



UTILIZING EVENT MANAGER

This is a guide to demonstrate how to appropriately
schedule vans in Event Manager.

Upon reviewing this document, should you need further assistance, please contact the transportation office; we can assist via phone, or schedule an appointment to assist in demonstrating how to enter, and submit, van requests. The Transportation Office can be reached at Ext. 4288 or 4289



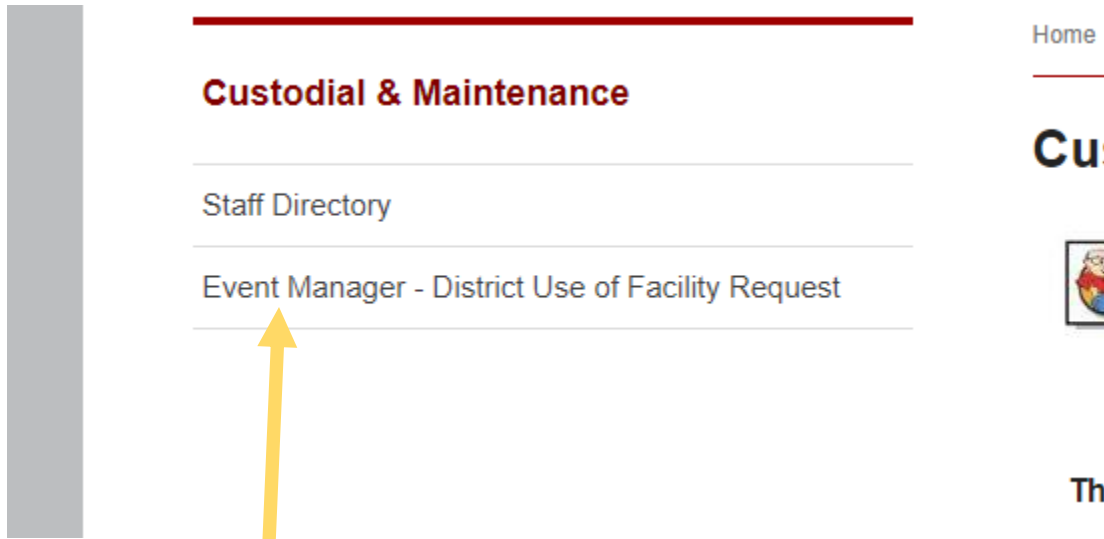
Home of the North East School District Grape Pickers

HOME DISTRICT ▼ DEPARTMENTS ▼ ACADEMICS ▼ EXTRA-CURRICULAR ▼ PAREN

Update Center

Get the

You can access Event manager in two simple steps, first go to www.nesd1.org and click on “Custodial and Maintenance.”



Click on the “Event Manager” link; if you have a district email account then you can login on the left hand side of the screen, as you already have an account. If you do not have a district email account, you can register and create an account on the right hand side of the screen under the “Get Started” tab.

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

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If you have a District Email Account,
login on this side of the screen.

GET STARTED

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

FIRST NAME:

LAST NAME:

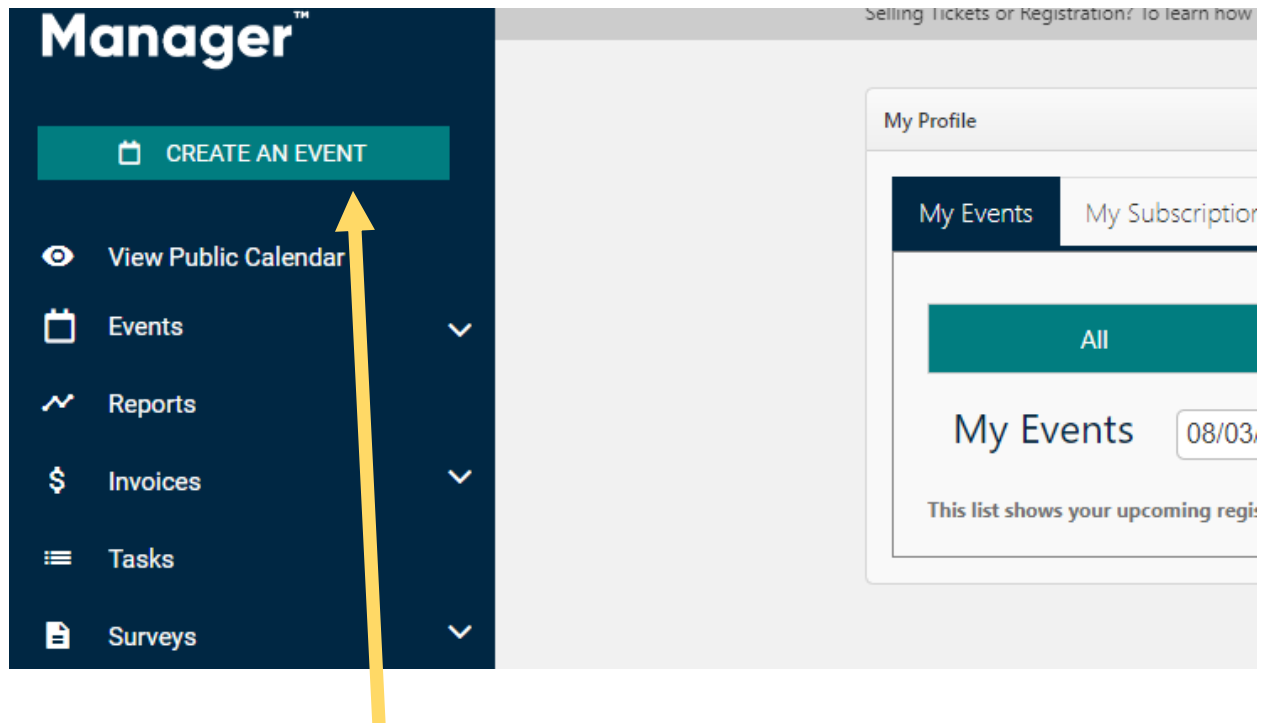
EMAIL:

PHONE:

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

SUBMIT

If you do not have a District Email
Account, you can sign up and register
here.



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.

Event ID: 3551

Event Details

Organization

Q Start typing to search for an Organization

Event Name*

E.g., Fundraiser

Summary*

Tell people about your event in a few sentences. This is what will show in search results.

When the Event Detail Screen pops up, complete the required fields, and continue to scroll down.

Choose by Location ▼

Search & Select Locations

Locations You've Selected (0):

🔍 Start typing Location Name to search Location Path ▼

🔍 LOCATION SEARCH



No Locations selected.

When entering your location, you will want to select the green “Location Search” Bar.

No Locations selected.

🔍 Start typing Location Name to search Location Path.

☰ Tree View ▼

Sort by A to Z ▼

All locations

▼ Administration Office (Select 1 / 1)

☐ Administration Conference Room

▼ Athletics (Select 13 / 13)

☐ Baseball Field

☐ Basketball Court

☐ North East Elementary Center Gymnasium

💾 SAVE

✕ CANCEL

When this page appears, scroll down to the bottom, and use the arrows to navigate to the farthest right page.

UTILIZING EVENT MANAGER

☐ S.T.E.M. Room

☐ Science 100

☐ Science 200

☐ Science 300

☐ Tech Ed Room

☐ Weight Room

☒ Transportation (Select 5 / 5)

☐ V-0 Drivers Ed

☐ V-1 Transit

☐ V-2 Transit

☒ V-3 Mini Bus

☐ V-4 Mini Bus

☐ S.T.E.M. Room

☐ Science 100

☐ Science 200

☐ Science 300

☐ Tech Ed Room

☐ Weight Room

☒ Transportation (Select 5 / 5)

☐ V-0 Drivers Ed

☐ V-1 Transit

☐ V-2 Transit

☒ V-3 Mini Bus

☐ V-4 Mini Bus

|< < 2 3 4 > >|

Once you navigate to the last page of location options, you will noticed all 5 vans at the bottom of the page. You can then select your preferred van and then select the save button (please note selecting the van only shows the Transportation Office your preference, this does not guarantee you will be able to utilize this van, depending on the circumstances of the given day; transportation can change the van selected if needed).

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

Estimated Cost

☐ 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 ?

Fill in the respective date and time information, please note, if you plan to utilize a vehicle the day prior to the event, or the day after, your date/time selection in Event Manager must reflect that. We cannot guarantee that keys for a vehicle can be picked up the day prior unless the vehicle is previously reserved.

Contact Information

Full Name

John Doe

Phone

(555) 555-5555

Extension

817

Email

email@address.com

Once you scroll to this point, we ask that we have contact information for the individual utilizing the van. The phone number should be a cell phone that the individual utilizing the van will have on them the day of the event.

Attach Survey

☒ Select existing survey
 ☐ Create a new survey from a template

Choose a Survey

Choose a Survey
 ▼

*=Required

When completed, select the submit button. When the event is approved, denied, or modified by the transportation office, you will receive an email confirming the event details.