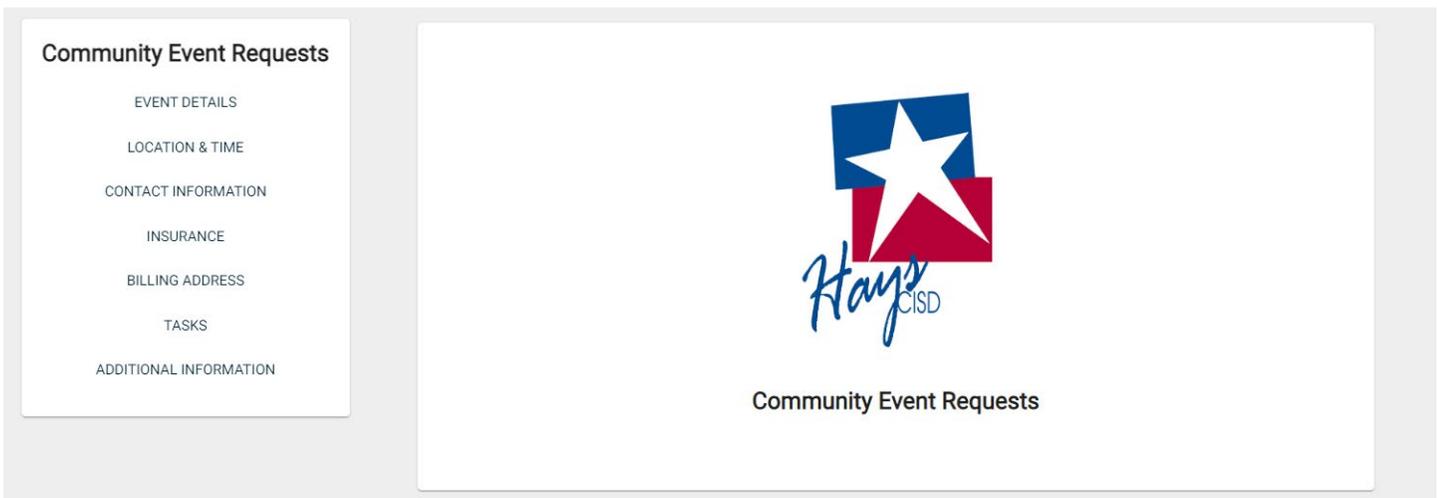
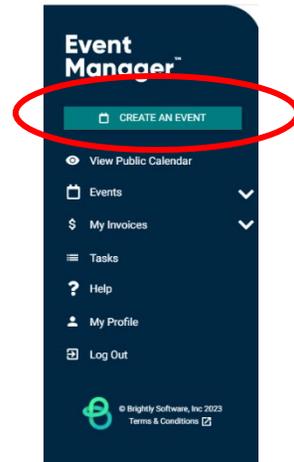


How to Create an Event

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 [added to the list of organizations](#).*
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.*

How to Create an Event

Event ID: 1872

Event Details

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 results.

255 characters remaining

Add a Full Description

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.

Location & Time

Choose by Location

Search & Select Locations *

Locations You've Selected (0):

Q Start typing Location Name to search Location Path

LOCATION SEARCH



No Locations selected.

Check Availability

- Choose Dates
 Repeat Weekly

Choose an Available Date

2024 > July

S	M	T	W	T	F	S
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

(UTC-06:00) Central Time (US & Canada)

Public Event (Default)

Setup: 0 min

Breakdown: 0 min

Estimated Cost

Estimation For All Room Rentals

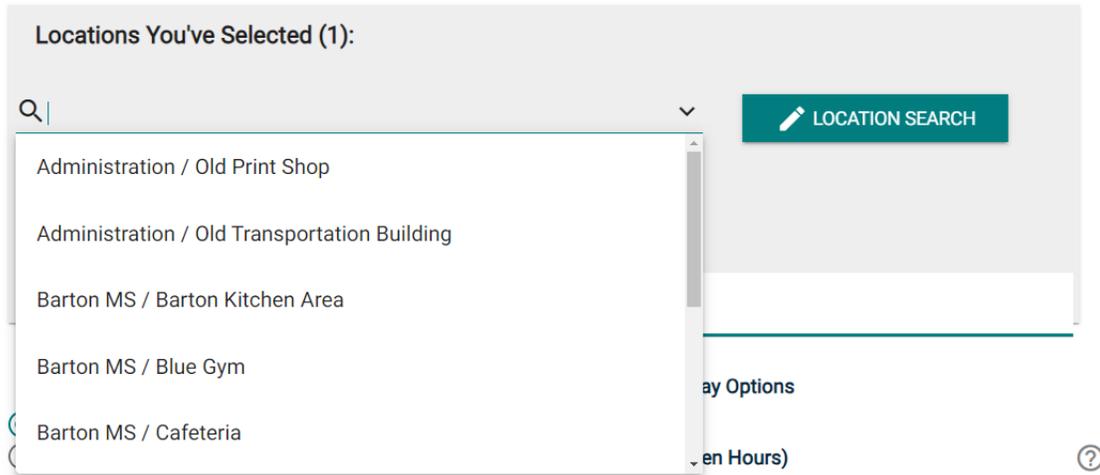
SEE COST

\$0.00

How to Create an Event

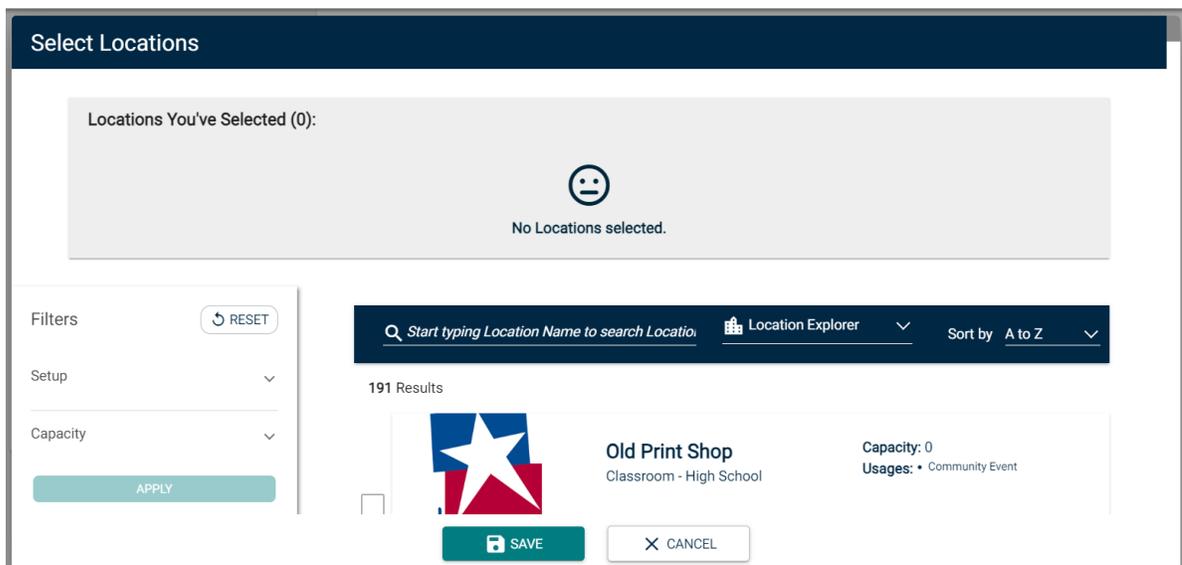
Choose by location - hourly event

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



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**.



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.

How to Create an Event

Choose by Date & Time
Location

Choose Dates
 Repeat Weekly

Choose an Available Date

2024 > July < >

S	M	T	W	T	F	S
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

(UTC-06:00) Central Time (US & Canada) ▾

Public Event (Default) ?

Setup: 0 min ▾ ?

Breakdown: 0 min ▾ ?

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

Choose Dates
 Repeat Weekly

Choose an Available Time

2024 > July > 9th < >

Tuesday	
6am	
7am	
8am	07:30 am - 08:30 am
9am	
10am	
11am	

(UTC-06:00) Central Time (US & Canada) ▾

Public Event (Default) ?

Setup: 0 min ▾ ?

Breakdown: 0 min ▾ ?

Multiple-Day Options

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.*
 - o Choose between **Consecutive Dates** and **Non-Consecutive Dates**.
 - o 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.

How to Create an Event

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*

Use Organization's Insurance Info Custom

Insurance Company *	Policy Number *	Coverage Amount *
ABC Insurance	5555555555555555	\$1,000,000

Coverage Expiration *

Insurance Document*

Attach a Document (10mb max). Paste URL here or Upload file (10mb max).

 **UPLOAD**

**This document is available for internal use only.*

How to Create an Event

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.

Billing Address

Organization's Address Custom 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* *
NC

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 ?

[+ ADD A TASK](#)

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.


This event doesn't have any Tasks yet.

How to Create an Event

Create a Task

Task Status New

Event - 11/28/2023

Location

Type*
Start typing to search for a Task Type

Task Name *
e.g. General Admission Registration

Task Description *
Describe this item, including any details that might be important to someone.
0/1500

[Add more task information](#)
Priority, assignment, due date, etc.

SAVE SAVE AND ADD CANCEL

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

Type*

- Custodial
- Event Setup
- Facility Access
- HVAC
- 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.*

How to Create an Event

Additional Information

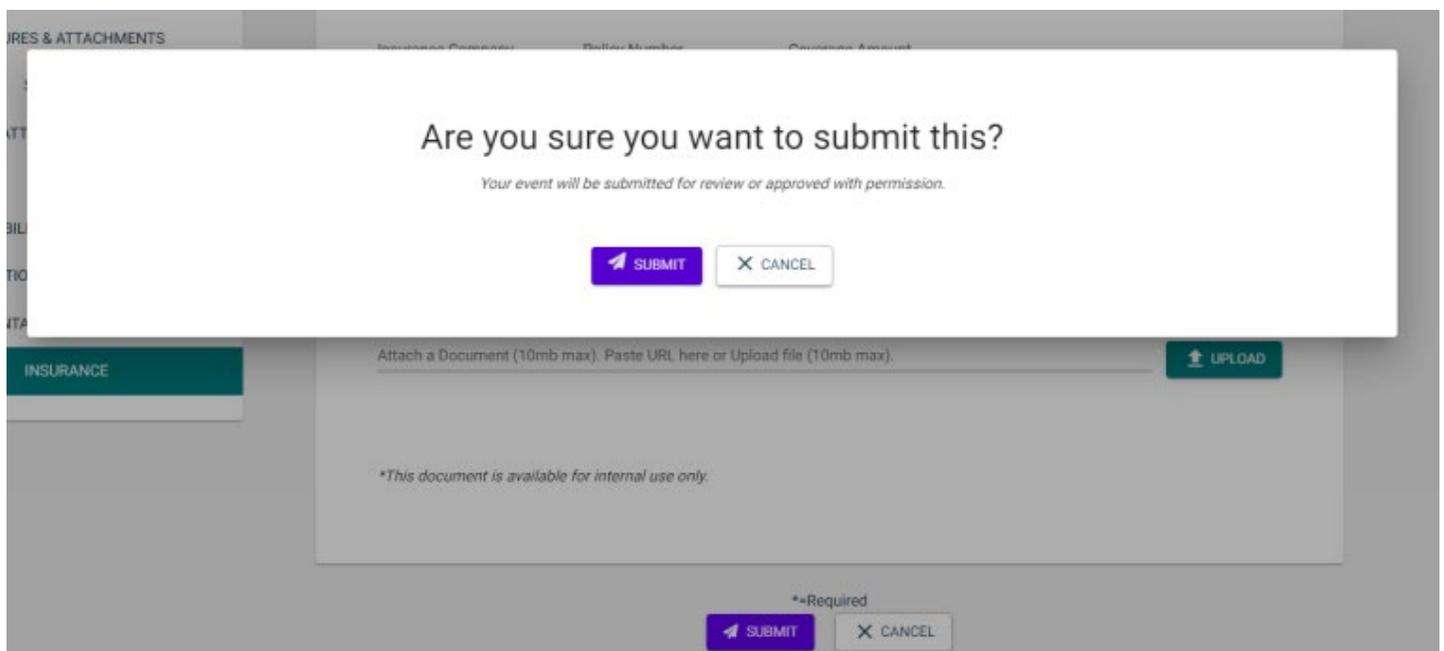
Number of Attendees

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 [Terms and Conditions](#) 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**.



The screenshot shows a confirmation dialog box with the following content:

Are you sure you want to submit this?

Your event will be submitted for review or approved with permission.

SUBMIT CANCEL

INSURANCE

Attach a Document (10mb max). Paste URL here or Upload file (10mb max).

UPLOAD

*This document is available for internal use only.

*=Required

SUBMIT CANCEL

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

How to Create an Event

BULK ACTIONS ▾ + ADD AN EVENT

Q Search by Event Name, Event ID, or Keywords List View ▾ Sort by Start Date (.. ▾)

Select All

<input type="checkbox"/>	Testing #49 Starts: 6:00 pm Wed Nov. 29, 2023 CST Setup: 5:30 pm	Ends: 7:00 pm Wed Nov. 29, 2023 CST Breakdown: 7:30 pm	Requester: Melisse Shepherd Calendar: Community Site	Barton MS > Barton Kitchen Area	ACTIONS ▾
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