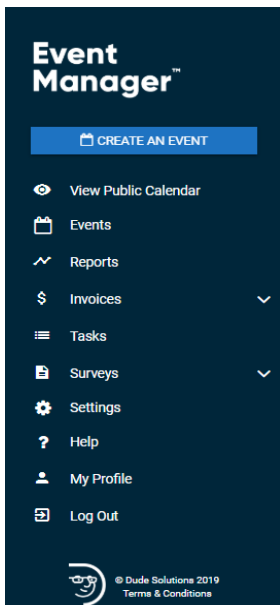


# Event Manager Requester Guide

## How to Access Event Manager and Log in

- Open your Internet Browser. Click the following link, or copy and paste it into your web browser:  
<https://events.dudesolutions.com/rpps/login/>

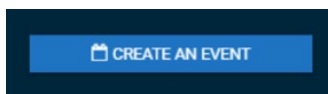


## Side Bar Navigation

- Once logged into Event Manager, you will be able to access the sidebar 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

- Click on “Create an Event”. Once you have accessed the event submission form, follow the steps below for creating your request. *Any field marked with an asterisk(\*) is a required field.*



- **COMPLETE EVENT DETAILS:** Complete the event details to provide an “Event Name” and “Summary”. Summary can simply be a copy/paste of the event name or it could further describe the event that is taking place, which will show in search results.

The screenshot shows a web form titled "Ridgefield Park Use of Facilities Request Form". On the left is a navigation menu with options: EVENT DETAILS (highlighted), CONTACT INFORMATION, LOCATION & TIME, INSURANCE, TASKS, and CATEGORIES & KEYWORDS. The main content area is titled "Event Details" and includes an "Event ID: 31" in the top right. It features a required "Event Name\*" field with a placeholder "Enter event name". Below it is a required "Summary\*" field with a placeholder "Tell people about your event in a few sentences. This is what will show in search results." and a character count "255 characters remaining". At the bottom of the summary field is a checkbox labeled "Add a Full Description".

- **ADD CONTACT INFORMATION:** Enter the contact information for the event coordinator or person whom visitors can contact with questions about the event. *\*Note: This information is publicly displayed for each event.*

The screenshot shows the "Contact Information" section of the form. It includes a required "Full Name\*" field with the placeholder "John Doe". Below this are two fields for "Phone" and "Extension". The phone field has a placeholder "(555) 555-5555" and the extension field has a placeholder "817". There is also a required "Email\*" field with a placeholder "email@address.com".

- **SELECT LOCATION/DATE/TIME FOR EVENT:** Click “Location Search” to select the location(s) needed for this event. If multiple locations are being used, ensure that all have been selected. Once selected, you will see the locations displayed in the top section. Click “Save”. 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. Select the time you need by clicking on the appropriate start time on the calendar. Drag the time slot to be the appropriate length or double click the time slot to manually enter the start and end times. *\*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 can choose to skip those conflicting dates, or leave them in the series. *\*Note: If you choose to skip any dates that are marked as a conflict, they will be deleted from the series. You will not be able to submit your event if there is a conflict.*
- Click "Save".

- **ADD SETUP NOTES:** Click on the location name to open a "Location Setup Notes" box. Please add in any equipment or setup needs for your event (i.e. podium, WiFi, microphones, basketball hoops)

- **ADD INSURANCE INFORMATION:** Enter your insurance information or upload a copy of your Certificate of Insurance

### Insurance Info

Use Organization's Insurance Info
  Custom

Insurance Company	Policy Number	Coverage Amount
ABC Insurance	55555555555555	\$1,000,000

Coverage Expiration  
\_\_\_\_\_

### Insurance Document

Attach a Document (10mb max). Paste URL here or Upload file (10mb max). UPLOAD

\*This document is available for internal use only.

- **SELECT CATEGORIES & KEYWORDS:** Select the appropriate category and/or type the appropriate keywords associated with the event. This will allow you to classify your event to make it easier to find when visitors search the calendar.

### Categories & Keywords

**Category**

🔍 Start typing or use dropdown to choose a category ▼

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**Keywords**

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

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- **SUBMIT THE REQUEST:** Click Terms and Conditions to review any terms that have been defined for this event form and then click Agree. 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”. The event request will then be sent through the appropriate approval process outlined by the organization for review.

Are you sure you want to submit this?

Your event will be submitted for review or approved with permission.

SUBMIT

X CANCEL

**VIEWING YOUR REQUESTS 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 the results. You can 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 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.

The screenshot shows the 'Event Manager' interface. On the left is a dark sidebar with the following menu items: 'CREATE AN EVENT', 'View Public Calendar', 'Events', 'Reports', 'Invoices', 'Tasks', 'Surveys', 'Settings', 'Help', 'My Profile', and 'Log Out'. The main content area is titled 'Events' and features a search bar with 'Keyword(s)' and date filters for '7/30/2020' and '1/26/2021'. Below the search bar, it displays 'Results: 19 events occurring 7/30/2020 to 1/26/2021 with the following filters: Status: Pending, Approved, Saved.' There are three tabs: 'Event List' (selected), 'Pending Your Approval ( 0 )', and 'Calendar view'. A table lists the following events:

Name	Series	Invoiced	Date/Time	Status	Actions
<a href="#">Basketball Practice</a>			7/30/2020 7:00 PM - 8:30 PM	Approved	Select
<a href="#">Staff Meeting</a>			8/4/2020 6:30 PM - 7:30 PM	Pending	Select
<a href="#">Basketball Practice</a>			8/4/2020 7:00 PM - 8:00 PM	Approved	Select
<a href="#">Basketball Practice</a>			8/6/2020 7:00 PM - 8:00 PM	Approved	Select

**HOW TO VIEW THE CALENDAR:** Click on “View Public Calendar” to see the front-facing calendar view. You will have three different ways to view events on the calendar: summary view, grid view, and list view.

- You can click on the Search bar to further narrow your search. You can filter down by the date, keyword, category, or location.

The screenshot shows a calendar view for 'MONDAY, AUGUST 26, 2019 - SATURDAY, FEBRUARY 22, 2020'. The 'VIEW TYPE' is set to 'list'. The date 'Monday, August 26, 2019' is highlighted. Three events are listed:

- Volleyball Practice**  
8/26/2019, 6:00 AM - 9:00 AM (CT)
- RMS-Volley Ball Practice**  
8/26/2019, 3:35 PM - 5:00 PM (CT)
- FMS Back to School Celebration**  
8/26/2019, 3:45 PM - 5:30 PM (CT)
- Nelson Volleyball Practice**  
8/26/2019, 4:00 PM - 5:30 PM (CT)

On the right side, there are sections for 'SHARE IT' with social media icons (Facebook, Twitter, LinkedIn, Google+, Email) and 'SUBSCRIBE' with RSS, Google, and other icons.

- 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.

## EMAIL NOTIFICATIONS EXAMPLES

- EVENT SUBMISSION

Ridgefield Park Public Schools Event Submitted Confirmation External Σ Inbox x

Ridgefield Park Public Schools <notifications@mail.dudesolutions.com>  
to me ▾

9:44 AM (27 minutes ago) ☆

Unable to read this email? [Click here to open in your browser](#)

**Ridgefield Park Public Schools**  
**Event Submitted Confirmation**

This is an event submitted confirmation email for Ridgefield Park Public Schools.

Your event has been submitted for review prior to being posted on the calendar. You will be notified again when the event has been reviewed by an administrator. Thank you for using the calendar.

Event Name: EVENT NAME

Schedule ID: 25

You can modify your request by signing in [here](#).

Brightly Software, Inc. 11000 Regency Pkwy, Suite 110, Cary, NC 27518  
Powered by: [Event Manager by Brightly Software](#)

- APPROVED EVENT

Ridgefield Park Public Schools Event Approved Notification External Σ Inbox x

Ridgefield Park Public Schools <notifications@mail.dudesolutions.com>  
to me ▾

9:44 AM (16 minutes ago) ☆

Unable to read this email? [Click here to open in your browser](#)

**Ridgefield Park Public Schools**  
**Event Approved Notification**

This is an event approved notification for Ridgefield Park Public Schools.

Your event EVENT NAME on Tuesday, Nov 1, 2022 6:00 PM - 10:00 PM (ET) has been approved.

Additional Date: Wednesday, Nov 2, 2022 6:00 PM - 10:00 PM (ET)

Schedule ID: 25

Location: Lincoln Elementary, Gym

If you would like to submit an additional event to the calendar, please sign in [here](#).

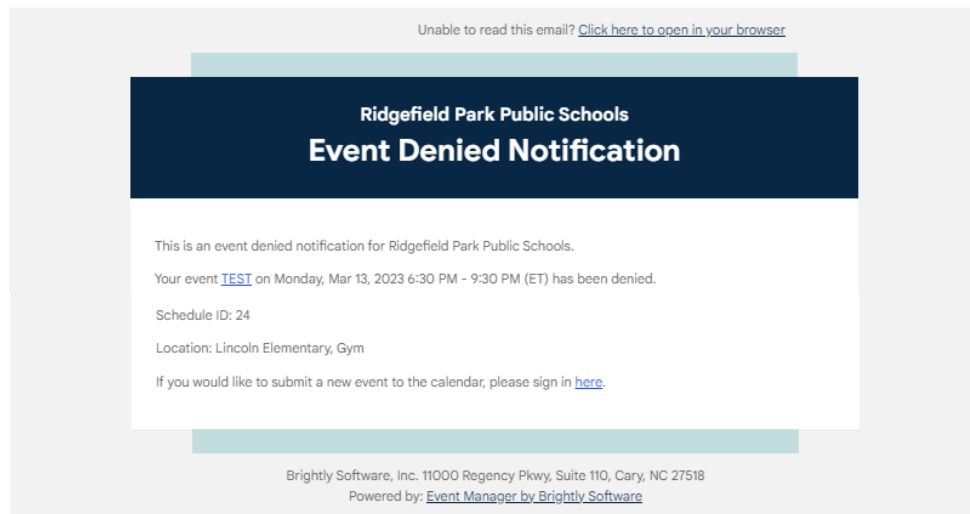
Brightly Software, Inc. 11000 Regency Pkwy, Suite 110, Cary, NC 27518  
Powered by: [Event Manager by Brightly Software](#)

- DENIED EVENT

Ridgefield Park Public Schools Event Denied Notification External Inbox x

Ridgefield Park Public Schools <notifications@mail.dudesolutions.com>  
to me ▾

Thu, Oct 13, 11:45 AM (6 days ago) ☆



**RESOURCES:**

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

Brightly Software Support

- 1.877.868.3833
- support@brightlysoftware.com