with a yellow arrow pointing to it. It contains two date-time pickers:

- Start Date/Time: 2023-06-22 01:00 PM
- End Date/Time: 2023-06-22 02:00 PM

At the bottom of the form, there is a "Go Back" button and a "Continue" button. A note at the bottom states: "Your event will be for June 22, 2023 12:00pm - 2:00pm, which includes 15 minutes for setup and 20 minutes for breakdown with capacity for 20 attendees."

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.

Select a room for your event

Showing rooms available for June 22, 2023 12:45pm - 2:20pm, which includes 15 minutes for setup and 20 minutes for breakdown.

Type in a room name or number... Faraday Middle Room Type More

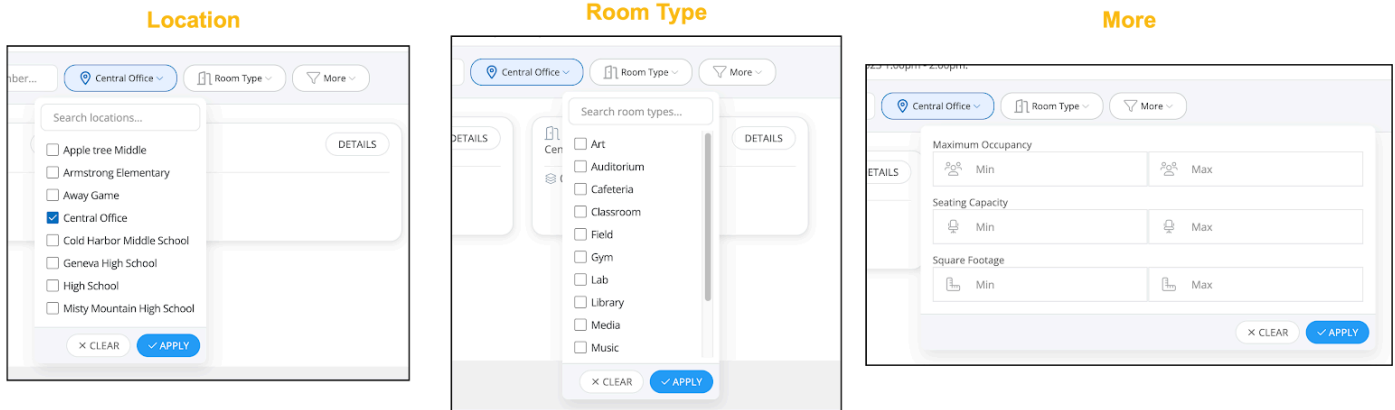
- Grid of room selection cards including 101, 102, 103, 105, 107, 108, 108B, 109, 109B, 110, 1103, 1104, 1105, 1109, 1110, 1115, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1130, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1138, 1139, 1140, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, 1152, 1153, 1154, 1155, 1156, 1157, 1158, 1159, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1180, 1181, 1182, 1183, 1184, 1185, 1186, 1187, 1188, 1189, 1190, 1191, 1192, 1193, 1194, 1195, 1196, 1197, 1198, 1199, 1200.

Currently Selected 1 FMS > 105 Classroom

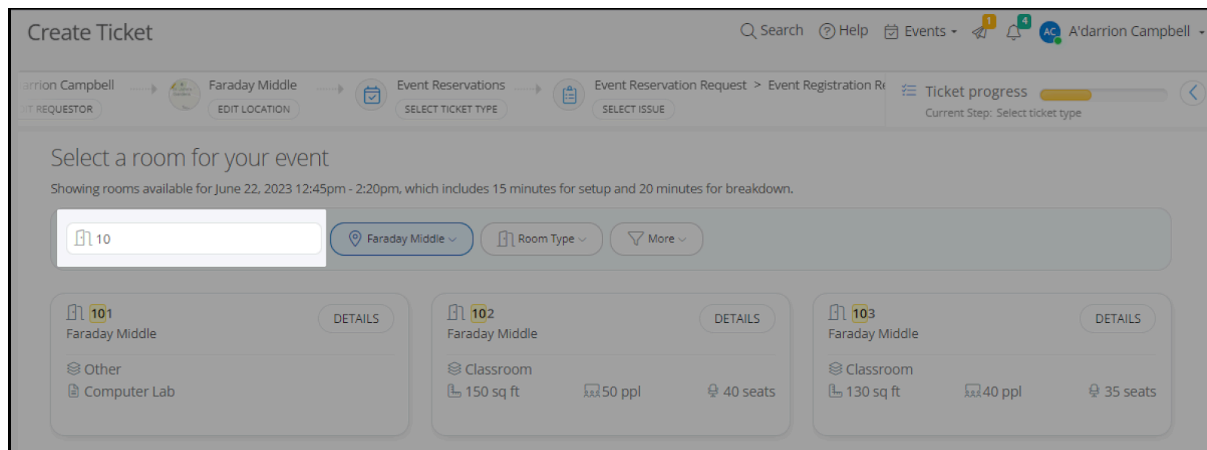
CLEAR ALL

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 deselect it. It's also possible to deselect 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 deselect it in the Currently Selected section.

Select a room for your event

Showing rooms available for June 22, 2023 12:45pm - 2:20pm, which includes 15 minutes for setup and 20 minutes for breakdown.

Type in a room name or number... Faraday Middle Room Type More

- 101 Faraday Middle: Other, Computer Lab
- 102 Faraday Middle: Classroom, 150 sq ft, 50 ppl, 40 seats
- 103 Faraday Middle: Classroom, 130 sq ft, 40 ppl, 35 seats
- 103 - Chelsea O'Connell-Barlow Faraday Middle: Other
- 105 Faraday Middle: Classroom, 80 sq ft, 30 ppl, 25 seats
- 107 Faraday Middle: Other
- 107 - David Taube Faraday Middle: Other
- 108 Faraday Middle: Other
- 108B Faraday Middle: Other
- 108B - Bryan Shelton Faraday Middle: Other
- 108B Computer Cart Faraday Middle: Other
- 109 Faraday Middle: Other
- 109 - Maria Grossenbacher Faraday Middle: Other
- 109B Faraday Middle: Other
- 110 Faraday Middle: Other
- 1103 Faraday Middle: Other
- 1104 Faraday Middle: Other
- 1105 Faraday Middle: Other
- 1105 - 7thGrade - iPadCart Faraday Middle: Other
- 1109 Faraday Middle: Other



Currently Selected 2: FMS > 105 Classroom FMS > 107 Other CLEAR ALL

Clicking **Continue** will open the Room Calendar and show the Event block automatically added in the selected date/time slot.

Users can add more events in a custom/multi-series on the Calendar page by clicking an open time slot. The first added event will appear with the dialog box showing the details of the event. The Start time, End time, Setup time, and Breakdown time fields are editable in case the Requestor needs to adjust those times or make a correction. The Remove button allows the user to remove this event from the Calendar. Clicking X in the top right corner will close the dialog box.

Create Ticket Search Help Ticketing A'darrion Campbell

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

Today < Feb 25 - Mar 2, 2024 > MONTH WEEK DAY

	SUN 25	MON 26	TUE 27	WED 28	THU 29	FRI 1	SAT 2
6am	Past events are n...	Past events are n...	Past events are n...	Past events are n...			
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Event Date and Time Change date and times on the calendar

Event Title: **Teacher Meeting**

Location / Room: **Faraday Middle - 105**
Faraday Middle - 107

Date: **February 28, 2024**

Start Time: **1:20 PM** End Time: **2:20 PM**

Setup: **15m** Breakdown: **20m**

Author: **A'darrion Campbell**

REMOVE

Event: **Teacher Meeting**

Event Type: Attendees

Teacher Meetings: 20

Setup: 15 Breakdown: 20

Selected Rooms (2)

- Faraday Middle - 105
- Faraday Middle - 107

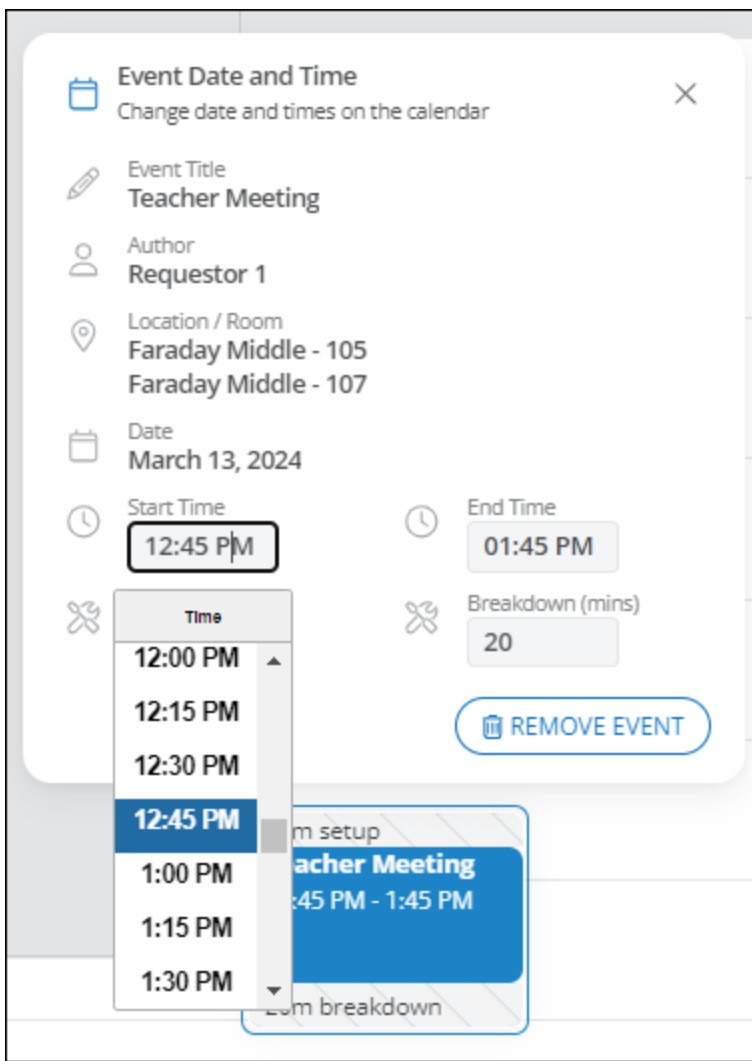
Events Dates & Times (1) CLEAR

- We Feb 28, 2024 1:20p - 2:20p

Multiple Events Dates

You can now add more dates for your event! Simply click an open time slot to add more.

< GO BACK CONTINUE >



When adding several events in a series, each event will automatically apply the same duration/setup/breakdown times entered from the first step in the wizard. The duration can still be changed for each event in a series individually by dragging the borders of the event block up or down. If needed, several events can be added on one day based on available white space on the Calendar.

The right side menu on the Calendar page will show the Event's summary panel, Selected Rooms list, and Events Dates & Times list. If more than four rooms are selected, the Selected Rooms list will become scrollable. The total number of rooms currently selected will show in parenthesis right after the title Selected Rooms.

As events are added to the Calendar, the event dates and times will be added to the Events Dates & Times list on the right.

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

Today < Feb 11 - 17, 2024 > MONTH WEEK DAY

	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17
6am	Past events are...	Past events are...	Past events are...	Past events are...	Past events are...		
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Event

Teacher Meeting

Event Type Attendees

Teacher 20

Meetings

Setup Breakdown

15 20

Setup and breakdown minutes are added to each event when you select a timeslot

Selected Rooms (2)

The calendar is currently filtered to events only for the following rooms. To change rooms please go back to the previous step.

- Faraday Middle - 105
- Faraday Middle - 107

Events Dates & Times (3) CLEAR

- Th Feb 15, 2024 12:30p - 1:30p
- Fr Feb 16, 2024 9a - 10a
- Fr Feb 16, 2024 3p - 4p

< GO BACK CONTINUE >

Clicking on the particular date and time on the right will highlight that event box on the Calendar. If the user selects a date/time from the right in a different day/week/month, they will be brought to that event on the Calendar.

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

Today < Feb 11 - 17, 2024 > MONTH WEEK DAY

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

Past events are... Past events are... Past events are... Past events are... Past events are...

15m setup
Teacher Meeting
9:00 AM - 10:00 AM
1h
20m breakdown

15m setup
Teacher Meeting
12:30 PM - 1:30 PM
1h
20m breakdown

15m setup
Teacher Meeting
3:00 PM - 4:00 PM
1h
20m breakdown

Event
Teacher Meeting
Event Type Attendees
Teacher Meetings 20
Setup Breakdown
15 20
Setup and breakdown minutes are added to each event when you select a timeslot

Selected Rooms (2)
The calendar is currently filtered to events only for the following rooms. To change rooms please go back to the previous step.
Faraday Middle - 105
Faraday Middle - 107

Events Dates & Times (3) CLEAR

Th Feb 15, 2024 12:30p - 1:30p

Fr Feb 16, 2024 9a - 10a

Fr Feb 16, 2024 3p - 4p

< GO BACK CONTINUE >

The total number of event dates currently selected will show in parenthesis right after the title Event Dates & Times.

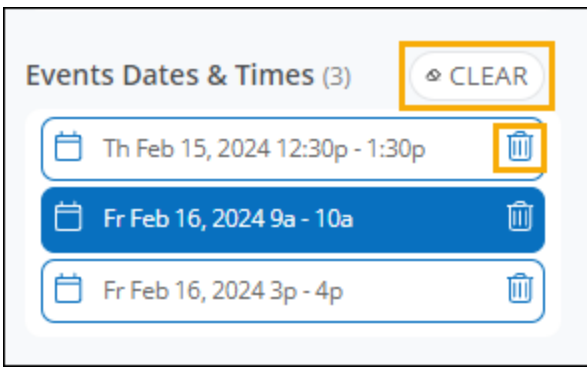
Events Dates & Times (3) CLEAR

Th Feb 15, 2024 12:30p - 1:30p

Fr Feb 16, 2024 9a - 10a

Fr Feb 16, 2024 3p - 4p

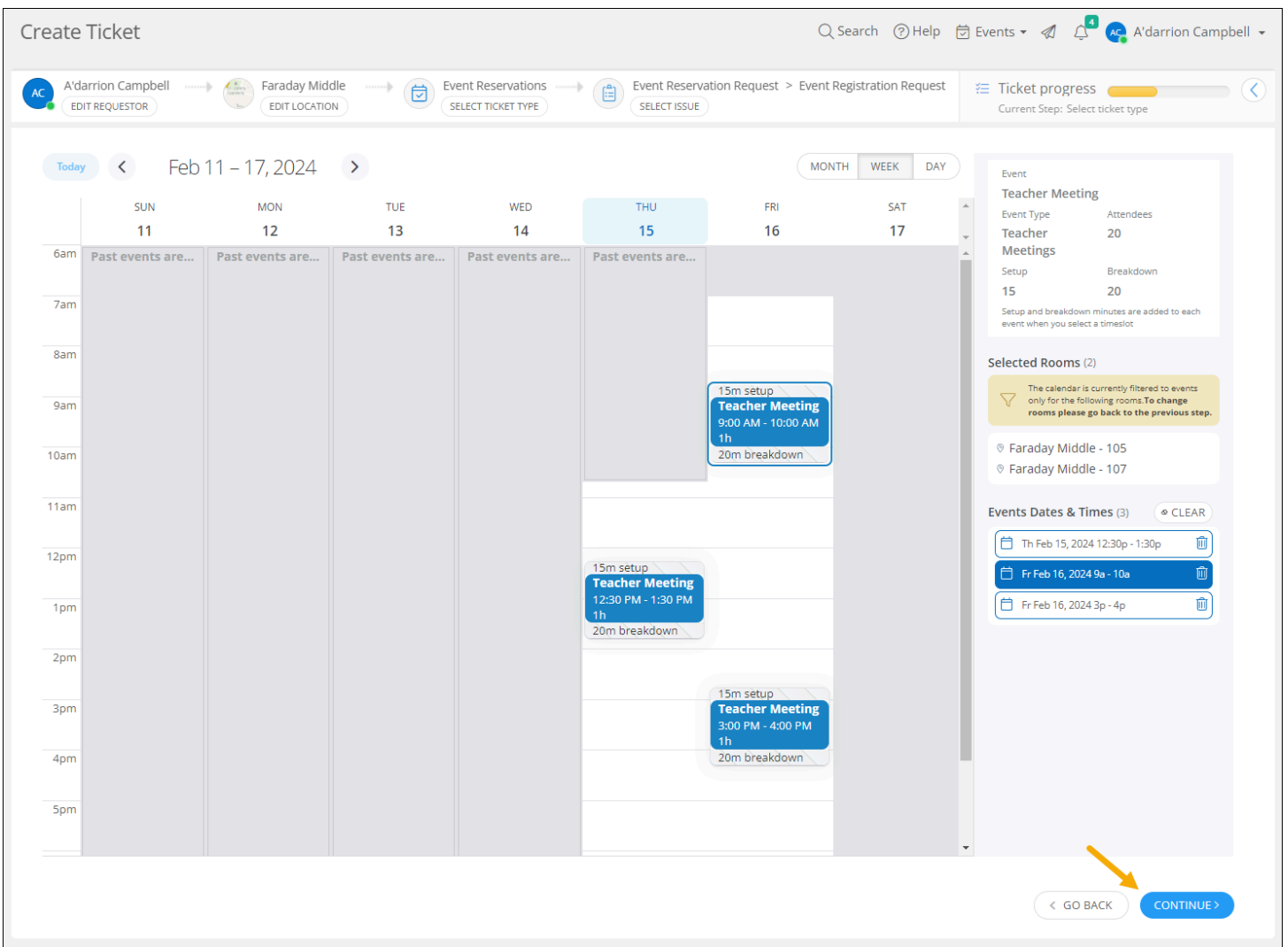
On the Events Dates & Times list the Clear button will remove all the picked events on the Calendar, while the Trash Can button will remove that particular event.



When more than 15 dates are listed, the list will become scrollable.

If you click on a time that does not allow the event to have the full duration (default 1 hour) the event will be created with a shorter duration (or not at all if setup/breakdown can't fit).

When the final day(s)/time(s) are selected, clicking Continue will bring the user to the Event Details Summary page.



On the Event Details Summary page, the selected room(s), dates and times, 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 Go Back if needed to go back and make a change.

On this page, the Requester will need to fill out the Description, Attachments, and additional custom fields if necessary.

Create Ticket Search Help Ticketing 1,578 iiQ Admin

iiQ Admin EDIT REQUESTOR → Bondurant High School EDIT LOCATION → Event Reservations SELECT TICKET TYPE → Event Reservation Request SELECT ISSUE > Event Registration Request Ticket progress
Current Step: Select ticket type

Event Details Summary

Event Title •
Teacher Meeting

Event Type
Parent/Teacher Conference

Estimated Number of Attendees
25

Selected room for this event. To select different rooms, go back to the previous screen:
BHS > 101

Dates & Times

Date	Start	End	Setup	Breakdown
Thu Apr 18 2024	09:00 AM	10:00 AM	20m	20m
Fri Apr 19 2024	11:45 AM	01:00 PM	35m	1h 20m
Sun Apr 21 2024	10:15 AM	11:30 AM	10m	25m
Tue Apr 23 2024	03:15 PM	04:45 PM	40m	20m

Description

Attachments

Drag and drop files here, or browse
Supports 30MB JPG, PNG, DOC(X), PDF

No files have been attached

Additional Details

Enable guest WiFi?

Microphone needed?

Number of chairs?

Number of tables?

[Download Facilities Usage Agreement](#)

Agree to Facility Usage Agreement •

Do you need Audio / Video support from IT? •

[GO BACK](#) [SUBMIT](#)

When on the Calendar page, if after plotting some events on some dates you decide to go back to the Selecting Rooms step (Go Back button), you will lose those plotted events and will have to re-select them. When you are on the Event Details Summary page, and go back to the Calendar page, the plotting events will still be saved and will show on the Calendar.

Once the requestor clicks Submit, the Event Ticket is created.