

# Orange Unified School District

## Use of Facilities

### Event Manager Reservation System

Please use the provided link on this web page to bring you to our new reservation system:

<https://events.dudesolutions.com/orangeusd/login?returnto=https://events.dudesolutions.com/administration/orangeusd/>

The initial screen will look like this:

SIGN IN | PRINT

ORANGE UNIFIED SCHOOL DISTRICT

SUBMIT EVENT REQUEST | FRED KELLY STADIUM | COMMUNITY PORTAL | HELP CONTENT

**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](#) ☐

**GET STARTED**  
Create an account to view your favorite events and events you have registered for.  
FIRST NAME:   
LAST NAME:   
EMAIL:   
PHONE:

When you see this page, please fill out the highlighted “Get Started” information. Do not click any of the listed portals within the orange header on the page.

The next window will give you the opportunity to create an Organization. Please note that after you create an Organization, this office will receive an email to approve that Organization. You will not able to create a reservation without an approved Organization.

EvM Manage my profile

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

When creating your organization it is best practice to fill in the information and upload your insurance documents as well as any applicable classification documents.

The screenshot shows the 'Create an Organization' form. On the left is a sidebar with a vertical menu containing 'ORGANIZATION DETAILS' (highlighted in green), 'FINANCIAL INFO', and 'INSURANCE'. The main area is titled 'Organization Details' and contains the following fields:

- Organization Name \***: A text input field with the example 'E.g. Boy Scout'.
- Description**: A text area with the prompt 'In a few sentences, please describe this Organization.' and a character count 'Max 500 characters' / '500 remaining'.
- Address 1 \***: A text input field with the example '555 This Way'.
- Address 2**: A text input field with the example 'Suite 103'.
- City \***: A text input field with the example 'Raleigh'.
- State \***: A text input field with the example 'NC'.
- Zip \***: A text input field with the example '27603'.

When your Organization has been approved you will receive an emailed notification.

Click the link provided in the email and log in. From there you can create an event reservation by clicking “+ ADD AN EVENT”.

The screenshot shows the Event Manager dashboard. On the left is a dark blue sidebar with the 'Event Manager' logo and a menu with options: 'CREATE AN EVENT', 'View Public Calendar', 'Events', 'Events List' (highlighted), 'Pending Events', 'My Invoices', 'Tasks', 'Help', 'My Profile', and 'Log Out'. The main area is titled 'Events List' and shows a search bar with the placeholder 'Start typing to search for an Event', a 'BULK ACTIONS' dropdown, and a '+ ADD AN EVENT' button. Below the search bar is a message: 'No events to display. Please adjust your search filters.' The user's name 'Debbie 1 Nystrom' is visible in the top right corner.

That will take you to this screen:

The screenshot shows the 'Community Request Form' in the Event Manager system. On the left is a sidebar with a vertical menu containing 'EVENT DETAILS', 'LOCATION & TIME', 'CONTACT INFORMATION', 'PICTURES & ATTACHMENTS', 'INSURANCE', and 'BILLING ADDRESS'. The main area is titled 'Event Manager Community Request Form' and 'Orange Unified School District Use of Facilities Reservations'. Below this is a section titled 'Event Details' with the 'Event ID: 12' and a dropdown menu for 'Organization\*'. The dropdown menu is currently open, showing a search bar with the placeholder 'Start typing to search for an Organization'.

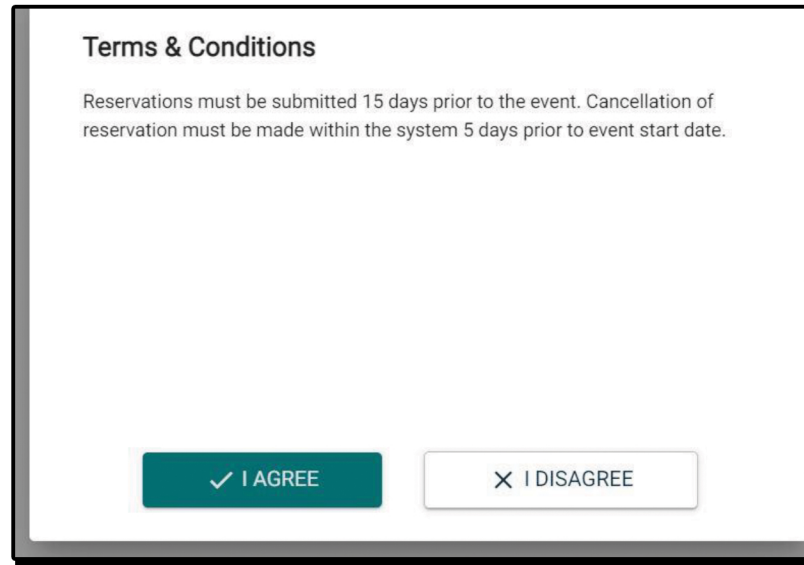
Please fill out all information on this page then be sure to click the terms and conditions at the bottom of the page and click submit:



\*=Required

☐ I agree to the [Terms and Conditions](#) \*

These are the terms and conditions:



**Terms & Conditions**

Reservations must be submitted 15 days prior to the event. Cancellation of reservation must be made within the system 5 days prior to event start date.

After your reservation is submitted, it will be sent to the approval process at the site. Once the site has reviewed the reservation, they will approve or deny the request. The request will then be sent to me for final processing.

If for any reason your reservation is denied, please do not visit the site for an explanation of that denial. Failure to comply with this rule will result in revocation of use of facility privileges.

If your reservation is approved, this office will communicate with you regarding custodial needs if applicable and any associated costs.

Please understand that an approved insurance policy must accompany your organization. Be mindful of the verbiage within the terms and conditions.

If your event must be cancelled, please cancel within the system as well as communicating with this office.

Any date listed within the calendars within our Event Management software do not represent the site calendar. This office cannot guarantee space/ date/ timeline for your event based on anything but the approval of the site.

Patience is best practice. Please be respectful of the staff and the decisions made within this office.