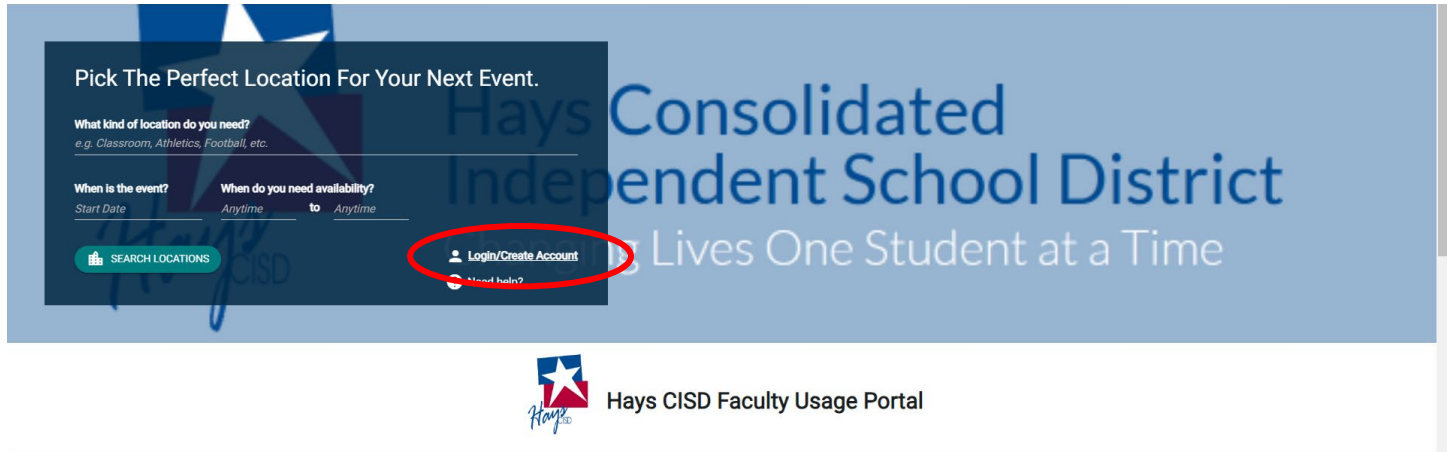


How to Create Your Organization in Event Manager

<https://events.dudesolutions.com/community/hayscisd>

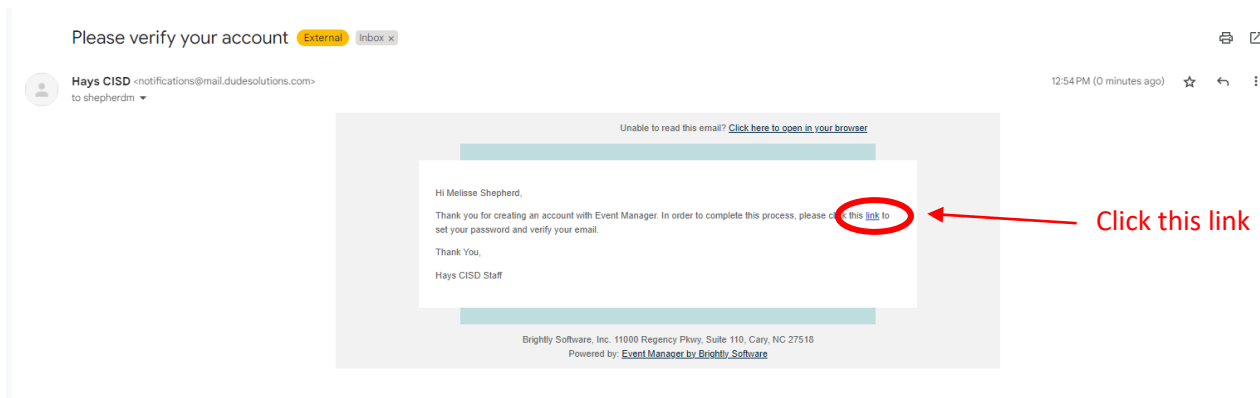
On the main calendar page click “Login/Create Account”.



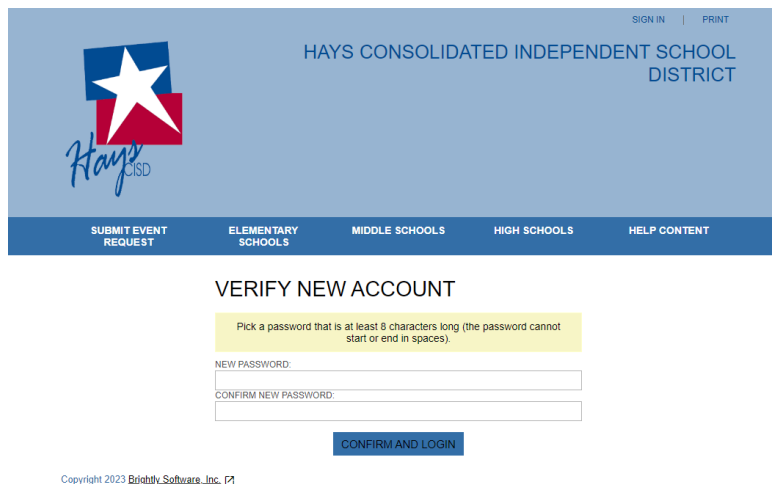
To create a new organization, complete the “Get Started” information. Once you create your organization you will use the “Sign In” section.

After you have completed the First/Last Name, Email and Phone click Submit. You will then get the message in green at the bottom and will need to go to your email and look for the confirmation email. Please make sure to look in your “Junk” folder.

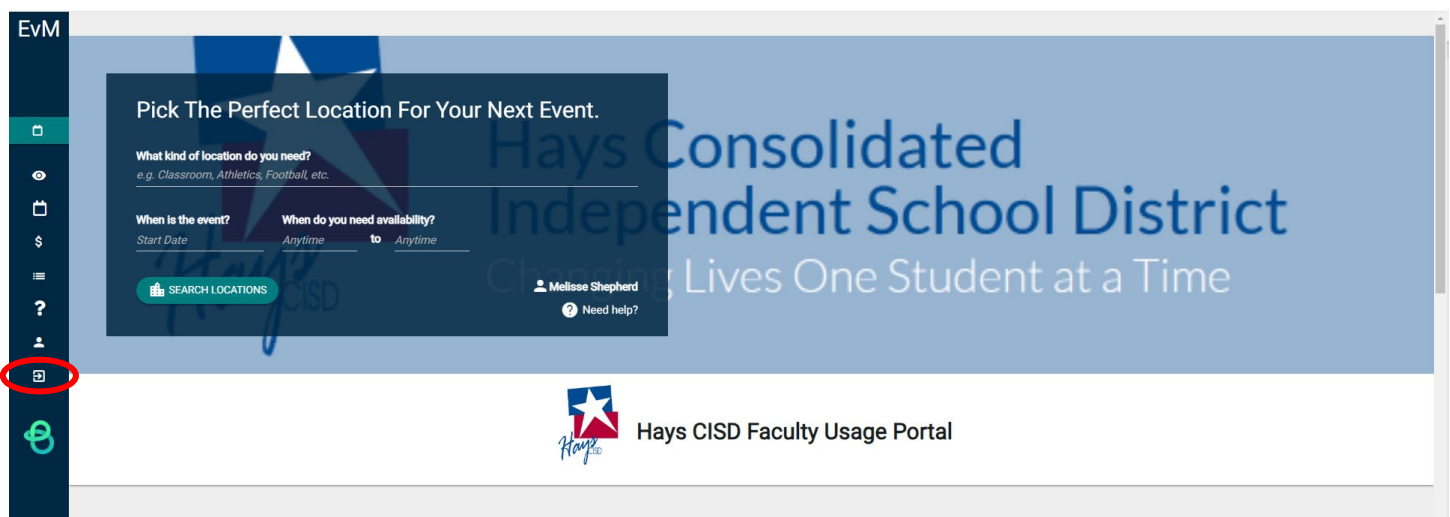
The email will be from Hays CISD (notifications@mail.dudesolutions.com) and look like this:




Click where it says “link” and it will verify your account and take you back to the site to create a password. Please note that Hays CISD employees will not have access to this password and will not be able to change it for you.

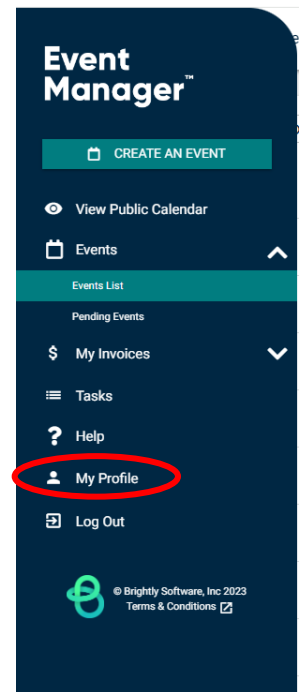


Once logged in, this is the page you will see:



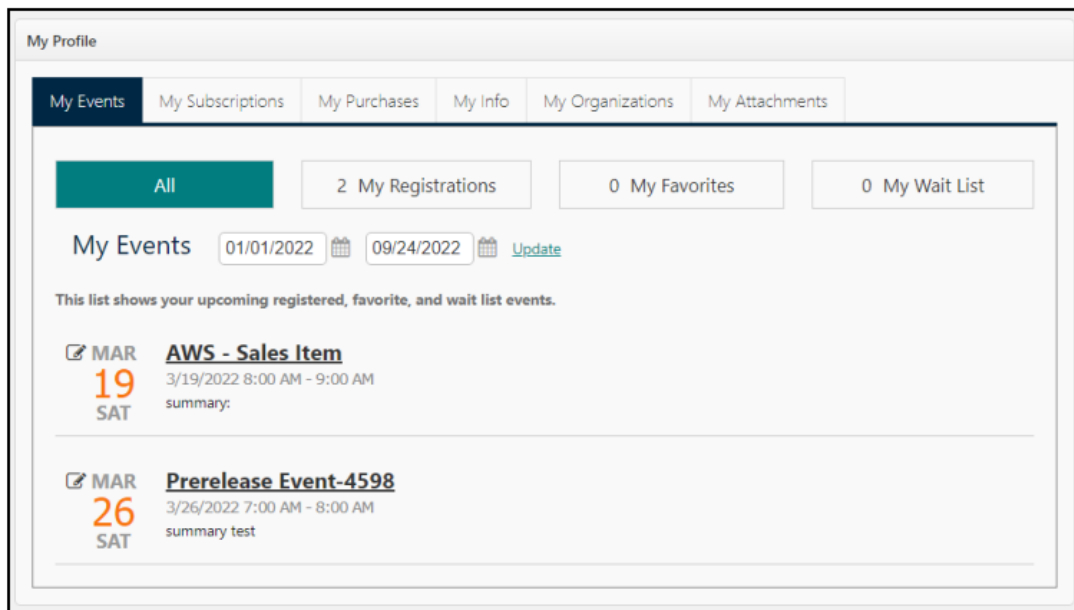
Hover over the expand button  on the left side of the screen. And it will pull out the menu options.

Click on “My Profile”



My Events Tab: This tab is displayed by default when the My Profile page is opened. This list page displays events that you have registered for, events marked as favorites, and wait list events. (Current/ approved events won't show on your events tab until the registration process is complete)

- All events are displayed by default. You can filter the list of events displayed by clicking My Registrations, My Favorites, or My Wait List.
- You can also filter the list by selecting a start and end date to display and click Update to show the results.
- Click on an event title to open that event on the public calendar.



My Subscriptions Tab: This tab allows you to define which email notifications you'd like to receive within Event Manager. You can also manage any existing calendar subscriptions.

- Click on the **My Subscriptions** tab.
- There are subscription settings available for:

- **Event Workflow Notifications:** Choose whether or not to receive emails that are related to event workflow.

Event Workflow Notifications

Subscribe to receive e-mails related to event workflow.

☒ **Subscribe** ☐ **No Notifications**

- **Request to join an Organization:** Choose whether or not to receive emails whenever someone requests to join an organization.

Request to join an Organization

Subscribe to receive emails when someone requests to join an Organization.

☒ **Subscribe** ☐ **No Notifications**

- **Organization Membership Activity:** Check the boxes for all email notifications you would like to receive about organization activity. These notifications only apply to organizations you are a member of or have requested to join.

Organization Membership Activity

Subscribe to receive emails when there is activity for organizations you're a part of or have requested to join.

- ☒ **All Notifications**
- ☒ **When my Membership Requests are approved or denied**
- ☒ **When I am removed from an Organization**
- ☒ **When my Organization Creation Requests are approved or denied.**
- ☒ **When users create an Organization.**
- ☐ **No Notifications**

- **Tasks Notifications:** Check the boxes for all email notifications you would like to receive about Tasks in Event Manager

Tasks Notifications

Subscribe to receive these emails related to Task Management

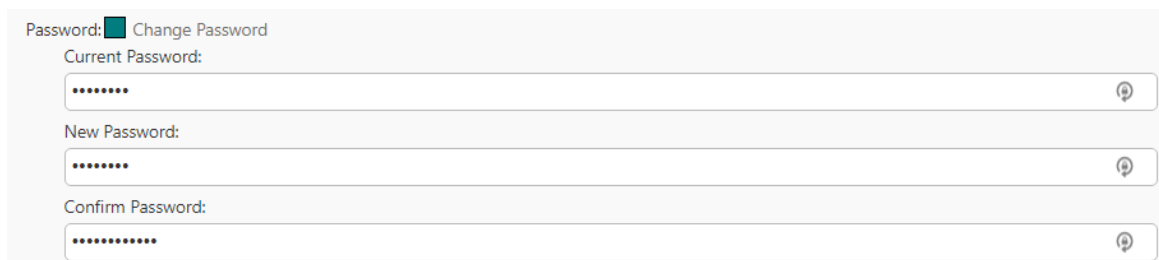
- ☒ **Task Reminder e-mail**
- ☒ **Task Assignment e-mail**
- ☒ **Task Update e-mail**
- ☒ **Task Completion/Denied e-mail**

- Once you have made all necessary changes, click **Update**.

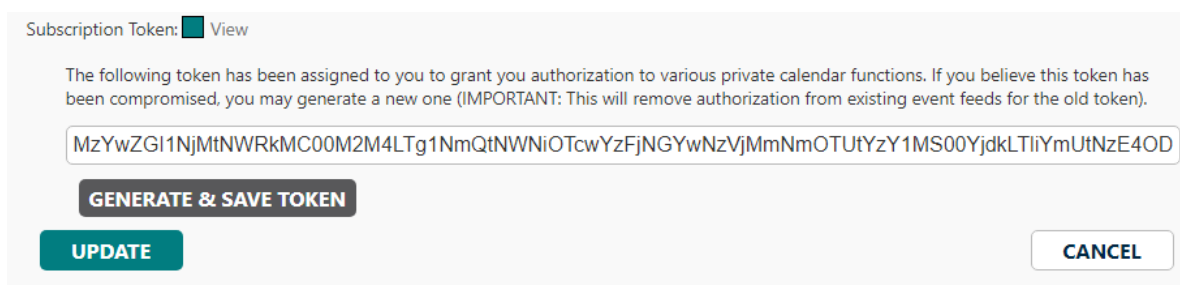
My Purchases Tab: This tab will not be utilized at this time.

My Info Tab: This tab displays your personal information, such as name, email, phone number, and address. You can also change your password and receive a subscription token from this tab. **Please note, Hays CISD employees will not be able to change your password.**

- Click on the **My Info** tab.
- You can edit your personal information as necessary.
- Check the box next to **Password** if you'd like to change your password.
 - Enter your **Current Password**.
 - Enter your **New Password**, and then confirm it.



- Check the box next to **Subscription Token** to generate a token that will allow you to subscribe to private event feeds.
 - Click **Generate** to force generate a new token. **Note: This will remove authorization from existing event feeds for the old token.*



- Click **Update** to save all changes.

My Organizations Tab: This tab displays a list of all organizations you are a member of. You can also create an organization and request to join an organization here.

- Click on the **My Organizations** tab.

Request to join an organization

- Click **Request to Join an Organization**.
- Enter the name of your **Organization**.
- To register as a member of more than one organization, click **Add Another Organization** and enter the name in the field. **Note: You can request to be a member of as many organizations as needed.*
- Click **Request** to submit your request(s).

Items you will need:

- Legal Organization Name
- Description of Organization
- Address
- Website (if applicable)
- Financial Information including FEIN & W-9 (this information is required)
- Insurance Coverage (this information is required)

What Organization(s) would you like to join?

This will send a request to join the listed Organization(s).

Organization:
 *

Organization:
 *

+ Add Another Organization

REQUEST
CANCEL

Create an organization

- Click **Create an Organization**. This will open the Organization creation form. **Note: All required fields are indicated with an asterisk.*

Organization Details

- Enter the **Organization Name**.
- Enter a **Description** for the organization. **Note: There is a character limit of 500 characters.*
- Enter the organization's address information under **Address 1**, **Address 2**, **City**, **State**, and **Zip**.
- Enter the organization's **Website**, if applicable.

Organization Details

Organization Name *

Soccer Stars - Varsity [i]

Description

The best and brightest young soccer players Raleigh has to offer!

Max 500 characters 435 remaining

Address 1 *

11000 Soccer Pkwy

Address 2

Suite 103

City *

Raleigh

State *

NC

Zip *

27603

Website

N/A

Financial Info

Provide any financial information that is relevant for the organization.

- Select an **Organization Type**.
- Select the **Payment Type**.
- Select the **Invoice Type**.
- Enter the organization's **FEIN** (Federal Tax ID) *required*
- You can enter the organization's insurance information, in the **Insurance Company**, **Policy Number**, **Coverage Amount**, and **Coverage Expiration** fields. *required*
- Click **Submit** to complete your request. **Note: Your Organization request will be reviewed and you will receive notification once the request has been approved or denied.*

Organization Types:

- **Hays CISD** - District events, School organizations, School clubs, School meetings and Booster meetings.
- **Tier 1** - Govt. organizations, Community Youth Organizations, 85% Participation by Hays CISD Students.
- **Tier 2** - Non-Profit Organizations, community, civic, service, welfare, recreational and religious organizations. MUST PROVIDE 501(C)3 INFORMATION.
- **Tier 3** - For Profit Organizations - after school and child care groups, private groups and organizations.
- **Tier 4** - UIL Events (Playoffs and districts other than Hays CISD) * Other expenses may apply including security, officials, custodial and UIL Fees TBD.

Financial Info

Organization Type For Profit		?	Payment Type Invoice	
Invoice Type Payment			FEIN N/A	
Insurance Company ABC Insurance		Policy Number 2537641		Coverage Amount 10000
Coverage Expiration 05/15/2020				

My Attachments

This tab displays a list of all images or attachments you have uploaded to the Community section of the Media Library in Event Manager.

- Click on the **My Attachments** tab.
- Select **Attachments** if you would like to view a list of the attachments you have uploaded.
- If necessary, you can filter the list of images or attachments by entering a search term and clicking **Search**.
- You can **Download** any images or attachments in the list by clicking the link next to the file.

My Profile

My Events

My Subscriptions

My Purchases

My Info

My Organizations

My Attachments

Images

Attachments

Search

Clear

Community Rental Agreement.pdf

Download

Once submitted, the Hays CISD Facility Use Coordinator will review and approve.

Once approved, you will receive an email confirming creation of or membership to the Organization.



If you have any questions or concerns while completing your profile please email facility.rental@hayscisd.net.