

# EVENT MANAGER



- **PLEASE NOTE: RESERVATIONS MUST BE SUBMITTED 10 DAYS BEFORE YOUR EVENT IS TO TAKE PLACE.**

## How to create an event

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*

### 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:

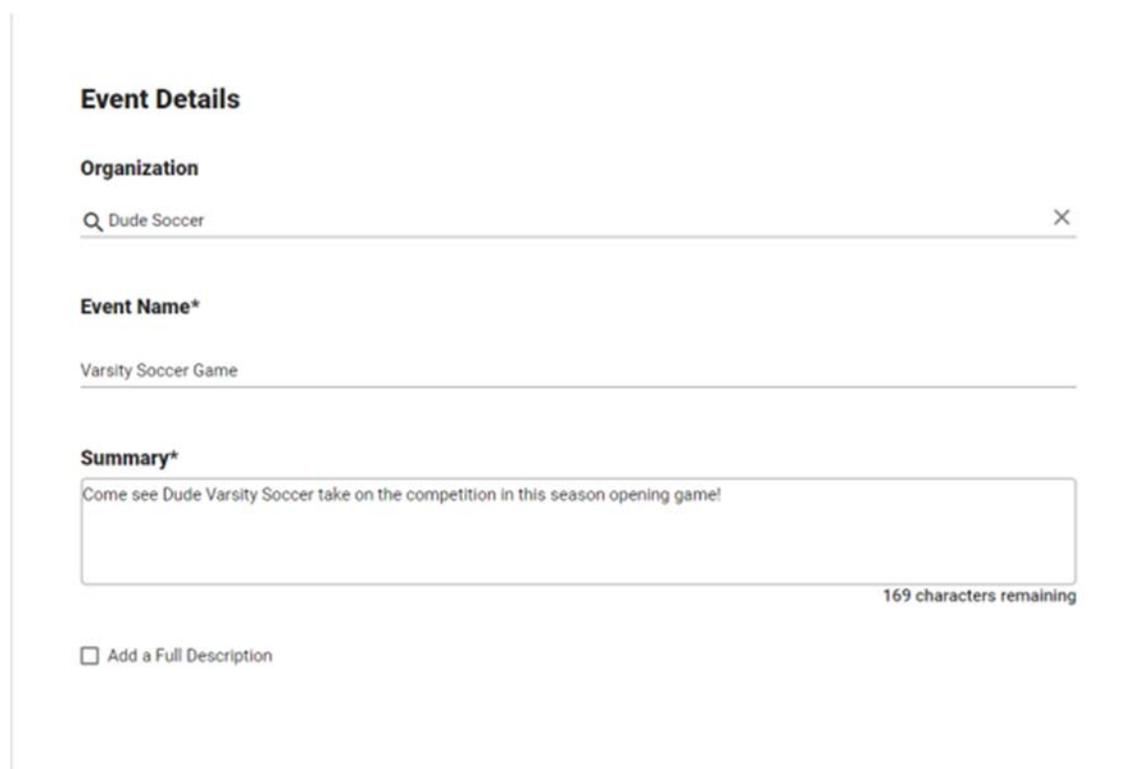
By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

**SUBMIT**

In order to create an event you will first need to search for an available location. Once you have checked availability, you will be brought to the event form.

## Event Details

1. Enter an **Event Name**.
2. Add a **Summary**. This will show in search results.
3. If needed, check the box next to **Add a Full Description**. This allows for a longer description of the event, which can include text formatting as well as links.



The screenshot shows a form titled "Event Details" with the following fields and options:

- Organization:** A text input field containing "Dude Soccer" with a search icon on the left and a close icon on the right.
- Event Name\*:** A text input field containing "Varsity Soccer Game".
- Summary\*:** A text area containing "Come see Dude Varsity Soccer take on the competition in this season opening game!". Below the text area, it says "169 characters remaining".
- Add a Full Description:** A checkbox that is currently unchecked.

## 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 if your event will only last a certain number of hours, or if the location should be reserved all day. *\*Note: An All-Day event is from 12:00 AM to 11:59 PM for each day the event occurs.* Each of these ways allows you to choose between a single event occurrence, or a repeating event series.

## Location & Time

Choose by Date & Time  
Location

Choose Dates  
 Repeat Weekly

Choose an Available Date

2022 > March < >

S	M	T	W	T	F	S
27	28	01	02	03	04	05

All Day (All Open Hours) ?

Do not publish the end date/time ?

This is a Featured Event ?

Specify Publish Date/Times

## Additional Information

This is where any Custom Event Fields will show for this Site. This could include text fields, a checkbox field, or a multiple-choice field. These additional information fields can be configured by an administrator on the Event Setup page. Required fields are marked with an asterisk (\*) symbol.

### Additional Information

Who is the target audience for this event?

- Students
- Staff
- Parents
- Other

## Contact Information

Either select an existing organization leader if applicable or enter the contact information for the event coordinator or person whom visitors can contact questions about the event. *\*Note: This information is publicly displayed for each event.*

## Contact Information

Use Info for an existing organization leader

🔍 Start typing to select an organization leader ▼

### Full Name

Sarah Dude

### Phone

55555551234

### Extension

817

### Email

sarah.dude@dude1.com

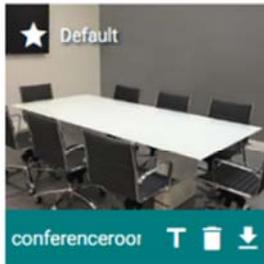
## Pictures and attachments

You can upload up to five pictures to an event, each with a maximum size of 3MB, and you can add up to 10MB of attachments. *\*Note: There are several different places the Event Image will display: The Highlighted Events area, the Event Summary view, the Event Details view, and the Location view. Each image should have an aspect ratio of 1.6: 1 in order to scale properly in all views. For example, an image that is 1600 x 1000 pixels will scale properly throughout Event Publisher.*

1. **Upload** an attachment by locating the file on your computer or pasting the attachment URL in the text field.
2. Click **Choose from Library** to find an attachment that has been added to the Event Publisher media library.
3. If you have multiple images for an event, click on the star icon in the top left corner of an attachment to select it as the **Default** for the event. This is the image that will be used in the event listing.
4. Click the T icon (  ) to edit the alternate text that will display when a user hovers their mouse over the attachment. It is also used by visually impaired web browser assistance applications for WCAG conformance.
5. Click the trash can icon (  ) to remove an attachment from the event.
6. Click the download icon (  ) to open a picture in a new tab of your browser. If you click the icon on an attachment, it will be downloaded to your computer, where it can be viewed using the appropriate application.

## Pictures & Attachments ?

or



*\*This document is for internal and external use.*

## Submitting the event

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

