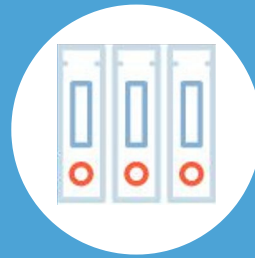


Event Manager™



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	CKMS Central Kitsap Middle
CC Clear Creek Elementary	FMS Fairview Middle
CO Cottonwood Elementary	RMS Ridgetop Middle
CV Cougar Valley Elementary	BCCS Barker Creek Community School
EM Emerald Heights Elementary	CKHS Central Kitsap High
EH Esquire Hills Elementary	CKHS_MS CK Campus Shared Location
GM Green Mountain Elementary	KSS Klahowya Secondary
HEJP Hawk Elementary at Jackson Park	OHS Olympic High
PI PineCrest Elementary	
SE Seabeck Elementary	
SI Silverdale Elementary	
SR Silver Ridge Elementary	
TR Tracyton Elementary	
WO Woodlands Elementary	



Questions? We're here to help!
Contact Linda Chissus at 360-662-1619
or eventscheduling@ckschools.org