Step-By-Step Tutorial For Booking Events On CC Events Management

Internal Communications Office
One-time Event

1. Go to your estimated event date on the Campus Calendar to make sure your event doesn’t conflict with others. (https://www.coloradocollege.edu/newsevents/calendar/?View=Month)
2. Sign in to CC using your CC username and password and select Events Management tab
3. Select one-time event

Request Space on Campus for a New Event

Secure a captive audience: View the current calendar for all events on campus to make sure your event doesn’t conflict with others.

- Request space for a standard, one-time event
- Request space for a multi-day event
- Request space for a recurring event
- Request space at the Baca Campus
- Reserve a basic meeting space, computer lab, or iPad cart (short-notice requests accepted)
4. To search for an available location, date and number of attendants must be entered. The event must be booked at least 10 days in advance and cannot be more than a year in advance. Time is also recommended to provide a more accurate search of venue.
5. Select space, event type and preferred location. Double check date and time to request space.

If the desired space does not show in this list, it is not available at the time you requested. You must click on the desired space(s) before moving forward.

This is the time the event will begin and end; it is the time that will display on the campus calendar. The venue manager will factor in any setup or clean up time.

Click "Add Space" to submit your request and/or request this space and add another, or "Search Again" to start over.
6. Enter event title

Event Title: Events Booking Test Event

Attendees: 10

Spaces - Search For More Available Spaces

Thursday, April 28, 2016

<table>
<thead>
<tr>
<th>Space</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong 233</td>
<td>7:00 PM - 8:00 PM</td>
</tr>
</tbody>
</table>

Remove
7. Event Details (1/3):

- **A 2-3 sentences short summary to attract audience**
- **Select related departments (can leave blank)**
- **Input sponsors (space limited)**
- **Select related offices/organizations (can leave blank)**
- **1-3 related tags to better the search on calendar**
- **Campus Calendar Department(s):** (Refers to Academic Departments)
  - Sociology
  - Southwest Studies
  - Spanish
  - Sport Science
- **Campus Calendar Office(s):** (Refers to Administrative Offices)
  - Butler Center
  - Campus Activities
  - Campus Safety
  - Career Center
  - Counseling Office
- **Campus Calendar Search Tag(s):** Events; Booking

- **Is this event open to the public?:** No
- **Do you want us to notify the media?:** No
- **Is this a private event (not open to the public or campus community)?:** No

Select yes if the event is open to people outside of the campus community.
Free for All Audiences (If "No" complete the following four fields; if "Yes" leave fields blank):

- CC Student:
- Non-CC Student:
- General Public:
- CC ID Holders:

Input prices for each category if the event is not free.

- Will alcohol be served?: No
- Is food being delivered?: No

Budget Code is only available through a funding organization, office or department on campus. *

Budget Code (Fund-Organization):

Please list any specific needs/requests related to setup or clean up time.

To access your budget code, please call Campus Reservations at (719)389-6608 or your specific budget manager.
Add a photo appropriate to the event

Event Details (3/3)

A 1-2 paragraph event description to include all event details.

8. Submission:
After submitting the event, you’ll receive an email confirming your request. Within 48 hours, you will receive a follow-up message telling you whether your request is approved or denied, along with a link to add or submit service order items and to add or update campus calendar information.
Multi-day Event*:

1. Select multi-day event on Events Management.

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*Booking a multi-day event on the Events Management system is essentially the same as creating a one-day event. Only the different procedures will be illustrated here. Please see one-time event for the rest of the steps such as event details.
2. Select date, time and input number of attendants. Time is crucial because it’s easy to overlap with other events when creating a multi-day event.

Select preferred location(s) if desired
3. Select event type and preferred location. Double check requested date and time.
4. Input event title. (Optional: To request multiple spaces, click search for more available spaces.)
Multiple Venues Selection: Repeat step 2 and 3 to select another preferred venue. Confirm and edit spaces selected. (Repeat the process to select as many spaces needed)
Recurring Event*:

1. Select Recurring Events (Events that occur every week or every month within a certain time period).

*Same as a multi-day event, booking a recurring event on the Events Management system is essentially the same as creating a one-day event. Only the different procedures will be illustrated here. Please see one-time event for the rest of the steps such as event details.
2. Search Criteria

**Date range of the recurring event**

Select weekly or monthly. If monthly, select which week and day*

*If your event occurs every two weeks instead of weekly, please process it as a weekly event first and see the next page for further instructions.
Recurring events: Every Two Weeks

Once you select weekly occurrence, the details of the event date can be managed on the next page. Select appropriate dates for your event then process to booking. Please include in event details the specific date information to avoid confusion.
Event Update/Service Order

Updating an Event is available on the event management dashboard. Events cannot be edited within 10 days of the scheduled date. If there is any information that needs to be edited within 10 days of the scheduled date, please contact the venue manager or call Campus Reservations at (719)389-6608.

Update an Existing Event

If you need to modify or add event support and information for an existing event (AV support, catering, room setup, etc.), refer to your event confirmation email or select your event from this current listing.

Click here to access service order for equipment etc.

If you need to modify or add campus calendar information for an existing event, you also have that link in your confirmation email, or select your event from this list.

If your event is at the Baca Campus, use this listing.

*Campus Calendar details update in real-time, so as soon as your event is confirmed, view it on the calendar to confirm info is accurate and complete; it will also reflect any updates you make using this link.
Service Order

Step 1: Service Order Processing

Service order processing is an easy three step process. First, fill in the requested information below and click continue to begin shopping for services. Second, add items to your shopping cart. Finally, checkout by entering your payment information and completing your order.

To edit existing event orders - [Click Here].

<table>
<thead>
<tr>
<th>Account:</th>
<th>Li, Zheng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event:</td>
<td>Event Booking Guide Test Event (12255)</td>
</tr>
<tr>
<td>Event Dates:</td>
<td>Thursday, 06/09/16</td>
</tr>
<tr>
<td>Price List:</td>
<td>CC Affiliate Price List</td>
</tr>
<tr>
<td>Function:</td>
<td>Soucek Conference Room - Monday, May 9, 2016</td>
</tr>
</tbody>
</table>
Step 2: Placing Service Order

You can place an order for catering, facilities such as chairs or frontline services such as audio set-up. Click on each service category to see a detailed list of services and prices. Then input quantity for service needed.
Step 3(1/2): Confirmation/Additional Request

Edit or remove order on the left side. Input special requests in the notes section i.e. asking Campus Safety to unlock the venues at the certain hour.

### Order Details

Items marked with a blue (Auto) tag have been automatically added by the system when another item was added.

### A/V - Frontline Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs</td>
<td>1 @ $0.00 Each</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Grand Total:** $0.00

### Notes

Please enter additional notes information and click the button below to save the information.

**Do you have any special requests?:**
Step 3(2/2): Confirmation/Additional Request

**Other Information**

Please enter additional information and click the button below to save the information.

<table>
<thead>
<tr>
<th>What catering needs do you have?</th>
<th>Other - Bon Appetit will contact you</th>
</tr>
</thead>
</table>

Click the link below to view a complete Bon Appetit catering menu:

**Bon Appetit Catering Menu**

<table>
<thead>
<tr>
<th>What audio visual needs do you have?</th>
<th>Include details about whether you need a tech at the event, or have a GoToMeeting or Skype setup</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Please enter your facilities and setup needs.</th>
<th>Tell facilities how you’d like the room set up: U-style, classroom, theatre, etc.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Anything else we need to know?</th>
<th></th>
</tr>
</thead>
</table>
Step 4: Payment Information

Confirm order details. Changes can be made by going back to step 3.

If order is not free, payment options will occur.

Click “Submit” to complete the order; you will also receive a confirmation via email.