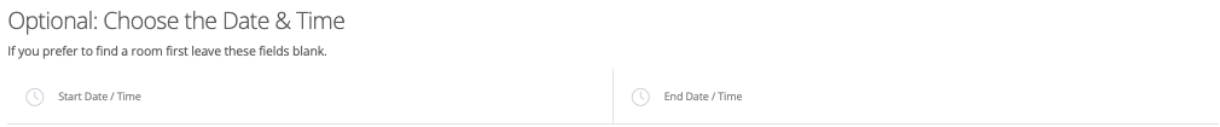
Rental Events: Submitting an Event Reservation Request
https://community.incidentiq.com/process-of-requesting-events-135
This information is included in this document starting on page 2.

Link to submit a facility use / rental request:
https://pausd.incidentiq.com/guest/CHBFVMSC/rentals
Please use this link to start each new application for use.

Single - Day or Recurring Event?:
If you are submitting a request for more than one day, please SKIP the "Optional: Choose the Date & Time" field. You will select your room on the next page and then will be able to enter more than one day.



Timeline:
Applications must be submitted at least 30 days prior to the first day of use listed on the application.
Proof of insurance must be uploaded a minimum of 14 days before the first day of use listed on the application. Applications that do not provide proof of adequate coverage two weeks before the first day of use will be denied.
Applicants are required to upload a certificate of insurance for review when they submit their application for use.

Requests for use during school closures or holidays must be submitted on a separate application for each closure period.
Thanksgiving Break, Winter Break, and Spring Break are district-wide blackout periods.
September 5 – 7 (Holiday weekend)
October 2 – 4 (Staff Development weekend)
November 20 – November 29 (Thanksgiving Break) (District-wide blackout)
December 19 – January 3 (Winter Break) (District-wide blackout)
January 15 – January 18 (Holiday weekend)
February 12 – February 15 (Holiday weekend)
March 13 – March 15 (Staff Development weekend)
April 2 – April 11 (Spring Break) (District-wide blackout)
April 30 – May 2 (Holiday weekend)

Step by Step Guide - Submitting an Event Reservation Request:
Table of Contents:

New User and New Organization:

New User and Part of an Existing Organization:

Existing User but Different/New Organization:

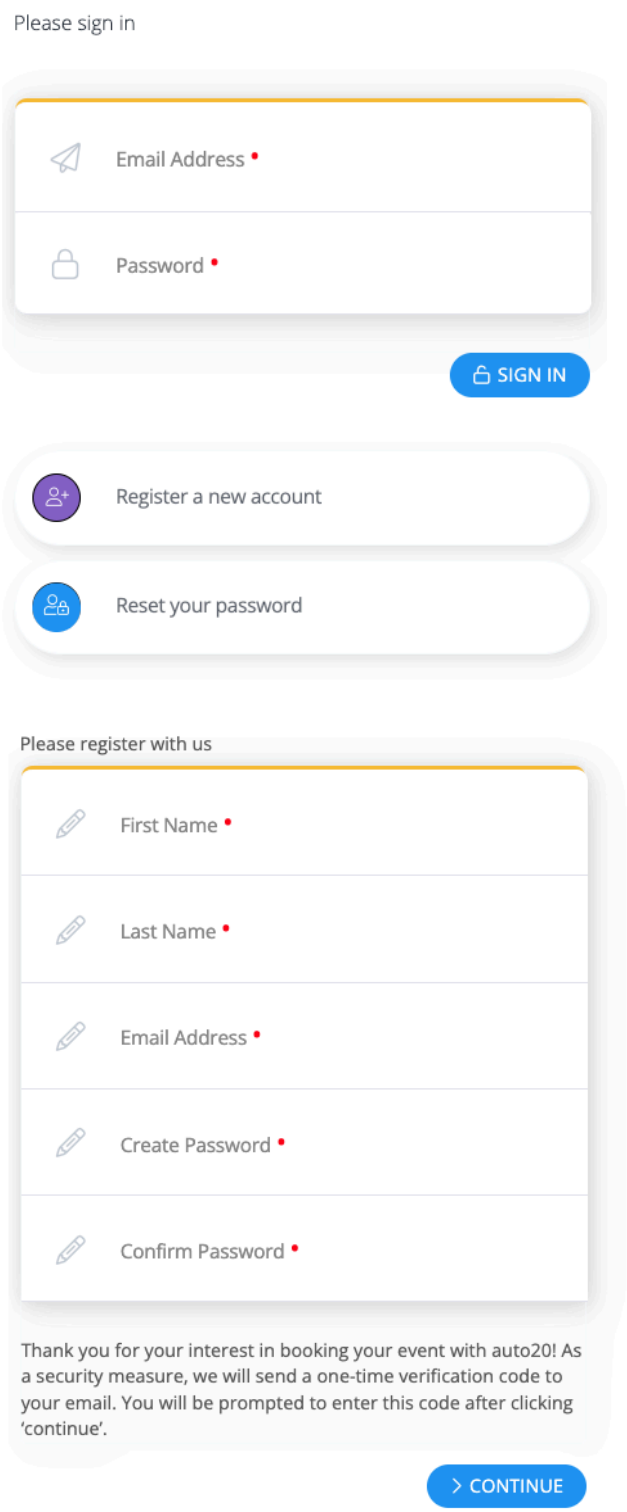
Existing User and Existing Organization:

New User and New Organization:

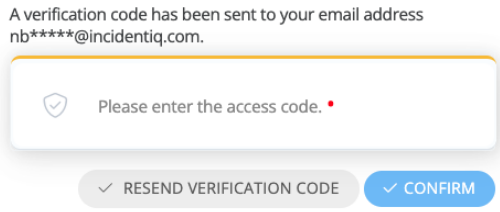
https://community.incidentiq.com/process-of-requesting-events-135/iiq-events-new-user-and-new-organization-5118

✕	You have NOT submitted an Event reservation request in Incident IQ before
✕	Someone within your organization has NOT submitted an Event reservation request in Incident IQ before. (If you search for your organization and it does not exist).
	This means: You need to register a new account as a user Add the new organization. Proceed with an Event reservation request and select your organization from the drop down

Click "Register a new account" and enter your details on the left. Please remember your password.

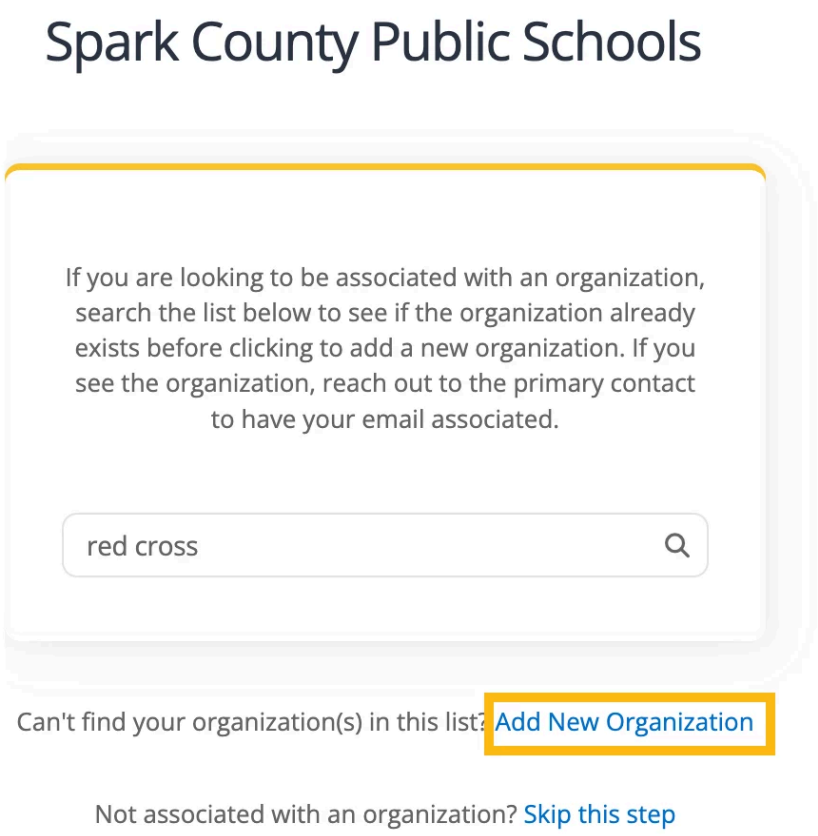


You will receive a verification code in your email. Please enter it below and click CONFIRM.



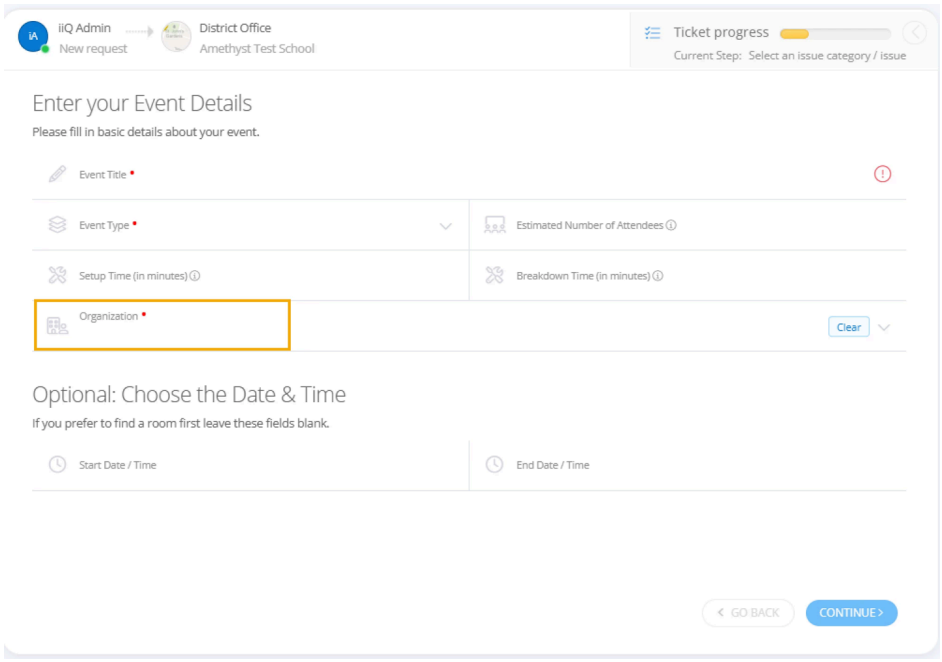
To check if the organization already exists in our system, please type its name in the search box.

If you are looking for your organization and it does not exist because it is new, you should choose the option to "Add New Organization" and then enter the organization's information.

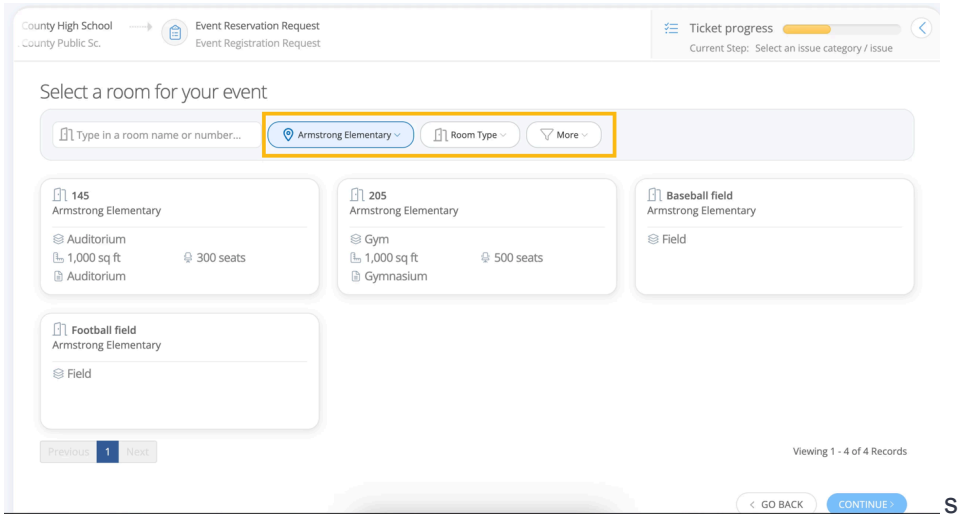


Once you've input the organization information, enter the details of your event reservation. You must select your organization from the drop-down menu.

If you specify the date and time at this stage, you will be given the available spaces based on your choice. Alternatively, if you opt not to specify the date and time, you can choose your space first and then view the available availability.



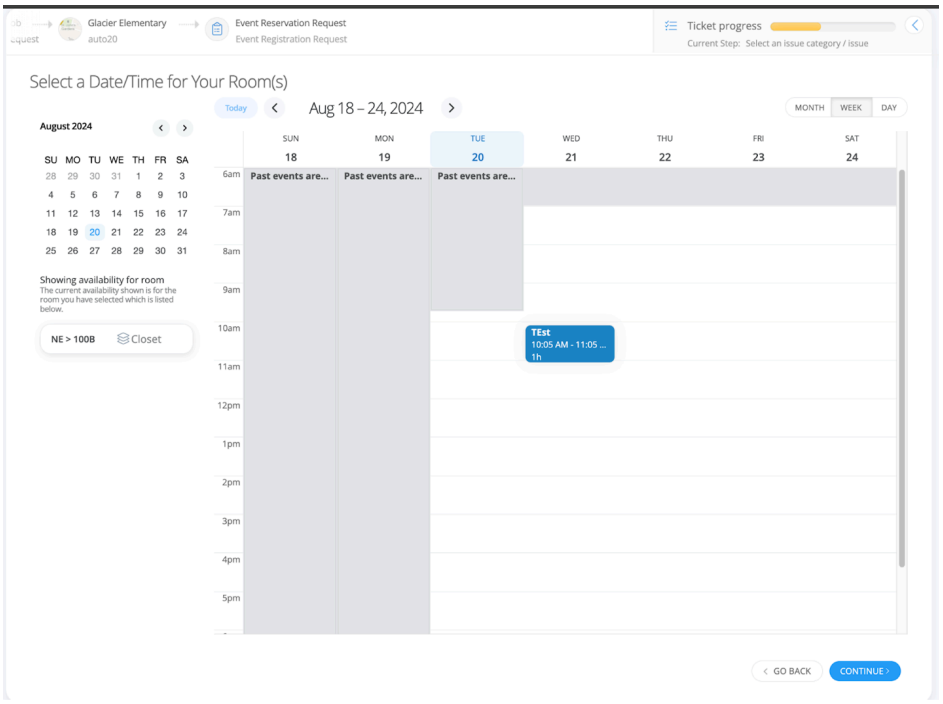
Use the filter buttons to narrow your choices and select your room or rooms. Your room choices will be confirmed at the bottom.



S

If your school district's system does not allow you to select multiple days and times for an event, you can only choose one day and time per event.

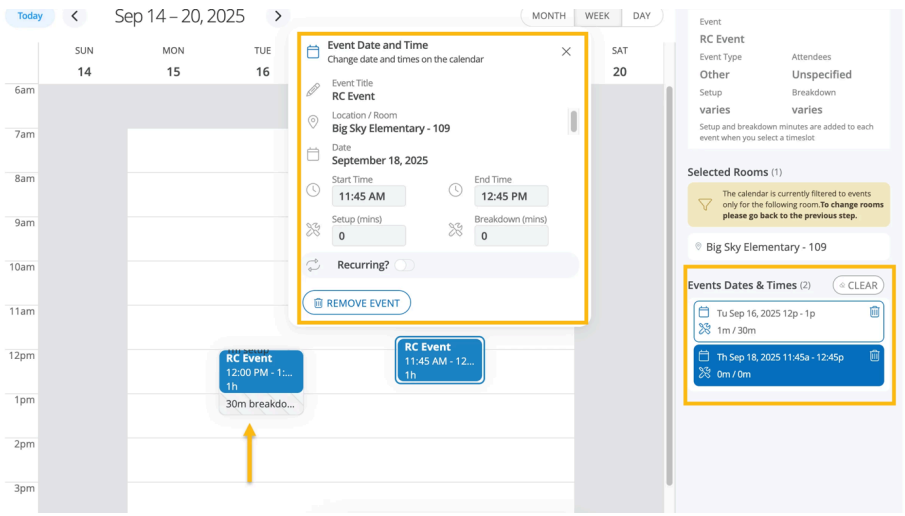
You can use the click and drag feature to move event dates or adjust the event start and end times. If you have a recurring event or an event spanning multiple dates, you must fill out an Event reservation request for each day. Alternatively, you can contact your district's event administrator and ask them to submit the necessary details for the required dates and times. Once done, click on "Continue" to proceed.



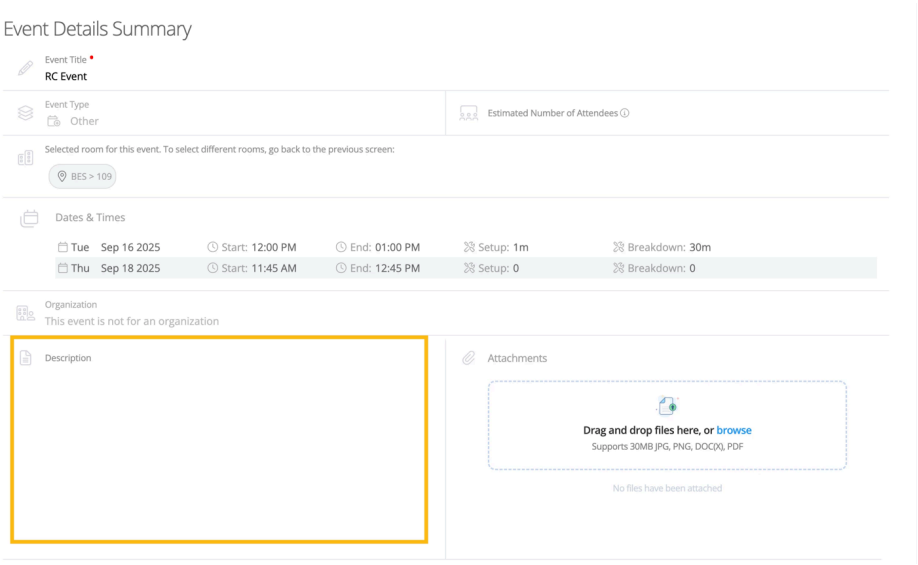
If your district has allowed you to select more than one day and time, you can click and select multiple days/times.

- Click and drag to move days or increase/decrease your times
- Click on a single day, select recurring, and set the recurring timeframe.
- Click on multiple days and drag to increase/decrease time on each day

You will then be able to see on the right the confirmation of the days and times for the rooms you selected. Click Continue.



Scroll up on the Event Details Summary page to add your event description, complete the remaining requirements, answer the questions you asked, and click Submit. If you are requesting insurance, make sure to have a copy of your Certificate of Insurance ready to upload



You will receive an email notification about the submission of your request, and any progress or communication so be sure to check your email often.

New User and Part of an Existing Organization:

https://community.incidentiq.com/process-of-requesting-events-135/iiq-events-new-user-and-part-of-an-existing-organization-5119

✗	You have NOT submitted an Event reservation request in Incident IQ before
✓	Someone in your organization has previously submitted an Event reservation request for your organization in Incident IQ (if you search your organization and it exists, but you cannot click on it).
	This means: You need to register for a new account as a user Click Skip this Step on the organization page, and the district Event Admin will have to add your organization to the Event reservation request, and then associate you with the organization

Click Register a new account and type in the details to the left. Be sure to remember your password.

Please register with us

First Name •

Last Name •

Email Address •

Create Password •

Confirm Password •

Thank you for your interest in booking your event with auto20! As a security measure, we will send a one-time verification code to your email. You will be prompted to enter this code after clicking 'continue'.

> CONTINUE

Please sign in

Email Address •

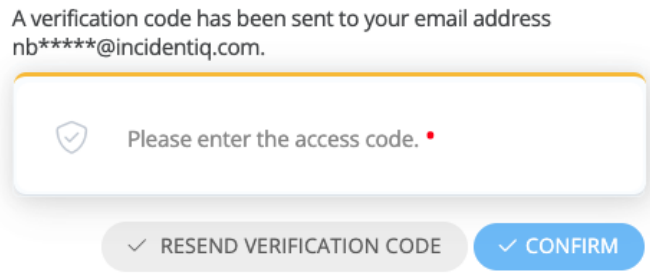
Password •

SIGN IN

Register a new account

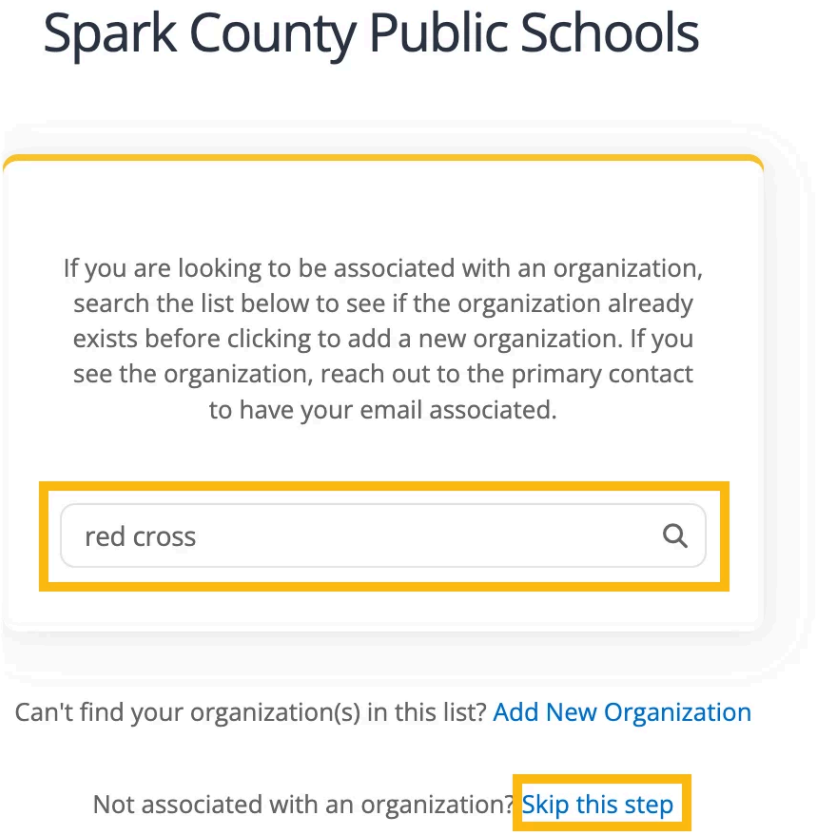
Reset your password

You will receive a verification code at the email address you added above. Enter it here and click CONFIRM.

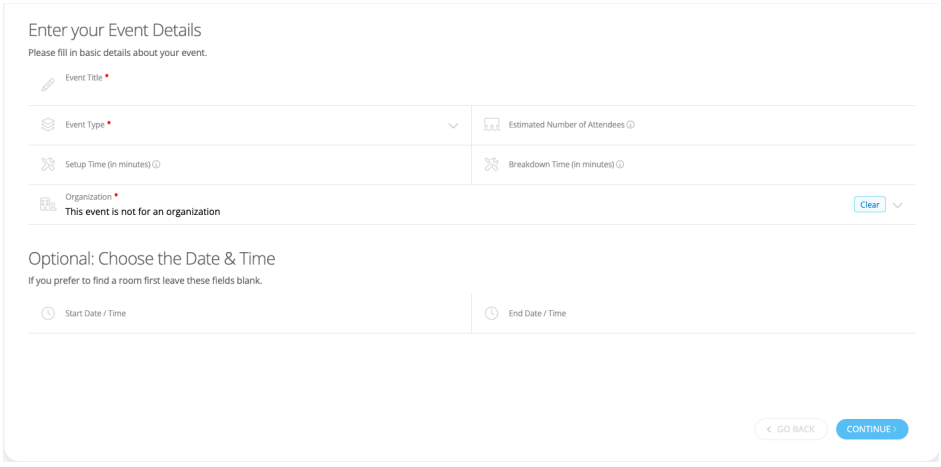


You can search for an organization by typing its name in the search box to see if it already exists in our system.

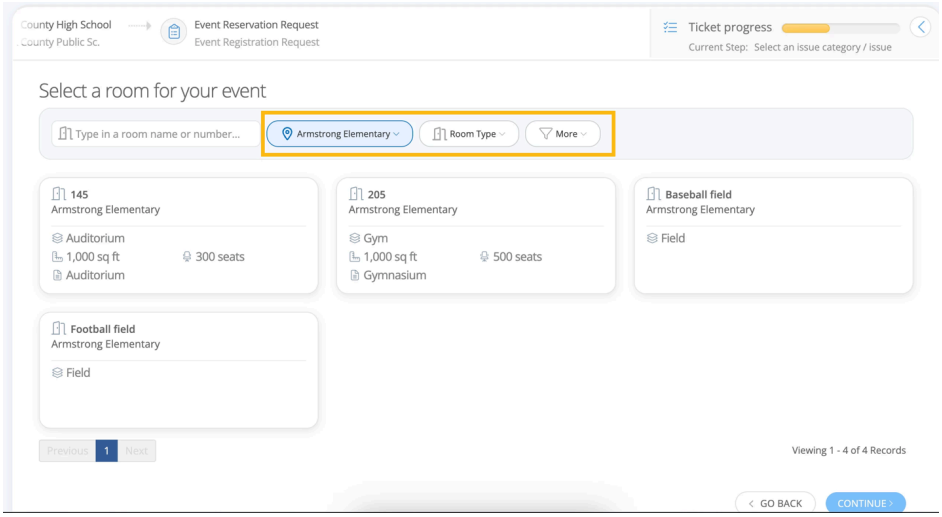
If your organization exists, it will show below the search bar. Since it cannot be selected, you'll need to choose SKIP THIS STEP and proceed. Our Event Administrator will verify your insurance, add the organization to the request, and add you to the organization as a registered user for next time.



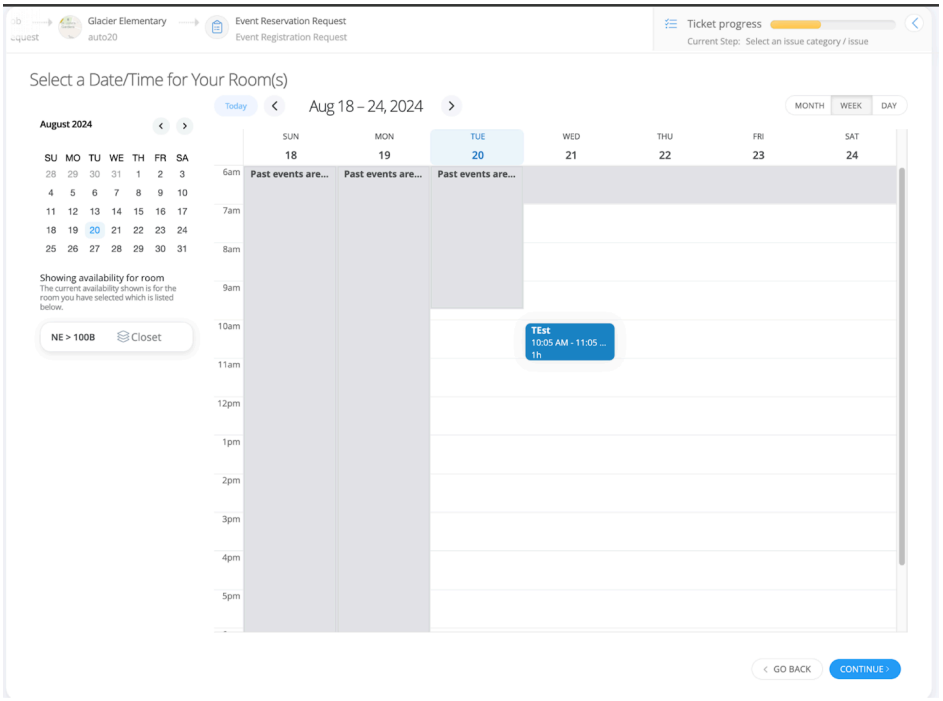
Enter your Event reservation details. The organization will be auto-set to “This event is not for an organization.” If you choose your date/time here, you will see the spaces available next. If you skip the date/time here, you will select your space next and then see what availability exists.



Use the filter pill buttons to narrow your choices and select your room, or rooms. Confirmation of your room choices is shown at the bottom.



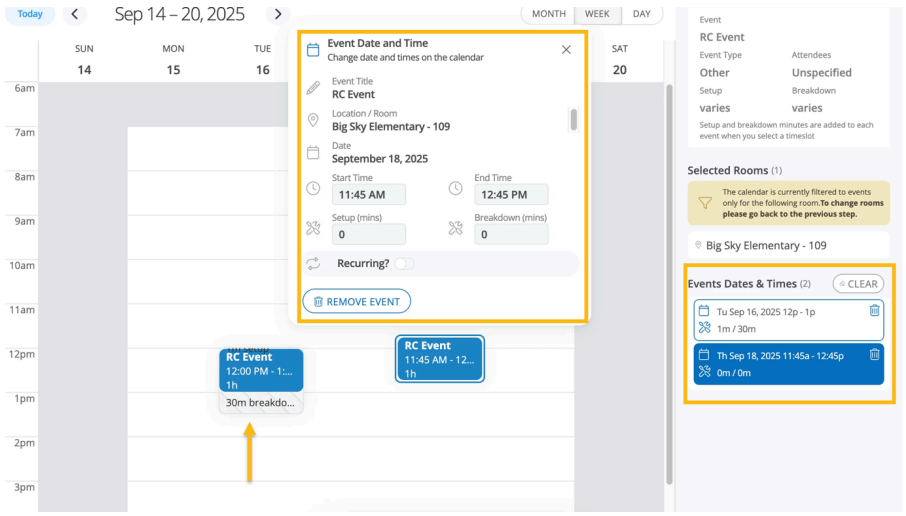
If your district has not allowed you to select more than one day and time, you can click one day/time per Event. You can click and drag to move days or increase/decrease time. If you have a recurring or multi-date event, you will need to enter an Event reservation request for each day, or you can contact your district's Event admin and ask them to submit the request on your behalf with the dates/times you need. Click Continue.



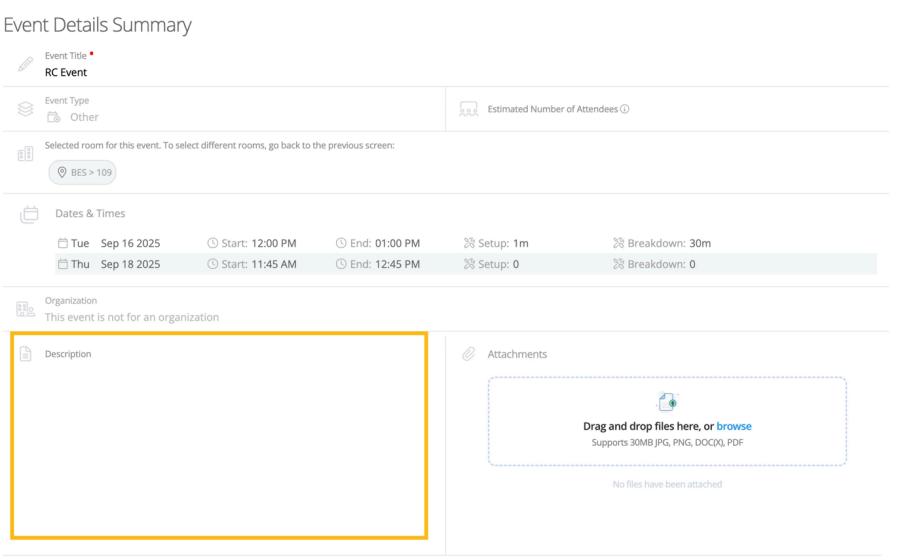
If your district has allowed you to select more than one day and time, you can click and select multiple days/times.

- Click and drag to move days or increase/decrease your times
- Click on a single day, select recurring, and set the recurring timeframe.
- Click on multiple days and drag to increase/decrease time on each day

You will then be able to see on the right the confirmation of the days and times for the rooms you selected. Click Continue.



Scroll up to the Event Details Summary page to add your Event description, complete the balance of the requirements, or answer the questions provided, and click Submit.



You will receive an email notification about the submission of your request, and any progress or communication, so be sure to check your email often.

Existing User but Different/New Organization:

https://community.incidentiq.com/process-of-requesting-events-135/iiq-events-existing-user-but-different-new-organization-5121

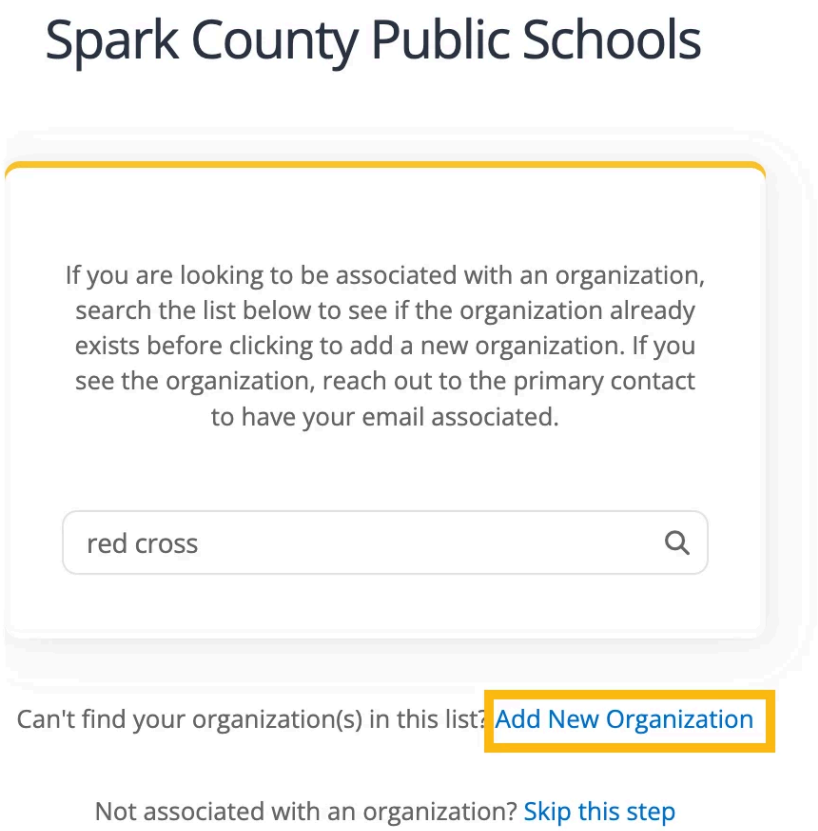
✔	You HAVE submitted an Event reservation request in Incident IQ before
✘	You're part of a new organization, and someone in your organization has NOT submitted an Event reservation request for your organization in Incident IQ before. (If you search for your organization and it does not exist).

	This means: You need to sign in using your email and password credentials. Add the new organization. Proceed with an Event reservation request and select your organization from the drop-down

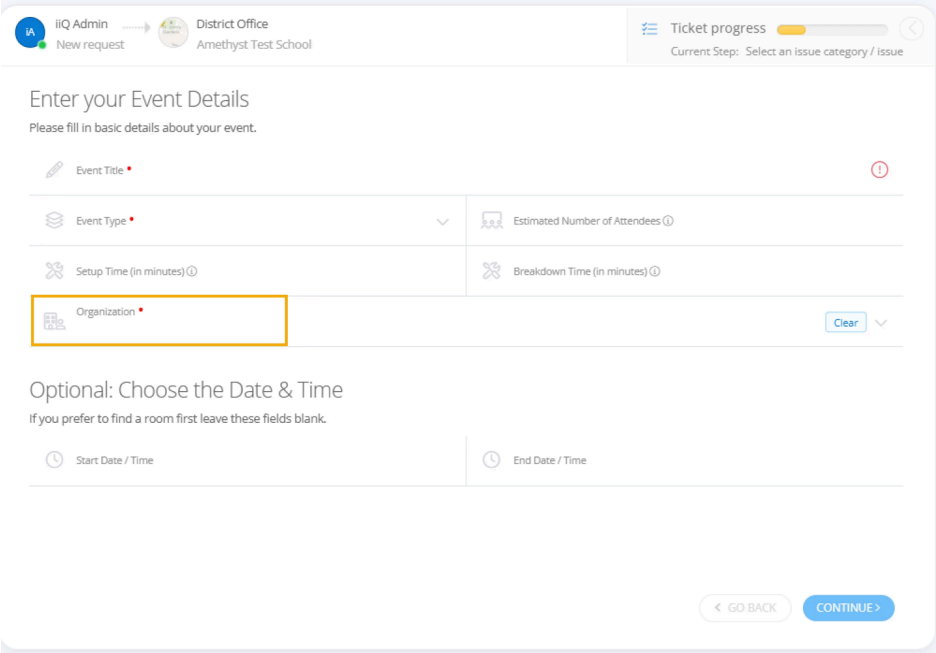
Sign in using your email and password credentials.

You can search for an organization to see if it already exists in our system by typing its name in the search box.

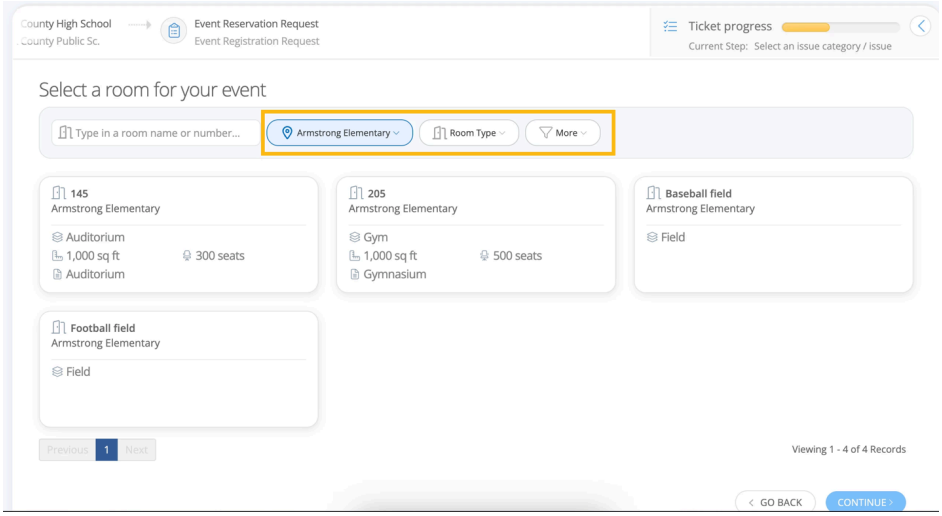
If your organization exists, it will show below the search bar. Since it does not, you must select Add New Organization and complete the organization’s information.



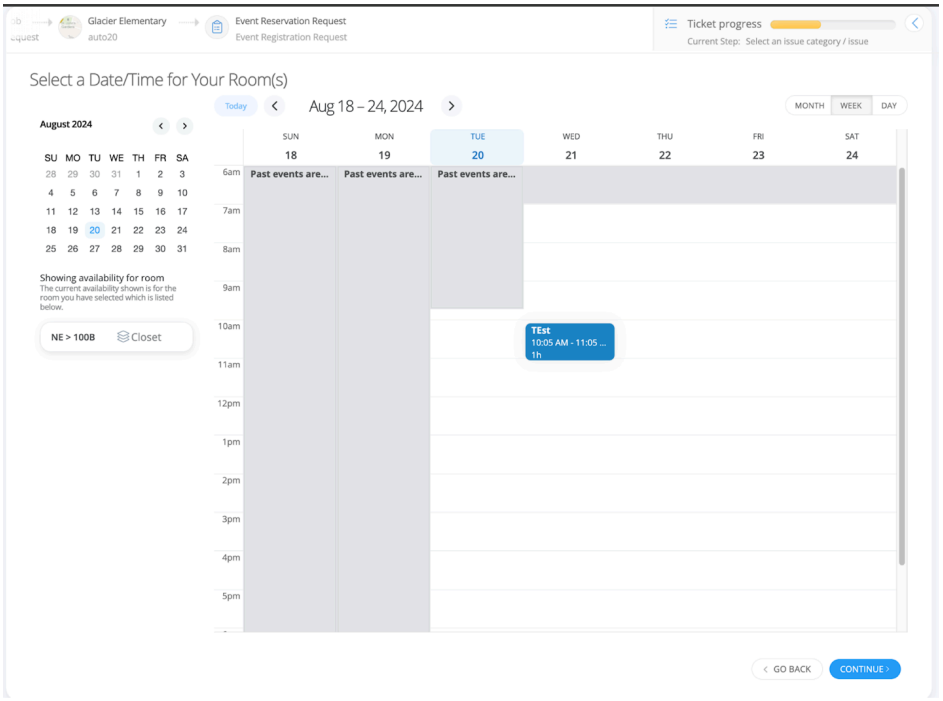
Once the organization information is added, add your Event reservation details and be sure to select your organization in the drop-down menu. If you choose your date/time here, you will see the spaces that have availability next. If you skip the date/time here, you will choose your space next, and then you will see what availability exists.



Use the filter pill buttons to narrow your choices and select your room, or rooms.



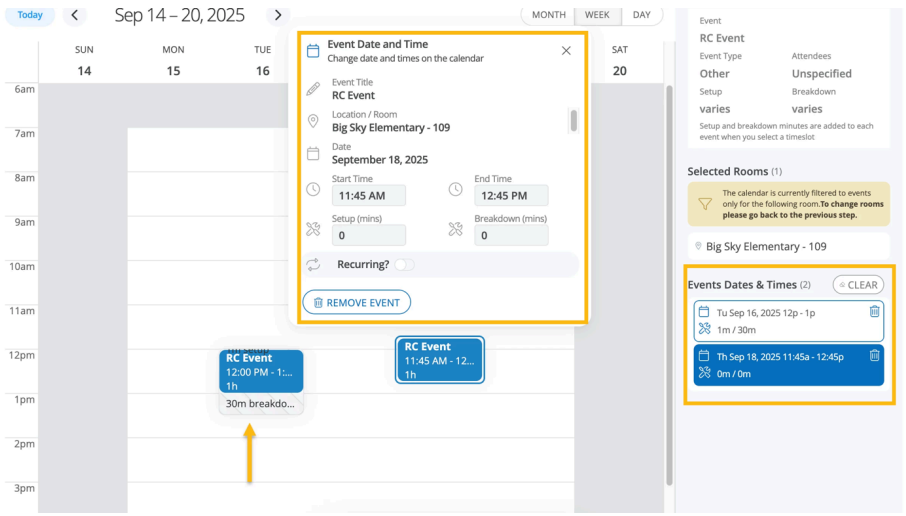
If your district has not given you the ability to select more than one day and time, you can click one day/time per Event. You can click and drag to move days or increase/decrease time. If you have a recurring or multi-date event, you will need to enter an Event reservation request for each day, or you can contact your district's Event admin and ask them to submit the request on your behalf with the dates/times you need. Click Continue.



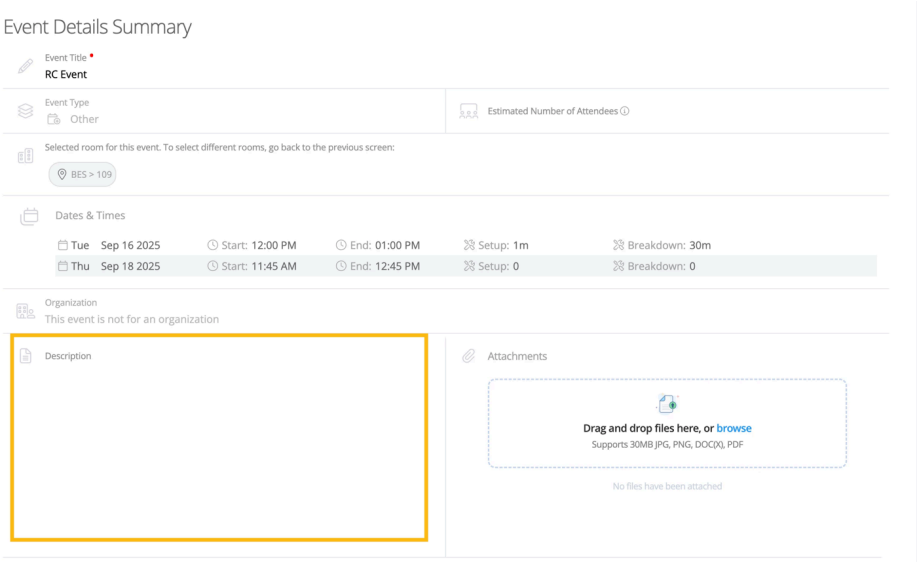
If your district has allowed you to select more than one day and time, you will have the option to click and select multiple days/times.

- Click and drag to move days or increase/decrease your times
- Click on a single day, select recurring, and set the recurring timeframe.
- Click on multiple days and drag to increase/decrease time on each day

You will then be able to see on the right the confirmation of the days and times for the rooms you selected. Click Continue.



Scroll up on the Event Details Summary page to add your Event description, complete the balance of the requirements, answer the questions provided, and click Submit. If insurance is being requested, be sure to have a copy of your Certificate of Insurance ready to upload.



You will receive an email notification about the submission of your request, and any progress or communication so be sure to check your email often.

Changes/Issues

If you need to make any changes to a submitted Event reservation request, receive an error, or if something doesn't seem right, please get in touch with your district's Event admin.

View my Events

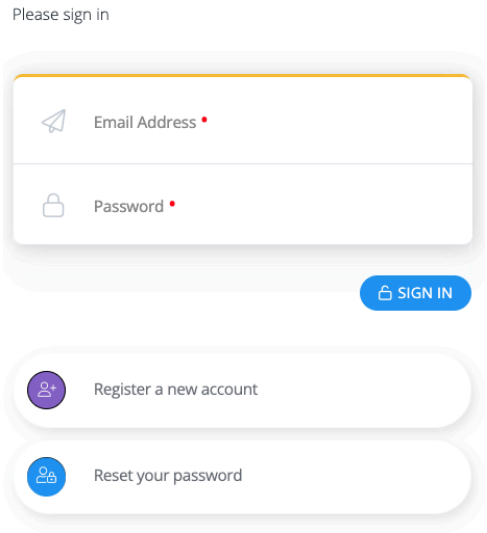
To sign in to view your Events, go to your district's Incident IQ login page and sign in using your email and password credentials. Then, click My Events to see what Events have been submitted/approved.

Existing User and Existing Organization:

https://community.incidentiq.com/process-of-requesting-events-135/iiq-events-existing-user-and-existing-organization-5122

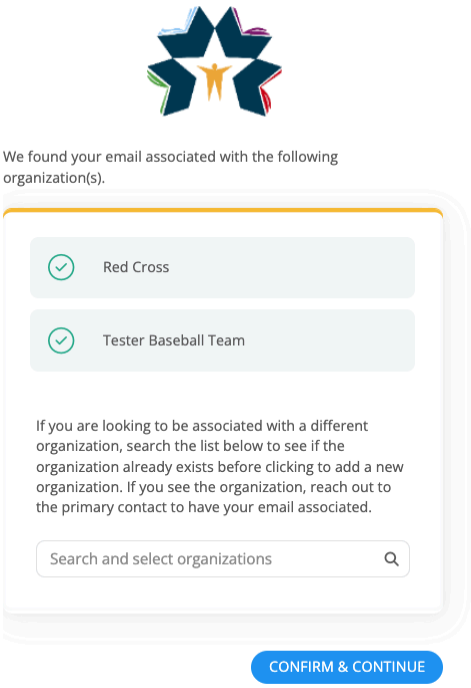
✓	You HAVE submitted an Event reservation request in Incident IQ before
✓	Someone in your organization has previously submitted an Event reservation request for your organization in Incident IQ (if you search your organization and it exists, but you cannot click on it).
	This means: You need to sign in using your email and password credentials. Proceed with an Event reservation request and select your organization from the drop-down.

Sign in using your email and password credentials.

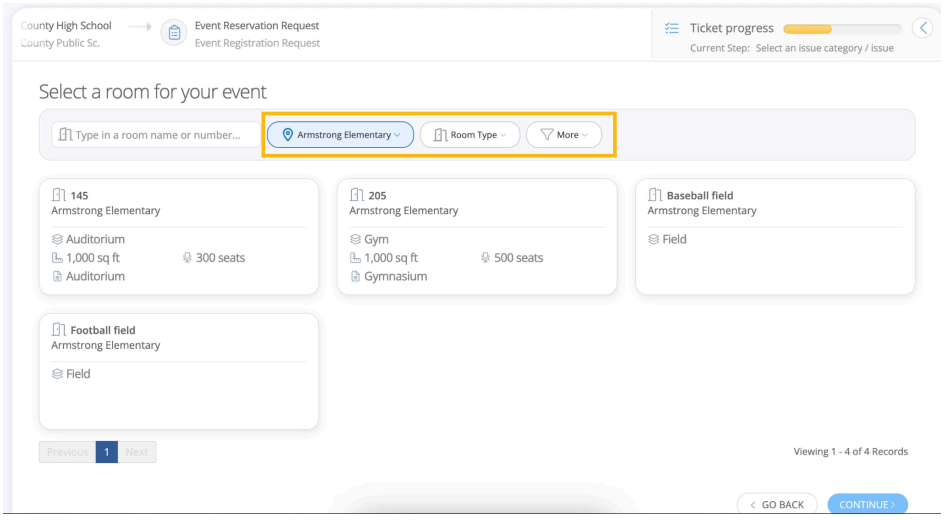


The organizations you are associated with will appear at the top. You can click CONFIRM & CONTINUE, and on the next screen, you will choose the organization for which this request is made.

You can add your Event reservation details and select your organization in the drop-down.

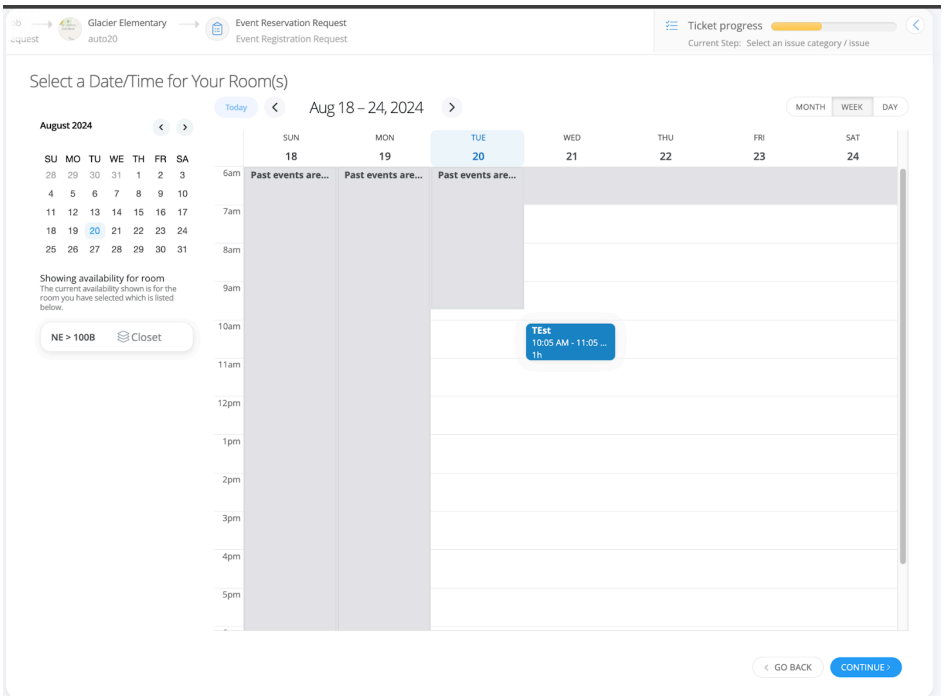


Use the filter pill buttons to narrow your choices and select your room, or rooms. Confirmation of your room choices is shown at the bottom.



If you chose a day/time on the first event details screen, you must confirm that here. You will do that here if you didn't choose a day/time on the first event details screen.

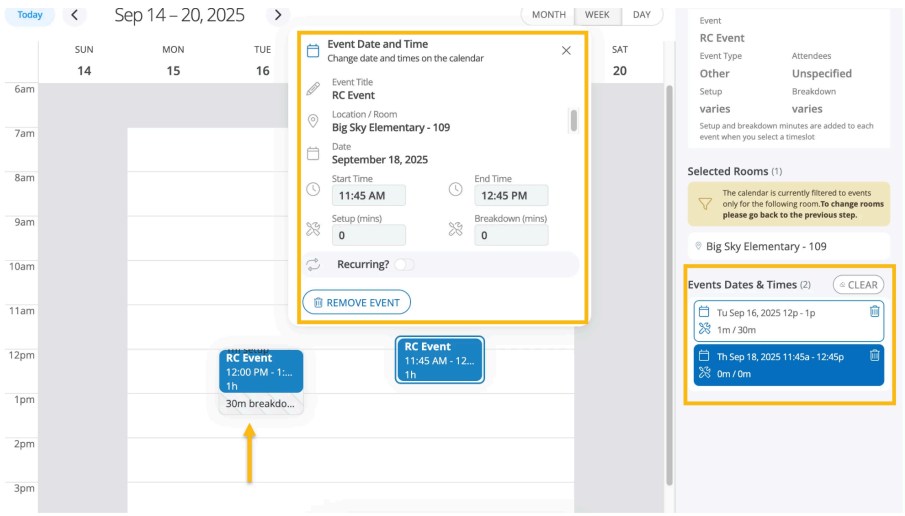
If your district has not allowed you to select more than one day and time, you can click one day/time per Event. You can click and drag to move days or increase/decrease time. If you do have a recurring event or multi-date event, you will need to enter an Event reservation request for each day, or you can contact your district's Event admin and ask them to submit the request on your behalf with the dates/times you need. Click Continue.



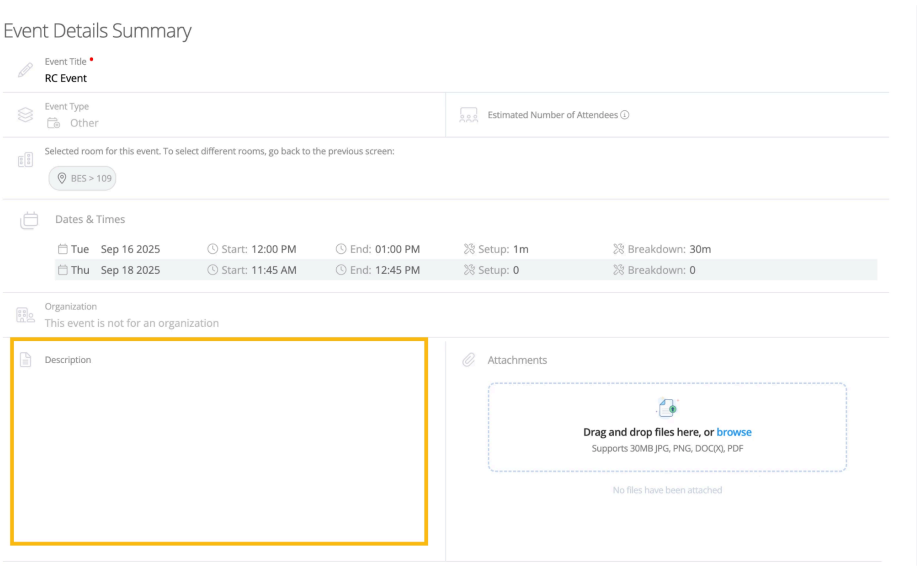
If your district has allowed you to select more than one day and time, you can click and select multiple days/times.

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- Click on a single day, select recurring, and set the recurring timeframe.
- Click on multiple days and drag to increase/decrease time on each day

You will then be able to see on the right the confirmation of the days and times for the rooms you selected. Click Continue.



Scroll on the Event Details Summary page to add your Event description, complete the balance of the requirements, answer the questions provided, and click Submit. If insurance is being requested, be sure to have a copy of your Certificate of Insurance ready to upload.



You will receive an email notification about the submission of your request, and any progress or communication so be sure to check your email often.

Changes/Issues

If you need to make any changes to a submitted Event reservation request, or if you are receiving an error or if something doesn't seem right, please contact your district's Event admin.

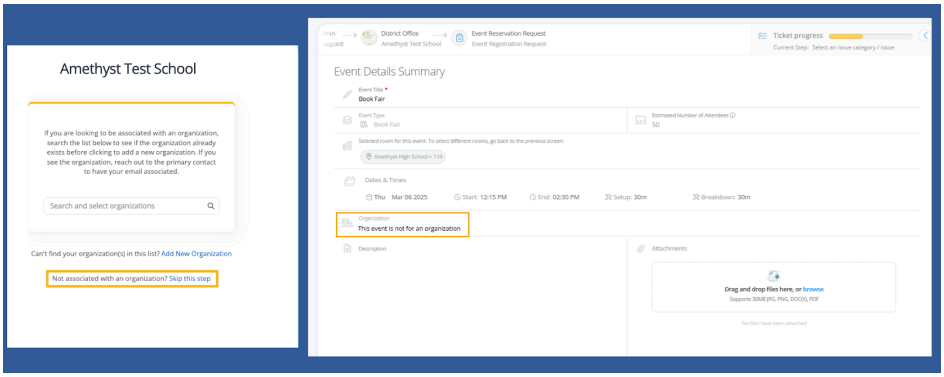
View my Events

To sign in to view your Events, go to your district's Incident IQ login page and sign in using your email and password credentials. Then, click My Events to see what Events have been submitted/approved.

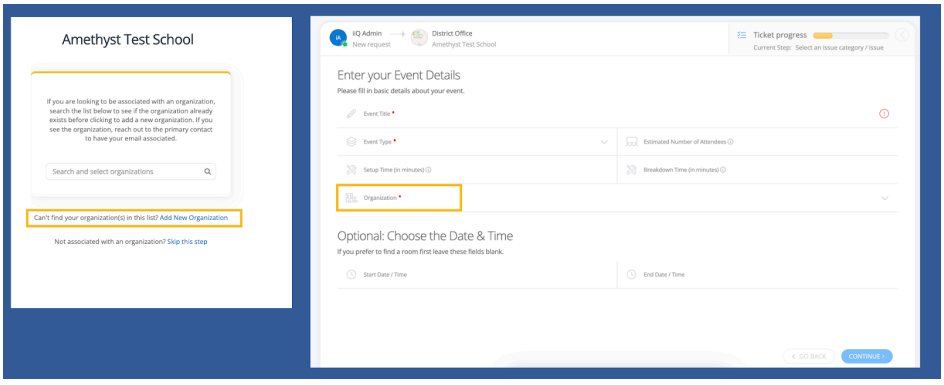
When is the organization required when requesting an event?

https://community.incidentiq.com/process-of-requesting-events-135/faq-when-is-the-organization-required-when-requesting-an-event-5925
The organization is required to submit an event when using Remote Event Ticketing for external users. There are a few different scenarios that can happen.

1. If the external user skips the step, the organization dropdown will be set to 'this event is not a part of an organization' and grayed out.



2. If the external user creates an organization when adding the event details, they will see the organization dropdown, but it will not be set. The user must either select the newly created organization or set it to 'this event is not a part of an organization.' But a selection must be made because it is required



When submitting an event using the Events module, the Organization field will only be visible if the user is associated with an organization.

To filter to only events that are not for any organization users can implement the Organization filter called “Organization/Not Assigned.” This will include the events that have the “this event is not a part of an organization” selected from dropdown

