

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)

CAMPUS CALENDAR

TERS Search	Open	To Public Departmen	its	Туре	Offices	ت ۵
>			April 201	6		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	
Catholic Mass	"Atomic	"Atomic	"Atomic	"Atomic	"Atomic	Colcannon
nd 15 more	Landscapes"	Landscapes"	Landscapes"	Landscapes"	Landscapes" An Exhibition @ IDEA Space	Concert
	State of the	Poet Juan	Michael Thrasher	Frank Waln	Native American	Documentary Film
	Series: Daniel McCool	morales	Concert	Performance	Union/ONWT Film Festival	snowing



2. Sign in to CC using your CC username and password and select Events Management tab

5	SIGN INTO C	С		
А	ccess Colorado College serv	vices with you	r main CC username and p	bassword.
	EMAIL OFFICE 365	\square	CANVAS	
	EVENTS MANAGEMENT	[SUMMIT	
	BANNER	1	INB (PROD)	
			For internal use only: Banner TES	T SSB and INB



3. Select one-time event

Request Space on Campus for a New Event

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

- <u>Request space for a standard, one-time event</u>
- <u>Request space for a multi-day event</u>
- <u>Request space for a recurring event</u>
- <u>Request space at the Baca Campus</u>
- <u>Reserve a basic meeting space, computer lab, or iPad cart</u> (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.



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.



6. Enter event title



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7.Event Details(1/3):





Free for All Audiences (If "No" complete th	e following four fields; if "Yes" leave fields blank):	Select One ᅌ
	CC Student:	
	Input prices for each category if the	
	event is not General Public:	
	CC ID Holders:	
	Will alcohol be served?:	No
	Is food being delivered?:	No
	Anything else we need to know?:	Please list any specific needs/requests related to
Budget Code is only available through a funding organization.	Budget Code (Fund-Organization):*	setup or clean up time
office or department on campus. *		

*To access your budget code, please call Campus Reservations at (719)389-6608 or your specific budget manager.



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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- <u>Reserve a basic meeting space, computer lab, or iPad cart</u> (short-notice requests accepted)

*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.



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Booking Calendar

2. Select date, time and input number of attendants.
Time is crucial because it's easy to overlap with other events when creating a multiday event.



At	ttendees:	10		
	Space:*	Armstrong 36 (Green Room) Armstrong 37 (Green Room) Armstrong 210 Armstrong 230 Armstrong 231 Armstrong 233 Learn more about the spaces and • Specifications • Booking Calendar	booking schedule.	Remember to select a space here before moving forward
3. Select e	event typ	be and preferred location. Do	uble check requested	date and time.
Eve	nt Type:*	Meeting		
Booking	Dates		<i></i>	
Request*	Date		Times	
	Sunday, I	May 8, 2016 - Monday , May 9, 2016	7 PM ᅌ 00 ᅌ - (8	3 PM ᅌ 00 ᅌ



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).

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- · Reserve a basic meeting space, computer lab, or iPad cart (short-notice requests accepted)

*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.





*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.

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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.

ates									
Date	Times								
Sunday , May 22, 2016	7 PM	٢	00	0	-	8 PM	٢	00	٢
Sunday , May 29, 2016	7 PM	٢	00	٢	-	8 PM	٢	00	٢
Sunday , June 5, 2016	7 PM	٢	00	٢	-	8 PM	٢	00	٢
Sunday , June 12, 2016	7 PM	٢	00	٢	-	8 PM	٢	00	٢
	ates Date Sunday , May 22, 2016 Sunday , May 29, 2016 Sunday , June 5, 2016 Sunday , June 12, 2016	Date Times Sunday, May 22, 2016 7 PM Sunday, May 29, 2016 7 PM Sunday, June 5, 2016 7 PM Sunday, June 5, 2016 7 PM Sunday, June 12, 2016 7 PM	ates Date Times Sunday , May 22, 2016 7 PM Sunday , May 29, 2016 7 PM Sunday , June 5, 2016 7 PM Sunday , June 12, 2016 7 PM	Date Times Sunday, May 22, 2016 7 PM 00 Sunday, May 29, 2016 7 PM 00 Sunday, June 5, 2016 7 PM 00 Sunday, June 12, 2016 7 PM 00	Date Times Sunday , May 22, 2016 7 PM 00 00 Sunday , May 29, 2016 7 PM 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 </td <td>Date Times Sunday, May 22, 2016 7 PM 00 - Sunday, May 29, 2016 7 PM 00 - Sunday, June 5, 2016 7 PM 00 - Sunday, June 12, 2016 7 PM 00 -</td> <td>Date Times Sunday, May 22, 2016 7 PM 00 - 8 PM Sunday, May 29, 2016 7 PM 00 - 8 PM Sunday, May 29, 2016 7 PM 00 - 8 PM Sunday, June 5, 2016 7 PM 00 - 8 PM Sunday, June 12, 2016 7 PM 00 - 8 PM</td> <td>ates Times Sunday , May 22, 2016 7 PM 00 - 8 PM 0 Sunday , May 29, 2016 7 PM 00 - 8 PM 0 Sunday , May 29, 2016 7 PM 00 - 8 PM 0 Sunday , June 5, 2016 7 PM 00 - 8 PM 0 Sunday , June 12, 2016 7 PM 00 - 8 PM 0</td> <td>ates Times Sunday , May 22, 2016 7 PM 00 - 8 PM 00 00 Sunday , May 29, 2016 7 PM 00 - 8 PM 00 00 00 - 8 PM 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00</td>	Date Times Sunday, May 22, 2016 7 PM 00 - Sunday, May 29, 2016 7 PM 00 - Sunday, June 5, 2016 7 PM 00 - Sunday, June 12, 2016 7 PM 00 -	Date Times Sunday, May 22, 2016 7 PM 00 - 8 PM Sunday, May 29, 2016 7 PM 00 - 8 PM Sunday, May 29, 2016 7 PM 00 - 8 PM Sunday, June 5, 2016 7 PM 00 - 8 PM Sunday, June 12, 2016 7 PM 00 - 8 PM	ates Times Sunday , May 22, 2016 7 PM 00 - 8 PM 0 Sunday , May 29, 2016 7 PM 00 - 8 PM 0 Sunday , May 29, 2016 7 PM 00 - 8 PM 0 Sunday , June 5, 2016 7 PM 00 - 8 PM 0 Sunday , June 12, 2016 7 PM 00 - 8 PM 0	ates Times Sunday , May 22, 2016 7 PM 00 - 8 PM 00 00 Sunday , May 29, 2016 7 PM 00 - 8 PM 00 00 00 - 8 PM 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00

Notes

Maximum Note Length: 4000 Characters

Event Description*

EX: This event occurs on Sunday of the first and third week of the month/Input specific date to avoid confusion

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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.

If you need to modify or add campus calendar information for an existing event, you also have that link in your confirmation email, or <u>select your event from this</u> <u>list</u>. If your event is at the Baca Campus, <u>use this listing</u>.

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



Step 1: Service Order Processing

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.

	Account:	Li, Zheng	
	Event:	Event Booking Guide Test Even	nt (12255)
	Event Dates:	Thursday, 06/09/16	Select event
community			location for
price list	Price List:*	CC Affiliate Price List	function
	-		
	Function:*	Soucek Conference Room - Monda	ay, May 9, 2016 📀



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.



Catering

Item	Quantity/Price	Item Total
Classic Continental Breakfast	1 \$8.50 Person	\$8.50



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

	Item	Quantity/Price	Item Total
Edit Remove	Chairs	1 @ \$0.00 Each	\$0.00
		Grand Tota	\$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 bu	tton below to save the	information.
What catering needs do you have?:	Other - Bon Appetit wil	Il contact you.
Click the link below to view a complete Bon Appet	it catering menu.:	
		Select other for
Bon Appetit Catering Menu:		catering needs not listed
What audio visual needs do you have?:	Include details about the event, or have a	ut whether you need a tech at a GoToMeeting or Skype setup
Please enter your facilities and setup needs.:	Tell facilities how style, classroom,	you'd like the room set up: U- theatre, etc.
Anything else we need to know?:		



Step 4: Payment Information

Catering

Item	Quantity/Price	Item	Total		
Classic Continental Breakfast	1 @ \$8.50 Person	\$8.50			
	Catering	Total:	\$8.50		
A/V - Frontline Services					
Item	Quantity/Price	Item	Total		
Chairs	1 @ \$0.00 Each		\$0.00		
	A/V - Frontline Services	Total:	\$0.00		
	Grand T	otal:	\$8.50		
	Payment Options	5			
If order is not free payment	Select your payment method bel				
options will occur.					

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

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

and fill in all accompanying information

Pay later.