Login and Navigation

- Open your Internet Browser (Chrome preferred). Click on the following link, or copy and paste it into the web browser:
  
  https://events.dudesolutions.com/community/waukeeschools

- Once you are logged into your account, you should be redirected to the calendar landing page (see photo below).

- If you are not currently logged into your account, it will prompt you to sign-in.

- After signing-in, please click on the “My Profile” link at the top of the page.
At the left side of the page, hover your mouse over the calendar icon at the top of the side bar navigation.

### Side Bar Navigation

- **Create an Event**: Click this button to quickly begin creating an event request.

- **View Public Calendar**: The Public Calendar displays all published events marked as public for this site and provides a way for non-users of Event Manager to access event information.

- **Events**: Click this menu option to navigate to the Events Dashboard, where you can view the list of upcoming events, as well as edit and approve pending event requests.

- **Help**: Click this menu option to navigate to the Event Manager help site.

### How to Create an Event
Within Event Manager, all required fields are indicated by an asterisk (*).

- Click on **Create an Event** in the side navigation menu.
Event Details

- Organization: Start by typing your **Organization** or choose from the pull-down menu
- Enter an **Event Name**.
- Add a **Summary**. This will show in search results

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Categories & Keywords

Categories and keywords allow you to classify your event to make them easier to find when staff search the calendar.

- Choose the **Category** that applies to this event from the dropdown. Staff will be able to search and filter events based on categories. Please choose only one category for each request.
- Enter any **Keywords** or tags that a viewer of the public calendar may use to search for your event. (Optional)
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 when your event will start and end. Each of these ways allows you to choose between a single event occurrence, or a repeating event series.
• Select the desired Location from the drop down menu

Or

• Click **Location Search** in the Locations You’ve Selected panel.
  o Search or filter the list and check the box next to each location needed for this event.
Once you have your list you can check the box next to the individual rooms you need to book for your event. You will see the Locations you’ve selected show up in the top section. Once those are in, click **SAVE** at the bottom of the page.

Please include the number of **attendees**.
- To choose the date/time for your event, click the date of the event (if this is a recurring event, choose the first day of the event). If you need to block additional time for setup or breakdown, you can adjust those on the right side.
- Do NOT click the box “Do not publish the end date/time”
- Do NOT click the box “Specify Publish Date/Times”
- Do NOT change the Time (keep at Central Time)

*Note: Any times that are unavailable will show with a block marked Reserved. This means the time has been booked with another event.*
If your event will repeat, click on the pencil icon next to Multiple-Day Options. *Note: This option will only appear after you have selected a time on the calendar.

- Choose between Consecutive Dates and Non-Consecutive Dates.

- If you chose Consecutive Dates, choose how often the event repeats, and when the event series ends. After choosing the event pattern, the Events in this Series will populate. Any necessary adjustments can be made here before saving, including the event name, date, or time of an individual event.

- If you chose Non-Consecutive Dates, click on the dates on the calendar you need for your event series. Then make any necessary adjustments to date, time, or event name for the individual events.

- Some events may be marked as a Conflict. You must delete the conflict off your request. You will not be able to submit your event if there is a conflict. When events in conflict agree to share or release the space, please contact Karen Norton (knorton@waukeeschools.org) to assist with the reservation.

- Click Save.

### Tasks

- Click Add a Task.
- Enter a Task Name. This is the main way that you will distinguish tasks from each other in the task list.
- Enter a **Task Description**. This should be used to provide more detailed information that will give the task assignee the specific instructions for the task. *Note: There is a limit of 500 characters for this field.*

- Select a task **Type** from the dropdown menu.

- Do NOT complete the **Priority** for this task.

- Do NOT complete the **Assign To** (assigning someone to the task). The individual assigned to specific buildings and types of tasks will auto-populate. We have input this logic into the software already.

- Do NOT complete the **Due Date** for this task. We have input this logic into the software already.

- Do NOT complete the **Reminder**. We have input this logic into the software already.
● Attach a file or image to the task by either:
  o Choosing to **Upload** an attachment by locating the file on your computer, or pasting the attachment URL in the text field.
  o **DO NOT Choose From Library**. A library of files will not be maintained.
● There are two Save options available:
  o Click **Save** to finalize your changes.
  o Click **Save & Add** to finalize your changes and begin creating a new task.

**Editing and Deleting Tasks**

● **Click Edit** to reopen the Task and make changes to any of the previously entered fields.
● **Click Delete** to remove the Task entirely.

For STAFF ONLY, there are five **Tasks** available for you to select. Specific information in this area is critical to the success of your event. Staff who handle tasks receive an email seven days prior to your event with the information you provide.

1. Custodial (typically external users won’t use this):
   a. clean up
   b. extra trash cans
2. Delivery:
   a. extra chairs
   b. extra tables
   c. risers
   d. other equipment to and from another building
3. Electronic Door Access:
   a. Doesn’t apply to external users.
4. HVAC:
   a. Rarely is this selected, although sometimes a request for temperature change in a space may be needed due to a larger crowds, outside weather, summer, weekends or after 10PM.
5. Performance Lights & Sound:
   a. **ONLY** for Auditoriums & Theaters.
   b. If you require projection or sound equipment for spaces (gyms, commons, etc.) other than auditoriums, contact your Activities Director or Building Principal. When at the WILC, contact Michelle Hill to see what is available, or what you must bring.
6. Personnel:
   a. **ONLY** for rentals (district staff won’t need to select this option)

**Contact Information**

● Enter the contact information for who can contact with questions about the event.
Submitting the Event

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

Using the Event Dashboard

The Event Dashboard allows you to view events that you’ve submitted.

- Click **Events** from the side navigation menu.
- To search for specific events, enter any **Keywords** and/or a **Date Range** and click the **Search** link to pull up those results. You can also click **More** to filter the list by **Category**, **Location**, or **Status**.
If you need to make changes to an event you’ve submitted, in the Actions section click **Edit**. You can then make any necessary changes and have it go back through the approval process.

If you would like to create a new event using a previous one as a template, click **Copy**. This will create a new event but will have the same information from the previously selected event. You can make your desired changes and click Submit to save your new event.

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**How to View the Calendar**

Click on **View Public Calendar** to see the front-facing calendar view.

**Calendar Display Options** – You will have 3 different ways to view events on the calendar: Summary View, Grid View, and List View.
- **Summary View** displays your events in ascending order while prominently featuring the event summary and primary image uploaded for that event. This view also displays the event location and links to email, print, remind, and download the event.
- **Grid View** is a traditional calendar grid with rows and columns representing days of the month.
- **List View** displays your events in ascending order and only displays the event title, event date(s), and event time(s). This view also displays links to share the event via Facebook, Twitter, or Email, as well as a link to download the event.

- You can click on the Search bar to further narrow your search. You can filter down by the date, keyword, Category, or Location. If you are choosing Category or Location, you can click the Select Multiple link to choose as many as you would like.
The Dude Says:
Save your school as your default Location so when you navigate over to the Calendar, you will see only the events at your campus by default. To do this, run a search of your school, then to the right of where the search results display, click Set As Default.

● Once you have filtered your search, you have the ability to share the search results under Share It if you would like to promote your event(s) on social media or Subscribe if you would like to add the results of the search to another calendar system.
To add the results of your search to your Outlook Calendar, click the yellow Outlook icon.

The filters you set will be listed at the top, double check those to ensure they are correct. Only events that are taking place in the Location(s) selected will be shared to your Outlook Calendar.

You will also have the ability to choose the date range of the events populating into Outlook.

Once you have confirmed these settings, you can either click Submit to open Outlook and add it in, or you can copy and paste the iCal link above submit into any other application that takes an iCal feed.

Help

https://help.dudesolutions.com/Content/EventManager/Event-Manager.htm

SchoolDude Support

1.877.868.3833

support@dudesolutions.com