

# Creating New Account

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

# 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

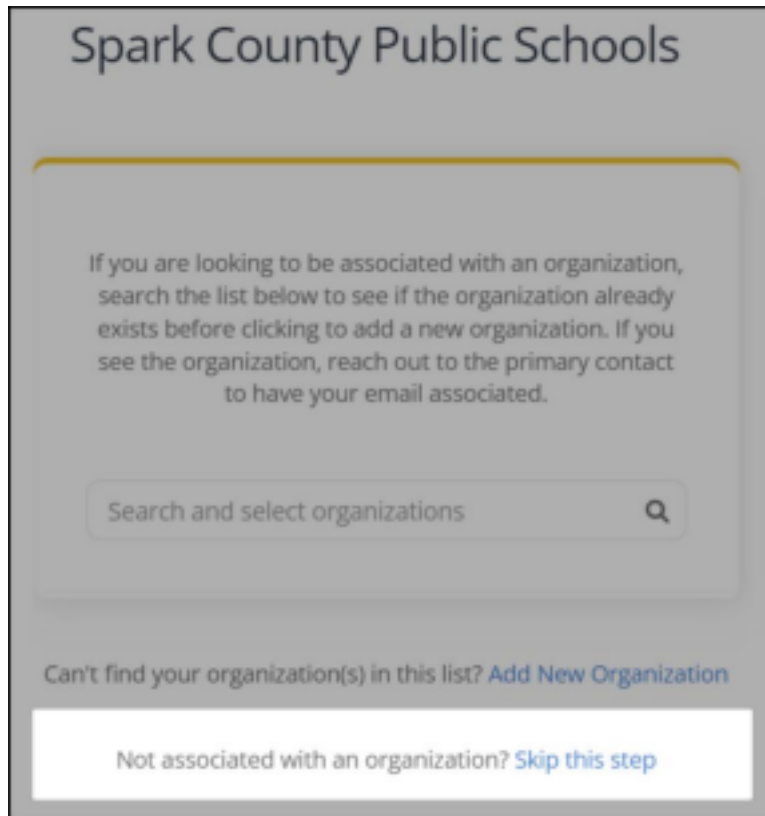
Clicking Confirm will lead to the next page, where the requestor will have an opportunity to search for an existing organization, register a new organization, or skip this step.

## 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 title "Spark County Public Schools" is displayed. Below it, a yellow-bordered box contains instructional 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 this text is a search bar with the placeholder "Search and select organizations" and a magnifying glass icon. At the bottom of the interface, there is a link "Add New Organization" and a white box containing 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.

Spark County Public Schools

We found your email associated with the following organization(s).

✓ Georgia School of Ballet

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.

Search and select organizations

CONFIRM & CONTINUE

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

**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.

## Spark County Public Schools

We found your email associated with the following organization(s).

 Georgia School of Ballet

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.

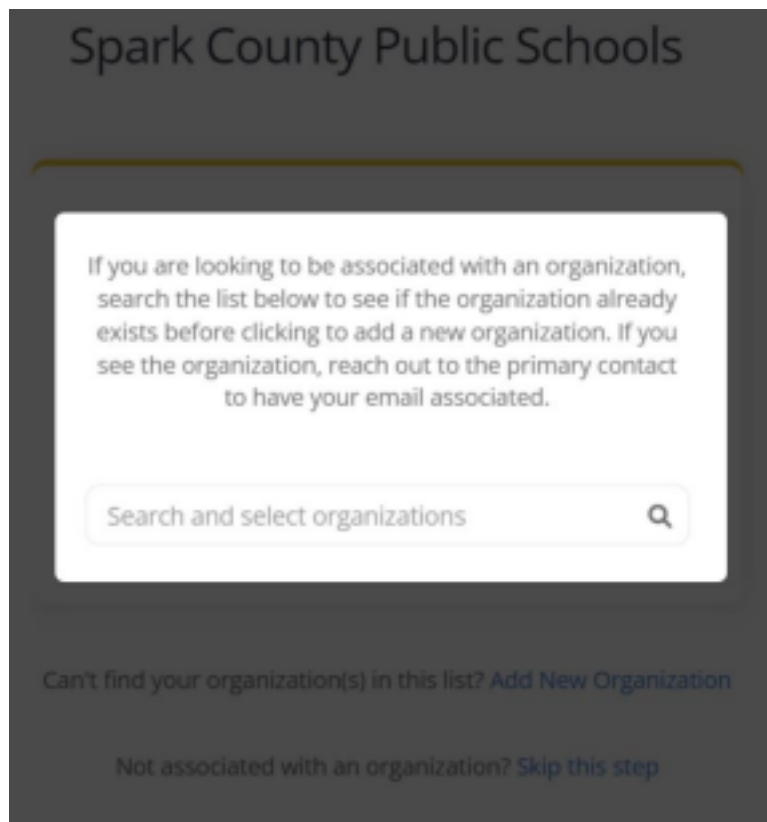


CONFIRM & CONTINUE

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

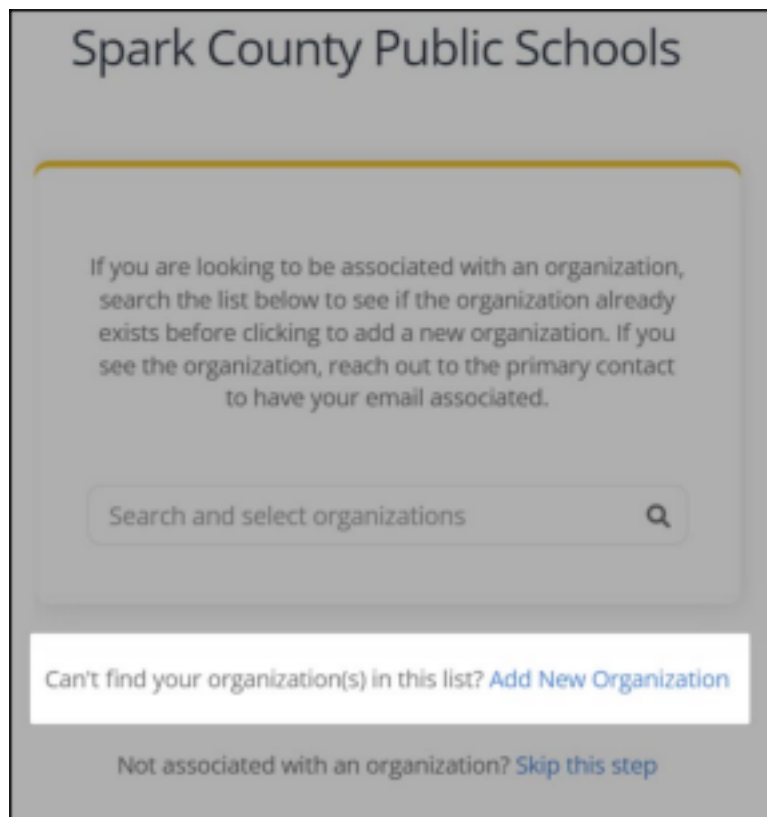
### User is not associated with the organization for the event

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.



### **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 *<br>External Requestor                                                |
|  | Primary Contact Email *<br>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