

Prerequisites and General Information

- Working email
- Copy of certificate of insurance
- To ensure that we can accommodate the event we require a two week lead time when booking any event.

Steps

1. Navigate to <https://shastacoe.incidentiq.com/quest/ZS3HEKW8/shasta-external-event-request>
2. If you are a returning user, enter in your email address and password to login. If you are a new user, click on "Register a new account"



Please sign in



Microsoft Azure



Email Address *



Password *

[Reset your password](#)

 SIGN IN



Register a new account



2a. Enter in the relevant information such as first and last name, email address and set a password. You will receive a verification code that will need to be entered before proceeding.

3. Select 'Add New Organization'



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



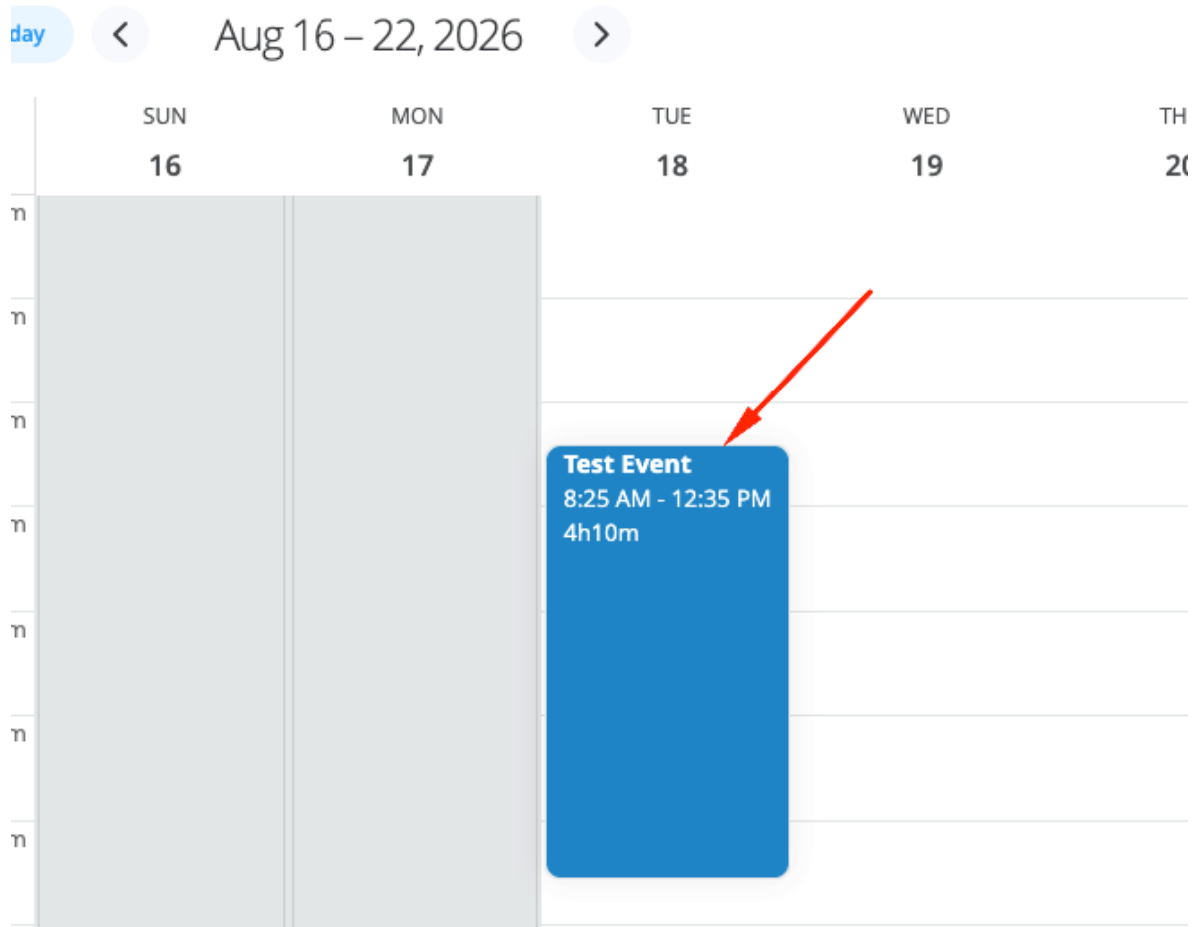
Can't find your organization(s) in this list? [Add New Organization](#)

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

4. Input the correct Details such as organization name, telephone number, and address.
5. At the next screen you will enter in event details such as the event type, attendees (if known), and any set up and breakdown time.
6. At the next screen you will select what location and room you are asking to book.

7. At the next screen you will select the date and time for your event, please be aware that the default is a one hour time slot. To adjust the length, move your mouse to the top or bottom of

the time bar and drag it accordingly. To adjust the timeframe, drag the entire time block accordingly.



8. At the next screen you will be required to input insurance details for the organization. Please have the insurance carrier, policy number, and policy dates ready as well as a picture or pdf of the policy that can be uploaded. (Attachments up to 10MB) or custodial assistance

The image shows a form titled 'Organization Insurance Details'. It includes the following fields and sections:

- 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, showing the format 'mm/dd/yyyy'.
- Expiration Date**: A date input field with a red asterisk, showing the format 'mm/dd/yyyy'.
- Certificate of Liability Insurance**: A section with a file upload button and instructions: 'Upload the organization's certificate of liability document', 'Supports 10MB file', 'Drag and drop file(s) here or click to [browse](#) files'.
- Additional Details**: Two dropdown menus for 'Do you need technology assistance?' and 'Do you need facilities assistance? (ie: custodial, furniture set up, dismantle, etc.)'.

9) Select submit. A team member will contact you shortly to verify details and confirm your appointment. Please note that submitting this request does NOT guarantee a reservation.