

EVENT MANAGER COMMUNITY USER GUIDE

How to Log In

1. Type **ckschools.org** into the address or URL bar in **Google Chrome**. Click on **“ABOUT”, “Facility Rental”,** and the green **“Request Facilities”** button.
 - a. **Bookmark this URL on your webpage, so you can go to Event Manager quickly**
2. **Find a Location you want**
3. **On the far right, click on “ → REQUEST” FOR THE Location you want**
4. **To sign in for the first time, use “Get Started” section on the right**
 - a. **Password must be 8 or more characters long**
 - b. **Organizations: Type in your organization’s name from list provided by Linda**
 - i. **If your organization has not rented a room or field from CKSD before, type in the name of your organization**
 - ii. **ENTER ALL ORGANIZATIONS YOU ARE A MEMBER OF**
 1. **“Add Another Organization”** allows you to be a member of multiple organizations

GET STARTED

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

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

PASSWORD:

CONFIRM PASSWORD:

ORGANIZATIONS:
 ✕

+ Add Another Organization

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

SUBMIT

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT



- c. You will need to be approved as a member before you can use Event Manager
5. After you sign in for the first time, use the Sign In boxes on the left.
 - a. **Enter your full email address and password**
 - i. Passwords must be 8 characters long
 - b. Click the blue SUBMIT button or press the Enter key on your keyboard to sign in

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?](#)

6. If you forget your password, click on "[Forgot Password?](#)" at the bottom left
 - a. Enter your email address
 - b. Enter a 6-digit reset code you create. You will use the code to reset your password, so make it easy to remember
 - i. It can be the same letter or number for all 6 digits
 - c. Click on the gray "Check" button

Event Manager™

ENTER YOUR USERNAME(EMAIL ADDRESS) AND YOUR RESET CODE

USER NAME:

RESET CODE:

Check

Copyright 2019 [Dude Solutions Inc.](#)

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

- d. Go to your email, and open the “link to change password” email
- e. Click on the link in the email.
- f. Type an 8-digit password into both boxes
- g. Click on the blue “Change Password” button

Event Manager™

COMMUNITY

ENTER YOUR NEW DESIRED PASSWORD

NEW PASSWORD:

CONFIRM NEW PASSWORD:

CHANGE PASSWORD

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

Create an Event:

1. To create an event (i.e. schedule a room or field) in Event Manager, click on the gray "Create an Event" button in the Navigation Bar to complete the sections listed below:
2. **Select the Community Use Site from the drop down arrow in the upper right corner, to the right of "Central Kitsap School District"**
 - a. **To make changes to a particular section, click on that section listed in the upper left**
3. **You must enter information marked with a "*" into this online Submission Form. It is required information**

DUDE SOLUTIONS.

CKSD Main Form

EVENT DETAILS

LOCATION & TIME

CATEGORIES & KEYWORDS

CONTACT INFORMATION

TASKS

PICTURES & ATTACHMENTS

Schedule ID: 7

Event Details

Organization

Start typing to search for an Organization

Event Name*

E.g. Modern Art Seminar

Summary*

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

250 characters remaining

Add a Full Description

4. **EVENT DETAILS:**
 - a. **Organization:** Click on the drop down arrow to select an organization you are a member of
 - i. You need to include EVERY organization you are a member of when you login for the first time
 - b. **Event Name:** Event name that will display on the calendar
 - i. **Please begin the event name with the School Abbreviation (see Linda's list)**
 - c. **Summary:** Please describe the event to provide more information to people viewing the calendar

Choose by Location ▼

Search & Select Locations *

Locations You've Selected:

Start typing to search

FMS Cafeteria X

EDIT

5. **LOCATION AND TIME:**
 - a. From the drop down box, you can select:
 - i. **Location:** to view dates and times when the Location you selected is available
 - ii. **Date and Time:** to view locations that are available on the date(s) and time(s) you select
 - b. **Location: Rooms are listed as sub-Locations in Event Manager**

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

- i. Type location (e.g. CC) or room/field name (e.g. library) you want next to the magnifying glass. Hit the Enter key on your keyboard
- ii. In the dropdown list that appears, click on all the room and field name(s) you want to rent
- iii. Make sure the room(s)/field(s) you selected appear in box(es) below the line where you typed

The screenshot shows the 'Check Availability' section on the left and the 'Multiple-Day Options' section on the right. In the 'Check Availability' section, the date is set to '2019 > June > 28th' and the time is set to '8:00 am - 9:30 am'. A blue box highlights the time slot. In the 'Multiple-Day Options' section, there are several checkboxes: 'All Day', 'Do not publish the end date/time', 'This is a Featured Event', and 'Specify Publish Date/Times'. There are also dropdown menus for 'Public Event' and 'Setup'/'Breakdown' time settings.

- c. Date and time: **Begin with the calendar on the left to schedule the date(s) and time(s) of the event:**
 - i. **Click on “Choose Dates”**
 1. Click on:
 - a. The name of the month to see/select date(s) from the current monthly calendar
 - b. The year to see/select another the month you want
 2. **Click on the date you want to schedule room(s) and/or field(s) for a single date, or on the first date you want to schedule room(s) and/or field(s) for multiple dates**
 3. **Click on the time(s) of day when you need the room(s) and/or field(s).** To change the length of time, you can:
 - a. Place your cursor on the bottom of the blue box until the double arrow appears
 - b. Place your cursor on the blue box to see a pop up box where you can type in the time(s) you want
 - i. **For multiple dates, enter ONLY the first time you want on the beginning date you want**
 4. **To enter multiple dates, click on the “Magic Pencil” in the top right of this section**
 - a. **Allows you to enter:**
 - i. **Consecutive dates and times by day, week, month. or year**
 - ii. **Dates and times that are NOT consecutive (e.g. an event that occurs on a Monday and Thursday at different times)**
 - b. **Use the list of events at the bottom of the screen to change any dates or times**
 - i. **Each date can be scheduled at a different time**
 5. **When you click on the “Magic Pencil” the pop up box on the following page will appear...**

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

Multiple-Day Options

Consecutive Dates Non-Consecutive Dates

Repeat every Week

Repeat on

S M Tu W Th F Sa

Events in this Series (?)

Sep. 26th, 2019	8:30 am	to	Sep. 26th, 2019	9:30 am	in
Sep. 30th, 2019	8:30 am	to	Sep. 30th, 2019	9:30 am	in

- c. For consecutive dates:**
- i. Select “Consecutive Dates” radio button in the upper left
 - ii. In “Repeat every” type “1” if they repeat every day/week/month, type “2” if they repeat every other day/week/month, etc.
 - iii. Click on the down arrow to select the period of time when the event repeats (day, week, month, year)
 - iv. Select when you want the events to end in the top right:
 1. According to the number of occurrences you enter
 2. On a date you enter
 3. Never

Multiple-Day Options

Consecutive Dates Non-Consecutive Dates

Choose Start Dates

< September, 2019 >

S	M	T	W	T	F	S
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					

Note: To change event end dates use the table below.

Events in this Series (?)

Sep. 24th, 2019	8:30 am	to	Sep. 24th, 2019	9:30 am	in
Sep. 26th, 2019	8:30 am	to	Sep. 26th, 2019	9:30 am	in

- d. For non-consecutive Dates:**
- i. Select “Non-Consecutive Dates” radio button at top left. Calendar will pop up
 - ii. To remove unwanted dates already highlighted on the calendar, click on the unwanted date(s)
 - iii. Click on the calendar dates you want
 - iv. To alter any of the times, click on the time you want to change in the list of the events at the bottom of the pop up screen
- b. CLICK ON THE BLUE “SAVE” BUTTON IN THE LOWER LEFT CORNER OF THE POP UP WINDOW TO SAVE THE DATES AND TIMES YOU SELECTED/ENTERED**

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT



Multiple-Day Options

All Day

Do not publish the end date/time



This is a Featured Event



Specify Publish Date/Times

(UTC-08:00) Pacific Time (US & Canada)



Public Event



Setup:

0 min



Breakdown:

0 min



- d. On the right-hand side, select all applicable options, such as:
 - i. All day event
 - ii. Do not publish end date and time (if unsure when it will end)
 - iii. This is a Featured Event: Not used currently
 - iv. **Public Event (default), Private Event, or Unlisted Event on calendar**
 1. **Public: Seen on calendar by the community and CKSD**
 2. **Private: Seen on the calendar by CKSD only**
 3. **Unlisted: Only seen on the calendar by those given the URL (most secure)**
 - v. Setup: minutes or hours you need
 1. Select hours or minutes from the drop down arrow
 - vi. Breakdown: minutes or hours you need
 1. Select hours or minutes from the drop down arrow
 - vii. Screen shows if a conflict with the dates/times you entered exists. To resolve, you can:
 1. Edit Location, Date, and/or Time in current event to remove the conflict

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

6. CATEGORIES & KEYWORDS

- a. **Categories (required): Always select "Community Use"**
 - i. **To the right of the magnifying glass, type "use" to bring it up quickly**
- b. **Keywords: You will use keywords to look up events, conflicting events, etc.**
 - i. **Begin Keywords with the school abbreviation**
 - ii. **We recommend you use keywords, so you can find events more easily**
 - iii. **You can enter multiple Keywords**

Categories & Keywords

Category *

🔍 Start typing or use dropdown to choose a category

1. CKSD Organizations\Emerald Heights Delete

Keywords

Type a keyword (e.g. Home, Away, etc.) and hit Enter

7. CONTACT INFORMATION

- a. Full Name, Phone number, and Email are required fields

Contact Information

Full Name*

Jane Wiseman

Phone*

360-662-1707

Extension

817

Email*

janew@ckschools.org

8. TASKS

- a. If you need a custodian or the HVAC, parking lot lights, or athletic lights turned on, Click on blue "+ ADD A TASK" button in upper right corner

Tasks ?

Add tasks to be done in relation to this event. If this an event series, these tasks will be replicated for each event in the series.

+ ADD A TASK

FMS Add Tables & Chairs

3 hours before event
Due Date

 Edit

 Delete

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

Create a Task

☆ New

Task Name *
FMS Add Tables & Chairs

Task Description
Add 8 tables and 32 chairs (4 at each table) to the library for the open house
Max 500 characters 422 remaining

Type: Custodial X Priority: Low

Assign to: Jane Wiseman X

Event: - 06/27/2019

Due Date: Relative to Event Start 3 hour Before Event Start

Reminder: 1 day before it's due X

SAVE SAVE & ADD CANCEL

- i. **Create Task name, beginning with your school abbreviation (e.g. KSS). Task name is required**
 - ii. Create Task Description, providing all of the detail needed for the service provider to know exactly what to do
 1. HVAC: Must tell Maintenance the rooms you are using, and when to turn HVAC on and off
 2. Parking Lot and Athletic Lights: Must tell them when to turn on and turn off the lights
 - iii. Type: Click on down arrow to select Custodial, HVAC, etc.
 - iv. Priority: This is set by the person DOING the task
 - v. Assign to: This auto populates. You can type in another Service Provider name, if you want someone else to do it
 1. **You can only assign it to one person**
 - vi. Due Date: Click on the down arrow to select "Specific time/date" or "Relative to Event Start"
 1. Specific time/date: Type in time and date you want
 2. Relative to Event Start: select # of hours or days before the event date, and enter the quantity you want
 - vii. Reminder: schedule it for the number of days or hours before the event you want an email to be sent to the Service Provider
 - viii. UPLOAD (blue button): paste a URL or Upload file to provide additional layout, etc. information
 - ix. Click on blue "Save" button if this is the only task you need. Click on the green "Save & Add" button if you need to add another task
9. PICTURES & ATTACHMENTS: Paste a URL or upload a file to provide photos and/or information that will appear in the Summary calendar view

Pictures & Attachments

CHOOSE FROM LIBRARY

or

Paste URL here or Upload file (10mb max)

UPLOAD

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

View Public Calendar

1. You can type in <https://events.dudesolutions.com/ckschools/> to view the calendar without logging in
 - a. If you do NOT sign into Event Manager, the only functions you have are “Sign In” and “Print”
2. To move from the calendar back to the Event Manager functions, click on “MY PROFILE”



SIGN OUT | MY PROFILE | PRINT

CK SCHOOLS EVENTS

CKSCHOOLS.ORG EVENTS BY SECONDARY SCHOOL EVENTS BY ELEMENTARY SCHOOL

VIEW TYPE:

< VIEW BY: NEXT 180 >

SEARCH

START DATE: 9/6/2019 END DATE: 3/4/2020 KEYWORD: CATEGORY: Select LOCATION: Select

Select Multiple Select Multiple

SEARCH CLEAR

FRIDAY, SEPTEMBER 6, 2019 - WEDNESDAY, MARCH 4, 2020

Friday, September 6, 2019

CKMS Track Practice
9/6/2019, 3:30 PM - 6:00 PM (PT)

f t e h

SHARE IT

f s g+

3. There are 3 calendar views available:
 - a. Summary view: Shows event name, event description, start time, end time, location, and photos/attachments
 - b. Calendar view: Shows event name and start time in 7 x 5 square format
 - c. List View: Shows event name, start time, and end time
 - i. In Calendar and List view, click on the event name to see more information
4. Search: Click on upper right magnifying glass.
 - a. You can search by:
 - i. Start Date: Defaults to current date
 - ii. End Date: Make sure the end date includes the event dates you want to view
 - iii. Keywords in Event Title, Event Description, Event Categories, and/or Event Keywords
 - iv. Category: select a CKSD Organization or Community Use
 1. Click on “Select Multiple” in blue below Category to select multiple CKSD organizations
 - v. Location: School Building and rooms/fields in the school
 1. Location: lists school name first, and rooms/fields in the school below
 2. Click on “Select Multiple” in blue below Location to select multiple room(s) and/or field(s)
 - b. Click on dark blue SEARCH button on right
 - c. Once a search is returned, if you selected a Keyword, Category, and/or Location, you can click on “SET AS DEFAULT” on the far right. This sets the current calendar as your default
 - i. IF YOU ENTERED A KEYWORD INTO EACH EVENT, YOU CAN VIEW ALL YOUR EVENTS BY TYPING IT INTO THE KEYWORD “BOX” AND CLICKING ON SEARCH
 - ii. SELECT SCHOOL LOCATION TO SEE EVERYTHING GOING ON IN THE BUILDING
 - iii. SELECT SCHOOL CATEGORY TO SEE EVERYTHING THAT YOUR SCHOOL, YOUR ATHLETIC DEPARTMENT, OR PERFORMING ART DEPARTMENT(S) ARE DOING
5. Click on “Site” dropdown box in upper right to move from CKSD main calendar to Athletic and Performing Arts Calendars



EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

Reports

1. Where you can:
 - a. Search events by keyword or date range, **if the event is approved**
 - b. View location conflicts by Location or date range
 - i. **To edit the conflicting date(s)/time(s), click on “Events” in the Navigation Bar**
 1. Edit an event with a “!” by clicking on the down arrow to the right of “Select”

Search for Events

Search by Keyword or date to access an event's dashboard or registration.

Keyword(s)   [Search](#)

Name	Date/Time		
TRAINING ONLY: Various Dates	7/2/2019 6:00 AM - 7:00 AM	Dashboard	Registration
TRAINING ONLY:Recurring Events	7/3/2019 6:00 PM - 7:00 PM	Dashboard	Registration
TRAINING ONLY: One-time Event	7/5/2019 4:00 PM - 5:00 PM	Dashboard	Registration
TRAINING ONLY: Various Dates	7/5/2019 5:30 PM - 6:30 PM	Dashboard	Registration
TRAINING ONLY:Recurring Events	7/5/2019 6:00 PM - 7:00 PM	Dashboard	Registration
TRAINING ONLY:Recurring Events	7/6/2019 6:00 PM - 7:00 PM	Dashboard	Registration
TRAINING ONLY: Various Dates	7/10/2019 6:00 AM - 7:00 AM	Dashboard	Registration



Search for Purchases

Find purchases by last name, email, or order/transaction ID.

[Search](#)

Search for Location Conflicts

Find double bookings, or other location conflicts.

  [Search](#)

No conflicts were found for the criteria you set.

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

My Profile:

1. You have access to the first 4 tabs at the top:
 - a. My Events: Where you can see your upcoming registered, favorite, and wait list events
 - i. You must click on the heart image in the List or Summary View of the calendar to mark an event as a favorite
 - b. **My Subscriptions: Where you sign up for the email notifications you want**
 - i. Event Workflow Notifications: Subscribe
 - ii. Request to join an Organization: Subscribe
 - iii. Organization Membership Activity: All Notifications
 - iv. Tasks Notifications: Keep checkmarks on all
 - v. Click on the blue "Update" button

My Profile

My Events	My Subscriptions	My Purchases	My Info	My Organizations	My Attachments
-----------	-------------------------	--------------	---------	------------------	----------------

Manage Event Subscriptions

Event Workflow Notifications
Subscribe to receive e-mails related to event workflow.

Subscribe **No Notifications**

Order Notifications (My Events) for Central Kitsap School District
Subscribe to receive e-mails when an order is submitted for events created by you.

Subscribe **No Notifications**

Request to join an Organization
Subscribe to receive emails when someone requests to join an Organization.

Subscribe **No Notifications**

Organization Membership Activity
Subscribe to receive emails when there is activity for organizations you're a part of or have requested to join.

All Notifications

When my Membership Requests are approved or denied

When I am removed from an Organization

When my Organization Creation Requests are approved or denied.

No Notifications

Tasks Notifications
Subscribe to receive these emails related to Task Management

Task Reminder e-mail

Task Assignment e-mail

Task Update e-mail

Task Completion/Denied e-mail

UPDATE

Manage Calendar Subscriptions

- c. My Purchases: NOT USED CURRENTLY

EVENT MANAGER COMMUNITY USER GUIDE - DRAFT

- d. **My Info: Where you change your personal information and password**
 - i. **Password must be 8 characters long**
 - ii. **To change your password, click on the “Change Password” box at the bottom**
 1. **When this screen pops up again, enter the old password and the new password twice**
 2. **Click on the blue “Update” button**
 3. **Login, using the left “Sign In” boxes, to make sure your new email works**

My Profile

My Events	My Subscriptions	My Purchases	My Info	My Organizations	My Attachments
-----------	------------------	--------------	----------------	------------------	----------------

Last Modified By: Jane Wiseman
Last Modified On: 6/14/2019 1:57:02 PM

First Name:

Last Name:

Email:

Phone:

Phone Extension:

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Password: Change Password
Subscription Token: View

UPDATE **CANCEL**