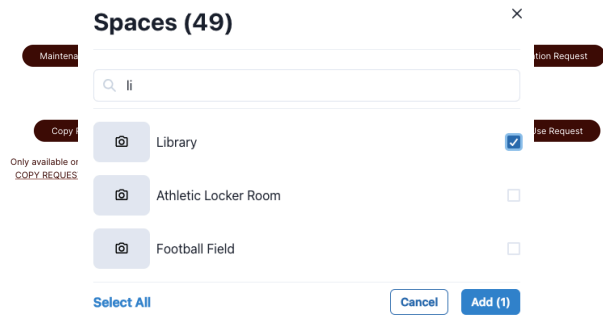
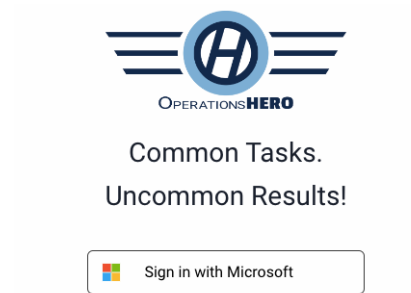


Internal Staff Creating New Event in EventHQ

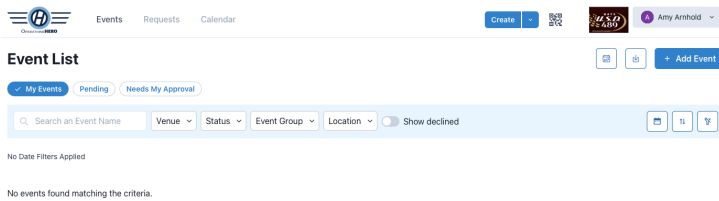
Go to <https://www.usd489.com> and click on Staff Resources and then Staff Quick Links



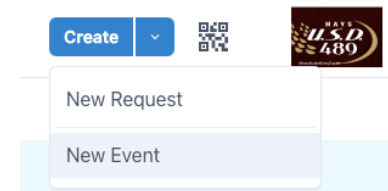
1. Click on Building Use Request



2. Once at the OperationHERO website, click Sign In with Microsoft



3. Once logged in, you will be brought to a home page in the system



4. To start, click on the Create and choose New Event

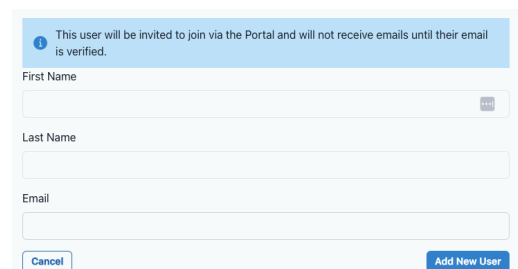
Who is requesting this event?

Internal External

USD489 Staff

Event Contact
Select...

5. Because you are requesting as a staff member, click Internal and then choose USD489 Staff. Type in your name under Event Contact (if your name isn't there go to step 5a) and choose your name.



5a. If your name wasn't listed, click the + Create Contact and type in your First Name, Last Name, and email address. Then click Add New User (you will only have to do this once)

Tell us about your event

Name this event

Summary or Description (Optional)

B *I* U `{ }`

- ☰
- ☰
- ☰

1000 character max

6. Type in the name of the event and then a description if you would like

Choose a venue

Select a main venue

Spaces (0)

7. Choose the Venue by clicking on the drop down (those listed as Public Use give you less options, so do NOT choose those) and then click + Add Space

Spaces (49)

Search: li

- Library
- Athletic Locker Room
- Football Field

Select All Cancel Add (1)

8. You will see all spaces available for your venue you have chosen. You can scroll through to find your space/s or you can type in the name in the search to narrow the list down. Once you see your space/s put a checkmark to select.

March 2024 April 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Events starts at: 8:30 AM Events ends at: 10:30 AM

1 event date(s) added. 03/18/2024

10. After you have selected your date, select your times.

When

- Show in the public calendar?
- Use recurring pattern

Pick your dates

March 2024 April 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9. Next you will select your date. You can select multiple dates by clicking on them. If you have a recurring date, you can select "Use recurring pattern" and you will have several options.

If the times you have chosen conflict with another event, you will see in orange a message letting you know. You will still be able to submit your event, but it will be up to the venue manager as to whether they will Confirm or Deny your event request.

Events starts at: 4:30 PM Events ends at: 6:30 PM

1 event date(s) added. 04/01/2024

The time or location may have conflict.
You can try changing your date, time or venue to resolve on your own.
Event coordinator will follow up to resolve.

How many people will attend?

0

11. Select approximately how many people will be attending the event. This isn't required but is very helpful.

Will you need any services?

- Heating/Ventilations/AirConditioning Services
 - Event Setup
- Additional notes: We need tables set up in a U shape with chairs along the outside
- Custodial Services
 - Unlock/Lock Doors
 - Technology Support
 - Nutrition Staff Services

12. Next select any services that you will need during the event. Please see below for descriptions of Services.

Custodial Services - will need a custodian available during the time of the event (required if outside school hours or day to day operational hours)

Event Setup - will require a custodian to set up the space a specific way

Heating/Ventilations/Air Conditioning Services - the event is outside of normal running HVAC hours and you will need the space heated or cooled

Technology Support - will need someone from the technology dept to be available during the time of the event

Nutrition Staff Services - will need someone from the nutrition dept to be available during the time of the event (required when using the kitchen)

Outdoor Maintenance - will require the maintenance/grounds dept to set up the space outdoors (trash cans, field set up, etc)

Unlock/Lock Doors - will require the doors for the area to be unlocked/locked if entry to the building other than staff is needed

Audio/Lighting - only available when using 12th St Auditorium sound system and lighting and when needing the stage lights and full sound system

Will you need any equipment?

<input type="checkbox"/> 8ft Tables	How many do you need?	<input type="text"/>
<input type="checkbox"/> 6ft Tables	How many do you need?	<input type="text"/>
<input type="checkbox"/> Folding Chairs	How many do you need?	<input type="text"/>
<input checked="" type="checkbox"/> Sound System	How many do you need?	<input type="text" value="1"/>
<input type="checkbox"/> Wireless Microphone	How many do you need?	<input type="text"/>
<input checked="" type="checkbox"/> Projector with HDMI	How many do you need?	<input type="text" value="1"/>

Submit Event

13. Next choose any equipment that you may need during your event

14. Finally select Submit Event

The screenshot shows the 'Event List' page in a web application. At the top, there is a navigation bar with 'Events', 'Requests', and 'Calendar' tabs. A 'Create' button is visible, along with a user profile for 'Amy Arnhold'. Below the navigation, the 'Event List' title is displayed, followed by a '+ Add Event' button. A filter bar includes a search input for 'Search an Event Name' and dropdown menus for 'Venue', 'Status', 'Event Group', and 'Location'. A 'Show declined' toggle is also present. The main content area shows one event card for 'E-1259 Test Event Ignore' with a 'PENDING' status. The card details include: Location: Cafeteria, Hays Middle School; Date/Time: 1 occurrence scheduled on 03/18/2024; Group: USD489 Staff; and Event Contact: Amy Arnhold. An 'Edit' button is located on the right side of the card. At the bottom, there is a pagination control showing 'Showing 1-1 of 1' and a page number '1'.

After you have submitted your event for approval, you will be able to click on the Events tab up top, click on My Events, and follow approval process, click on the event to edit it, etc.