

EVENT MANAGER



Creating an account

In order to begin entering facility requests, you will first need to create an account.

Registering for a staff account

Once you have navigated to the portal <https://events.dudesolutions.com/Tularek12>

1. Click the **Login** button to go the login page. **Note: No matter where you go on the Portal, if you are not logged in, you will see the Login button in the bottom right of the page.*
2. Under the Get Started panel, enter your **First Name, Last Name, Email Address,** and **Phone Number.**
3. Click **Submit** to save your information. You will be sent an email message to verify your account and set your password.

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:

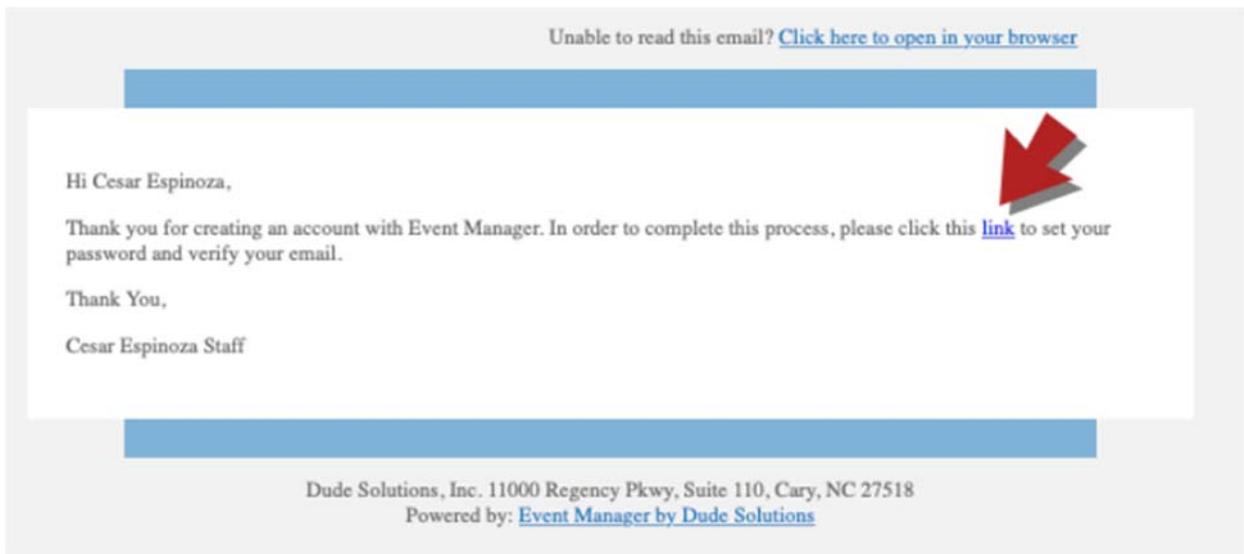
By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

SUBMIT

Verifying your user account

Once you have entered your information and clicked Submit on the Get Started section of the login page for Event Manager, you will receive an email notification from the application so that you can set your password and verify your email address.

1. Open the confirmation email from Event Manager.
2. Click the hyperlink in the confirmation email.



3. In the window that appears, enter your desired password under **New Password** and **Confirm New Password**.
4. Click **Submit and Verify**. You can now log in.

Logging into the portal

To log in to the Staff Portal:

1. Under Sign In, enter your **Email** and **Password**.
1. Click **Submit**