Event Manager Community User Requester Guide

St. Mary's County Public Schools Department of Operations

How to Access Event Manager and Log In:

- Open your Internet Browser. Click the following link, or copy and paste it into your web browser: https://events.dudesolutions.com/community/SMCPS

  Your screen should look like this:

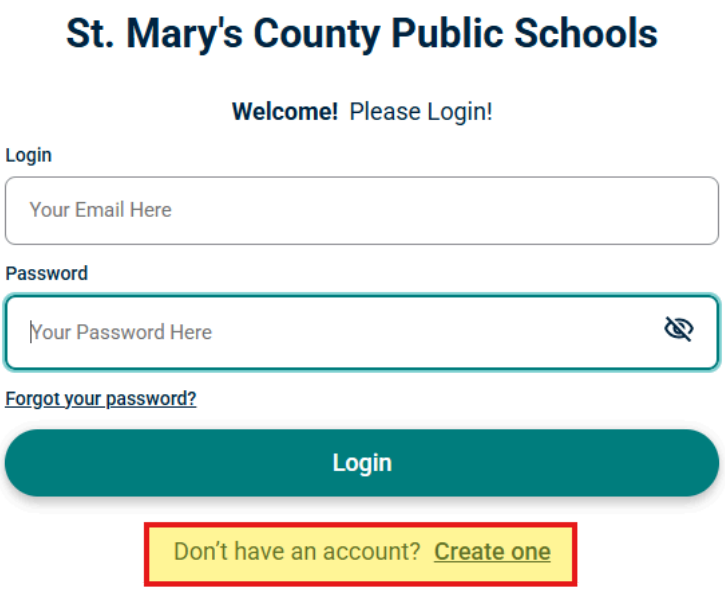


Creating an Account:

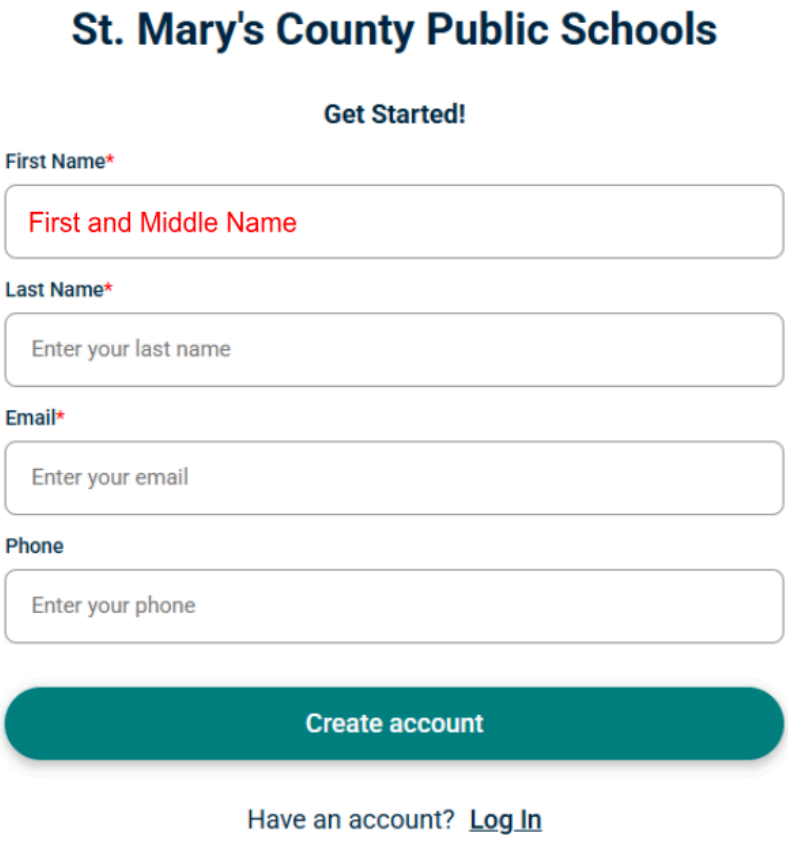
- **Create an Account (if first time) or Login:** Creating an Account
  - Click the **Login** button in the upper right corner to go to the login page.



- Don’t have an account ? **Click on Create One**

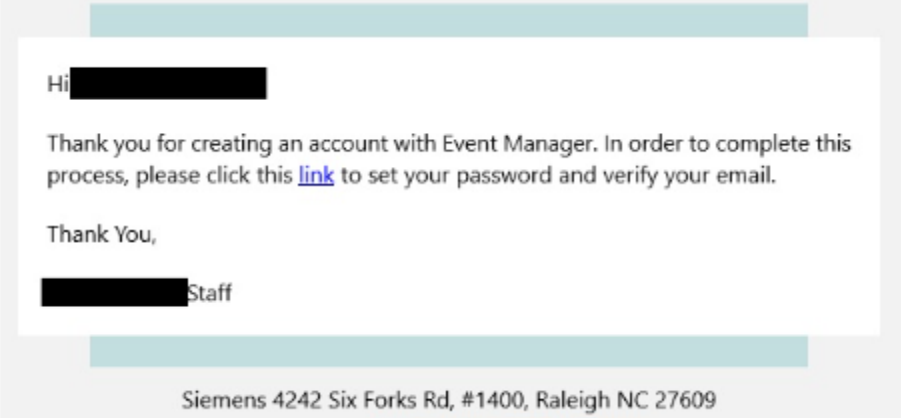


- Under the **Get Started** panel, enter your first name (**please also include your middle name in this field for vetting purposes and to not delay your request)**, enter your last name, email address, and phone number.



- Click Create Account

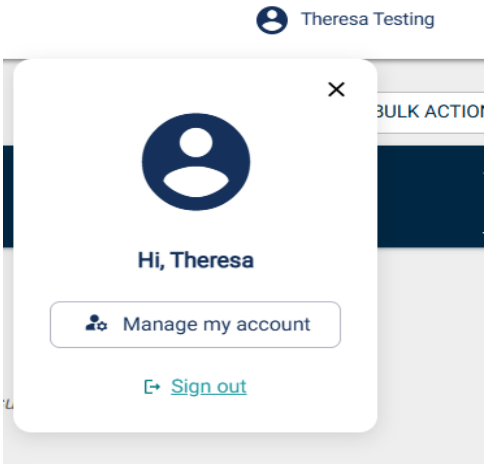
- You will receive an email notification from Event Manager so that you can set your password and verify your email address. Once your password is set, you will be prompted in the next step to Join an Organization.

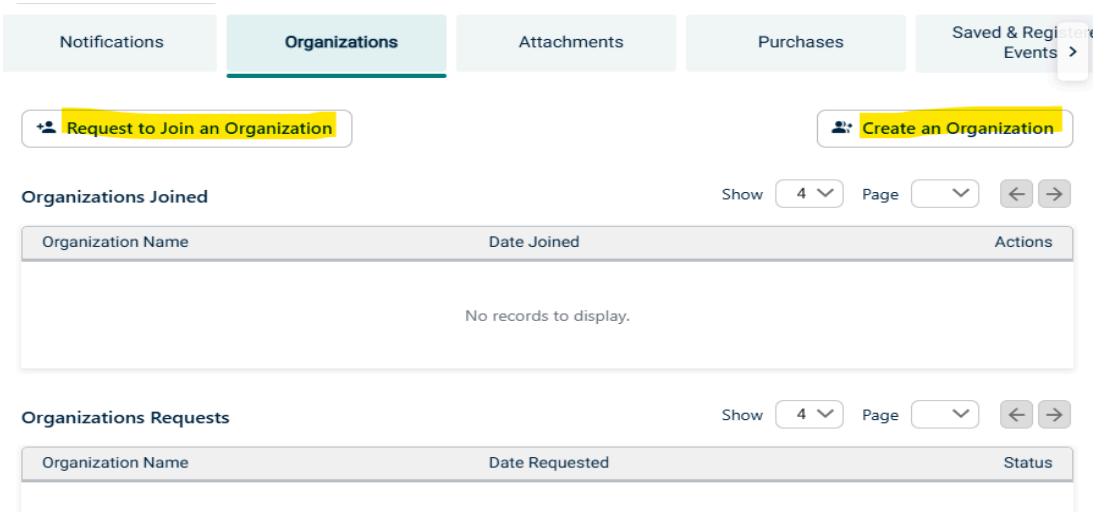


- If you already have an account, you can simply login.
- You will not be able to submit an event request until your Community User Request has been vetted and approved by an SMCPS Administrator.

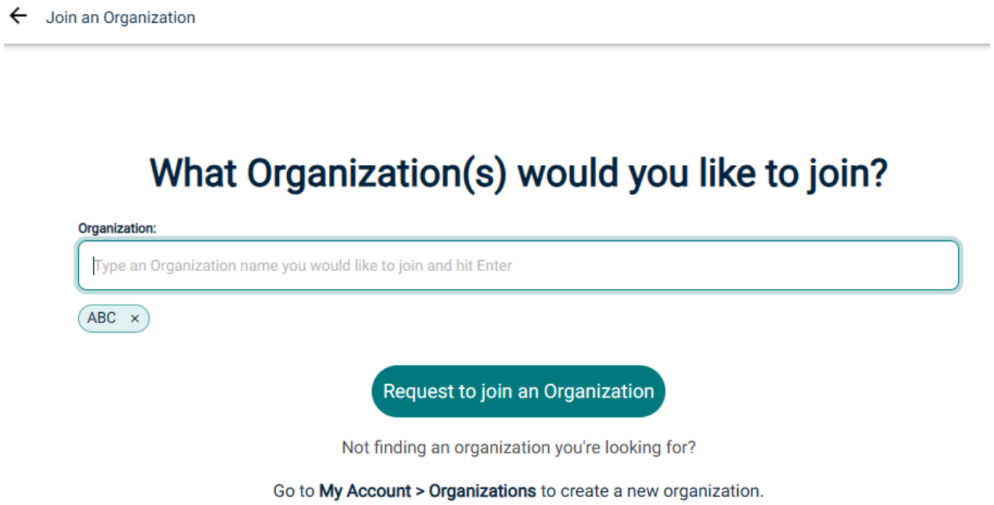
Create an Organization (or Join an Existing Organization):

- Once you have created your User Account Login, please follow these steps to create or join an Organization
- Click on icon next to your name at the top of the page and click on Manage My Account.
  - Click on Organizations and choose either Request to Join an Organization or Create an Organization

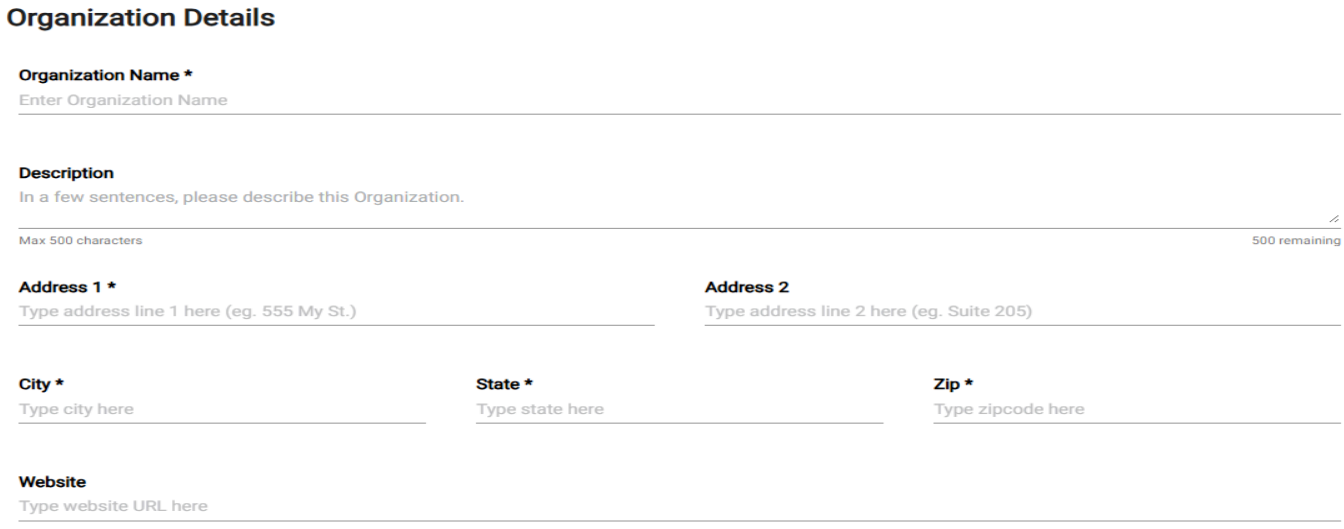




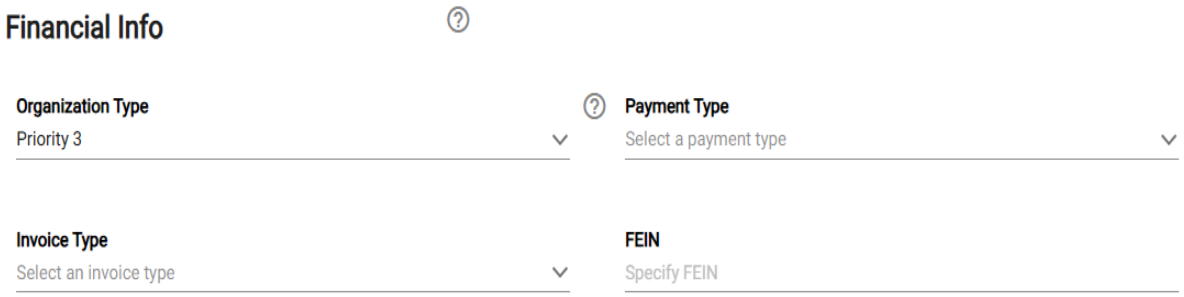
- **Join an existing Organization**
    - Enter Organization Name you wish to join
    - Click ENTER to add the request
    - Select Request to join an Organization for your request to be submitted for review



- **Create an Organization**
    - Fill in Organization Name, description of organization, address, and website if applicable.
    - Required: copy of **valid insurance certificate** and if you are a Priority 5, **you must also attach your 501c3**. **Please scan insurance and 501c3 documents together as ONE file and upload.** The system only allows one file upload. Have these documents ready as the system does not let you save your progress and go back.

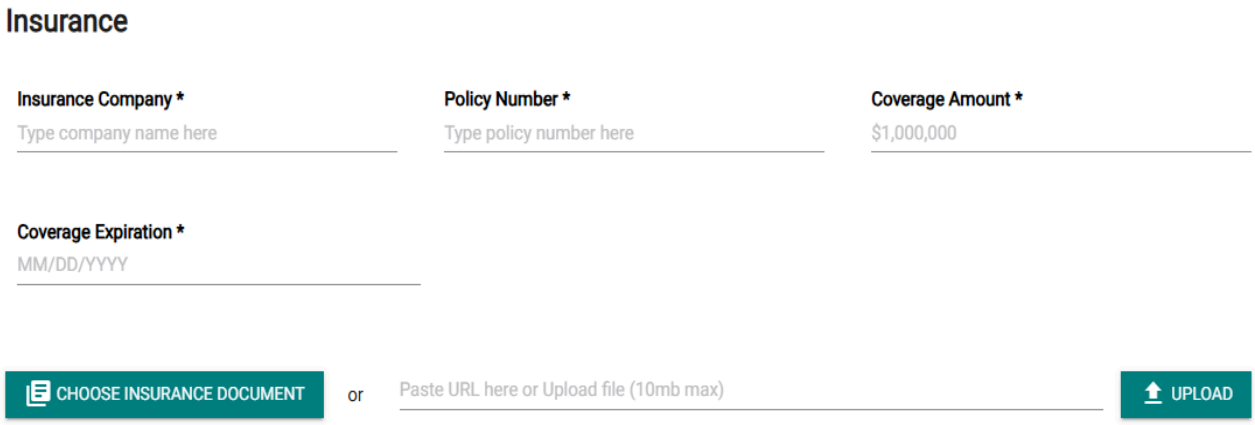


    - Select Priority Level - please refer to SMCPS Use of Facilities Brochure for more information.

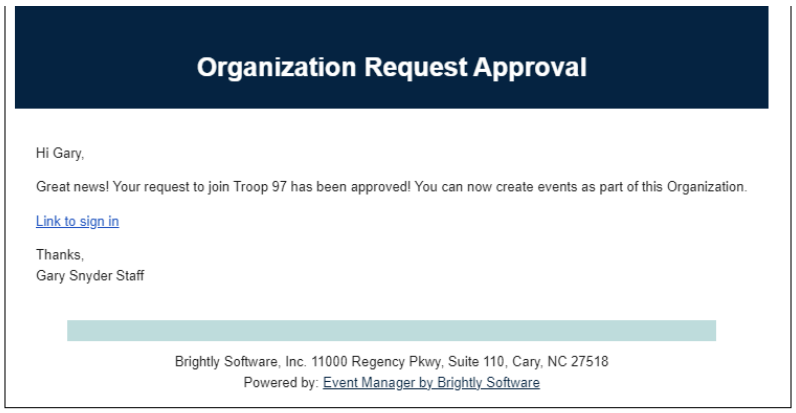


- Priority 3 - Parent/community group partnered with school system (Scouts, PTO)
- Priority 4 - Local Government Group (R&P, College Programs)
- Priority 5 - Non-Profit youth groups (**must provide 501c3**)
- Priority 6 - Tax Exempt, College: Non-Educator Activities (Churches) - must provide FEIN
- Priority 7 - All other Users, (travel sports teams)

- **REQUIRED:** Attach a copy of **valid insurance certificate** and if you are a Priority 5, **you must also attach your 501c3**. **Please scan insurance and 501c3 documents together as ONE file and upload.** The system only allows one file upload.

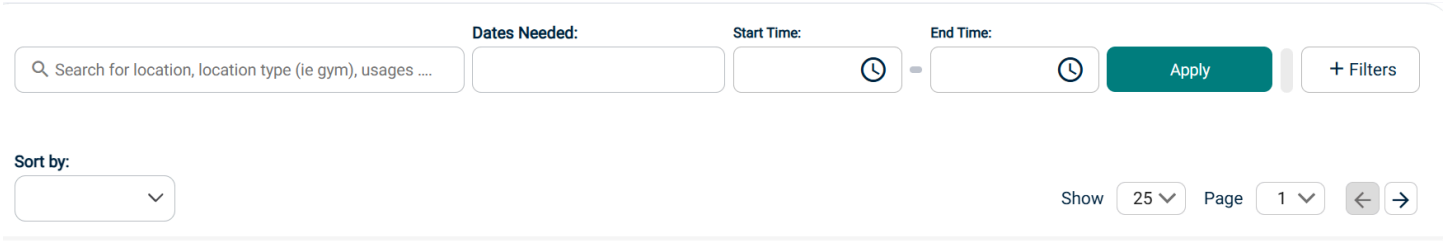


- Click the Submit button.
- Once you have been vetted and approved, you will receive an email notification that your organization has been approved. You can then log in and create an event request.



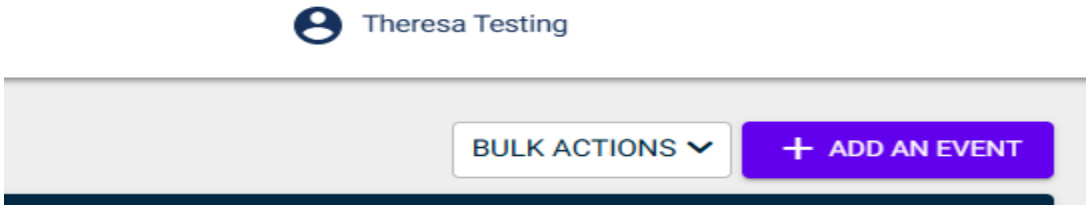
How to Search for Available Locations/Spaces to Reserve Before Logging In to Create an Event:

- Search for bookable locations in the provided list. Filters can be used if you are looking for specific parameters.
- Check Availability by selecting a date and time for the chosen location.
- Login, if you are not already logged in if you want to book the space



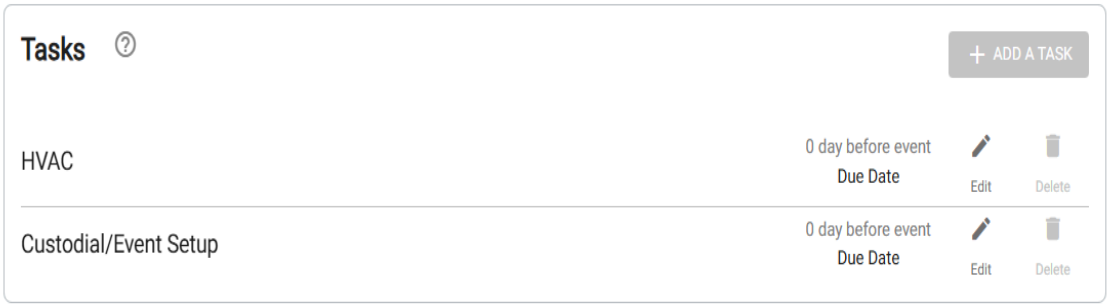
Create an Event Request for the first time

- **Creating an Event Request after approval of organization:** Creating an Event Request
  Click on **the +Add An Event button**

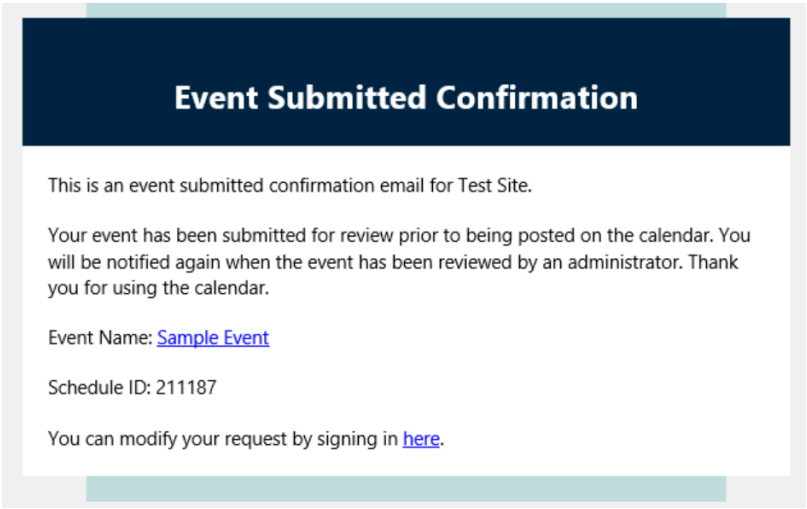


- **Complete all required fields on the event request form. Fields marked with a red asterisk are required.**
  - From the organization dropdown list, select your Organization. (You will only be able to select Organizations that you have been added to as a member).
  - Enter the Event Title.
  - Enter Event Description and/or Event Summary to provide details of the event.
  - Select the Location(s) that you wish to reserve (you may select multiple rooms) and enter all dates/times for your event. If you are submitting a recurring event, once the first date and time are selected you will see the "Multiple Day" option for selecting other dates in the series. (Please be sure to include your Setup and Breakdown time)
  - Enter your Contact Information as the contact person entering the request.
  - Add/Upload Insurance information. The insurance information section will populate the information that is on file for your organization. **If the coverage date has expired or if the organization's insurance policy information has changed, please upload a copy of your current insurance certificate. Please note, if your insurance information is not valid, it could delay or prevent your event from being approved.**
  - Billing Address will populate for the Organization. Please verify the organization's information is correct. If changes are required, please contact facilitiesuse@smcps.org to update the Organization's billing and contact information.
  - Questions: Answer all required questions

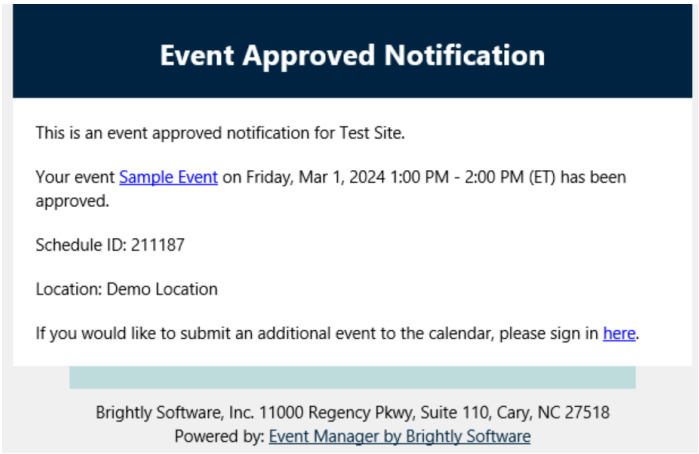
- You must check the boxes to agree to the SMCPS Terms and Conditions and that you understand custodial support is required for all events prior to submitting your request
- **Complete the Tasks Section. The Task Section MUST be completed if you answered yes to Questions 1 through 7 above. Click "Add Task" and Click "Save" after adding each task. THIS SECTION MUST BE COMPLETED SO THAT THE APPROPRIATE STAFF ARE NOTIFIED OF THE EVENT (i.e. Custodial, HVAC, Audio Visual, Sound, Safety & Security, etc.)**



- Upload any Pictures or Attachments, this is optional.
- Once you have finished entering all required information on the event form, **click the Submit button.**
- You will receive an email notification that your Request has been Submitted
-

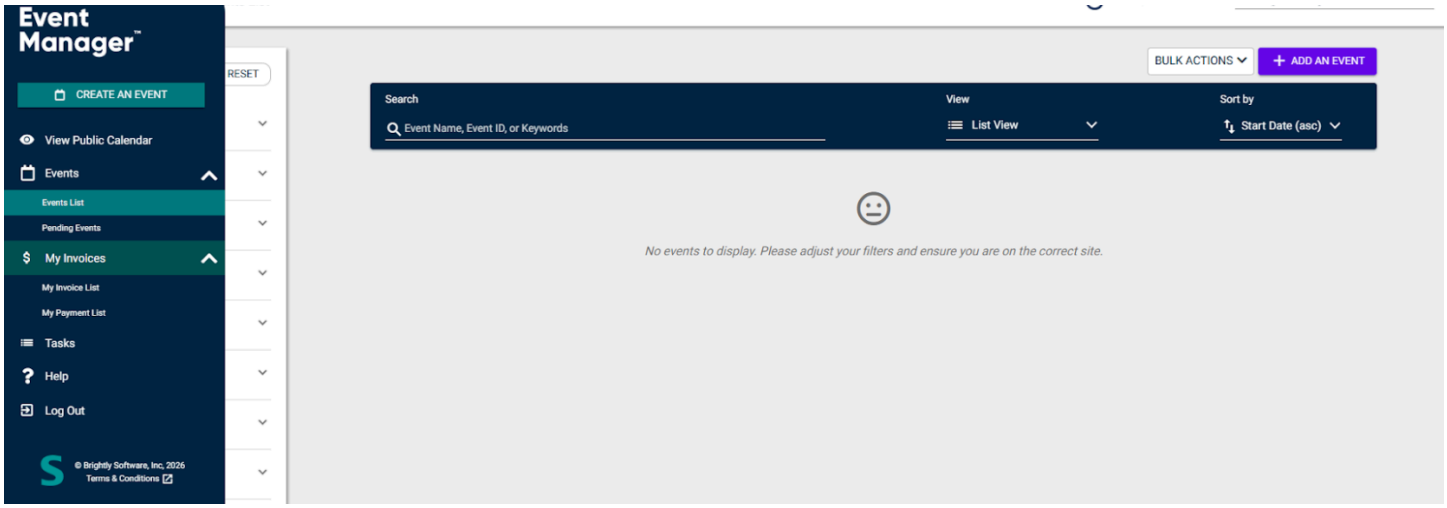


- Once your Request has been approved or denied, you will receive an email notification.



Using the Side Bar Navigation:

- Once logged into Event Manager, you will be able to access the sidebar navigation.
    - **Create an Event**: Click this button to quickly begin creating an event request.
    - **Events**: Click this menu option to navigate to the Events Dashboard, where you can view the list of events you have **submitted**. If your submitted events need to be edited, you will do so from the events list.
    - **Help**: Click this menu option to navigate to the Event Manager help site.
    - **Log Out:** Click this to log out of the system. The system automatically times out.



If you have questions about filling out the event form, contact **facilitiesuse@smcps.org**.

SMCPS RESOURCES:

- Website: https://www.smcps.org/offices/operations/usage-of-school-facilities
- Use of Facilities Brochure
- Email: facilitiesuse@smcps.org