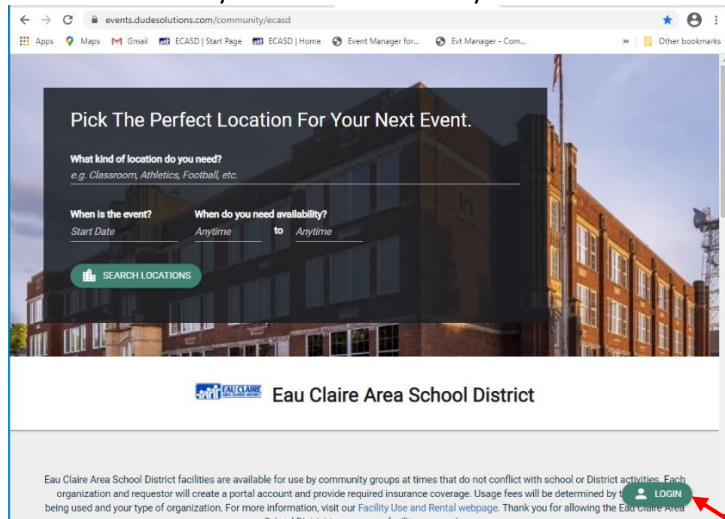


# HOW TO CREATE A COMMUNITY USER ACCOUNT and SCHEDULE EVENTS

## CREATING A USER ACCOUNT

Enter <https://events.dudesolutions.com/community/ecasd> into your web browser address bar.

This will take you to the Community Portal for the Eau Claire Area School District scheduling system.



At the lower right right corner of the screen, click on the LOGIN button.

The Event Manager Log In window will open. To use the scheduling system, you must have a user account. On your first visit, fill in the GET STARTED area at the right side of the page. Then click the SUBMIT button. You must have valid phone number and email address to have a user account.

SIGN IN | PRINT

**Event Manager™**

**EVENT COMMUNITY**

**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?](#)

**GET STARTED**  
Create an account to view your favorite events and events you have registered for.  
FIRST NAME:  
  
LAST NAME:  
  
EMAIL:  
  
PHONE:  
  
By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)  
**SUBMIT**

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You are not able to go any further than this on your first visit.

Your request for a user account will be relayed to the ECASD Facility Use Office.

You will receive an email when your account is approved.

That email will include a link to a site where you will enter your desired password for your user account. This will verify that you have provided a real, usable email address.

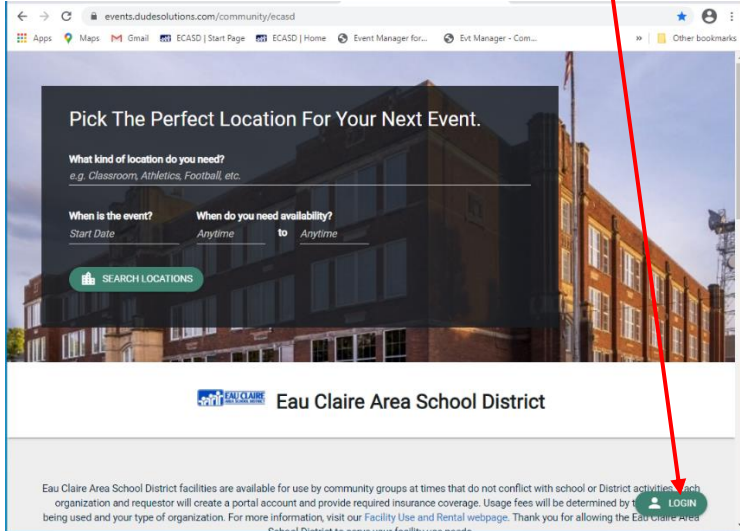
When you have an approved user account, you can schedule events if you are an approved member of an organization(s).

Organizations for which you are approved to schedule will be “attached” to your account. So you might schedule events as part of a soccer organization in spring or fall, and perhaps schedule events for a basketball or scout group in winter.

**NOTE:** If you are an Organization Leader, please notify the ECASD Facility Use Office of other users who are approved to use the organization account. Users whose use is covered by your liability insurance and for whom your organization will pay fees.

## LOGGING IN TO YOUR ACCOUNT

You will again go to the ECASD Community Portal (<https://events.dudesolutions.com/community/ecasd>). At the ECASD Portal, you will again click the LOGIN button at the lower right corner of the screen.



At the Event Manager Log In screen, you will enter your email address and password in the SIGN IN area at the left side of the screen. Then click the SUBMIT button.

A screenshot of the 'Event Manager' login and registration page. The page is divided into two main sections: 'SIGN IN' on the left and 'GET STARTED' on the right. The 'SIGN IN' section has a yellow box with the text 'Enter your email and password to sign into your account.' followed by input fields for 'EMAIL:' and 'PASSWORD:'. Below these is a yellow box with the text 'By clicking Submit, you consent to the Terms & Cond. [?] Privacy Policy [?]' and a blue 'SUBMIT' button. A red arrow points from the 'SUBMIT' button in the 'SIGN IN' section to the 'SUBMIT' button in the 'GET STARTED' section. The 'GET STARTED' section has a yellow box with the text 'Create an account to view your favorite events and events you have registered for.' followed by input fields for 'FIRST NAME:', 'LAST NAME:', 'EMAIL:', and 'PHONE:'. Below these is a yellow box with the text 'By clicking Submit, you consent to the Terms & Cond. [?] Privacy Policy [?]' and a green 'SUBMIT' button. At the bottom, there is a green box with the text 'Your account has been created successfully! You will receive an email with a link that must be clicked to verify the email entered and setup your password. You will not be able to sign in until you complete verification.'

## SCHEDULING EVENTS

When you log in to your account, you will see a screen almost like the log in screen. But notice the blue Menu Bar at the left.

Pick The Perfect Location For Your Next Event.

What kind of location do you need?  
e.g. Classroom, Athletics, Football, etc.

When is the event?  
Start Date

When do you need availability?  
Anytime to Anytime

SEARCH LOCATIONS

Eau Claire Area School District

Eau Claire Area School District facilities are available for use by community groups at times that do not conflict with school or District activities. Each organization and requestor will create a portal account and provide required insurance coverage. Usage fees will be determined by the space(s) being used and your type of organization. For more information, visit our [Facility Use and Rental webpage](#).  
Thank you for allowing the Eau Claire Area School District to serve your facility use needs.

You can use the fill in areas at the center of the screen to find the available spaces of the type you want to use, on the date and times that you want to use it. Just click on the blank lines for dropdowns providing you with options.

Pick The Perfect Location For Your Next Event.

What kind of location do you need?  
cafeteria

When is the event?  
10/19/2021

When do you need availability?  
Anytime to Anytime

SEARCH LOCATIONS

Eau Claire Area School District

Eau Claire Area School District facilities are available for use by community groups at times that do not conflict with school or District activities. Each organization and requestor will create a portal account and provide required insurance coverage. Usage fees will be determined by the space(s) being used and your type of organization. For more information, visit our [Facility Use and Rental webpage](#).  
Thank you for allowing the Eau Claire Area School District to serve your facility use needs.

By entering the information above, the user got a listing of available cafeterias at their desired time and date. The user can click the options to the right of a space for more information or to schedule/book that space.

← BACK Change  
Usage: Change  
Type: Change  
Specific Availability: Change  
Oct 19, 6:00 pm to 7:30 pm  
Help

	<b>Cafe-Cafetorium 400</b> Auditorium Seats/Pit (Middle) Cafeteria (Middle) Cafeteria can be set up as seating (cafetorium) space, middle stage. Stage is scheduled separately. Northstar Middle School	Capacity: 575 Usages: • Meeting • Dining • Presentation	VIEW → BOOK ⌚ HOURS
	<b>Cafe-Commons 130</b> Cafeteria (High) High school commons. Rectangular and round tables with attached seats. North High School	Capacity: 544 Usages: • Meeting • Dining • Presentation	VIEW → BOOK ⌚ HOURS
	<b>Cafe-Commons 1805 (B-south)</b> Cafeteria (High) High school cafeteria. Mostly rectangular tables with attached seats, seating 12. Some round tables with attached seats, seating 8. Memorial High School	Capacity: 300 Usages: • Meeting • Dining • Presentation	VIEW → BOOK ⌚ HOURS
	<b>Cafe-Commons 1820 (A-north)</b> Cafeteria (High) High school cafeteria. Rectangular tables with attached seats, seating 12. Memorial High School	Capacity: 300 Usages: • Meeting • Dining • Presentation	VIEW → BOOK ⌚ HOURS

Clicking the VIEW option provided the following for Café/Commons 130 at North High School.

← BACK

EvM

Cafe-Commons 130

1801 Piedmont Rd, Eau Claire, WI 54703

Capacity: 544

Type

Cafeteria (High)

About This Location

High school commons. Rectangular and round tables with attached seats.

Features

Projector & Screen

Available Room Setups

Uses

Meeting

Presentation

Dining

Check Availability

Choose Dates

Repeat Weekly

Choose an Available Date

2021 > March < >

S	M	T	W	T	F	S
28	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

PICK DATES TO CONTINUE

EvM

Pick The Perfect Location For Your Next Event.

What kind of location do you need?

e.g. Classroom, Meeting, Event hall, etc.

When is the event?

Start Date

When do you need availability?

Anytime

Anytime

SEARCH LOCATIONS

Eau Claire Area School District

SEARCH FILTERS

Search Term: State

Location: All

Setup: State

Capacity: State

Features: State

Usage: State

Type: State

Specific Availability: State

145

SEARCH

Sort by: A-Z

All locations

Art 122

Art Room, Classroom

Capacity: 0

Usage: Meeting

Putnam Heights Elementary

VIEW

BOOK

HOURS

Art 149

Art Room, Classroom

Capacity: 0

Usage: Meeting

Putnam Heights Elementary

VIEW

BOOK

HOURS

Art 161

Art Room, Classroom

Capacity: 0

Usage: Meeting

Putnam Heights Elementary

VIEW

BOOK

HOURS

Art 170

Art Room, Classroom

Capacity: 0

Usage: Meeting

Putnam Heights Elementary

VIEW

BOOK

HOURS

Clicking the HOURS option for Art Room 122 at Putnam Heights provide the following information.

EvM

Pick The Perfect Location For Your Next Event.

What kind of location do you need?

e.g. Classroom, Meeting, Event hall, etc.

When is the event?

Start Date

When do you need availability?

Anytime

Anytime

SEARCH LOCATIONS

Eau Claire Area School District

SEARCH FILTERS

Search Term: State

Location: All

Setup: State

Capacity: State

Features: State

Usage: State

Type: State

Specific Availability: State

145

SEARCH

Sort by: A-Z

All locations

Art 122

Art Room

Capacity: 0

Usage: Meeting

Putnam Heights Elementary

VIEW

BOOK

HOURS

Art 149

Art Room

Capacity: 0

Usage: Meeting

Putnam Heights Elementary

VIEW

BOOK

HOURS

Art 161

Art Room, Classroom

Capacity: 0

Usage: Meeting

Putnam Heights Elementary

VIEW

BOOK

HOURS

Art 170

Art Room, Classroom

Capacity: 0

Usage: Meeting

Putnam Heights Elementary

VIEW

BOOK

HOURS

Art 122 Hours

Sunday

6:00am - 11:00pm

Monday

6:00am - 9:00pm

Tuesday

6:00am - 9:00pm

Wednesday

6:00am - 9:00pm

Thursday

6:00am - 9:00pm

Friday

6:00am - 9:00pm

Saturday

4:00pm - 11:00pm

Clicking the BOOK option will open a Community Application Form (below).

-----

OR, if you already know what space(s) you want to schedule, you can click the CREATE AN EVENT icon at the top of the menu bar which will open the same Application Form (immediately below).

The screenshot shows the 'Community Application Form' interface. On the left is a sidebar with a menu containing: 'Community Application Form', 'EVENT DETAILS', 'CATEGORIES & KEYWORDS', 'LOCATION & TIME', 'ADDITIONAL INFORMATION', 'TASKS', 'CONTACT INFORMATION', and 'PICTURES & ATTACHMENTS'. The main content area has the 'EAU CLAIRE AREA SCHOOL DISTRICT' logo at the top, followed by the title 'Community Application Form' and a warning: 'Please be aware that a period of time designated as pending means there is another request "in process" for that time. If you select that time period, your request will likely be denied.' Below this is the 'Event Details' section with 'Event ID: 1469'. It includes a required field 'Organization\*' with a search bar containing the text 'Start typing to search for an Organization' and a dropdown arrow, and another required field 'Event Name\*' with a placeholder 'E.g., Fundraiser'.

Complete the Application Form; all items with an asterisk are required.

To begin you will enter the Organization for which you are submitting your event request. Click on the line or the dropdown arrow at right of the line for ORGANIZATION. You will get a drop-down list of the Organizations that have given approval for you to schedule under their insurance, etc. Select the appropriate organization for this request.

If the organization that you want is not in your list, you've not been approved by that organization. You will need to contact the organization leader. If they are willing to approve you, the leader will need to contact the Facility Use Office to let us know.

This screenshot is a more detailed view of the 'Community Application Form'. The top navigation bar includes 'EvM', 'Create an Event', and a home icon followed by '> Submission Form'. On the right, it shows 'BevTest Christianson' and 'Site: Community Site'. The sidebar menu is identical to the previous screenshot. The main content area features the 'EAU CLAIRE AREA SCHOOL DISTRICT' logo and the title 'Community Application Form' with the same warning. The 'Event Details' section shows 'Event ID: 1469'. The 'Organization\*' field has a search bar with the text 'Start typing to search for an Organization' and a dropdown arrow; a red arrow points to this dropdown arrow. Below it, the 'Event Name\*' field has a placeholder 'E.g., Fundraiser'; a red arrow points to this placeholder text.

Enter an EVENT NAME for your event. Be brief but descriptive—include something in the title that includes who you are. Examples might be: "BgRdHps B-4 BB" for a 4<sup>th</sup> grade boys basketball team's practice that is part of the Big Red Basketball Club. If Big Red has two 4<sup>th</sup> grade teams, the title might be "BgRdHps B-4Wh BB" (for the white team or "BgRdHps B-4Gr BB" for the green team. Please do not just list "Meeting" or "Practice" as a calendar full of those two titles has little value. Our staff won't know if it's a District or Community event for which they should prep. Nor will your members be able to find their/your meeting/practice, if they are double-checking where they are meeting or practicing that week.

You must select a category for your event, even though there is only one category. The category routes your request correctly.

Categories & Keywords

Category \*

Start typing or use dropdown to choose a category

Community

Keywords

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

If you wish, you can enter a keyword(s) for your event. Because you can search the system by keyword, doing so might help in finding the event again later.

In the LOCATION & TIME section,

- If you clicked the BOOK option on a space at the Community Portal, that location/space, will be listed here.
- If you used the CREATE AN EVENT option, you will now have to pick your location and space. Click the LOCATION SEARCH box.

Location & Time

Choose by Location

Search & Select Locations \*

Locations You've Selected:

Start typing to search

LOCATION SEARCH

No Locations selected.

You will get a list of ECASD schools. Clicking the arrowhead at the left side of the school site you want to schedule, will show the rooms/spaces that are available for community use at that site. Click to check the box for the room/space you want to book.

▼ Meadowview Elementary (13 | select all)

☒ Field 1: Soccer

☐ Field 2: Soccer

☐ Field 3: Soccer

☐ Field: Softball

> Memorial High School (47 | select all)

> North High School (53 | select all)

> Northstar Middle School (46 | select all)

> Northwoods Elementary (36 | select all)

> Prairie Ridge Early Learning Center (9 | select all)

> Putnam Heights Elementary (16 | select all)

> Robbins Elementary (14 | select all)

> Roosevelt Elementary (9 | select all)

> Sam Davey Elementary (32 | select all)

> Service Center (3 | select all)

> Sherman Elementary (14 | select all)

> South Middle School (86 | select all)

SAVE

CANCEL

Click SAVE.



Select the date(s) for your event on the calendar. Use the left and right arrows to move to the correct month. Then click the number on the calendar that corresponds with the date (or first date) of your event.

The screenshot shows the 'Check Availability' section of the event scheduling interface. On the left is a calendar for January 2020. In the center, there are options to 'Choose Dates' (selected) or 'Repeat Weekly'. Below this is a 'Choose an Available Date' section with a calendar grid. On the right, there are checkboxes for 'All Day (All Open Hours)', 'Do not publish the end date/time', 'This is a Featured Event', and 'Specify Publish Date/Times'. Below these is a dropdown for '(UTC-06:00) Central Time (US & Canada)'. At the bottom, there are 'Setup' and 'Breakdown' sections, each with a '0 min' dropdown and a question mark icon.

When you select a date, the calendar is replaced with a time schedule. You might see a gray box labeled unavailable or closed on some periods of time, indicating that the space is already scheduled during that time period or the time is outside of the building's open hours. You won't be able to select these times periods for scheduling. You also might see a dotted box that says Pending. That means the space and time have already been selected for another event, but the event has not yet completed the approval process. Although you *are able* to select and request that time, the request will likely be denied because another event will be approved before yours.

Click on the "timeslot" that you want to begin using the space. This might be earlier than the time that you plan for your event to begin. Example: You are reserving a cafeteria for a Scout Meeting that will begin at 7 PM. BUT, you want to be in the cafeteria at 6:30 PM to set up a few things for the meeting. You need to select 6:30 PM as the start time. **The start time you select is the time that you will be given access to the space; not earlier.** Others will be able to schedule use of the space until your start time.

When you click on the start time, you will get a blue box indicating a one-hour time period. If you want the space for more or less than an hour, click and hold the **VERY SMALL** black "knob" at the bottom of the time range. Then slide the bottom of the range up or down. It will move in half-hour increments. If you want a quarter hour, click on the printed time range within the box. You will get a pop up that will allow you to select the start and end times by quarter hour increments.

The first screenshot shows a time slot of 9:00 am - 10:00 am selected on a calendar. The second screenshot shows the 'Multiple-Day Options' section with a pencil icon. The third screenshot shows a pop-up window for 'Choose a Start and End Time' with a time range of 9:00 am - 10:00 am.

When you click on the start time, the Multiple-Day Option also appears at the top of the right column. Click on the pencil to include additional dates you want to schedule for the same event, in that same space, at that same time (such as a weekly sports practice, or a monthly troop meeting). By default, the multi-date screen opens with the first date you selected, plus 4 more consecutive dates listed.

You can use the options at the top left to change the repetition of your date—weekly, monthly, etc.—and set the number of repetitions or date for them to end.

The screenshot shows the 'Multiple-Day Options' section. At the top, there are radio buttons for 'Consecutive Dates' (selected) and 'Non-Consecutive Dates'. Below this is a table of dates and times. The first date is 1/14/2020, 9:00 am - 10:00 am. The second date is 1/15/2020, 9:00 am - 10:00 am. The third date is 1/16/2020, 9:00 am - 10:00 am. The fourth date is 1/17/2020, 9:00 am - 10:00 am. The fifth date is 1/18/2020, 9:00 am - 10:00 am. The sixth date is 1/19/2020, 9:00 am - 10:00 am. The seventh date is 1/20/2020, 9:00 am - 10:00 am. The eighth date is 1/21/2020, 9:00 am - 10:00 am. The ninth date is 1/22/2020, 9:00 am - 10:00 am. The tenth date is 1/23/2020, 9:00 am - 10:00 am. The eleventh date is 1/24/2020, 9:00 am - 10:00 am. The twelfth date is 1/25/2020, 9:00 am - 10:00 am. The thirteenth date is 1/26/2020, 9:00 am - 10:00 am. The fourteenth date is 1/27/2020, 9:00 am - 10:00 am. The fifteenth date is 1/28/2020, 9:00 am - 10:00 am. The sixteenth date is 1/29/2020, 9:00 am - 10:00 am. The seventeenth date is 1/30/2020, 9:00 am - 10:00 am. The eighteenth date is 1/31/2020, 9:00 am - 10:00 am. The nineteenth date is 2/1/2020, 9:00 am - 10:00 am. The twentieth date is 2/2/2020, 9:00 am - 10:00 am. The twenty-first date is 2/3/2020, 9:00 am - 10:00 am. The twenty-second date is 2/4/2020, 9:00 am - 10:00 am. The twenty-third date is 2/5/2020, 9:00 am - 10:00 am. The twenty-fourth date is 2/6/2020, 9:00 am - 10:00 am. The twenty-fifth date is 2/7/2020, 9:00 am - 10:00 am. The twenty-sixth date is 2/8/2020, 9:00 am - 10:00 am. The twenty-seventh date is 2/9/2020, 9:00 am - 10:00 am. The twenty-eighth date is 2/10/2020, 9:00 am - 10:00 am. The twenty-ninth date is 2/11/2020, 9:00 am - 10:00 am. The thirtieth date is 2/12/2020, 9:00 am - 10:00 am. The thirty-first date is 2/13/2020, 9:00 am - 10:00 am. The thirty-second date is 2/14/2020, 9:00 am - 10:00 am. The thirty-third date is 2/15/2020, 9:00 am - 10:00 am. The thirty-fourth date is 2/16/2020, 9:00 am - 10:00 am. The thirty-fifth date is 2/17/2020, 9:00 am - 10:00 am. The thirty-sixth date is 2/18/2020, 9:00 am - 10:00 am. The thirty-seventh date is 2/19/2020, 9:00 am - 10:00 am. The thirty-eighth date is 2/20/2020, 9:00 am - 10:00 am. The thirty-ninth date is 2/21/2020, 9:00 am - 10:00 am. The fortieth date is 2/22/2020, 9:00 am - 10:00 am. The forty-first date is 2/23/2020, 9:00 am - 10:00 am. The forty-second date is 2/24/2020, 9:00 am - 10:00 am. The forty-third date is 2/25/2020, 9:00 am - 10:00 am. The forty-fourth date is 2/26/2020, 9:00 am - 10:00 am. The forty-fifth date is 2/27/2020, 9:00 am - 10:00 am. The forty-sixth date is 2/28/2020, 9:00 am - 10:00 am. The forty-seventh date is 2/29/2020, 9:00 am - 10:00 am. The forty-eighth date is 3/1/2020, 9:00 am - 10:00 am. The forty-ninth date is 3/2/2020, 9:00 am - 10:00 am. The fiftieth date is 3/3/2020, 9:00 am - 10:00 am. The fifty-first date is 3/4/2020, 9:00 am - 10:00 am. The fifty-second date is 3/5/2020, 9:00 am - 10:00 am. The fifty-third date is 3/6/2020, 9:00 am - 10:00 am. The fifty-fourth date is 3/7/2020, 9:00 am - 10:00 am. The fifty-fifth date is 3/8/2020, 9:00 am - 10:00 am. The fifty-sixth date is 3/9/2020, 9:00 am - 10:00 am. The fifty-seventh date is 3/10/2020, 9:00 am - 10:00 am. The fifty-eighth date is 3/11/2020, 9:00 am - 10:00 am. The fifty-ninth date is 3/12/2020, 9:00 am - 10:00 am. The sixtieth date is 3/13/2020, 9:00 am - 10:00 am. The sixty-first date is 3/14/2020, 9:00 am - 10:00 am. The sixty-second date is 3/15/2020, 9:00 am - 10:00 am. The sixty-third date is 3/16/2020, 9:00 am - 10:00 am. The sixty-fourth date is 3/17/2020, 9:00 am - 10:00 am. The sixty-fifth date is 3/18/2020, 9:00 am - 10:00 am. The sixty-sixth date is 3/19/2020, 9:00 am - 10:00 am. The sixty-seventh date is 3/20/2020, 9:00 am - 10:00 am. The sixty-eighth date is 3/21/2020, 9:00 am - 10:00 am. The sixty-ninth date is 3/22/2020, 9:00 am - 10:00 am. The seventieth date is 3/23/2020, 9:00 am - 10:00 am. The seventy-first date is 3/24/2020, 9:00 am - 10:00 am. The seventy-second date is 3/25/2020, 9:00 am - 10:00 am. The seventy-third date is 3/26/2020, 9:00 am - 10:00 am. The seventy-fourth date is 3/27/2020, 9:00 am - 10:00 am. The seventy-fifth date is 3/28/2020, 9:00 am - 10:00 am. The seventy-sixth date is 3/29/2020, 9:00 am - 10:00 am. The seventy-seventh date is 3/30/2020, 9:00 am - 10:00 am. The seventy-eighth date is 3/31/2020, 9:00 am - 10:00 am. The seventy-ninth date is 4/1/2020, 9:00 am - 10:00 am. The eightieth date is 4/2/2020, 9:00 am - 10:00 am. The eighty-first date is 4/3/2020, 9:00 am - 10:00 am. The eighty-second date is 4/4/2020, 9:00 am - 10:00 am. The eighty-third date is 4/5/2020, 9:00 am - 10:00 am. The eighty-fourth date is 4/6/2020, 9:00 am - 10:00 am. The eighty-fifth date is 4/7/2020, 9:00 am - 10:00 am. The eighty-sixth date is 4/8/2020, 9:00 am - 10:00 am. The eighty-seventh date is 4/9/2020, 9:00 am - 10:00 am. The eighty-eighth date is 4/10/2020, 9:00 am - 10:00 am. The eighty-ninth date is 4/11/2020, 9:00 am - 10:00 am. The ninetieth date is 4/12/2020, 9:00 am - 10:00 am. The ninety-first date is 4/13/2020, 9:00 am - 10:00 am. The ninety-second date is 4/14/2020, 9:00 am - 10:00 am. The ninety-third date is 4/15/2020, 9:00 am - 10:00 am. The ninety-fourth date is 4/16/2020, 9:00 am - 10:00 am. The ninety-fifth date is 4/17/2020, 9:00 am - 10:00 am. The ninety-sixth date is 4/18/2020, 9:00 am - 10:00 am. The ninety-seventh date is 4/19/2020, 9:00 am - 10:00 am. The ninety-eighth date is 4/20/2020, 9:00 am - 10:00 am. The ninety-ninth date is 4/21/2020, 9:00 am - 10:00 am. The hundredth date is 4/22/2020, 9:00 am - 10:00 am. The hundred-first date is 4/23/2020, 9:00 am - 10:00 am. The hundred-second date is 4/24/2020, 9:00 am - 10:00 am. The hundred-third date is 4/25/2020, 9:00 am - 10:00 am. 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If you click in the non-consecutive radio button. The current month's calendar will appear where other scheduling options had been. Use the right and left arrows to move between months. If you click on a highlighted date, that date will be removed. If you click on a plain date, it will be highlighted and selected. As you click and unclick dates, the date list at the center of the screen is updated.

Click SAVE at the bottom of the screen when you are done selecting dates.

The screenshot shows the 'Multiple Day Options' calendar interface. At the top, there are radio buttons for 'Consecutive Dates' and 'Non-Consecutive Dates'. Below this is a calendar grid for January 2020. A red arrow points from the 'SAVE' button at the bottom to the 'Success!' notification at the top right. The 'Success!' message says 'The event series has been created.' Below the calendar, there is a table titled 'Events in this Series' with columns for 'Allow unlogged conflicts', 'Start Date', 'End Date', 'Time', and 'Event Name'. The table lists three events: 'Jan 1, 2020', 'Jan 15, 2020', and 'Jan 29, 2020', all with a time of 9:00 am to 11:00 am and event name 'Conference 11 A & B'.

You will be returned to the time schedule screen that was shown above. The multi-date option will now display the number of dates you selected, and will indicate how the dates will repeat (weekly, monthly, non-consecutive, etc.)

### ADDITIONAL INFORMATION

You are asked to indicate if you will serve food or use a kitchen.

You are required to indicate that you understand there may be some additional fees. And required to indicate that you are not inviting others to use the space with you. **NOTE:** Invites, tournaments, competitive events, etc. all use a different application process and have different liability requirements. See the Invite/Tournament/Competitions web page:

<http://www.ecasd.us/District/Departments/Buildings-and-Grounds/Facility-Use-Rental/Invites,-Tournaments,-Competitions>

The screenshot shows the 'Additional Information' form. It contains four checkboxes and a statement:

- ☐ Check box if you will be serving food at your event.
- ☐ Check box if you're requesting use of kitchen. Must complete Kitchen Use Form & allow up to 12 wks.
- ☐ Check box to indicate you're aware there may be additional fees for equipment and/or staff services.\*
- ☐ I am NOT inviting others to be part of this event OR I have submitted an INVITE application.\*

### TASKS

If there are tasks that need to be performed by ECASD staff to prepare for you event, click the +ADD A TASK button to indicate what those tasks are.

The screenshot shows the 'Tasks' form. It has a title 'Tasks' with a question mark icon. Below the title is a description: 'Add tasks to be done in relation to this event. If this is an event series, these tasks will be replicated for each event in the series.' At the top right is a blue button labeled '+ ADD A TASK'. Below the description is a large gray box with a sad face icon and the text 'This event doesn't have any Tasks yet.'

Click on the line for Type; select the type of task you need done (Custodial, AV/Tech, Food Service). from the dropdown list. If you need different types of tasks to be performed, create a separate task form for each type. DO NOT put tasks of different types all in one form, such as setting up tables/chairs (custodial) along with needing a microphone (AV/Tech). Doing so will send the task information to someone unable to perform that task.



Give your task a short, descriptive name.

Then fill in a Description of the work that needs to be done. **NOTE:** *see fee schedule for possible fees related to use of equipment and/or staff time.*

Examples of Custodial tasks:

- Set up one table with two chairs outside the gym.
- Have basketball hoops down and set at 10 feet.
- Test Pool Water. **This task must be included if you are using a pool. State statute requires that pool water be tested before use, so this sends a reminder to the appropriate person.**

Examples of AV/Tech tasks:

- Would like a microphone set up in the auditorium pit (or perhaps in the cafeteria, etc.).

Food Service tasks: If you believe you have a Food Service task, you should contact the Facility Use Office directly. There is a separate process for approving use of kitchens and/or scheduling F&N staff.

Click the SAVE button, or If you need a task(s) done of a different type, click the SAVE AND ADD button. Then complete another task form for that type of task. When all done entering tasks, Click the SAVE button.

Create a Task

☆ New

▼

Task Name \*

e.g. General Admission Registration

Task Description \*

Describe this item, including any details that might be important to someone.

Max 500 characters

500remaining

Type\*

Priority

Q Start typing to search for a Task Type

Low

AV/TECH NEEDS: Aud, Cafe, Media, etc

CUSTODIAL

FOOD Services

Q - 03/31/2021

Location

Locations You've Selected:

No Locations selected

SAVE

+ SAVE & ADD

X CANCEL

## CONTACT INFORMATION

Complete the contact section, completing all required information (\*).

Contact Information

Use Info for an existing organization leader

Q Start typing to select an organization leader

Full Name\*

John Doe

Phone\*

Extension

(555) 555-5555

817

Email\*

email@address.com

\*=Required

☐ I agree to the [Terms and Conditions \\*](#)

SUBMIT

X CANCEL

You must click the Agree to Terms and Conditions box to complete the form. If you have forgotten the terms and conditions, you can click the link to view them.

Your schedule request will be routed for approval. You will receive an email notification of approval or denial of your request.