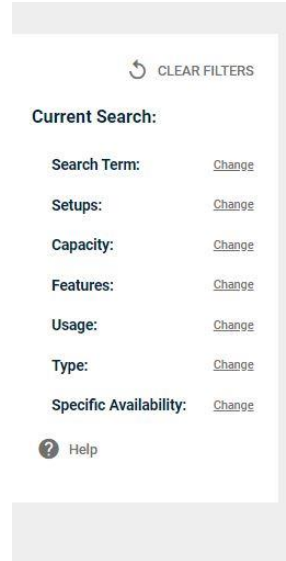
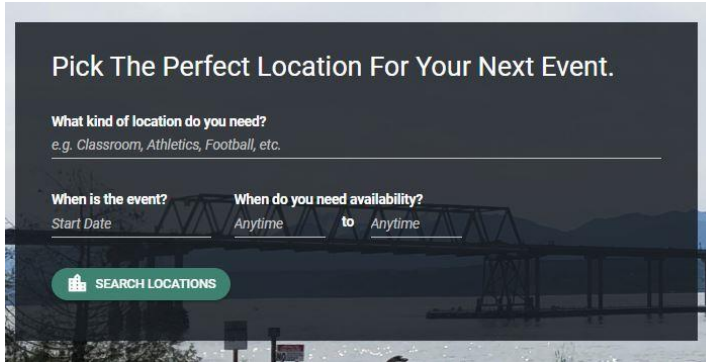


# EVENT MANAGER COMMUNITY USER GUIDE

**\*\*If you have any questions or an urgent event request contact the Kitsap County Parks Office 360-337-5350.  
Monday-Thursday 8:30am-5:00pm, Friday 8:30am-2:30pm\*\***

## **How to Search for Events**

1. Search for the location that you want using the “Current Search” filters available or by Location Name/dates you need.



## **How to Log In**

2. To sign in for the first time, use “Get Started” section on the right
  - a. Password must be 8 or more characters long
  - b. Organizations: Type in your organization’s name
    - i. If you are renting the location for a event (birthday party, baby shower, etc.) your Organization is “Independent
  - c. **You will need to be approved as a member you can use Event Manager.** Approval emails sent within 2 business days of your request.

single picnic, User” before will be

3. After you get approval into an Organization use the “Sign In” box to access and request an event. Use your full email and password you created to log-in.

**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?](#)

### Create an Event

4. To create an event (i.e. schedule a facility or field) in Event Manager, if not automatically redirected to the event request form, click on the navy “Create an Event” button in the Navigation Bar on the left to complete the sections listed below:
  - a. All fields marked with an \* are required information
  - b. Insert the **Organization** that you were assigned to – this can be found in the email confirmation stating your organization request was approved.

**Community Site Request Form**

Event ID: 259

**Event Details**

Organization

Start typing to search for an Organization

**Event Name\***

E.g. Modern Art Seminar


**Summary\***

Tell people why your event is amazing in a few sentences. This is what will show in search results.

255 characters remaining

Add a Full Description

- c. **Event Name** – this is the name that will show on the Public Calendar for all to see, so do not include any personal information you do not want shared (i.e. name, group, etc.)
- d. **Summary** – this too will display on the Public Calendar so add enough information for the Park Office to learn about your event, while not including personal information



**Community Site Request Form**

EVENT DETAILS

**CATEGORIES & KEYWORDS**

LOCATION & TIME

ADDITIONAL INFORMATION

### Categories & Keywords

Category \*

Q Start typing or use dropdown to choose a category

Keywords

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

- e. **Category** – select the category that most closely matches your event from the dropdown menu
- f. **Keywords** – enter any additional information that would be helpful

### Location & Time


Choose by Location

**Search & Select Locations \***

Locations You've Selected:

Q Start typing to search

**LOCATION SEARCH**



**No Locations selected.**

[+ Add a Custom Location](#)

**Check Availability**

Choose Dates  Repeat Weekly

Choose an Available Date

2020 > July < >

S	M	T	W	T	F	S
28	29	30	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

All Day (All Open Hours)

Do not publish the end date/time

Specify Publish Date/Times

(UTC-08:00) Pacific Time (US & Canada)

Public Event


Setup: 0 min

Breakdown: 0 min

**Total Costs**

Total For All Room Rentals **SEE ALL COSTS** \$0.00

- g. **Location Search** – select the Location Search button to find the venue you wish to book. There is a filter on the left hand side that allows you to search for specific locations
- h. **Check Availability** – click on the date that you were looking to reserve and select the times you need for the event. If there is an event during that time it will show “reserved”.
  - i. To book the space click and drag on the hours that you are requesting
    1. Do not select “All Day (All Open Hours)”
    2. **Multiple Day Events** – click on the Pencil stating “Multiple Day Options” and then add/subtract dates and times from there
  - ii. **PLEASE NOTE** – the “See All Costs” is an of the total cost. Depending on cleaning deposits and food/alcohol fees this amount is subject to change.


Anderson Hill Field 2 (Low...)
✕

Anderson Hill Field 2 (Lower)
▼

[+ Add a Custom Location](#)

**Check Availability**

Choose Dates   
  Repeat Weekly

Choose an Available Time

2020 > August > 20th    < >

6pm	Reserved
7pm	
8pm	
9pm	8:30 pm - 9:30 pm <span>🗑</span>
10pm	
11pm	

**Multiple-Day Options**

All Day (All Open Hours) ?

Do not publish the end date/time ?

Specify Publish Date/Times

(UTC-08:00) Pacific Time (US & Canada) ▼

Public Event ▼ ?

Setup:  min ▼ ?

Breakdown:  min ▼ ?

**Total Costs**

Total For All Room Rentals

👁
SEE ALL COSTS

\$18.00

**Multiple-Day Options**

Consecutive Dates  Non-Consecutive Dates

Choose Start Dates

< August 2020 >

S	M	T	W	T	F	S
						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					

Note: To change event end dates use the table below:

**Events in this Series** ?

Allow unskipped conflicts.

Aug. 20th, 2020	8:30 pm	to	Aug. 20th, 2020	9:30 pm	in Anderson Hill Field 2 (Lower)
Aug. 21st, 2020	8:30 pm	to	Aug. 21st, 2020	9:30 pm	in Anderson Hill Field 2 (Lower)
Aug. 22nd, 2020	8:30 pm	to	Aug. 22nd, 2020	9:30 pm	in Anderson Hill Field 2 (Lower)
Aug. 23rd, 2020	8:30 pm	to	Aug. 23rd, 2020	9:30 pm	in Anderson Hill Field 2 (Lower)
Aug. 24th, 2020	8:30 pm	to	Aug. 24th, 2020	9:30 pm	in Anderson Hill Field 2 (Lower)

i. **Additional Information** – complete this section with additional information needed

**Additional Information**

Will your event include any of the following?\*

- Fair or Carnival?
- Open Flames or Candles?
- Place of Assembly where total of attendance exceeds 350?
- Display, Operate or Demonstrate Liquid or Gas Fueled Vehicles Within Any Building?
- Will you have a single tent or stage canopy exceeds 400 square feet?
- Will there be any tent or canopy, or group of individual tents or canopies placed less than 12 feet from one another and other building?
- Are there any air supported membrane structure that exceeds 400 square feet? (e.g. children's blow up slides, bouncy houses and/or
- None of the above

- j. **Pictures & Attachments** – upload any documents needed for the event, including room layouts, Covid safety plans, etc.
- k. **Billing Address** – fill in the information with the billing address and contact information for invoicing
- l. **Terms & Conditions** – read and Accept/Deny the Terms & Conditions. Please note that by selecting “I Disagree” your event will not be able to be submitted. Please call the Parks Office 360-337-5350 with any questions on these
- m. **Submit** – click submit and your event request will be sent to a member of the Kitsap Parks event team for approval.

## Pictures & Attachments ?



CHOOSE FROM LIBRARY

or

Paste URL here or Upload file (10mb max)



UPLOAD

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

## Billing Address

Organization's Address

My Address

Custom Address

Update my profile address

Full Name\*

Ashley Dupler

Address 1\*

555 This Way

Address 2

Suite 103

City\*

Raleigh

State/Province\*

NC

Zip Code\*

27603

Email\*

adupler@co.kitsap.wa.us

+ Add a CC Recipient

\*=Required

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

SUBMIT

CANCEL