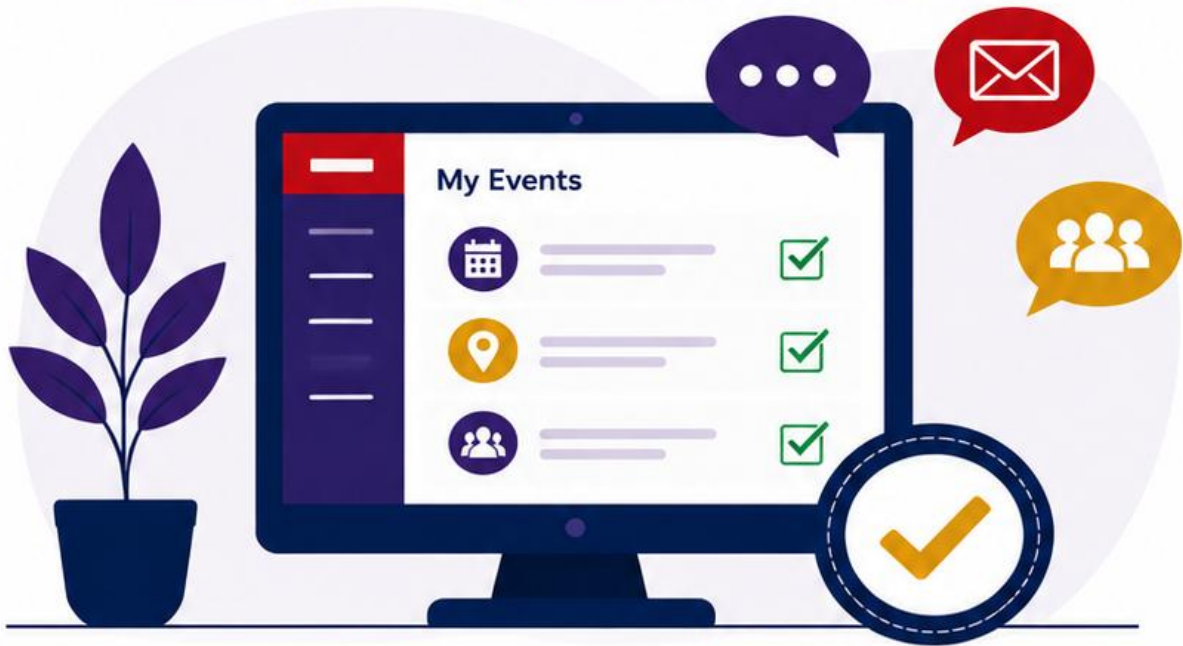


TOMBALL INDEPENDENT SCHOOL DISTRICT

BRIGHTLY EVENT MANAGER (EvM)

COMMUNITY USER GUIDE

Your guide to creating, managing, and tracking event requests with confidence.



QUESTIONS?

District Operations Specialist

Samantha Nash

samanthanash@tomballisd.net



TOMBALL ISD



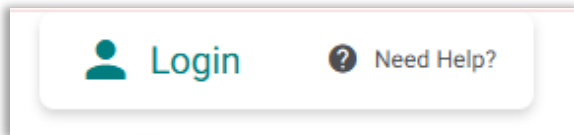
Tomball ISD: Brightly Event Manager (EvM)

Accessing Brightly Event Manager

1. Go to the link below or scan the QR code:
<https://events.dudesolutions.com/community/TomballISD>



2. Click **Log-In** in the top right corner



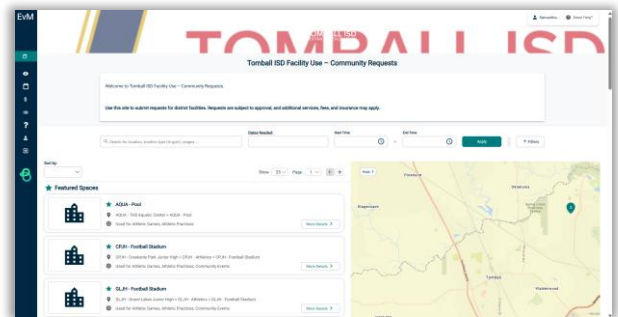
3. Use your **username** and **password** to login or click **Create an Account**

4. Verifying your User Account

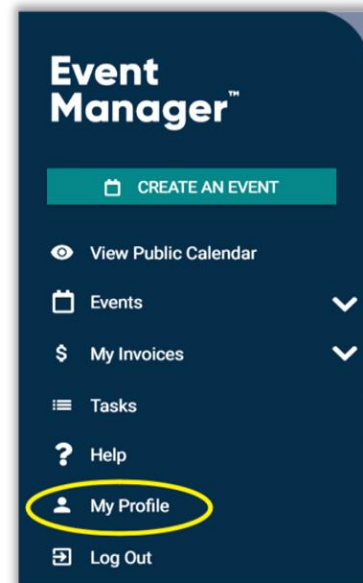
- You will receive an **email** so that you can set your password and verify your email address.
- Open the confirmation email from Event Manager.
- Click the **hyperlink** in the confirmation email.
- Click **Submit and Verify**.

5. If the program asks you to join an organization click, **I'll do it later**

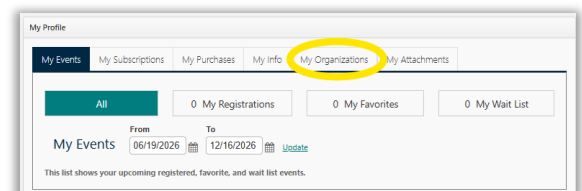
6. This is your **Brightly EvM Landing Page!**
You have successfully Logged In!



7. Click **MY PROFILE** in the left side menu



8. Click on **MY ORGANIZATIONS**



Tomball ISD: Brightly Event Manager (EvM)

JOINING AN ORGANIZATION

💡 Skip this section if you're already a member of the organization.

3. These are your **Current & Pending Organizations**

The screenshot shows the 'My Organizations' page. At the top, there are tabs: 'My Events', 'My Subscriptions', 'My Purchases', 'My Info', 'My Organizations' (selected), and 'My Attachments'. Below the tabs, there are two buttons: 'REQUEST TO JOIN AN ORGANIZATION' and 'CREATE AN ORGANIZATION'. The 'Organizations Joined' section shows a table with columns: Organization Name, Date Joined, and Actions. The first row shows 'TISD Facilities' with a date of 6/7/2026 and a 'Select' button. The 'Organization Pending Requests' section shows a table with columns: Organization Name, Date Requested, and Request Type. The first row shows 'TISD Creekside Park Junior High (CPJH) Athletics' with a date of 6/19/2026 and a request type of 'Organization Membership'.

4. If you need to join another organization, click **REQUEST TO JOIN AN ORGANIZATION**

This screenshot is identical to the previous one, but the 'REQUEST TO JOIN AN ORGANIZATION' button is highlighted with a yellow circle.

6. Select your organization from the list.

The dialog box titled 'Would you like to join an Organization?' contains the text: 'To create an event, you may need to be part of an organization. This will send a request to join the listed Organization(s). Please select one from the public organizations listed below.' Below the text is a search bar with 'TISD' entered. A list of organizations is shown below the search bar, with 'TISD Creekside Park Junior High (CPJH) Athletics' selected (checked).

7. Click **JOIN ORGANIZATION**

Would you like to join an Organization?

To create an event, you may need to be part of an organization. This will send a request to join the listed Organization(s). Please select one from the public organizations listed below.

This screenshot is identical to the previous one, but the 'Join Organization' button at the bottom is highlighted with a yellow circle.

8. Your request will be sent for approval. **Can't find your organization? Go to My Profile > My Organizations to Create An Organization**

This screenshot is identical to the previous one, but the 'CREATE AN ORGANIZATION' button is highlighted with a yellow circle.

7. Fill out all asterisked fields

The 'Organization Details' form has several fields with asterisks indicating they are required: 'Organization Name *', 'Address 1 *', 'City *', 'State *', and 'Zip *'. The 'Description' field has a character limit of 500. The 'Address 2' field is optional. The 'Website' field is also optional.

10. Financial Info - Choose the following: Organization Type: **District Rate** Payment Type: **Invoice** Invoice Type: **Payment**

The 'Financial Info' form has three dropdown menus: 'Organization Type' (set to 'TISD - District Rate'), 'Payment Type' (set to 'Invoice'), and 'Invoice Type' (set to 'Payment'). The 'FEIN' field is also present.

11. Click **Submit** at the bottom of the page

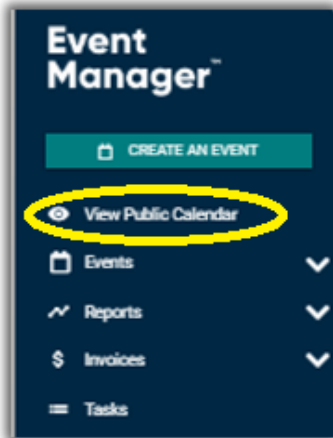
**** Your organization and membership within the organization must be approved before you can submit events.****

Tomball ISD: Brightly Event Manager (EvM)

Checking Facility Availability

Before creating an event, check the Public Events Calendar to verify space availability.

1. Click **View Public Calendar** from the left navigation menu.



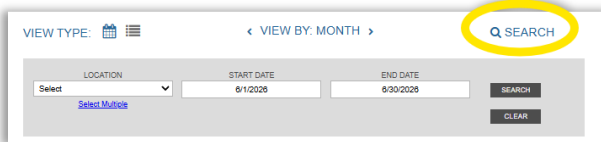
2. Select Your View

Select the view that best fits your needs: Calendar or List



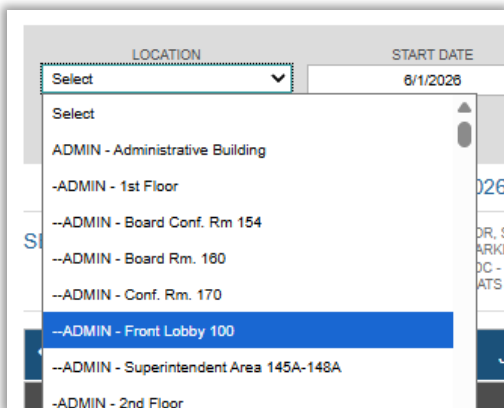
3. Search for Events

Click "Search" to open the search options. Add the dates you'd like included in the search

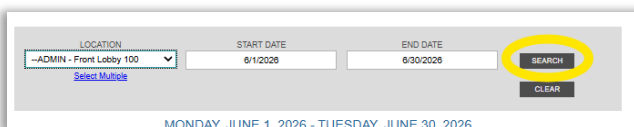


4. Select Locations:

Choose **Individual Locations** by using the dropdown list in the locations box.

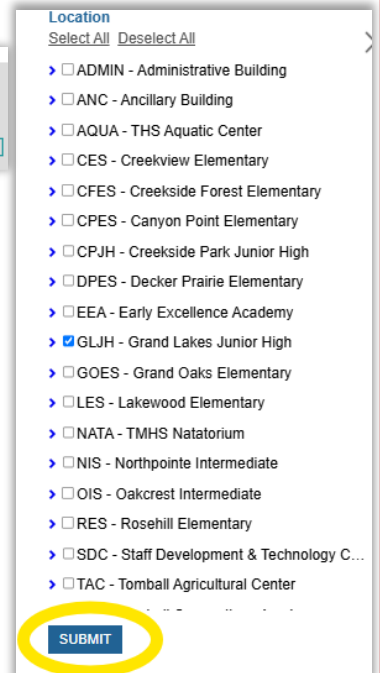
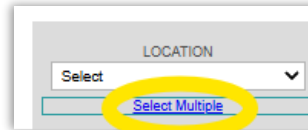


5. Click "Search" to apply



6. Choose Multiple Locations;

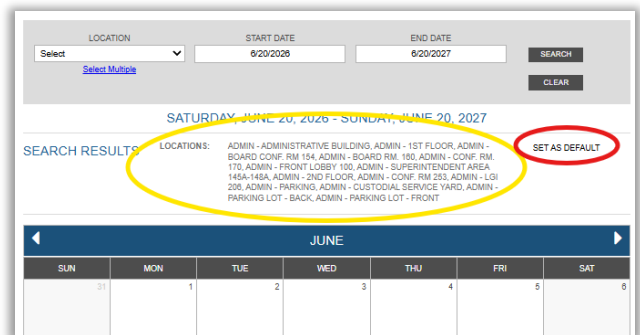
Click Select Multiple, then select the desired buildings or rooms. Check the building name to include every room.



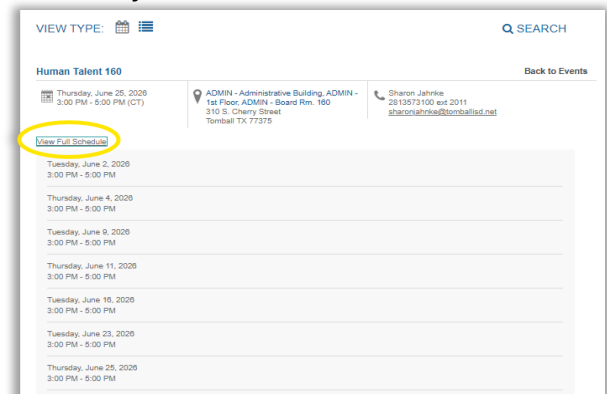
7. Click Submit to apply

8. Results

Your selected locations will appear on the results page. Click Set as Default to save this filter for future use.



9. Click any event to view its details.



Tomball ISD: Brightly Event Manager (EvM)

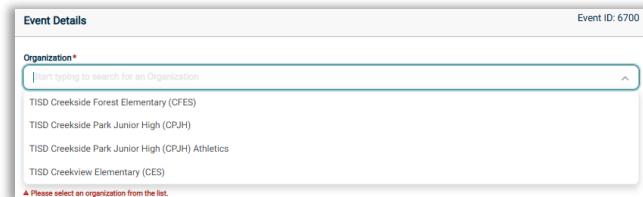
CREATING AN EVENT

 **Tip:** Missing or incomplete information may delay event approval.

1. Hover over the left side menu then click **CREATE AN EVENT**

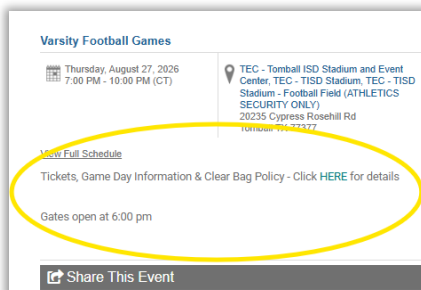


2. **Organization:** Click in the organization box and start typing the name of your organization. Then **choose your organization**



3. **Event Title:** Include the acronym of the campus you're scheduling (if applicable). For example, **CPJH Choir Concert**

4. Click the box next to **Add a Full Description** to add information you'd like the public to know. Such as when the doors open, or the names of the teams playing.

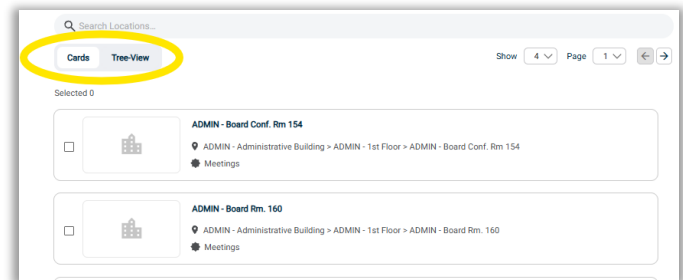


5. **Event Questions**

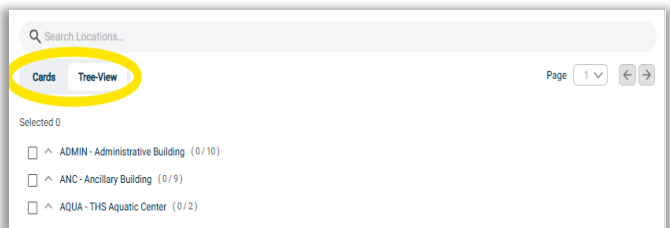
- Complete all required event questions.
- Answer any questions that appear based on your responses.

6. **Locations:** Click in the **Search Location** box. Type the campus/building acronym (e.g., TMHS, CPJH). Press **Enter** to display the last four rooms used. Use **Tree View** to see all bookable rooms and the complete location hierarchy. Click the drop-down arrows to see all rooms in the buildings/groups.

CARD



TREE-VIEW

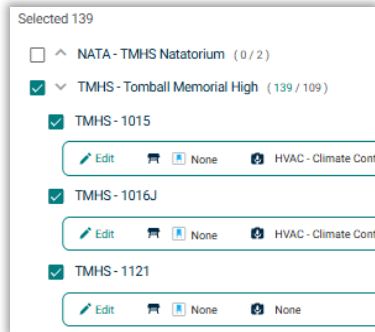


Tomball ISD: Brightly Event Manager (EvM)

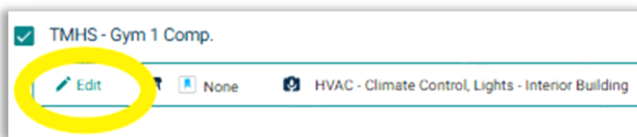
CREATING AN EVENT

 **Tip:** See Complete List of Features on page 10

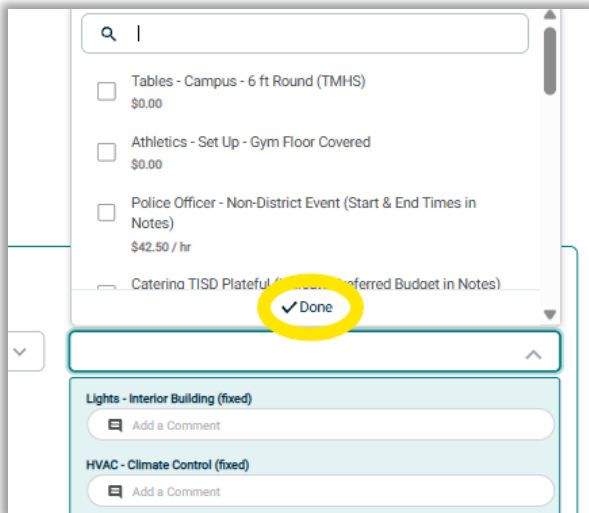
7. Select Location(s): Check the box next to each room you want to reserve. To reserve all rooms in a building, check the box next to the building name. Scroll to the bottom to verify all rooms are selected.



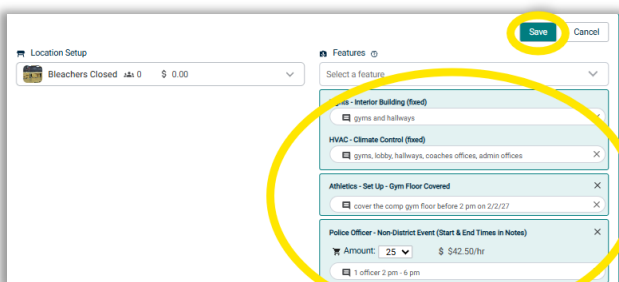
8. Adding Features to Locations: Click **Edit** next to each selected location



9. Under Features, select all services needed for that room. Click **Done** to save



10. Features: Enter quantities, start/end times, and any required details in the **Notes** field, then click **Save**



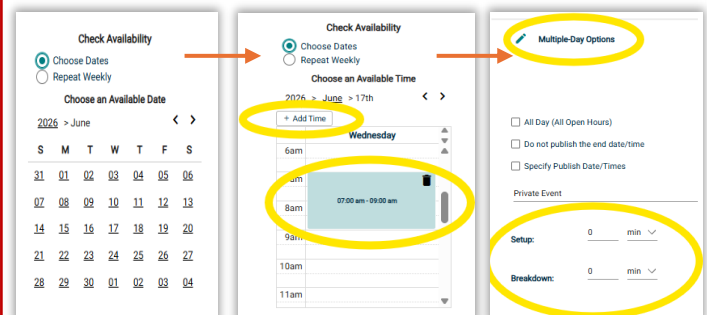
11. Date & Time: Select your event date. Then click **Add Time** or click **directly on the schedule** to add the event time. For multi-day events, click **Multi-Day Options** to add additional dates or times.

12. Multi-Day Options

- Choose **Consecutive** or **Non-Consecutive** dates.
- Select when the series should end:
 - After a specified number of occurrences
 - On a specific date.

Review the generated dates and times, make any needed changes, then click **Save**.

 **Tip:** Use Consecutive for back-to-back events and Non-Consecutive for recurring events on different dates.



13. Billing Contact: Who should receive the invoice:

Organization Info – **Organization Billing Contact**
My Info – **Your Contact Information**
Custom – **Enter a different billing contact**

14. Submit

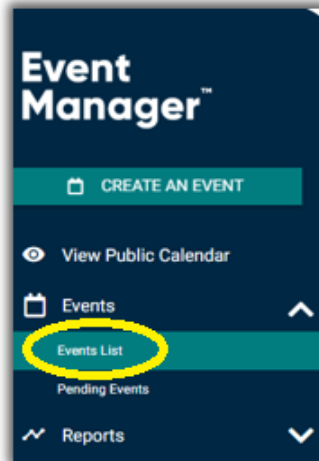


Tomball ISD: Brightly Event Manager (EvM)

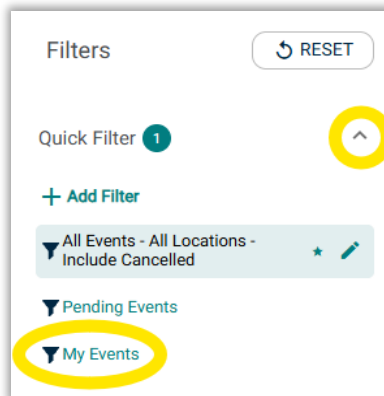
Viewing and Editing Your Events

 **Tip:** Use **My Events** to quickly locate your upcoming, pending, approved, or completed events.

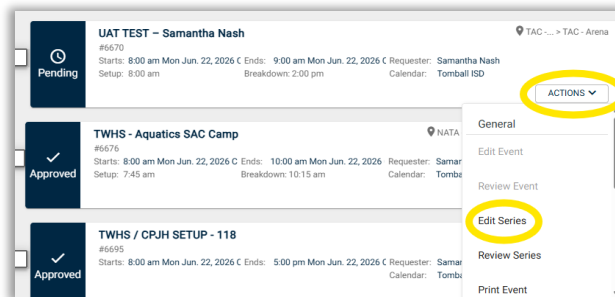
1. Use the Event List to view all events you've submitted. Click **Submit**



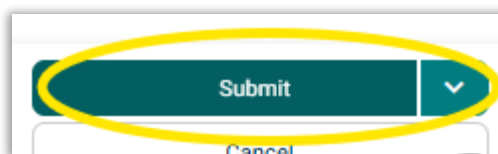
2. Click the **Quick Filter** drop down arrow, then **My Events**



3. Locate the event, click **Actions** then **Edit Event** or **Edit Series**



4. Edit the event and click **Submit**



Editing an event will restart the approval process. Accept and click **Submit** again.

Tomball ISD: Brightly Event Manager (EvM)

REQUESTOR CHECKLIST

Before You Submit

- Verify event, setup, and breakdown times.
- Check the Public Events Calendar before creating an event.

Features & Services

- Request shared services once per event (HVAC, Parking Lot Light, Custodial Support).
- Add room-specific features only where needed.
 - Include quantities, dates, times, and notes.
 - Review the Notes field before submitting.
- Request campus tables/chairs **before** Warehouse tables/chairs

➤ Important

Only select the features your event requires. Charges are based on the services selected and the needs of your event.

Email Notifications

- Watch your email for event approvals and updates.

QUICK REMINDERS

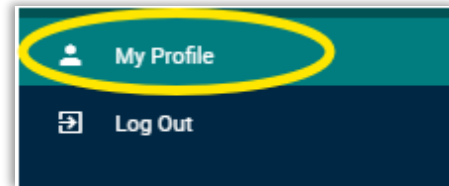
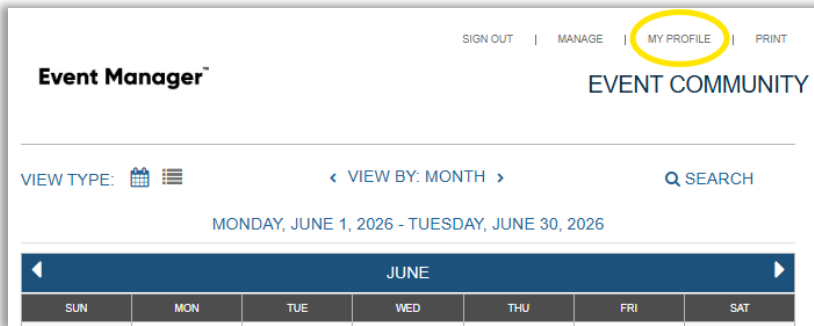
- Submitting a request does not reserve a facility.
- Your event is not approved until you receive a confirmation email.
- Monitor your email for status updates or requests for additional information.
- Payment, when required, must be received before your event.

Tomball ISD: Brightly Event Manager (EvM)

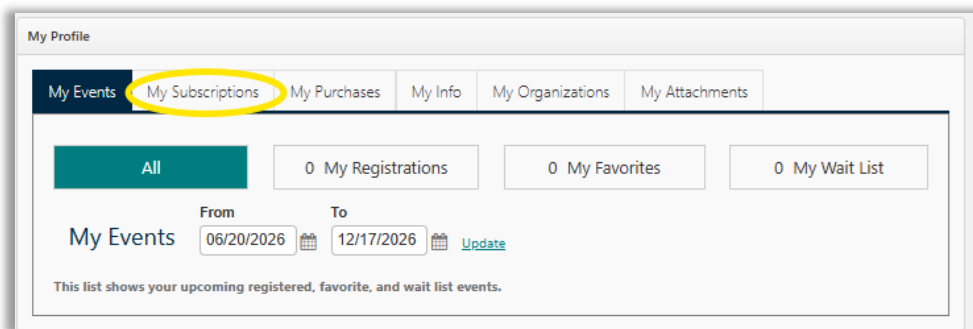
Managing Your Notifications

Review your notification preferences to receive email updates as your events move through the approval process

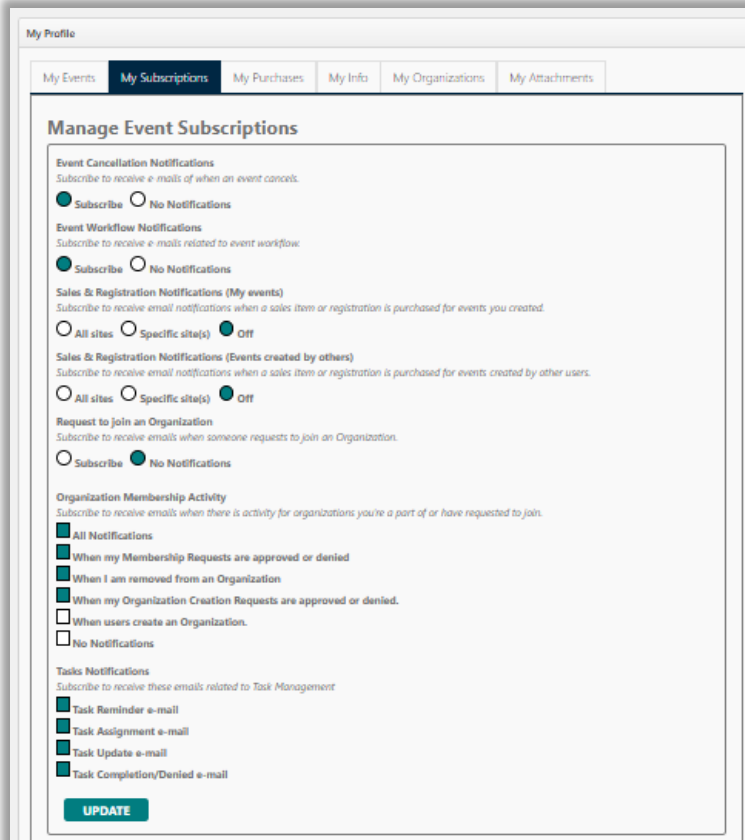
1. Click on **My Profile** tab in the top right corner or from the left side menu.



2. Click on **My Subscriptions**



3. Under **Manage Event Subscriptions**:



Review your notification settings and enable the notifications you need.

Notification Type	Recommended
Event Cancellation Notifications	☒ Subscribe
Event Workflow Notifications	☒ Subscribe
Organization Request Notifications	☒ Subscribe
Organization Membership Activity	☒ Enable applicable notifications
Task Notifications	☒ Enable if you also serve as a Service Provider

4. Click **Update** to save your changes.

UPDATE

TISD - Brightly EvM - Features Guide

 **Room Specific** – Only add to the room or location where the service is needed

 **Shared Service** – Request in one room per event (unless separate locations require separate staffing or service times)

Feature	Shared Service?	When to Choose It	Completed By	Notes Required	Areas Available	Charges May Apply - TISD Events	Charges May Apply - Community events
★ HVAC/Climate Control – Extended Hours (Before 7:00 AM / After 1:00 PM)	YES	When your event takes place before 7 AM or after 1 PM	Maintenance - HVAC & Lights		ALL Interior Locations	No	Yes
★ Parking Lot Lights – Extended Hours (Before 7:00 AM / After 5:00 PM)	Yes	When your event takes place before 7 AM or after 5 PM	Maintenance - HVAC & Lights	Lot	Parking Lots	No	Yes
Athletics - Press Box Use	No	When a community group is requesting use of a press box	Athletics Approvers	Field	Athletics Fields	No	Yes
Athletics - Scoreboard Use	No	When you'll need a scoreboard test prior to an athletics event	Maintenance - Scoreboards	Field	Athletics Fields	No	Yes
Athletics - Set Up - Basketball	No	When you need basketball goals down for your event	Athletics Approvers		Gyms	No	No
Athletics - Set Up - Gym Floor Covered	No	When you need a high school gym floor covered to protect the floor during an event	High School Approver		High School Gyms	No	Yes
Athletics - Set Up - Volleyball	No	When you need volleyball nets setup for your event	Athletics Approvers		Gyms	No	No
AV - (Board Room Tier 1) Screen, Mic, Projector - NO STAFF OR LAPTOP PROVIDED	No	When you'll be using the screen, microphone and projector in the ADMIN building - Boardroom. No staff will be assigned	AV Department		ADMIN Boardroom 160	No	N/A
AV - Bright Spots Video Recording	No	TISD Events Only - Two camera operators and a director record classroom instruction for professional development. Typically coordinated through ELA, Math, or Special Services.	AV Department		ALL Locations	No	N/A
AV - Equipment Assessment	No	TISD Only - Provides on-site evaluation of existing AV equipment, configuration assistance, and recommendations for upgrades, purchases, or installation.	AV Department		ALL Locations	No	N/A
AV - Livestream - Configuration & Monitor Only	No	TISD Events Only - Provides remote configuration and monitoring of livestream systems. No on-site staffing or video production is included.	AV Department		ALL Locations	No	N/A
AV - Livestream - Full Video Production	No	TISD Events Only - Provides multi-camera livestream production for meetings, performances, instructional sessions, and special events.	AV Department		ALL Locations	No	N/A
AV - Setup - NO STAFF PROVIDED	No	When you're using the screens/microphones/projectors in areas like theSDC, but staff will not be provided for setup or troubleshooting	AV Department		SDC - 107, 109, 114, 118	No	N/A
AV - Support Staff	No	When you need a TISD staff member working your event for troubleshooting and/or setup	AV Department		& TEC Community Rooms	Yes	Yes
AV (Board Room Tier 2) 1 TECHNICIAN & Screen, Mic, Projector (ADDITIONAL FEES APPLY)	No	When you'll be using the screen, microphone and projector in the boardroom in the ADMIN building - and staff will be present for setup or troubleshooting	AV Department		ADMIN Boardroom 160	No	N/A
AV (Tier 1) 1 Video Operator & 1 Audio Operator	No	Only available at the TISD Stadium & Tomball Ag Center	AV Department		TISD Stadium & TAC	Yes	Yes
AV (Tier 2) 1 Video Operator/1 Audio Operator / 1 Cameraman (high50)/1 Director / 1 Replay	No	Only available at the TISD Stadium & Tomball Ag Center	AV Department		TISD Stadium & TAC	Yes	Yes
AV (Tier 3) 1 Video Operator/1 Audio Operator / 3 Cameramen (high50)/1 Director / 1 Replay	No	Only available at the TISD Stadium & Tomball Ag Center	AV Department		TISD Stadium & TAC	Yes	Yes
AV (Tier 4) 1 Video Operator/1 Audio Operator / 3 Cameramen (high50)/1 Director / 1 Replay / 2 Announcers / 1 Livestream Operator / 1 Producer / 1 Engineer Support	No	Only available at the TISD Stadium & Tomball Ag Center	AV Department		TISD Stadium & TAC	Yes	Yes
Campus Chairs	No	When using chairs already available at the campus.	Custodial Staff		Schools with items available	No	No
Campus Tables	No	When using tables already available at the campus.	Custodial Staff		Schools with items available	No	No
Catering – TISD Platful	Yes	When requesting catering services from TISD Platful.	Child Nutrition / TISD Platful	Estimated budget	ALL Locations	Yes	Yes
CPO - Certified Pool Operator	Yes	When an outside group is requesting use of a TISD pool	Maintenance - CPO's	Start & End Time	AQUA & NATA	No	Yes
Custodial - Event Setup ONLY	Yes	When you need custodians to setup your event items like tables and chairs		Setup Details	ALL Locations	Yes	Yes
Custodial Event Support (1 Custodian for Every 100 People)	Yes	For spectator events, banquets, large gatherings, weekend events, or events requiring after-hours custodial support.	Custodial Staff	Start & End Time	ALL Locations	Yes	Yes
Event Center - A/V Package (Screen, projector, laptop, laptop remote, microphone & podium)	No	When you will be using the audio visual items at the Event Center	AV Department		TEC	Yes	Yes
Lights - Athletics Fields	No	When athletic field lighting is needed.	Athletics Approvers	Field	Athletics Fields	No	Yes
Lights - District Stadium	No	When you need the football field lights on at TISd stadium	TEC Approver	Start & End Times	TISD Stadium	No	Yes
Linen - Napkins - \$20 per 1 set of 100	Yes	When you need linen napkins for your event	TEC Approver	color	All Locations	Yes	Yes
Linen - Tablecloths - \$5 EACH	Yes	When you need linen tablecloths for your event	TEC Approver	color	All Locations	Yes	Yes
Police Office - TISD Stadium - 501C-3 Event	Yes	When a 501C-3 event needs a police officer	Precinct 4 - SRO's	Start & End Times	All Locations	N/A	Yes
Police Office - TISD Stadium - District Event	Yes	When a TISD event at the TISD Stadium needs a police officer	Precinct 4 - SRO's	Start & End Times	All Locations	Yes	N/A
Police Office - TISD Stadium - Non-District Event	Yes	When a non-district event at the TISD Stadium needs an officer	Precinct 4 - SRO's	Start & End Times	All Locations	N/A	Yes
Police Officer - District Event	Yes	When a TISD event needs a police officer	Precinct 4 - SRO's	Start & End Times	All Locations	Yes	N/A
Police Officer - Non-District Event	Yes	When a non-district event needs an officer	Precinct 4 - SRO's	Start & End Times	All Locations	N/A	Yes
Tables - Cafeteria	No	When an event requires cafeteria tables	Custodial Staff		All Locations	No	
Technology Support – Outside Presenters	No	When outside presenters require district technology assistance.	Technology Helpdesk	Details	All Locations	Yes	N/A
Warehouse Chairs	Yes	When additional chairs must be delivered by the Warehouse.	Maintenance - Warehouse & Custodial Staff for setup	Delivery & Pickup Date/Times	All Locations	No	No
Warehouse Tables	Yes	When additional tables must be delivered by the Warehouse.	Maintenance - Warehouse & Custodial Staff for setup	Delivery & Pickup Date/Times	All Locations	No	No

Tomball ISD: Brightly Event Manager (EvM)

Appendix B – Internal Event Charges

Most Tomball ISD internal events do not incur facility rental fees.

However, staffing or support services may result in charges to the requesting department.

Service	Billing Information
Custodial Event Support	Charged when custodians work outside their regular schedule. 4-hour minimum.
Police Officers	Charged when police support is required. 4-hour minimum per officer.
Student Technicians	May be required for auditorium events using theatrical lighting, audio, or stage equipment.
Professional AV Services	Charges may apply for video production, livestreaming, or specialized AV support.
Technology Support	Charges may apply for outside presenters requiring district technology assistance.

Important Notes

- **Estimated charges** are based on the services requested.
- **Final charges** are based on actual staffing and hours worked.
- Invoices are generated after the event and staffing hours are verified.
- Contact the **District Operations Specialist** with questions regarding staffing or estimated charges.

HELP US IMPROVE BRIGHTLY EVENT MANAGER

Brightly Event Manager will continue to evolve after go-live.

Your feedback helps us improve the system for everyone.



PLEASE CONTACT THE DISTRICT OPERATIONS SPECIALIST IF YOU NOTICE:



You're receiving **too many** or **too few** email notifications.



Someone should be included in an approval workflow or notification but isn't.



A room, building, or location needs to be added, removed, or updated.



Features or services are missing.



Features are available where they should not be.



Tasks are assigned to the wrong department or service provider.



Workflow issues, errors, or opportunities for improvement.



QUESTIONS OR FEEDBACK?

Contact the District Operations Specialist.



Samantha Nash
District Operations Specialist



samanthanash@tomballisd.net



281-357-3224 ext 1830



TOMBALL ISD



Please don't disable notifications because you're receiving too many emails.
Let us know so we can adjust the workflow or notification settings instead.