Welcome to iiQ Events!

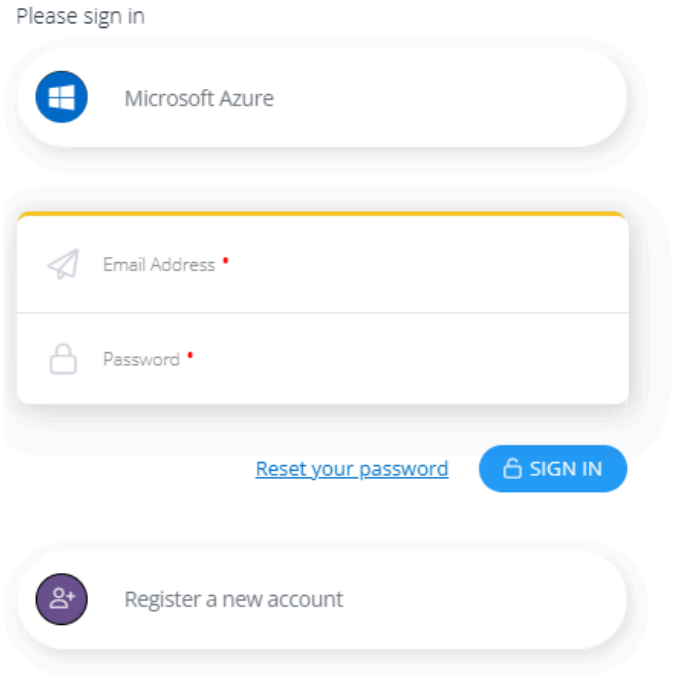
Events that were previously scheduled and approved in rSchools today have rolled over into the new iiQ Events calendar.

- If it had been requested but was NOT approved yet, please rerequest your event.
- You will not be able to view previously approved events in iiQ Events as they are not tied to your new account. **They are on the calendar.** This is a one-time issue - all events you schedule in iiQ Events WILL be visible in your new account.

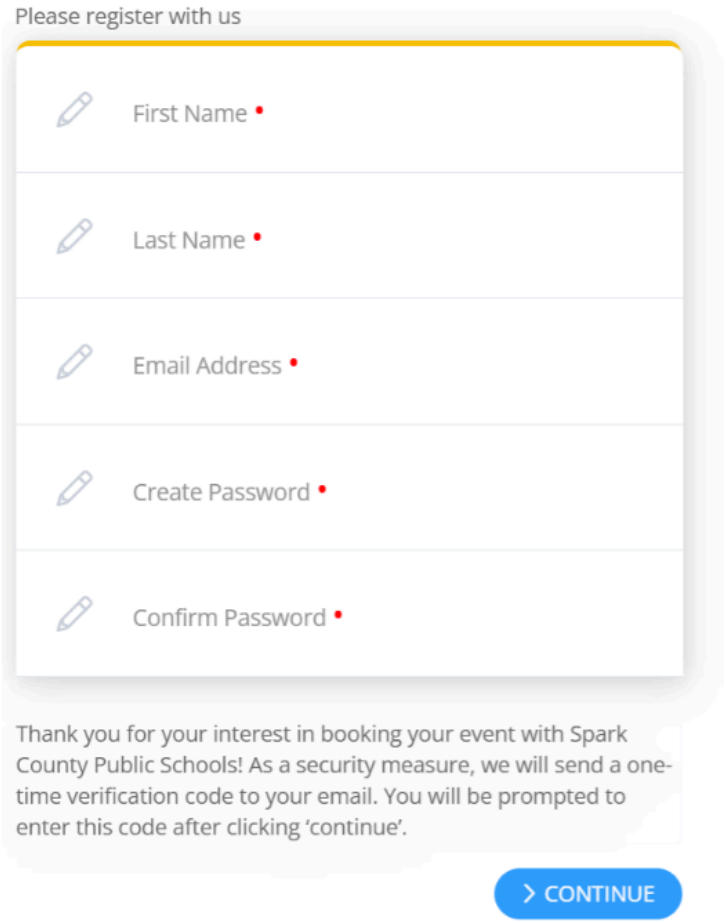
Welcome to iiQ Events! **1**
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Creating an Account in Incident IQ

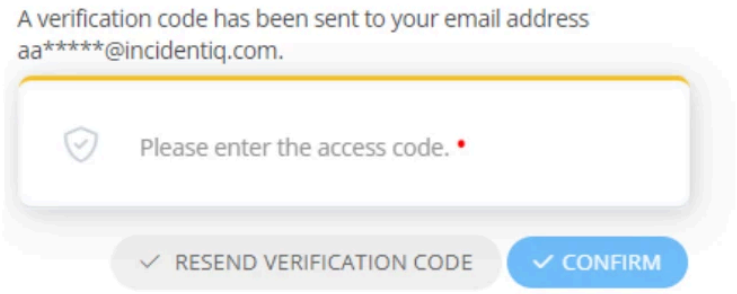
1. Access the following link: GBAPS | Incident IQ Platform
2. If you already have an account, enter your Username and Password. If you do not have an account, select ”Register a new account”



3. Complete the required fields (marked with a red asterisk.)

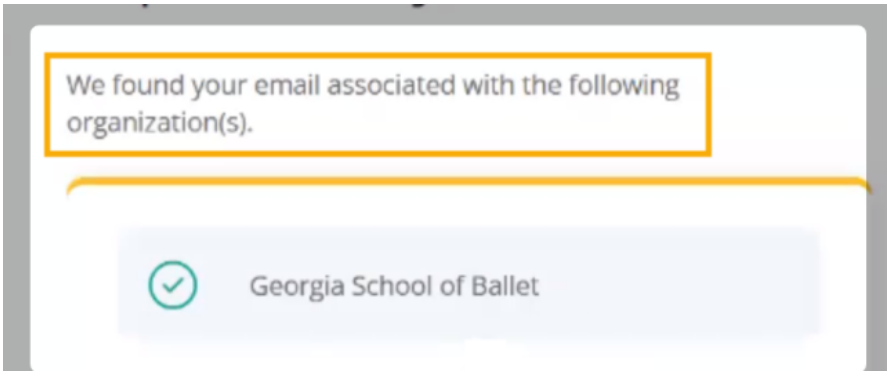


4. After selecting the Continue button, the following window will inform the user that a verification code was sent to their email address and ask to enter that code in the field.

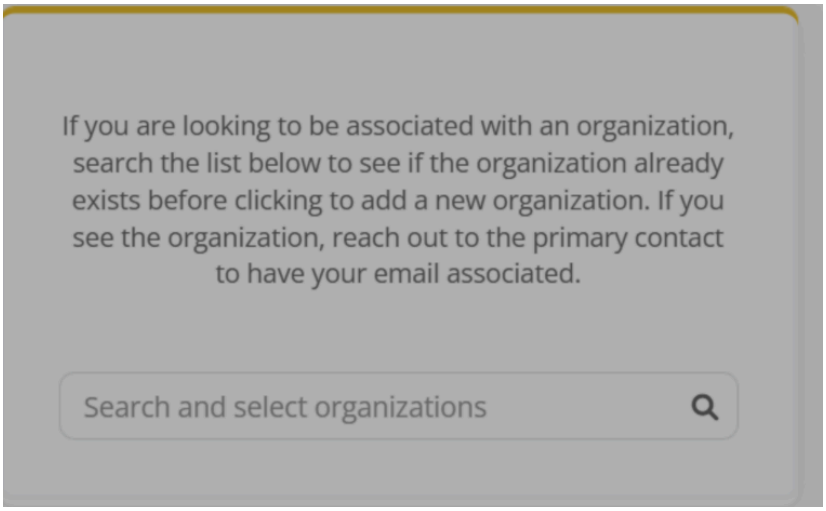


   a. If you do not receive your code via email, click the "Resend Verification Code" button.
   b. Clicking Confirm will lead to the next page, where the requestor will have an opportunity to search for an existing organization, register a new organization, or skip this step.

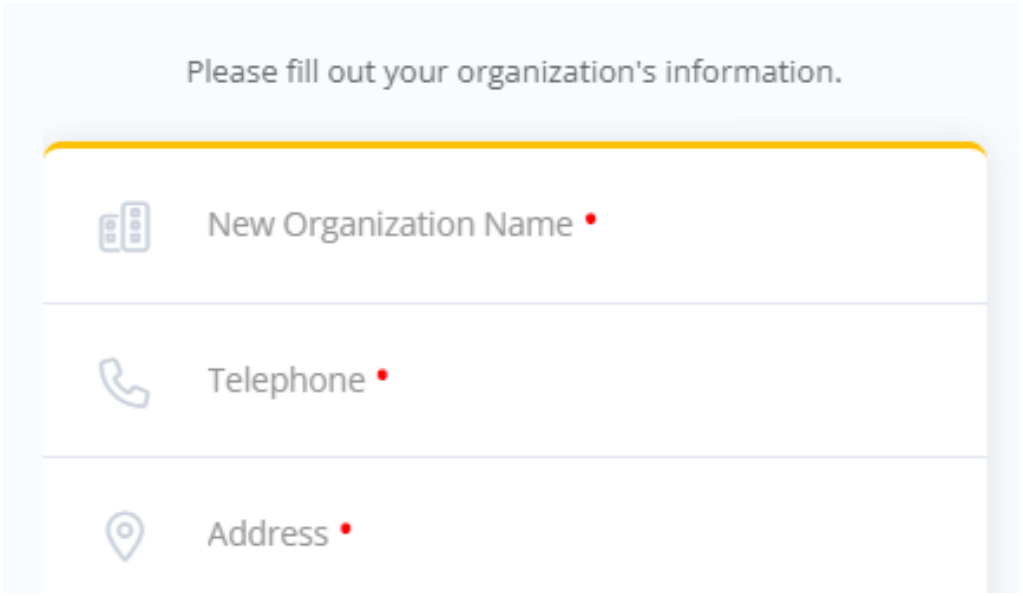
5. Associate your account with an organization.
    a. If the email address is already associated with an Organization,
        i. it will be listed in green at the top:



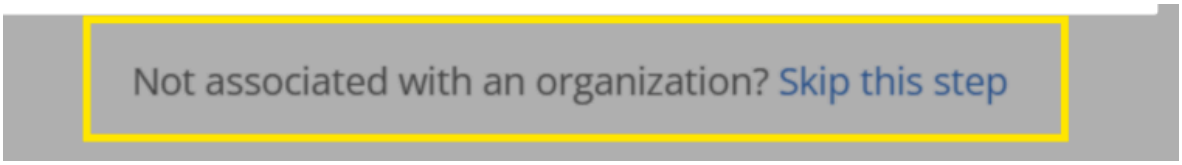
    b. Your organization is already there but you are new to the account
        i. (example: “Girl Scouts” may exist, but you are a new troop leader)



    c. Your organization does not exist yet.
        i. Fill in required fields (marked with a red asterisk).

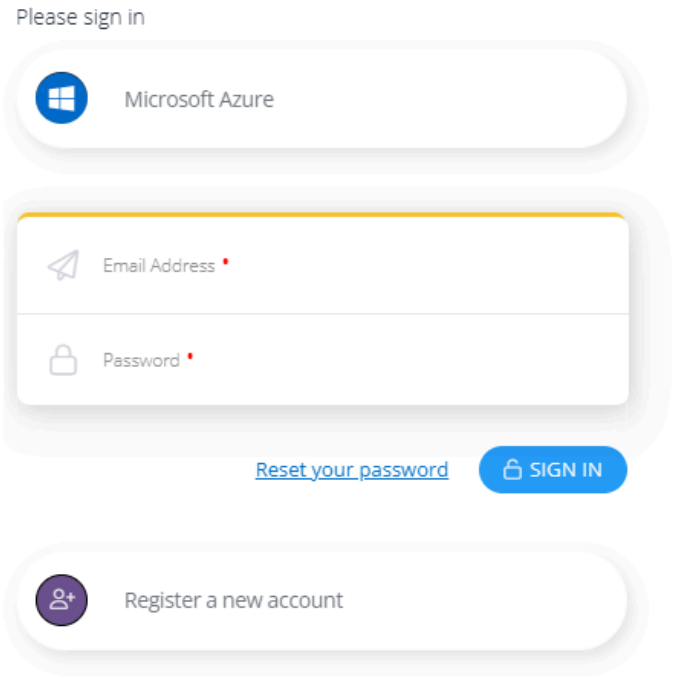


d. If your event is not associated with an organization
    i. Do NOT use this option. Contact facilities@gbaps.org or call (920)448-2180 for assistance.



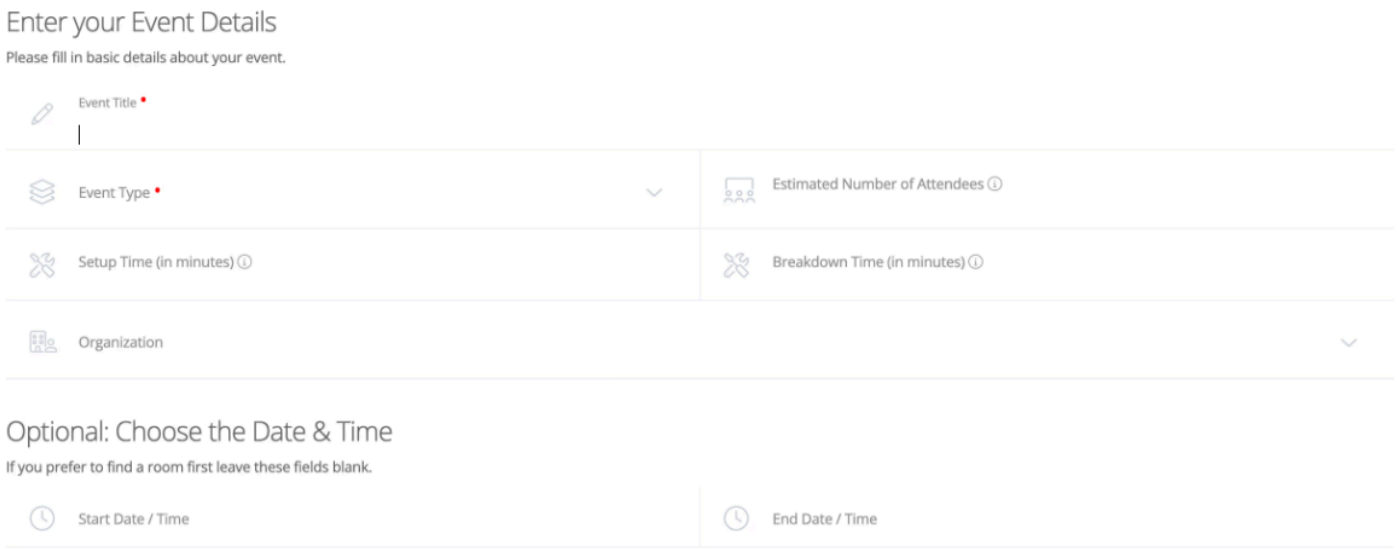
Logging in on Incident IQ

1. Access the following link: GBAPS | Incident IQ Platform
2. If you already have an account, enter your Username and Password.

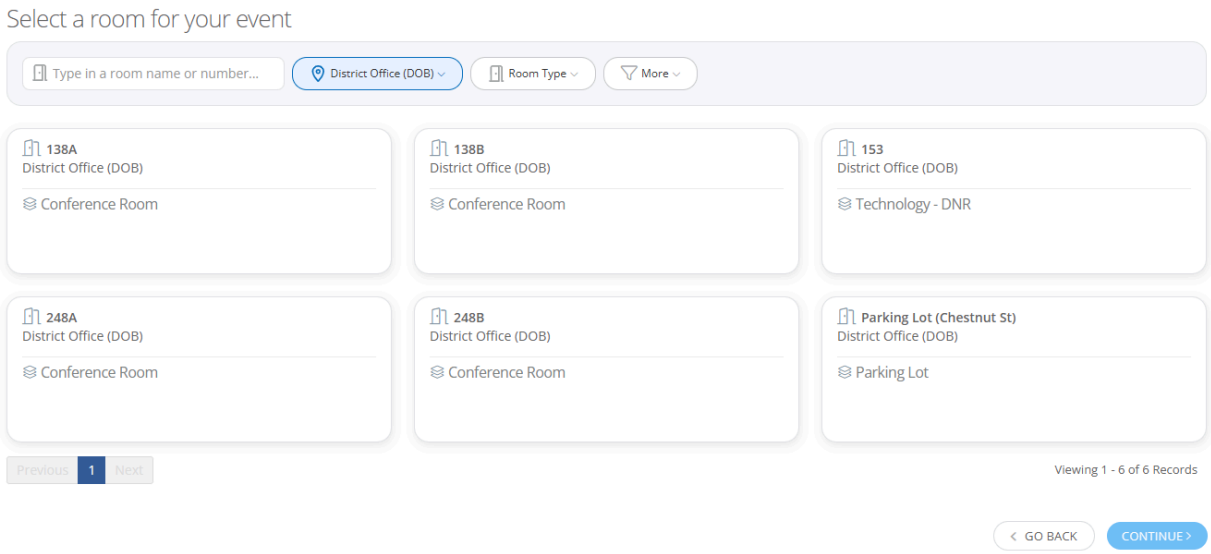


Submitting an Event Request using Incident IQ

1. After logging in, you will be on the events reservation page.

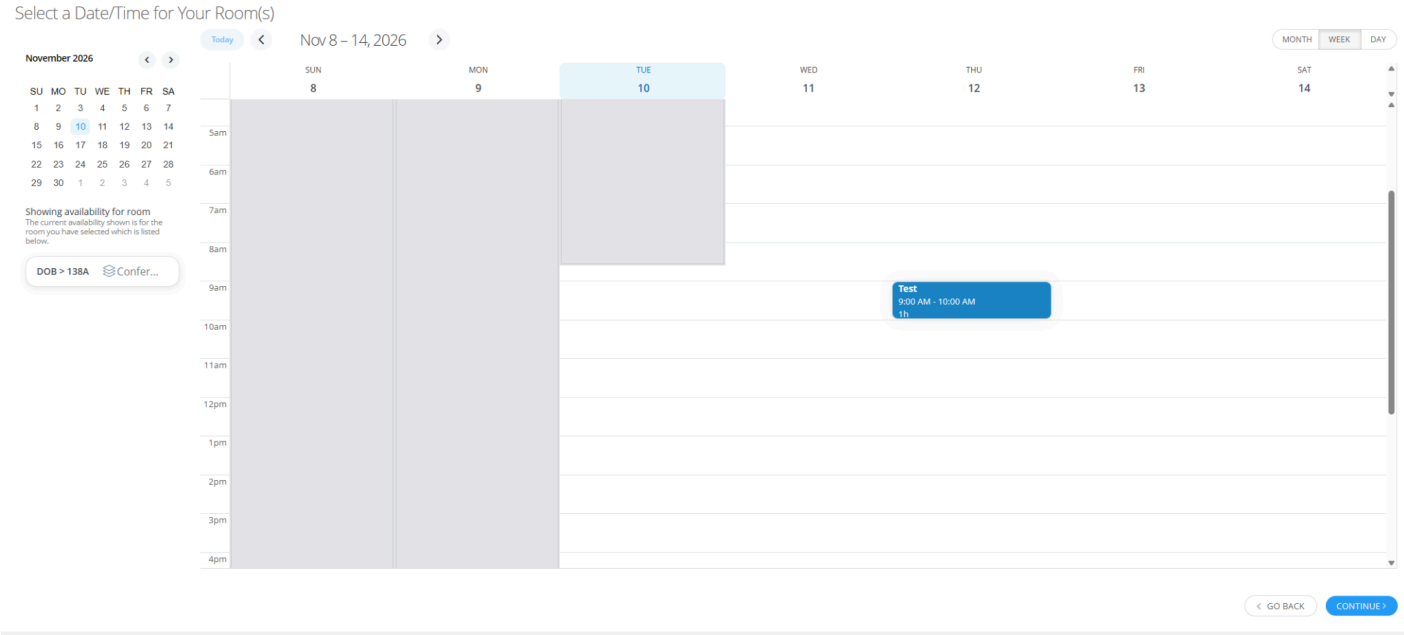


2. Please enter information in all required fields (marked with red asterisks). Other fields are optional at this stage but will be required later on.
3. For Organization, do NOT select “This event is not for an Organization" unless you have already confirmed this option with the Facilities team (facilities@gbaps.org or (920)448-2180).
4. Select a Building & Room for your Event



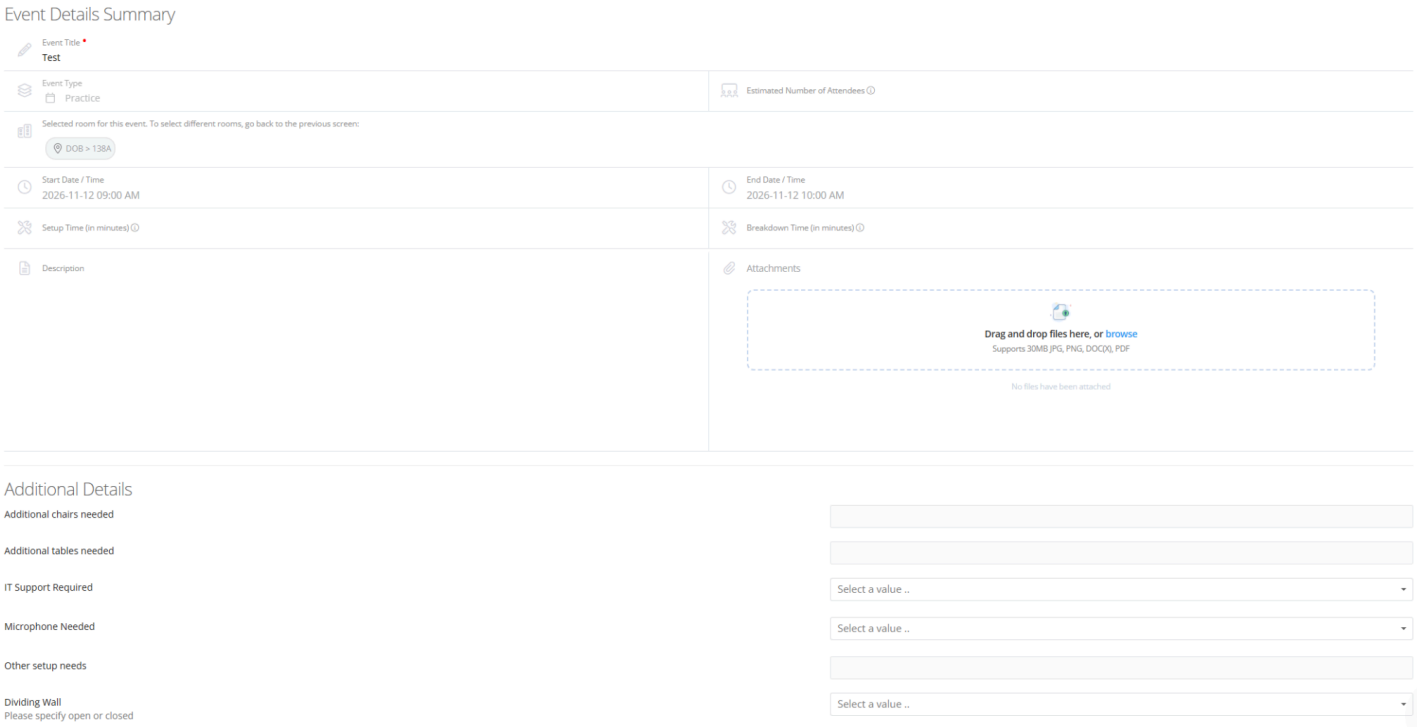
   a. Select the building,, then select the corresponding room(s) for your event.
      i. There are additional search options such as location, room type, etc.
      ii. Multiple rooms can be selected, but all rooms you select will be on all dates for this event, so if some dates require Room A and others require Room B, you will need to submit two separate requests.
      iii. DO NOT book multiple schools on one request.
   b. When you have selected your room(s), hit “Continue” in the bottom right corner.

5. Select a Date/Time for your Event



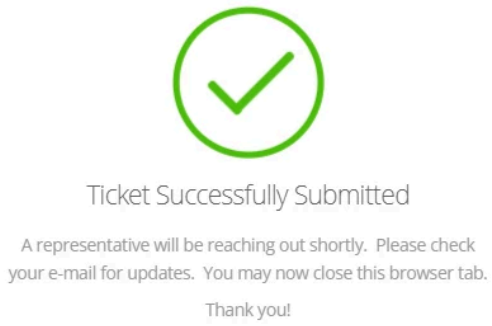
   a. If you already entered a date/time on the first screen, it will already be highlighted on the calendar. If not, select the corresponding date and time for your event. There are Month/Week/Day options for viewing in the top right.
      i. You can click on multiple days to add a recurring event.
   b. Hit “Continue” in the bottom right corner when all dates/times are selected.

6. Event Details Summary



   a. The Event Details Summary page is where you can view all the information you’ve entered: room, dates, and times. You cannot edit them here, but you can click on “Go Back” (bottom right) if needed to make a change.
   b. Add additional setup needs here. If you are happy with how the space is typically set up, you do not need to add anything.

c. Once you are done, hit “Submit”. You will receive a confirmation that the request was submitted successfully.



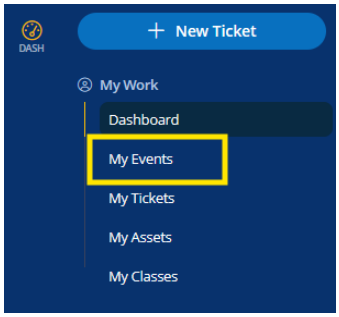
d. You will also receive a confirmation email to the email address on your account. This email will contain the ticket number (please use this when calling or emailing with questions).

If you have any questions, please email facilities@gbaps.org or call (920)448-2180.

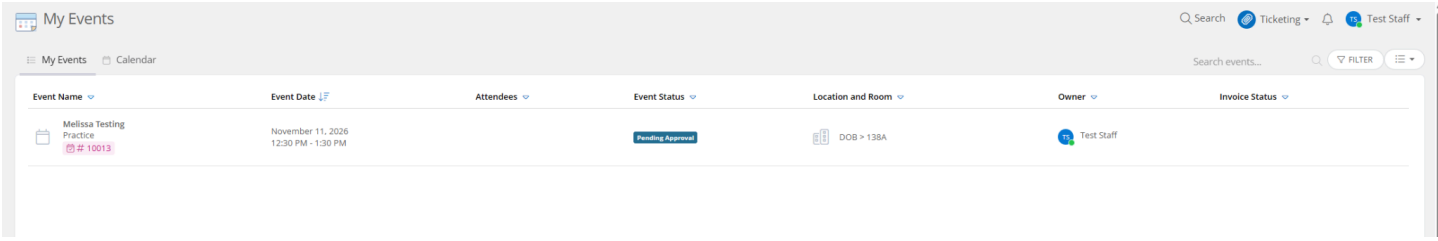
Finding your Event Requests

My Events

1. On your left Navigation Bar, you will see ‘My Events’ next under Dashboard.

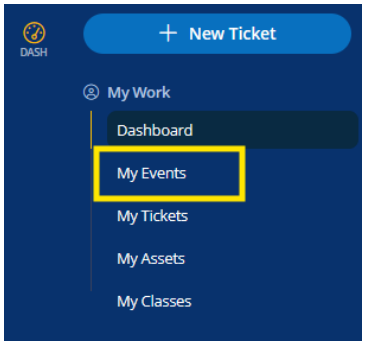


2. This will give you a list of your current Events and their corresponding Statuses. Viewing can be done via the My Events Tab (list view) or Calendar Tab (Calendar View)



Editing/Removing Your Event

1. Please either email facilities@gbaps.org or call (920)448-2180 **with your event's ticket number**. Reach out to your building approver (typically main office) and request the changes you need made. **Send your ticket number with your request.**
2. You can find your ticket number by viewing your events. On your left Navigation Bar, you will see 'My Events' under Dashboard.



3. This will give you a list of your Events and their corresponding Statuses. Viewing can be done via the My Events Tab (list view) it is in pink. The ticket number for the event below is 10013.

