



UTILIZING EVENT MANAGER

This is a guide to demonstrate how to appropriately schedule use of facility requests in Event Manager.

On the North East School District webpage, select the tab at the top of the screen, labeled “Community.” From there, a list of links will pop up to the left of your screen. You will need to select the link labeled as “Event Manager – District Use of Facility Request.”



School District Grape Pickers



- HOME
- DISTRICT ▾
- DEPARTMENTS ▾
- ACADEMICS ▾
- EXTRA-CURRICULAR ▾
- PARENTS ▾
- STAFF ▾
- COMMUNITY**

Home / Community / Index

Community

- Community Links
- Community Flyers
- Fundraising
- North East Gold Card
- North East Helping Hands
- North East Recreation Commission
- Picker Alumni
- Community Gallery
- Event Manager - District Use of Facility Request**
- NESD Weather Station



It will then direct you to this page:



Home of the North East
School District Grape Pickers

MAIN CALENDAR

NORTH EAST ELEMENTARY
CENTER

NORTH EAST MIDDLE
SCHOOL

NORTH EAST HIGH SCHOOL

EVENT COMMUNITY

SIGN IN

Enter your email and password to sign into your account.

EMAIL:

PASSWORD:

By clicking Submit, you consent to the
[Terms & Cond.](#)
[Privacy Policy](#)

SUBMIT

[Forgot Password?](#)

or

SIGN IN USING GOOGLE

GET STARTED

Create an account to view your favorite events and events you have registered for.

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

By clicking Submit, you consent to the
[Terms & Cond.](#)
[Privacy Policy](#)

SUBMIT

com/nese1/

To the right of the screen where it says, “Get Started”, you will need to enter in your name, email address and phone number with Event Manager, in order to start creating an account.

UTILIZING EVENT MANAGER

Once you enter the appropriate information, you will be instructed to verify your email address and create a password to complete your account set up.

SIGN IN

Enter your email and password to sign into your account.

EMAIL:

PASSWORD:

By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

SUBMIT

[Forgot Password?](#)

or

GET STARTED

Create an account to view your favorite events and events you have registered for.

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

SUBMIT

Your account has been created successfully! You will receive an email with a link that must be clicked to verify the email entered and setup your password. You will not be able to sign in until you complete verification.

After you sign in with your email and password, click **Submit**. From there, you will be directed to your Event Manager Page.

EvM Events [Home](#) > Events List C L Site: North East School District

Filters RESET

Quick Filter

Event ID

Location

Date Range

Invoiced

Status

Cancelled

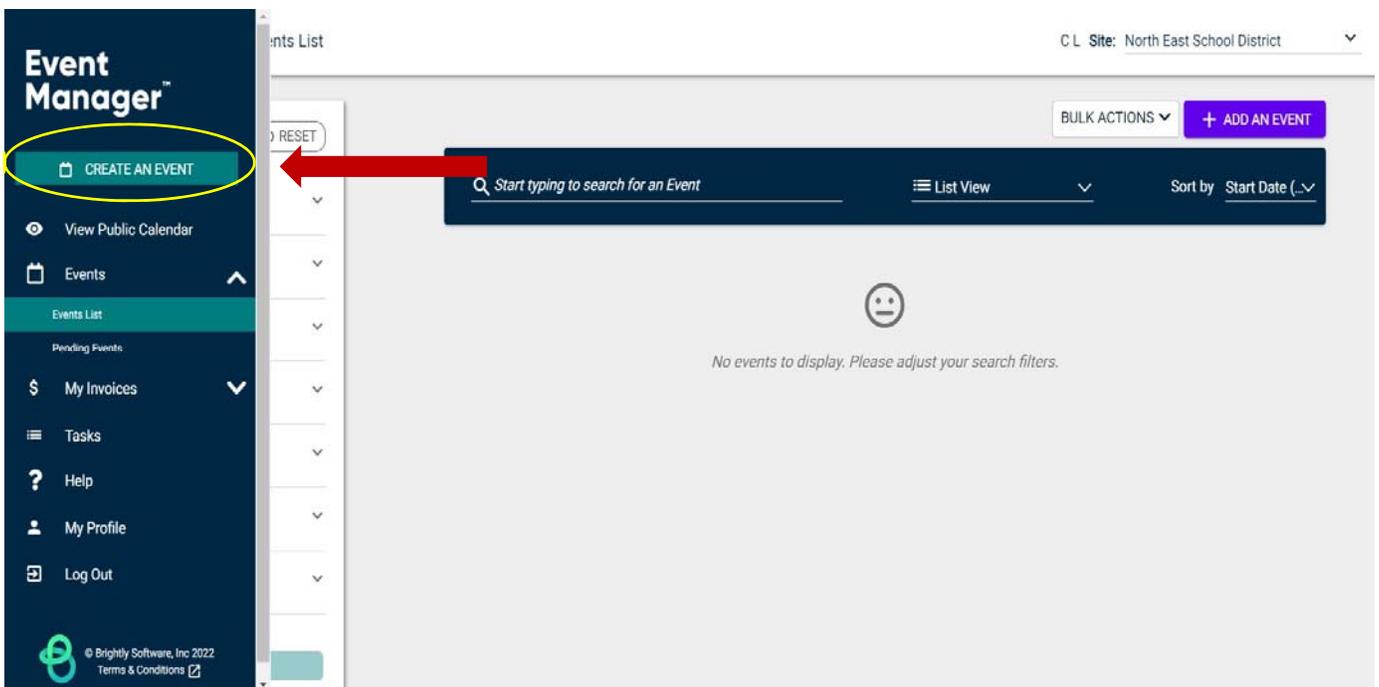
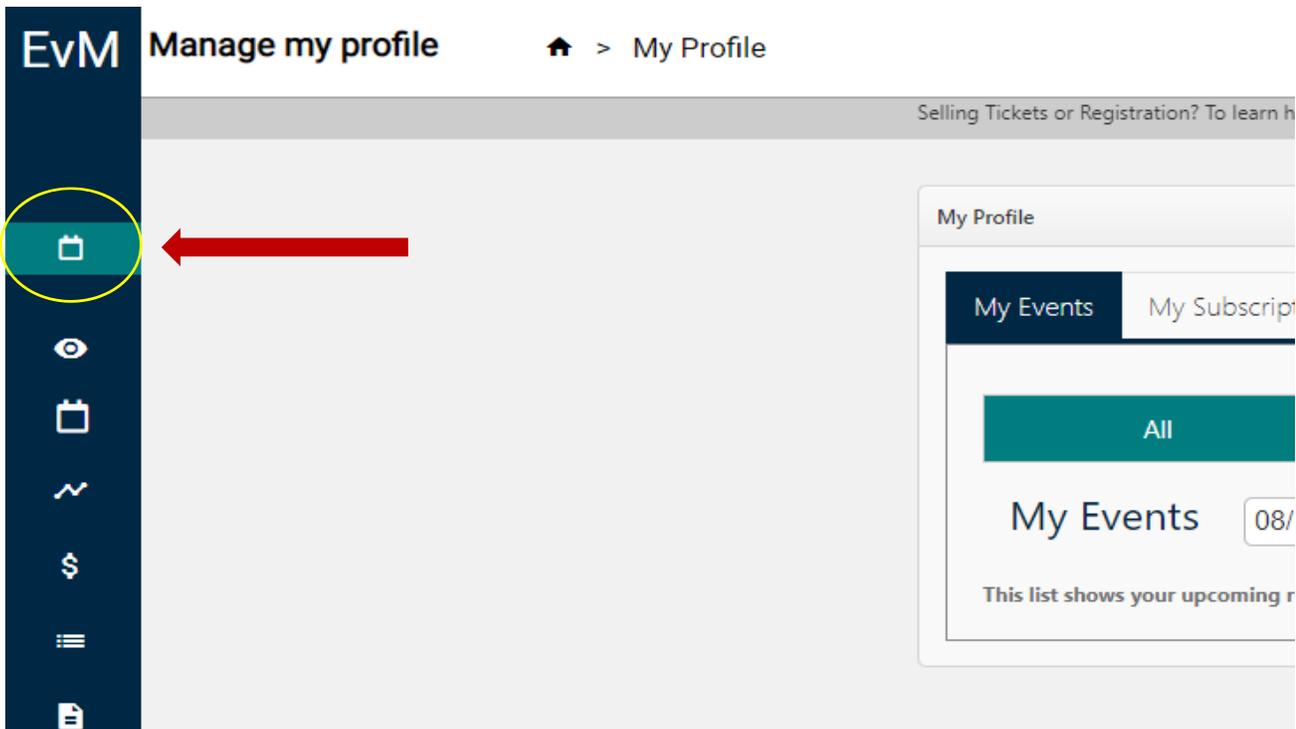
BULK ACTIONS **+ ADD AN EVENT**

No events to display. Please adjust your search filters.

APPLY

How to Create an Event:

On the left side of the screen, select the green calendar button. As you hover over the calendar, a pop-up will appear with, "Create an Event." Select that item.



Once you've selected, "Create an Event," the North East Event form will pop up. This is where you will enter your event information. Under Organizations, directly below Event Details, select the arrow or type in your Organization. If your organization is not listed in the drop-down menu, proceed to Event Name. Send an email to cluke@nesd1.org and lboltz@nesd1.org to have the Organization added.

The screenshot shows the 'Create an Event' submission form. On the left is a sidebar with navigation icons. The main content area has a header 'North East Event form' and a list of sections: EVENT DETAILS, CONTACT INFORMATION, LOCATION & TIME, TASKS, and INSURANCE. Below this is the 'Event Details' section, which includes an 'Organization' dropdown menu with a search prompt 'Start typing to search for an Organization'. The selected organization is 'Home of the North East School District Grape Pickers'. Below the dropdown is the 'Event Name*' field. The Event ID is 3551.

Any item with an asterisk () is required. Failure to enter in required information will prevent you from submitting your event request.

Add a brief summary to describe your event.

This screenshot shows the 'Summary' section of the 'Create an Event' form. The 'CONTACT INFORMATION' section is highlighted in the sidebar. The main content area shows a text input field with a placeholder 'E.g., Fundraiser'. Below the input field is the 'Summary' section, which includes a text area for the event summary and a character count of '255 characters remaining'. There is a checkbox labeled 'Add a Full Description'. Below this is the 'Contact Information' section, which includes a 'Full Name*' field.

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Once you get to the Contact Information portion, we ask that you enter the contact information of the individual utilizing the facility or the person in charge of the event. The phone number should be a cell phone that the individual utilizing the facility will have on them the day of the event.

The screenshot shows the 'Contact Information' section of the 'North East Event form'. The left sidebar contains a menu with options: EVENT DETAILS, CONTACT INFORMATION (highlighted), LOCATION & TIME, TASKS, and INSURANCE. The main content area has the following fields:

- Full Name***: John Doe
- Phone***: (555) 555-5555
- Extension**: 817
- Email***: email@address.com

When entering your location, select the green "Location Search" Bar.

The screenshot shows the 'Location & Time' section of the 'North East Event form'. The left sidebar contains a menu with options: EVENT DETAILS, CONTACT INFORMATION, LOCATION & TIME (highlighted), TASKS, and INSURANCE. The main content area has the following elements:

- Choose by**: Location (dropdown)
- Search & Select Locations ***
- Locations You've Selected (0):**
- Search bar**: Start typing Location Name to search Location Path (dropdown)
- LOCATION SEARCH** button (highlighted with a red circle)
- No Locations selected.** (with a sad face icon)
- + Add a Custom Location** (link)

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Once you click on “Location Search,” a list of locations will pop up. In the search bar, you can start typing a location name by building, or you can scroll through each page until you find the location you are looking for. *More than one location may be selected at a time, if your event requires it.

The screenshot displays the 'Locations You've Selected (0):' section at the top, which is currently empty and shows a sad face icon with the text 'No Locations selected.' Below this is a search interface with a dark blue header containing a search bar with the placeholder text 'Start typing Location Name to search Location', a 'Tree View' dropdown menu, and a 'Sort by A to Z' dropdown menu. The main content area shows a list of locations under the heading 'All locations'. The first category is 'Administration Office (Select 1 / 1)' with a sub-item 'Administration Conference Room' and an unchecked checkbox. The second category is 'Athletics (Select 13 / 13)' with a sub-item 'Baseball Field' and an unchecked checkbox. At the bottom of the interface, there are two buttons: a green 'SAVE' button with a floppy disk icon and a white 'CANCEL' button with an 'X' icon. A red arrow points from the left towards the 'SAVE' button.

Once your location(s) is selected, make sure to click the green **Save** button.

(Please note that selecting a location only shows the school your preference, this does not guarantee you will be able to utilize this location. Depending on the circumstances of the given day: NESD can change the location selected if needed.)

Once your location(s) is selected, you will need to enter the date and time information for the event.

Check Availability

Choose Dates
 Repeat Weekly

Choose an Available Date

2022 > August < >

S	M	T	W	T	F	S
31	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

All Day (All Open Hours) ?

Do not publish the end date/time ?

This is a Featured Event ?

Specify Publish Date/Times

(UTC-05:00) Eastern Time (US & Canada) v

Public Event v ?

Setup: 0 min v ?

Breakdown: 0 min v ?

Estimated Cost

+ [Add a Custom Location](#)

Check Availability

Choose Dates
 Repeat Weekly

Choose an Available Time

2022 > August > 9th < >

6am
7am
8am
9am
10am
11am
12pm

All Day (All Open Hours) ?

Do not publish the end date/time ?

This is a Featured Event ?

Specify Publish Date/Times

(UTC-05:00) Eastern Time (US & Canada) v

Public Event v ?

Setup: 0 min v ?

Breakdown: 0 min v ?

*You can select multiple days if needed, by choosing the “Repeat Weekly” option. If you select this option, you will need to select which day(s) & time your event will be held.

The screenshot shows the 'North East Event form' with the 'TASKS' section selected in the left sidebar. The main form area is titled 'Check Availability' and includes the following options:

- Choose Dates
- Repeat Weekly

Start: 1:00 pm End: 2:00 pm

From: August 9, 2022 To: August 23, 2022

Repeat on: S M Tu W Th F Sa

Other options include: All Day (All Open Hours), Do not publish the end date/time, This is a Featured Event, Specify Publish Date/Times, and a dropdown menu for 'Public Event' (currently selected).

In addition to the date and time, you can choose whether or not you want your event listed on our District Calendar as a Public Event. If your event is not open to the Public, you will need to select it as a Private Event.

Once the date and time are selected for your event, scroll down to the “Task” portion of the Event form.

The screenshot shows the 'Tasks' section of the 'North East Event form'. The left sidebar is the same as in the previous screenshot. The main form area is titled 'Tasks' and includes the following text:

Tasks ⓘ

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](#)

Below this text is a large grey box with a sad face icon and the text: "This event doesn't have any Tasks yet."

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This portion of the form is only utilized if your event requires additional setup or tear down. i.e. bleachers, extra tables/chairs, audio, technology, etc.

Task Creation: If you need to create a task for your event, select the green button to the right of your screen, labeled “+Add A Task.”

Create an Event [Home](#) > Submission Form C.L. Site: North East School District

North East Event form

- EVENT DETAILS
- CONTACT INFORMATION
- LOCATION & TIME
- TASKS**
- INSURANCE

Tasks

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.

[+ ADD A TASK](#)

Once you select “+Add A Task”, a pop up will appear. This is where you will add the necessary information related to your task.

Create a Task

Task Status New

Event - 08/04/2022

Location Classroom 201
North East Elementary ...

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

[SAVE](#) [SAVE AND ADD](#) [CANCEL](#)

Click on the down arrow to the right of "Type." This is where you can select whether your task is Audio/Visual, Custodial, etc.

The screenshot shows the 'Create a Task' form with the following fields:

- Task Status:** New
- Event:** - 08/04/2022
- Location:** Classroom 201, North East Elementary ...
- Type:** A dropdown menu is open, showing options: Athletic Fields, Audio/Visual, Bleachers, Custodial, and Equipment. A red arrow points to the down arrow on the right side of the dropdown.

At the bottom of the form, there are three buttons: **SAVE**, **SAVE AND ADD**, and **CANCEL**.

Once you've selected the type of task for your event, fill out the task description with any details related to your task. (i.e. 5 chairs, 2 tables next to the podium)

The screenshot shows the 'Create a Task' form with the following fields:

- Location:** Classroom 201, North East Elementary ...
- Type:** Custodial (with an 'X' icon to clear the selection)
- Task Name *:** Custodial (with a '?' icon to show help)
- Task Description:** Describe this item, including any details that might be important to someone. This field is circled in red.

Below the 'Task Description' field, there is a link: **Add more task information** (Priority, assignment, due date, etc.).

At the bottom of the form, there are three buttons: **SAVE**, **SAVE AND ADD**, and **CANCEL**.

Once your Task Description is completed, click the down arrow labeled, "Add more task information."

Create a Task

Event 08/08/2022

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

Once selected, it will prompt you to choose the priority of your task, due date and a reminder for when your task is due.

Create a Task

Task Priority Low ▲

Assign to
Start typing to find a name or leave blank for 'None' ▼

Due Date
Relative to Event Start ▼ 0 : 0 hours : minutes ▼ Prior to Event Start

Reminder
2 day(s) ▼ before it's due

CHOOSE FROM LIBRARY
or
Paste URL here or Upload file (10mb max)
UPLOAD

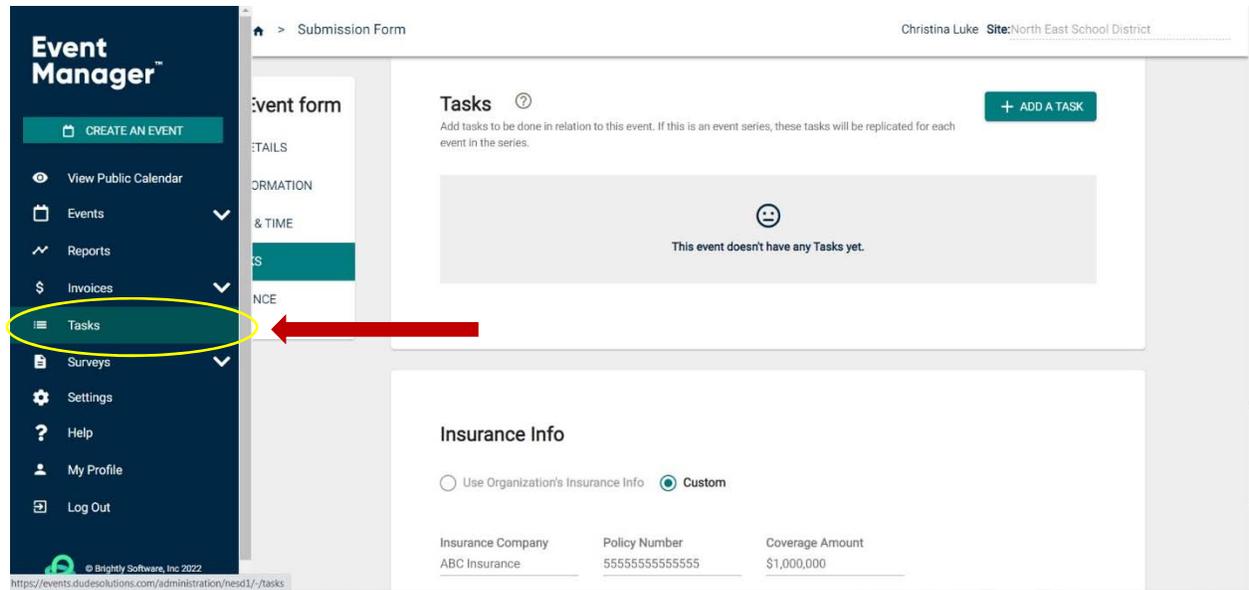
SAVE
SAVE AND ADD
CANCEL

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Click the green **Save** button.

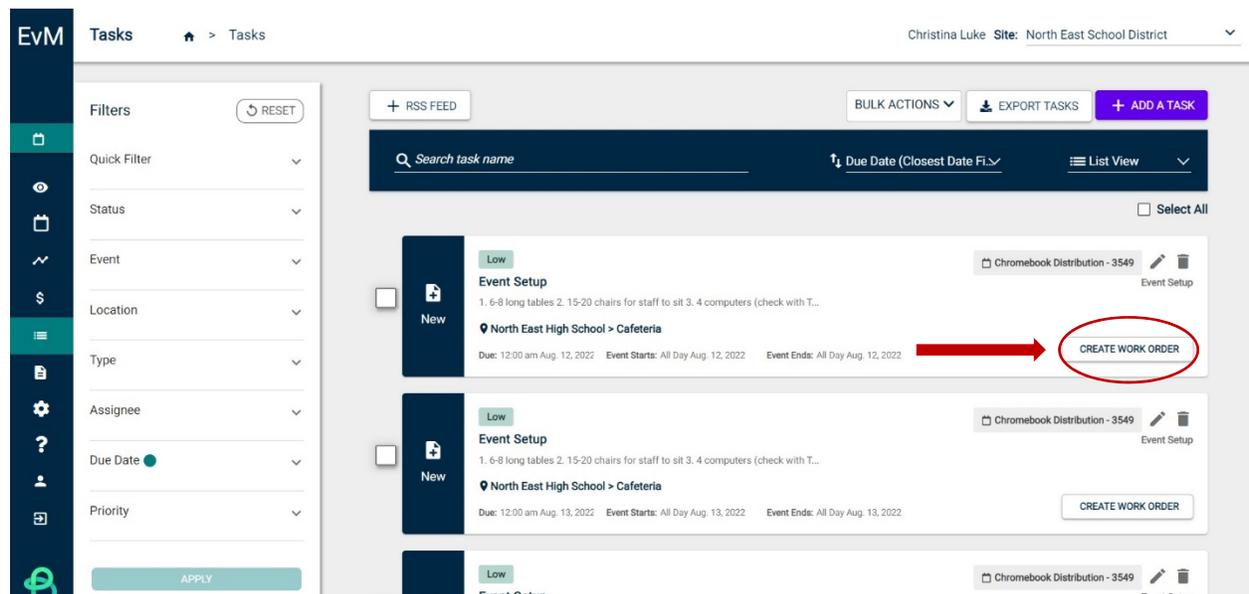
If you have more than one task for your event, make sure to click the **Save and Add** option and repeat the previous steps on how to create a task.

*Please note, if you added a task to your event you will need to go back into your Event Manager Page after your event was approved, in order to complete the Work Order. You can do this by going to the left side of your screen and finding the “Tasks Tab”.



Once you select “Tasks”, a list of all tasks will pop up. You will then need to filter through by location or event to find your specific task.

After your task is selected, go to the right of the task and select, “Create Work Order.”



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When you select **“Create Work Order,”** a pop up will appear letting you know that your task has been added as a work order.

Your task will also change from **“New”** to **“In Progress.”**

The screenshot shows the EvM Tasks interface. On the left is a dark sidebar with navigation icons. The main area displays a list of tasks. The first task, 'Custodial' at 'North East Elementary Center > Library', has its status changed from 'New' to 'In Progress', indicated by a red arrow. A green success notification box is overlaid on the top right, stating 'Success! Your task has been added as a work order.' Below it are two other tasks: 'Public Lap swimming - 3698' (Medium priority, Custodial) and '9th Grade Boys Basketball... - 3597' (Low priority, general open gym). A pagination bar at the bottom shows page 1 of 9.

Insurance Information: If applicable, you can provide insurance information for an event by using the event organization's information or by entering custom insurance information.

The screenshot shows the 'Create an Event' submission form. The left sidebar has a menu with 'INSURANCE' highlighted in a yellow oval and pointed to by a red arrow. The main form area is titled 'Insurance Info' and has two radio buttons: 'Use Organization's Insurance Info' (unselected) and 'Custom' (selected). Below this is a table for insurance details:

Insurance Company	Policy Number	Coverage Amount
ABC Insurance	55555555555555	\$1,000,000

Below the table is an 'Insurance Document' section with a text input field and an 'UPLOAD' button. A note at the bottom states: '*This document is available for internal use only.'

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Once all necessary fields are completed, select the **Submit** button at the bottom of the screen. If your form is missing any required information, the fields will be highlighted in **red** and need to be corrected.

Create an Event [Home](#) > Submission Form Christina Luke Site: North East School District

North East Event form

- EVENT DETAILS
- CONTACT INFORMATION
- LOCATION & TIME
- TASKS
- INSURANCE

Insurance Company	Policy Number	Coverage Amount
ABC Insurance	55555555555555	\$1,000,000

Coverage Expiration

Insurance Document

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

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

*Required



When your event is approved, denied, or modified by the appropriate office, you will receive an email confirming your event details.