

# EVENT MANAGER TIPS

**Welcome to our new system for scheduling events! Please consider these tips as you get started.**

- Start scheduling one to two months before your event.
- For multiple location requests, enter events separately.
- Use school location code\* before event name (e.g., RMS Pee Wee Basketball).
- Remember to select every location you want (e.g., upper + lower gyms).
- Always select "Community Use" under Category.
- Add tasks needed in relation to event (e.g., athletic field lights, custodial, HVAC, parking lot lights).

## **\* CKSD School Location Codes**

BR = Brownsville Elementary

CC = Clear Creek Elementary

CO = Cottonwood Elementary

CV = Cougar Valley Elementary

EM = Emerald Heights Elementary

EH = Esquire Hills Elementary

GM = Green Mountain Elementary

HEJP = Hawk Elementary at Jackson Park

PI = PineCrest Elementary

SE = Seabeck Elementary

SI = Silverdale Elementary

SR = Silver Ridge Elementary

TR = Tracyton Elementary

WO = Woodlands Elementary

CKMS = Central Kitsap Middle

FMS = Fairview Middle

RMS = Ridgetop Middle

BCCS = Barker Creek Community School

CKHS = Central Kitsap High

CKHS\_MS = CK Campus Shared Location

KSS = Klahowya Secondary

OHS = Olympic High

Questions? We're here to help!

Contact Linda Chissus at 360-662-1619

or [eventscheduling@ckschools.org](mailto:eventscheduling@ckschools.org)

