Event Manager Community User Requester Guide

How to Access Event Manager and Log in

- Open your Internet Browser. Click the following link, or copy and paste it into your web browser:
  "INSERT YOUR UNIQUE COMMUNITY EVENT MANAGER URL"AND NOTE WHERE LINK CAN BE FOUND"
  https://events.dudesolutions.com/community/duxburyk12

Creating an Account/Joining an Organization

- **Create an Account (if first time) or Login:** Creating an Account
  - Click the Login button to go to the login page.
  - Under the Get Started panel, enter your first name, last name, email address, and phone number
  - Click Submit
  - You will receive an email notification from Event Manager so that you can set your password and verify your email address.
  - If you already have an account, you can simply login.
  - You will not be able to submit an event request until your membership has been approved by an Administrator.

- **Joining an Organization:** Creating an Account
  - Create an organization or join an existing organization
    - Join Organization: Type in the EXACT name of the organization
    - Create an Organization: My Profile→My Organizations and enter required information
  - Once you have either joined or created an organization, Event Manger administrators will be notified, and they will approve your membership request.
  - Once you have been approved, you will be able to log in and create an event request.

Create an Event Request

- **Creating an Event Request:** Creating an Event Request
  - Search for bookable locations in the provided list. Filters can be used if you are looking for specific parameters.
  - Click on the "More Details" button to see additional location details for spaces.
  - Check Availability by selecting a date and time for the chosen location.
  - Click "Book".
  - Login, if you are not already logged in.
  - Complete all required fields on the event request form. Fields marked with a red asterisk are required. (Not all event forms will include all event components below-forms are customizable by the organization.)
    - From the organization dropdown list, select your Organization. (You will only be able to select Organizations that you have been added to as a member).
    - In the Event Title, enter the Event Title.
    - Enter Event Description and/or Event Summary.
    - Select all Locations and enter all dates/times for your event. If you are submitting a reoccurring event, once the first date and time are selected you will see the "Multiple Day" option for selecting other dates in the series.
    - Select Categories and Keywords from the dropdown list.
    - Answer any Additional Information/custom questions that are included.
    - Add event Contact Information.
    - Upload any Pictures or Attachments that are needed.
    - Add/Upload Insurance information.
  - Once you have finished entering all required information on the event form, click the Submit button.

- Email notification will be sent from Event Manager confirming the approving or declining of the request.

Side Bar Navigation

- Once logged into Event Manager, you will be able to access the sidebar navigation.
  - **Create an Event**: Click this button to quickly begin creating an event request.
  - **Events**: Click this menu option to navigate to the Events Dashboard, where you can view the list of events you have submitted. If your submitted events need to be edited, you will do so from the events list.
  - **My Profile**: Click this button to manage your personal information and the organizations that you have joined.
  - **Help**: Click this menu option to navigate to the Event Manager help site.

If you have questions about filling out the event form, contact your insert specific community administrator.