

Event Manager Requester Guide

Login and Navigation


- Open your Internet Browser (Chrome preferred). Click on the following link, or copy and paste it into the web browser:





<https://events.dudesolutions.com/community/waukeeschools>

- Once you are logged into your account, you should be redirected to the calendar landing page (see photo below).
- If you are *not* currently logged into your account, it will prompt you to sign-in.
- After signing-in, please click on the “My Profile” link at the top of the page.

SIGN OUT | **MY PROFILE** | PRINT





WAUKEE COMMUNITY SCHOOL DISTRICT
CALENDAR











VIEW TYPE:    < VIEW BY: NEXT 180 >  SEARCH





WEDNESDAY, JANUARY 27, 2021 - MONDAY, JULY 26, 2021





Wednesday, January 27, 2021

CONSTRUCTION /VMLC Addition-June 2021
1/27/2021, 1:00 AM - 11:45 PM (CT)    





FTC Events & Storage
1/27/2021, 1:00 AM - 11:45 PM (CT)    





Social Distancing Space (set up left up)
1/27/2021, 1:00 AM - 11:45 PM (CT)    

Beyond the Bell (AM)
1/27/2021, 6:30 AM - 8:30 AM (CT)    

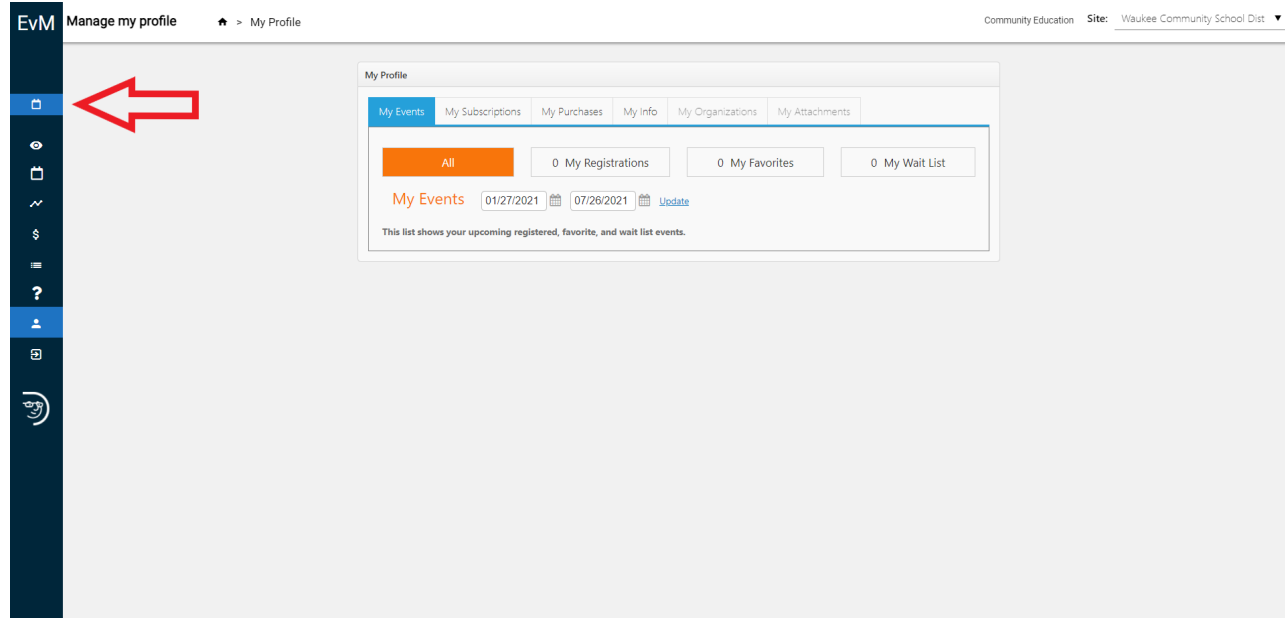
Beyond the Bell (AM)
1/27/2021, 6:30 AM - 8:30 AM (CT)    

Beyond the Bell (AM)

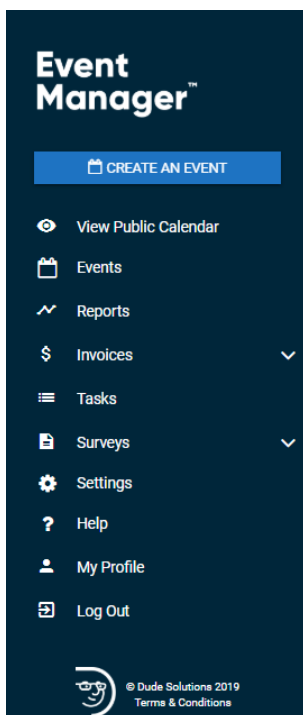
SHARE IT    

SUBSCRIBE    

- At the left side of the page, hover your mouse over the calendar icon at the top of the side bar navigation.



Side Bar Navigation



- Create an Event:** Click this button to quickly begin creating an event request.
- View Public Calendar:** The Public Calendar displays all published events marked as public for this site and provides a way for non-users of Event Manager to access event information.
- Events:** Click this menu option to navigate to the Events Dashboard, where you can view the list of upcoming events, as well as edit and approve pending event requests.
- Help:** Click this menu option to navigate to the Event Manager help site.

How to Create an Event

Within Event Manager, all required fields are indicated by an asterisk ().*

- Click on **Create an Event** in the side navigation menu.

 **CREATE AN EVENT**



Community Rental Request Form

Community Rentals Only

Event Details

- Organization: Start by typing your **Organization** or choose from the pull-down menu
- Enter an **Event Name**.
- Add a **Summary**. This will show in search results

Event ID: 344

Event Details

Organization

Event Name*

Summary*

This event is only a Test, however if we had a more in depth summary, this is where it would go!

159 characters remaining

☐ Add a Full Description

Categories & Keywords

Categories and keywords allow you to classify your event to make them easier to find when staff search the calendar.

- Choose the **Category** that applies to this event from the dropdown. Staff will be able to search and filter events based on categories. Please choose only one category for each request.
- Enter any **Keywords** or tags that a viewer of the public calendar may use to search for your event. (Optional)

Categories & Keywords

Category *

Q Start typing or use dropdown to choose a category

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

Categories & Keywords

Category *

Q Start typing or use dropdown to choose a category

Activity/Event-Building Level
APEX Associate
APEX Partner (daytime)
Banquet/Awards
Beyond the Bell

Location & Time

- An event's location and time can be selected in four different ways. Search for availability by location, or by date and time, and then determine when your event will start and end. Each of these ways allows you to choose between a single event occurrence, or a repeating event series.

Location & Time

Choose by Location ▾

Search & Select Locations *

Locations You've Selected:

▾

LOCATION SEARCH

No Locations selected.

Check Availability

☒ Choose Dates
☐ Repeat Weekly

Choose an Available Date

2021 > January

< >

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 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 | 04 | 05 | 06 |

☐ Do not publish the end date/time ?
☐ Specify Publish Date/Times

(UTC-06:00) Central Time (US & Canada)

▾

Setup:

0 min ▾
?

Breakdown:

0 min ▾
?

- Select the desired Location from the drop down menu
- Or
- Click **Location Search** in the Locations You've Selected panel.
 - Search or filter the list and check the box next to each location needed for this event.

Select Locations

Locations You've Selected:

No Locations selected.

Current Search

RESET

Search Term: Change

Setups: Change

Capacity: Change

Specific Availability: Change

Features: Change

Usage: Change

Tree View
▾

Sort by A to Z
▾

All locations

- > Brookview Elementary (39 | [select all](#))
- > District Office (11 | [select all](#))
- > Eason Elementary (39 | [select all](#))
- > Grant Ragan Elementary (44 | [select all](#))
- > Maple Grove Elementary (54 | [select all](#))

SAVE
CANCEL

- Once you have your list you can check the box next to the individual rooms you need to book for your event. You will see the Locations you've selected show up in the top section. Once those are in, click **SAVE** at the bottom of the page.

- Please include the number of **attendees**.

- To choose the date/time for your event, click the date of the event (if this is a recurring event, choose the first day of the event) If you need to block additional time for setup or breakdown, you can adjust those on the right side.
- Do NOT click the box “Do not publish the end date/time”
- Do NOT click the box “Specify Publish Date/Times”
- Do NOT change the Time (keep at Central Time)

The screenshot shows the 'Check Availability' form. On the left, there are radio buttons for 'Choose Dates' (selected) and 'Repeat Weekly'. Below is a calendar for January 2021. On the right, there are three checkboxes: 'Do not publish the end date/time', 'Specify Publish Date/Times', and '(UTC-06:00) Central Time (US & Canada)'. The first two are crossed out with red lines and arrows. The third is checked with a red arrow. Below these are input fields for 'Setup' and 'Breakdown' times, both set to 0 minutes.

- Select the time you need by clicking on the appropriate start time on the calendar. Drag the time slot to be the appropriate length or double click the time slot to manually enter the start and end times. **Note: Any times that are unavailable will show with a block marked Reserved. This means the time has been booked with another event.*

The screenshot shows the 'Check Availability' form with the 'Choose Dates' radio button selected. Below it, the 'Choose an Available Time' section shows a vertical timeline from 2pm to 8pm. A blue block is selected for the 3:00 pm - 4:00 pm slot, with a trash icon next to it. The timeline is labeled with times: 2pm, 3pm, 4pm, 5pm, 6pm, 7pm, and 8pm.

If your event will repeat, click on the pencil icon next to **Multiple-Day Options**. **Note: This option will only appear after you have selected a time on the calendar.*

- Choose between **Consecutive Dates** and **Non-Consecutive Dates**.
- If you chose Consecutive Dates, choose how often the event repeats, and when the event series ends. After choosing the event pattern, the **Events in this Series** will populate. Any necessary adjustments can be made here before saving, including the event name, date, or time of an individual event.
- If you chose Non-Consecutive Dates, click on the dates on the calendar you need for your event series. Then make any necessary adjustments to date, time, or event name for the individual events.
- Some events may be marked as a Conflict. You must delete the conflict off your request. *You will not be able to submit your event if there is a conflict.* When events in conflict agree to share or release the space, please contact Karen Norton (knorton@waukeeschools.org) to assist with the reservation.
- Click **Save**.

Multiple-Day Options

☒ Consecutive Dates

☐ Non-Consecutive Dates

Ends

☒ After occurrences

☐ On

☐ Never

Repeat every

Day

▼

Events in this Series

☐ Allow unskipped conflicts.

| | | | | | | | |
|--|-----------------|---------|----|-----------------|---------|----|--------------------------------|
| | Aug. 29th, 2019 | 3:00 pm | to | Aug. 29th, 2019 | 4:00 pm | in | Allen Cafeteria, Allen Library |
| | Aug. 30th, 2019 | 3:00 pm | to | Aug. 30th, 2019 | 4:00 pm | in | Allen Cafeteria, Allen Library |
| | Aug. 31st, 2019 | 3:00 pm | to | Aug. 31st, 2019 | 4:00 pm | in | Allen Cafeteria, Allen Library |
| | Sep. 1st, 2019 | 3:00 pm | to | Sep. 1st, 2019 | 4:00 pm | in | Allen Cafeteria, Allen Library |
| | Sep. 2nd, 2019 | 3:00 pm | to | Sep. 2nd, 2019 | 4:00 pm | in | Allen Cafeteria, Allen Library |

CANCEL

Tasks

- Click **Add a Task**.
- Enter a **Task Name**. This is the main way that you will distinguish tasks from each other in the task list.

- Enter a **Task Description**. This should be used to provide more detailed information that will give the task assignee the specific instructions for the task. **Note: There is a limit of 500 characters for this field.*
- Select a task **Type** from the dropdown menu.

Create a Task

☆ New

Task Name *

Tables and Chairs

Task Description *

Please place 20 tables and 80 chairs in the commons for the performance.

Max 500 characters 428remaining

Type*

Custodial

Priority

Low

Assign to:

Andy Baker

Event

- 01/07/2021

Location

Locations You've Selected:

SMS Commons 201

South Middle School

Due Date:

Relative to Event Start

0 :00

hours : minutes

Before Event Start

Reminder

7 day

before it's due

CHOOSE FROM LIBRARY

or

Paste URL here or Upload file (10mb max)

UPLOAD

SAVE

SAVE & ADD

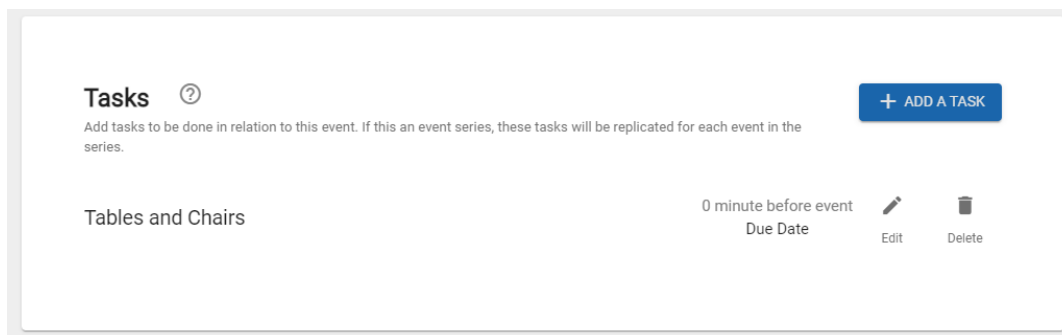
CANCEL

- Do NOT complete the **Priority** for this task.
- Do NOT complete the **Assign To** (assigning someone to the task). The individual assigned to specific buildings and types of tasks will auto-populate. We have input this logic into the software already.
- Do NOT complete the **Due Date** for this task. We have input this logic into the software already.
- Do NOT complete the **Reminder**. We have input this logic into the software already.

- Attach a file or image to the task by either:
 - Choosing to **Upload** an attachment by locating the file on your computer, or pasting the attachment URL in the text field.
 - **DO NOT Choose From Library**. A library of files will not be maintained.
- There are two Save options available:
 - Click **Save** to finalize your changes.
 - Click **Save & Add** to finalize your changes and begin creating a new task.

Editing and Deleting Tasks

- Click **Edit** to reopen the Task and make changes to any of the previously entered fields.
- Click **Delete** to remove the Task entirely.



For STAFF ONLY, there are five *Tasks* available for you to select. Specific information in this area is critical to the success of your event. Staff who handle tasks receive an email seven days prior to your event with the information you provide.

1. Custodial (typically external users won't use this):
 - a. clean up
 - b. extra trash cans
2. Delivery:
 - a. extra chairs
 - b. extra tables
 - c. risers
 - d. other equipment to and from another building
3. Electronic Door Access:
 - a. Doesn't apply to external users.
4. HVAC:
 - a. Rarely is this selected, although sometimes a request for temperature change in a space may be needed due to a larger crowds, outside weather, summer, weekends or after 10PM.
5. Performance Lights & Sound:
 - a. **ONLY** for Auditoriums & Theaters.
 - b. If you require projection or sound equipment for spaces (gyms, commons, etc.) other than auditoriums, contact your Activities Director or Building Principal. When at the WILC, contact Michelle Hill to see what is available, or what you must bring.
6. Personnel:
 - a. **ONLY** for rentals (district staff won't need to select this option)

Contact Information

- Enter the contact information for who can contact with questions about the event.

Contact Information

Full Name*

John Doe

Phone

(555) 555-5555

Extension

817

Email

email@address.com

Submitting the Event

- When you have finished entering all necessary information on the event form, click the **Submit** button found at the bottom of the form.
- In the pop up window, click **Save**.

The screenshot shows the 'Create an Event' submission form in the EVM system. The form is titled 'District-Related Request Form' and includes sections for 'ADDITIONAL INFORMATION', 'EVENT DETAILS', 'CATEGORIES & KEYWORDS', 'LOCATION & TIME', 'TASKS', and 'CONTACT'. A confirmation pop-up window is displayed in the center, asking 'Are you sure you want to save this?' with the text 'Your changes will be submitted and your form become available for use.' and buttons for 'SAVE' and 'CANCEL'. The background form shows fields for '515-987-5161', '123', and 'Email*' with the value 'community@waukeeschools.org'. At the bottom, there are 'SUBMIT' and 'CANCEL' buttons, with a note that 'Required' fields are marked with an asterisk.

Using the Event Dashboard

The Event Dashboard allows you to view events that you've submitted.

- Click **Events** from the side navigation menu.
- To search for specific events, enter any **Keywords** and/or a **Date Range** and click the **Search** link to pull up those results. You can also click **More** to filter the list by **Category**, **Location**, or **Status**.

- If you need to make changes to an event you've submitted, in the Actions section click **Edit**. You can then make any necessary changes and have it go back through the approval process
- If you would like to create a new event using a previous one as a template, click **Copy**. This will create a new event but will have the same information from the previously selected event. You can make your desired changes and click Submit to save your new event.

| Events | | | | | | |
|--|-------------------------------------|--------|----------|-------------------------------|-----------|---------|
| Keyword(s) <input type="text"/> 07/01/2019 02/22/2020 Search Clear More | | | | | | |
| Results: 16 events occurring 7/1/2019 to 2/22/2020 with the following filters: Status: Pending, Approved, Saved. | | | | | | |
| <div>Event List</div> <div>Pending Your Approval (0)</div> <div>Calendar view</div> | | | | | | |
| | Name | Series | Invoiced | Date/Time | Status | Actions |
| | TEST2 | | | 7/23/2019 9:00 AM - 10:00 AM | Approved | Select |
| | Approval Test3 | | | 7/23/2019 10:30 AM - 11:30 AM | Cancelled | Select |
| | Multi-Select Test | | | 7/24/2019 9:00 AM - 10:00 AM | Approved | Select |
| | Routing Test | | | 7/24/2019 9:00 AM - 10:00 AM | Approved | Select |
| | Test | | | 7/24/2019 9:00 AM - 10:00 AM | Pending | Select |
| | Approval Test2 | | | 7/24/2019 10:00 AM - 11:00 AM | Approved | Select |
| | Routing Test 2 | | | 7/24/2019 10:00 AM - 11:00 AM | Approved | Select |
| | TEST3 | | | 7/24/2019 10:00 AM - 11:00 AM | Approved | Select |
| | Multi Approver Test | | | 7/24/2019 11:30 AM - 12:30 PM | Approved | Select |
| | Routing Test 3 | | | 7/24/2019 1:00 PM - 2:00 PM | Approved | Select |

How to View the Calendar

Click on **View Public Calendar** to see the front-facing calendar view.

Calendar Display Options – You will have 3 different ways to view events on the calendar: Summary View, Grid View, and List View.

- **Summary View** displays your events in ascending order while prominently featuring the event summary and primary image uploaded for that event. This view also displays the event location and links to email, print, remind, and download the event.
- **Grid View** is a traditional calendar grid with rows and columns representing days of the month.
- **List View** displays your events in ascending order and only displays the event title, event date(s), and event time(s). This view also displays links to share the event via Facebook, Twitter, or Email, as well as a link to download the event.

[SIGN OUT](#) | [MY PROFILE](#) | [PRINT](#)

WAUKEE COMMUNITY SCHOOL DISTRICT CALENDAR



VIEW TYPE:

< VIEW BY: NEXT 180 >

SEARCH

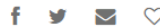
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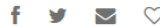
FTC Events & Storage
1/27/2021, 1:00 AM - 11:45 PM (CT)



Social Distancing Space (set up left up)
1/27/2021, 1:00 AM - 11:45 PM (CT)



Beyond the Bell (AM)
1/27/2021, 6:30 AM - 8:30 AM (CT)



Beyond the Bell (AM)
1/27/2021, 6:30 AM - 8:30 AM (CT)



SHARE IT



SUBSCRIBE



- You can click on the Search bar to further narrow your search. You can filter down by the date, keyword, Category, or Location. If you are choosing Category or Location, you can click the Select Multiple link to choose as many as you would like.

VIEW TYPE:

< VIEW BY: NEXT 180 >

SEARCH

START DATE

8/26/2019

END DATE

2/22/2020

KEYWORD

CATEGORY

Select

[Select Multiple](#)

LOCATION

Select

[Select Multiple](#)

SEARCH


CLEAR





The Dude Says:

Save your school as your default Location so when you navigate over to the Calendar, you will see only the events at your campus by default. To do this, run a search of your school, then to the right of where the search results display, click **Set As Default**.

SIGN OUT | MY PROFILE | PRINT

WAUKEE COMMUNITY SCHOOL DISTRICT
CALENDAR



VIEW TYPE:    < VIEW BY: NEXT 180 >  SEARCH

START DATE: 1/27/2021 END DATE: 7/26/2021 KEYWORD: CATEGORY: Select LOCATION: Waukee High Sch

Select Multiple Select Multiple

SEARCH CLEAR

WEDNESDAY, JANUARY 27, 2021 - MONDAY, JULY 26, 2021

SEARCH RESULTS LOCATIONS: WAUKEE HIGH SCHOOL SET AS DEFAULT

Wednesday, January 27, 2021

Blocked off for Social Distancing (Roland)
1/27/2021, 7:30 AM - 3:30 PM (CT)

BLACK OUT: Must have J Roland permission
1/27/2021, 8:00 AM - 11:30 AM (CT)

EARLY OUT
1/27/2021, 1:00 PM - 3:00 PM (CT)

Secondary Math District (Vertical) PD
1/27/2021, 1:15 PM - 3:30 PM (CT)

BLACK OUT: Must have J Roland permission

SHARE IT

SUBSCRIBE

- Once you have filtered your search, you have the ability to share the search results under **Share It** if you would like to promote your event(s) on social media or **Subscribe** if you would like to add the results of the search to another calendar system.

VIEW TYPE: < VIEW BY: NEXT 180 > Q SEARCH

| START DATE | END DATE | KEYWORD | CATEGORY | LOCATION | |
|------------|-----------|---------|-----------------|-----------------|--------|
| 1/27/2021 | 7/26/2021 | | Select | Waukee High Sch | SEARCH |
| | | | Select Multiple | Select Multiple | CLEAR |

WEDNESDAY, JANUARY 27, 2021 - MONDAY, JULY 26, 2021

SEARCH RESULTS LOCATIONS: WAUKEE HIGH SCHOOL SET AS DEFAULT

Wednesday, January 27, 2021

Blocked off for Social Distancing (Roland)
1/27/2021, 7:30 AM - 3:30 PM (CT)

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EARLY OUT
1/27/2021, 1:00 PM - 3:00 PM (CT)

Secondary Math District (Vertical) PD
1/27/2021, 1:15 PM - 3:30 PM (CT)

BLACK OUT: Must have J Roland permission
1/27/2021, 1:30 PM - 3:00 PM (CT)

Practice:Basketball (Ohl)
1/27/2021, 3:00 PM - 9:00 PM (CT)

SHARE IT

SUBSCRIBE

- To add the results of your search to your Outlook Calendar, click the yellow Outlook icon.
- The filters you set will be listed at the top, double check those to ensure they are correct. Only events that are taking place in the Location(s) selected will be shared to your Outlook Calendar.
- You will also have the ability to choose the date range of the events populating into Outlook.
- Once you have confirmed these settings, you can either click **Submit** to open Outlook and add it in, or you can copy and paste the iCal link above submit into any other application that takes an iCal feed.

Help

<https://help.dudesolutions.com/Content/EventManager/Event-Manager.htm>

SchoolDude Support

1.877.868.3833

support@dudesolutions.com