

EVENT MANAGER MANUAL

*for Community
Use*

HOW TO SET UP ACCOUNT:

Follow the Event Manager Community Link

ST. VRAIN VALLEY SCHOOLS

academic excellence by design

SIGN IN

PRINT

COMMUNITY EVENTS

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?](#)

GET STARTED

Create an account to view your favorite events and events you have registered for.

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

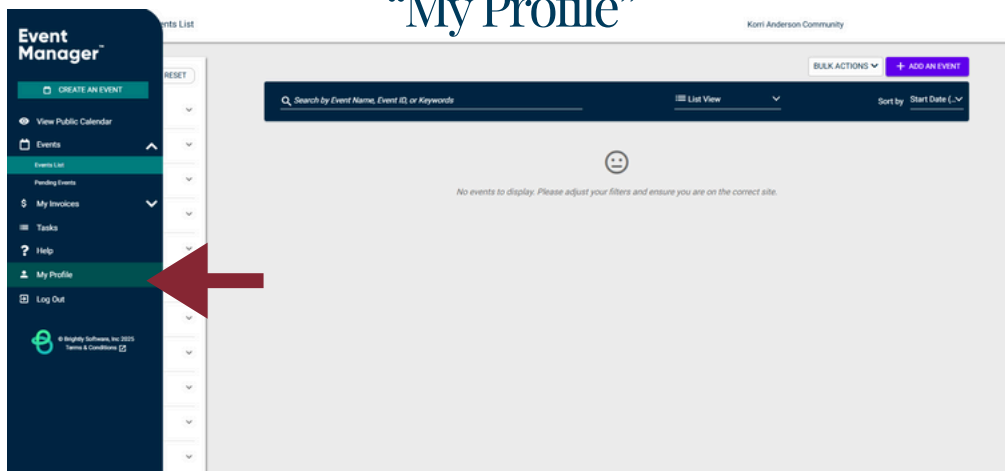
By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

SUBMIT

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If you have not set up an account, click “Get Started” and follow the steps

Once logged in, from the main dashboard, hover over the navy blue sidebar and click “My Profile”



My Profile

My Events | My Subscriptions | My Purchases | My Info | **My Organizations** | My Attachments

All | 0 My Registrations | 0 My Favorites | 0 My Wait List

My Events 05/16/2025 12/13/2025 Update

This list shows your upcoming registered, favorite, and wait list events.

Then click “My Organizations” and “Create an Organization”

My Profile

My Events | My Subscriptions | My Purchases | My Info | **My Organizations** | My Attachments

REQUEST TO JOIN AN ORGANIZATION | **CREATE AN ORGANIZATION**

Organization Name	Date Joined	Actions
No records to display.		

Page size: 15 0 items in 1 pages

You will fill out information for your organization and submit.

Organization requests can take up to 2 weeks to process.

We will not process an organization without proper insurance documentation.

Organization Details

Organization Name *
Enter Organization Name

Description
In a few sentences, please describe this Organization.
Max 500 characters

Address 1 *
Type address line 1 here (eg. 555 My St.)

Address 2
Type address line 2 here (eg. Suite 205)

City *
Type city here

State *
Type state here

Zip *
Type zipcode here

Website
Type website URL here

Financial Info

Organization Type
Select an organization type

Payment Type
Select a payment type

Invoice Type
Select an invoice type

FED
Specify FED

Insurance

Insurance Company
Type company name here

Policy Number
Type policy number here

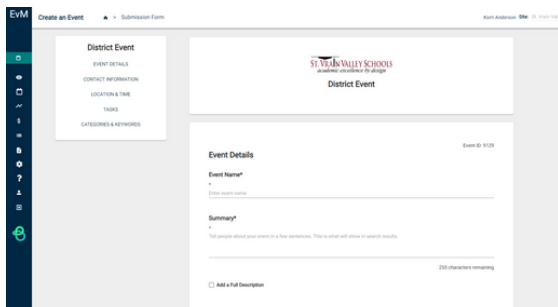
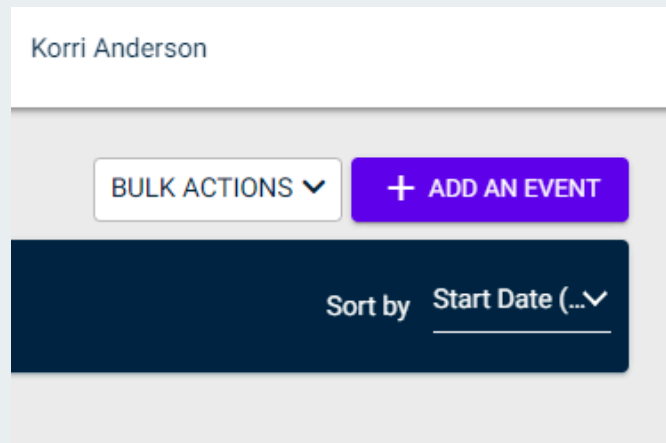
Coverage Amount
\$1,000,000

Coverage Expiration
MM/DD/YYYY

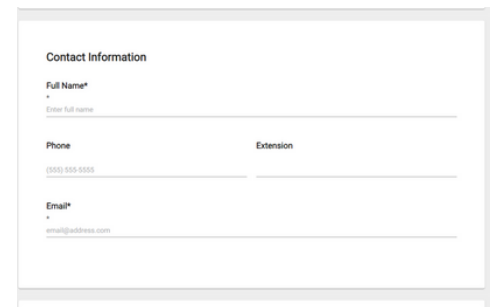
CHOOSE INSURANCE DOCUMENT or Paste URL here or Upload file (10mb max) UPLOAD

HOW TO CREATE EVENTS:

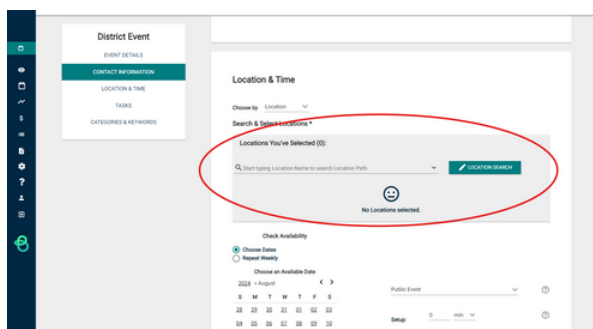
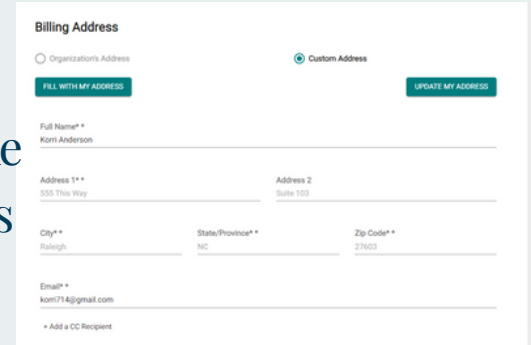
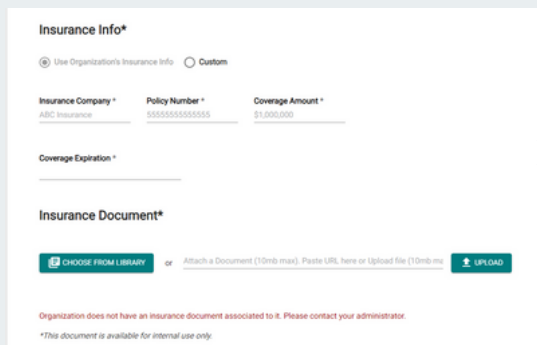
Once logged in, click
“Create an Event”



Here is the Event Form:
Name your Event and
put in a Summary.
Next, fill out the Contact
Info



The address and
insurance should be the
Organization's address
and insurance.



Next, find the location(s)
you will need, (i.e.
cafeteria, library, fields,
classrooms*, etc.)

Then select the date and the time
you need.

If it is a **multi-day event (i.e. PT Conferences, sports, etc), select the first day/time needed and follow the steps below.

Check Availability

☒ Choose Dates
☐ Repeat Weekly

Choose an Available Date

2024 > August < >

S	M	T	W	T	F	S
28	29	30	31	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

Check Availability

☒ Choose Dates
☐ Repeat Weekly

Choose an Available Time

2024 > August > 21st < >

Wednesday

4pm	
5pm	
6pm	04:00 pm - 08:00 pm
7pm	
8pm	

Check Availability

Choose a Start and End Time

4:00 pm 8:00 pm

**Make sure to hit OK

OK CANCEL

4pm 04:00 pm - 05:00 pm

Check Availability

☒ Choose Dates
☐ Repeat Weekly

Choose an Available Time

2024 > August > 21st < >

Wednesday

4pm	
5pm	
6pm	04:00 pm - 08:00 pm
7pm	
8pm	

Public Event

Setup: 0 min

Breakdown: 0 min

For **Multi-Day** events,
once you have a day selected
and your times, you can click
on “Multiple Day”

Multiple-Day Options

☒ Consecutive Dates ☐ Non-Consecutive Dates

Ends ☒ After 5 occurrences

Repeat every 1 Day ☐ On Aug 28th, 2024 ☐ Never

Events in this Series

☐ Allow unskipped conflicts.

Aug 21st, 2024	4:00 pm	to	Aug 21st, 2024	8:00 pm
Aug 22nd, 2024	4:00 pm	to	Aug 22nd, 2024	8:00 pm
Aug 23rd, 2024	4:00 pm	to	Aug 23rd, 2024	8:00 pm
Aug 24th, 2024	4:00 pm	to	Aug 24th, 2024	8:00 pm
Aug 25th, 2024	4:00 pm	to	Aug 25th, 2024	8:00 pm

Now, change the top
left option to say
“Non-Consecutive
Days”

From here, you can select the
days you will need.

Multiple-Day Options

☐ Consecutive Dates ☒ Non-Consecutive Dates

Choose Start Dates

< August 2024 >

S	M	T	W	T	F	S
						01
						02
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.

Next, you'll fill out any additional needs or equipment requests.

Additional Information

Will you Access the District's 5GHz Guest Wireless? Wireless access is provided as a courtesy*

☐ Yes

☐ No

Equipment Needed? * Additional Charges Apply; see fee schedule

☐ LCD Projector

☐ PA System

☐ Piano

☐ Podium

☐ Risers/Sound Shell

☐ Scoreboard/Controller

☐ Screens

☐ TV/DVD/VCR

☐ Volleyball Nets/Standards (season)

☐ Wrestling Mats (season)

☐ Wrestling Mats (single use)

Will you need chairs for your event? If so please state how many?

Type your answer here

Will you need tables for your event? If so please state how many?

Type your answer here

Then, you will need to list it under corresponding category

Categories & Keywords

Category *

Q|

Athletics - Indoor

Athletics - Outdoors

Auditorium / Theatre

Church

Community Meeting

Other Community Event

School Parent Organizations (PTO/PTA, Boosters)

Scouts Groups (Boy/Girl Scouts)

Now that you have your locations and day(s) selected, now you need to determine what tasks you will need. Click “Add a Task”

The screenshot shows two sections of a web interface. The top section is titled 'Keywords' and contains a text input field with the placeholder text 'Type a keyword (e.g. Home, Away, etc.) and hit Enter'. The bottom section is titled 'Tasks' and features a green button labeled '+ ADD A TASK'. Below the button is a gray box with a sad face icon and the text 'This event doesn't have any Tasks yet.'

Here are all of your options for Tasks.

The screenshot shows a 'Create a Task' form. It includes fields for 'Task Status' (set to 'New'), 'Event' (set to '- 09/12/2024'), and 'Location'. The 'Type*' field has a dropdown menu open, displaying a list of task options: Custodial, Electronic Door Access, Equipment, Grounds, Heating/Ventilation /Air Conditioning, Key Card Access, Kitchen Task Request, Parking Lot Lights, and Performance Management. To the right of the dropdown, there is a partially visible text field with the placeholder 'tant to someone.'

The following page provides details about what each task involves.

How you will utilize these **Tasks**:

- **Performance Management:** Only if booking Auditoriums. David Dean will be in contact.
- **HVAC:** Air/Heat turned on
- **Electronic Door Access:** Doors to be scheduled to be opened
- **Custodial:** Building support or chairs or tables set up.
- **Equipment:** If any of the above equipment is requested
- **Kitchen Task Request:** This is not always guaranteed but we will initiate the conversation with Nutrition Services.
- **Parking Lot Lights:** Community Use won't use this.
- **Key Card Access:** Community Use won't use this.
- **Grounds:** Community Use won't use this.

And
SUBMIT!

If you have questions regarding Event Manager, please reach out to Luana Campos or Korri Anderson