



Prescott College Event Reservation/Calendar instruction sheet

These instructions are to assist one in either requesting a room on the Prescott College Campus, advertising an event, or notifying Prescott College you will be hosting an event that involves Employees (Faculty & Staff) and/or students.

To get started

- ❖ Go to events.prescott.edu or click "Calendar" from the Prescott College homepage
- ❖ Click "Submit an Event"
- ❖ You will either be creating an account by filling in the fields under the "Get Started" section to the right or choosing to log in by filling in the "Email" and "Password" fields under the "Log In"
- ❖ Now you are logged in

Things to keep in mind

- ❖ You can start an event and click "Save" at the bottom of the form and come back later
- ❖ Fill out as much of the form as you are able
- ❖ Events must be submitted by noon on Monday each week to be included in the schedule for that week
- ❖ Contact Vita Marie at events@prescott.edu or call 928-350-3216 for assistance after you have read this publication

Create an Event tab located on the turquoise banner at the top of the page

- ❖ This section is where you will go to submit an event
- ❖ Please note you must click the black arrow to the left side of each section to open up that section
 - ❖ **Name of Event** field
 - Please fill in the name of your event - be creative!
 - ❖ **Event Details**
 - Short detailed description of your event - 250 character limit



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❖ **Event Details** (cont.)

- Click on the "Add a Description" box below this field to submit a longer description.
 - A Description field will appear with more editing options.
- When is the Event?
 - Please enter the date of your event, start time and end time
 - If your event is an all day event and last several days; Please enter the first day of your event in the date field and check "This event Repeats"
 - "Please choose a recurrence schedule below" field will pop up
 - Make a choice but note there is a "Manually choose dates"
 - End the recurrence By Date or By Number of Occurrences
 - OR choose the end date for event creation
 - Default Timezone is (UTC - 07:00 Arizona)
 - Event URL
 - Clarification on this is being obtained and will be placed in this guide soon!
 - Check "Make this event private" unless you want your event listed on the Prescott College website
 - Check "Highlight this event" if you would like the event to be highlighted at the top of the calendar on the Prescott College website.
 - Check "Specify Publish/Unpublish Times"
 - Choose the date range when this event is accessible to your visitors

❖ **Categories and Keywords**

- Please note you must click the black arrow to the left side of each section to open up that section



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❖ **Categories and Keywords** (cont.)

- Please take a moment to read through your choices
- In this section you must choose a category
 - If the event is for students, please add clicking on Student Life, Student Enrichment
- These categories filter your events to different Prescott College calendars which are added by URL to the Prescott College Google calendar under Other Calendars by users of this system

❖ **Locations**

- Please note you must click the black arrow to the left side of each section to open up that section
- Please take a moment to read through your choices
- Please note that rooms are listed by buildings
 - Go to the campus map on the Prescott College website
 - <http://www.prescott.edu/assets/documents/explore/campus-map.pdf>
- In this section you will be choosing a location for your event
 - Just check the room
 - If your event is at another location, please just fill in the address in the box field provided and click on "Add"
 - This will add your event's location to the submission

❖ **Contact**

- Please note you must click the black arrow to the left side of each section to open up that section
- Please fill in the fields in total. This field is for the Prescott College employee that is submitting the event or the contact person
 - If your event is being submitted by a Prescott College Employee (Faculty or Staff) or Student and there is a different person running the event, please list their name and contact information in the description field in the Event Details section.



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❖ Images

- Please note you must click the black arrow to the left side of each section to open up that section
- This is a great place to load a poster of your event
 - Maximum image size is 3 MB
 - More than one photo can be loaded, but only one photo can be loaded at a time
 - Format must be gif, jpeg, png, tiff or bmp
 - Choose the file and then click on the blue UPLOAD box and wait for the photo to upload

❖ Attachments

- Please note you must click the black arrow to the left side of each section to open up that section
- This is a great place to attach schedules
 - Maximum attachment size is 10 MB
 - More than one attachment can be loaded, but only one attachment can be loaded at a time
 - Choose the file and then click on the blue UPLOAD box and wait for the photo to upload

❖ Registration an Products

- Please note you must click the black arrow to the left side of each section to open up that section
- Registration allows you to collect names and email, track attendance, and create tickets to your event. Adding sale items allows you to sell other merchandise.
- Please take a moment to read through your choices
- This option can be employed at a later date
- Please coordinate this option with the Business Office
 - Vita Marie is available to assist you
 - Payment goes directly to the Business Office



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❖ **Additional Event Registration**

- Please note you must click the black arrow to the left side of each section to open up that section
- Please take a moment to read through your choices
 - Please estimate the number of your participants and list a number in the "Estimated Number of Participants" field
- In the "Accommodations Needed" section, click on the option you desire
 - If more than one option is desired, hold down ctrl and click on all desired
 - To unclick an option, hold down on ctrl and click on the highlighted item you wish to unchoose
- In the "Desired Room Configuration" section, please click on your desired set up choice
 - Click on the underlined "Room Configuration" highlighted in blue word for a document that shows you set up diagrams of all of the choices available in this section
- In the "On-site Support Needed" section, click on the option you desire
 - If more than one option is desired, hold down ctrl and click on all desired
 - To unclick an option, hold down on ctrl and click on the highlighted item you wish to unchoose
- In the "Equipment Needed" section, click on the option you desire
 - If more than one option is desired, hold down ctrl and click on all desired
 - To unclick an option, hold down on ctrl and click on the highlighted item you wish to unchoose



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❖ **Additional Event Registration (cont.)**

- In the "Technical Equipment Needed" section, click on the option you desire
 - If more than one option is desired, hold down ctrl and click on all desired
 - To unclick an option, hold down on ctrl and click on the highlighted item you wish to unchoose
 - Click on the underlined "More Info" highlighted in blue word for a document that outlines Prescott College Presentation Requirements
- In the "Do you need catering" section, click on the option you desire
- In the "Catering Needs (if catering is needed)" section, click on the option you desire
 - If more than one option is desired, hold down ctrl and click on all desired
 - To unclick an option, hold down on ctrl and click on the highlighted item you wish to unchoose
- In the "Other Catering Needs (please describe any other preferences or needs)" section, please utilize the text box to further describe your needs
- In the "Additional Information (anything else we should know)" section, please utilize the text box to further describe your needs

To finish up

- ❖ Click on "Save" and review your submission
- ❖ Click on "Submit" and submit your request
- ❖ Click on "Discard" if you want to delete your request

Events tab located on the turquoise banner at the top of the page

- ❖ You may or may not have this option
- ❖ Click this tab to search for an event

Reports tab located on the turquoise banner at the top of the page

- ❖ You may or may not have this option
- ❖ Click this tab to see report options for the data in the PC Active Calendar Database



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View Calendar tab located on the turquoise banner at the top of the page

- ❖ Click this tab to go to the Prescott College website calendar
 - There are three view types at the top
 - First option at the top left is to see all the detail
 - Second option at the top left is for a calendar view
 - Third option at the top left is for a list
 - View By
 - Click on this test at the top middle of the page to choose your view by choice
 - Day, Week, Month, Year, Next 7, Next 14, Next 30, Next 60, Next 90, Next 180, Next 365
 - Search
 - Options
 - Category
 - Start Date or End Date
 - Keyword
 - Location (or multiple locations)
 - Once you are finished with the search, click on clear to reset the system

Please take time to come to training, as it will change the way you look at this new, wonderful system.

Vita Marie Phares, M.A.

Events Manager

Prescott College For the Liberal Arts, the Environment, and Social Justice

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<http://www.prescott.edu/community/events-meetings/>

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