From the side Navigation panel, click on "Create an Event".





Event Details

- 1. Each new event or series of events is automatically assigned an Event ID number. **Note: This number cannot be changed.*
- 2. Type the name of the **Organization** for this event, then select it from the drop-down menu. **Note: If the Organization does not appear, it may need to be <u>added to the list of organizations</u>.*
- 3. Enter an **Event Name**.
- 4. Add a **Summary**. This will show in search results.
- 5. If needed, check the box next to **Add a Full Description**. This allows for a longer description of the event, which can include text formatting as well as links. **Note: The Full Description field has a character limit of 8,000. An error will display if you attempt to save the event and the Full Description has more than 8,000 characters.*

Event Details	Eventil, 1672
Organization*	
Q Start typing to search for an Organization	~
Event Name*	
* Enter event name	
Summary	
Tell people about your event in a few sentences. This is what will show in search r	esults.
	255 characters remaining
Add a Full Description	

Event ID: 1972

Location & time

An event's location and time can be selected in four different ways. Search for availability by location, or by date and time, and then determine if your event will only last a certain number of hours, or if the location should be reserved all day. **Note: An All-Day event is from 12:00 AM to 11:59 PM for each day the event occurs.* Each of these ways allows you to choose between a single event occurrence, or a repeating event series.

Loc	atio	n &	Tim	е						
Choos	e by	Loc	ation	~	/					
Searc	ch & S	Select	t Loca	ations	s *					
Lo	catio	ns Yo	u've :	Selec	ted (0)):				
Q	Start t	yping	Locati	on Nar	me to :	search	tion Path	~	LOCATION SEARCH	
							\sim			
							(\Box)			
							No Locations selected.			
		Chaol	k Anol	labilita						
		Dates	K Avai	ability	·					
	epeat \	Dates Weekly	y							
	Che	oose a	ın Avai	iable (Date					
202	<u>4</u> > Ji	uly				$\langle \rangle$	(UTC-06:00)	Central 1	Fime (US & Canada)	\sim
S	М	т	w	т	F	S	Public Event (Default)		(?)
30	<u>01</u>	02	03	04	05	<u>06</u>		0	min 52	- @
07	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	Setup:			0
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	20		0	min 🗸	0
21	22	23	24	25	26	27	Breakdown:			-
28	29	30	31	01	02	03				
Estim	ated	Cost								

Estimation For All Room Rentals O SEE COST

\$0.00

Choose by location - hourly event

1. Select the desired Location from the drop-down menu, or

I	Locations You've Selected (1):			
Q		~	LOCATION SEARCH	
	Administration / Old Print Shop	i T		
	Administration / Old Transportation Building			
Ŀ	Barton MS / Barton Kitchen Area			
	Barton MS / Blue Gym	ay Optic	ons	
(Barton MS / Cafeteria	↓ en Hour	s)	?

- 2. Click **Location Search** in the Locations You've Selected panel.
 - Search or filter the list and check the box next to each location needed for this event.

• Click Save.

Select Locations	
Locations You've Selected (0):	
	No Locations selected.
Filters SRESET	Q Start typing Location Name to search Location
Setup 🗸	191 Results
Capacity ~	Old Print Shop Classroom - High School Capacity: 0 Usages: • Community Event
	SAVE X CANCEL

- 3. Click on the desired **Location Setup** for this event. The Capacity and Additional Fee (if any) for setup is displayed beneath each option.
- 4. Once the location(s) are selected, the **Date & Times Available for The Selected Location(s)** will populate any time slots that are already reserved.
- 5. Navigate to the start date needed for your event.

Choos	e by	Dat	e & Tir	ne				
	noose epeat	Dates Weekly	,					
	Ch	oose a	n Avai	lable [Date			
202	<u>4</u> > J	uly			•	\sim	(UTC-06:00) Central Time (US & Canada)	~
S	м	т	w	т	F	S	Public Event (Default)	୭
<u>30</u>	<u>01</u>	<u>02</u>	03	<u>04</u>	<u>05</u>	06		U.
<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	Setup: 0 min ✓	0
14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>		
<u>21</u>	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	27	Breakdown: 0 min V	?
28	<u>29</u>	<u>30</u>	<u>31</u>	<u>01</u>	<u>02</u>	03		

6. Select the time you need by clicking on the appropriate start time on the calendar. Drag the time slot to be the appropriate length. *Note: Any times that are unavailable will show with a block marked Reserved or Closed. Reserved means that this time has been booked with another event. Closed means that this location is not available for booking during this time.

	Check Availability	
Choo Repe	ose Dates at Weekly	
1	Choose an Available Tim	e
<u>2024</u> :	> <u>July</u> > 9th	< >
	Tuesday	÷
6am		······
7am		-
8am	07:30 am - 08:30 am	
9am		- 1
am		
11am		-

- 7. If your event will repeat, click on the pencil icon next to **Multiple-Day Options**. **Note: This option will only appear after you have selected a time on the calendar.*
 - Choose between **Consecutive Dates** and **Non-Consecutive Dates**.
 - If you chose Consecutive Dates, choose how often the event repeats, and when the event series ends. After choosing the event pattern, the **Events in this Series** will populate. Any necessary adjustments can be made here before saving, including the event name, date, or time of an individual event.

- If you chose Non-Consecutive Dates, click on the dates on the calendar you need for your event series. Then make any necessary adjustments to date, time, or event name for the individual events.
- Some events may be marked as a Conflict. You can choose to skip those conflicting dates, or leave them in the series. *Note: If you choose to skip any dates that are marked as a conflict, they will be deleted from the series.
- Click **Save**.
- 8. **Do not publish the end date/time**: Select this option to display the start date and time of the event, but not the end date and time. An end date and time are still required to publish the event, but you may want to hide that information if you are unsure of the event end time, such as with a sporting event.
- 9. **Specify Publish Date/Times**: Determine when the calendar event should appear on the calendar and when it should be removed from the calendar.
- 10. If the time zone for this event varies from the default time zone, select it from the drop down.
- 11. Choose whether this is a **Public Event**, **Private Event**, or **Unlisted Event**.
- 12. If applicable, enter the **Setup** and **Breakdown** time needed for your event. This prevents others from booking over the setup and breakdown time, while the event on the public calendar will only display the actual event start time. **Note: Setup and Breakdown times will be limited to 20 minutes prior to and after events.**

Contact information

Enter the contact information for the event coordinator or person whom visitors can contact with questions about the event. **Note: This information is publicly displayed for each event.*

Use Info for an existing organization leade	r	
${f Q}$ Start typing to select an organiz	ation leader	
Full Name*		
* Enter full name		
Phone*	Extension	
*		
(555) 555-5555		
Email*		
*		

Insurance: You can provide the insurance information for an event, either by using the event organization's information or by entering custom insurance information. **Note: This is required for each event for all dates.*

- 1. The Custom option will be selected by default, but you can choose to **Use Organization's Insurance Info**, if you would like to auto-populate the insurance information of the organization holding this event.
- 2. If you leave **Custom** selected, you can enter the insurance information for this event manually.
 - a. Enter the **Insurance Company**.
 - b. Enter the **Policy Number**.
 - c. Enter the **Coverage Amount**.
 - d. Enter the expiration date of the insurance in the **Coverage Expiration** field.
 - e. Click **Upload** to select a file from your computer. The file will be added to the Insurance Document Library for future use.

Insurance Info*							
O Use Organization's In	surance Info 🔘 Custom						
Insurance Company * ABC Insurance	Policy Number * 555555555555555555555555555555555555	Coverage Amount * \$1,000,000					
Coverage Expiration *							
Insurance Docu	ment*						
Attach a Document (10m	b max). Paste URL here or U	pload file (10mb max).					

*This document is available for internal use only.

Billing Address: This is the address where the invoice for events will be sent. You can use the default for the Organization or create a custom address.

) Organization's Address		Custon	n Address	
FILL WITH MY ADDRESS				UPDATE MY ADDRESS
Full Name* * Melisse Shepherd				
Address 1** 555 This Way		Address 2 Suite 103		
City* * Raleigh	State/Province* *		Zip Code* * 27603	
Email** shepherdm@g.hayscisd.net				
+ Add a CC Recipient				

Tasks

A Task represents something that needs to be completed in relation to this event. **Note: If this is an event series, these tasks will be replicated for each event in the series.*

Add a task

1. Select the Add a Task from right hand corner. *Note: The task will default to the status of New.

Tasks ⑦ Add tasks to be done in relation to this event. If this is an event series, these tasks will be replicated for each event in the series.	+ ADD A TASK
C: This event doesn't have any Tasks yet.	

Task Status	New		
Event	- 11/28/2023		
Location			
Туре*			
Start typing to sear	h for a Task Type	~	
Task Name *			
e.g. General Admiss	ion Registration		
Task Description *			
	actuding any datails that might	be important to someone.	
Describe this item, i	iciuuling any details that might		
Describe this item, i			0/150
Describe this item, i	iciduing any details that hinght	~	0/150

- 1. The task will only be associated with the current event you are entering.
- 2. Select a task **Type** from the dropdown menu.

/pe*	~
Custodial	
Event Setup	,
Facility Access	
HVAC	tant to so
Law Enforcement	

- 3. Task Name will default based on type.
- 4. Enter a **Task Description**. This should be used to provide more detailed information that will give the task assignee the specific instructions for the task. **Note: There is a limit of 500 characters for this field.*

Additional Information

Number of Attendees

Type your answer here

Additional Information: Please enter the number of attendees for this event.

Submitting the event

- 1. Click **Terms and Conditions** to review any terms that have been defined for this event form and then click **Agree**. **Note: This link will only appear if <u>Terms and Conditions</u> have been defined for this event form.*
- 2. When you have finished entering all necessary information on the event form, click the **Submit** button found at the bottom of the form.
- 3. In the window that appears, click **Save**.

IRES & ATTACHMENTS	Incutance Company Baller Mumber Courses Amount	
: TT	Are you sure you want to submit this? Your event will be submitted for review or approved with permission.	
3111		
TIO ITA	SUBMIT X CANCEL	
INSURANCE	Attach a Document (10mb max). Paste URL here or Upload file (10mb max).	
	*This document is available for internal use only.	
	*=Required	

Once submitted, you can click on Events List in the menu and see your event.

Q Search by Event Name, Event ID, or Keywords			i≡ List View ✓		Sort by Start Da	
Select All						
	Testing #49 Starts: 6:00 pm Wed Nov. 28, 2023 CST	Ends: 7:00 pm Wed Nov 29 2023 CST	Requester:	Melisse Shepherd	Sarton MS > Barton Kitch	