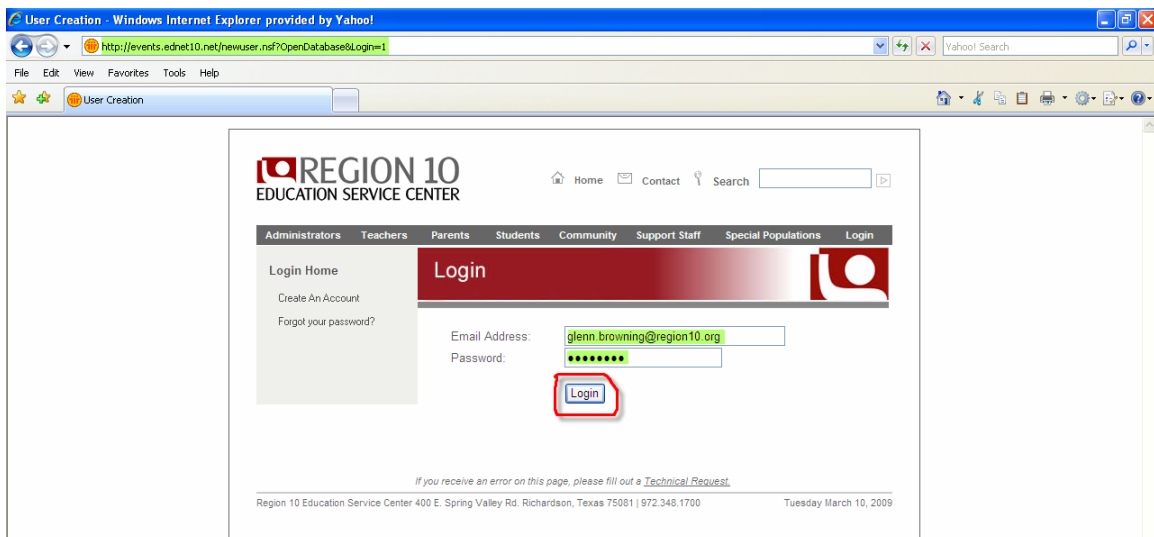
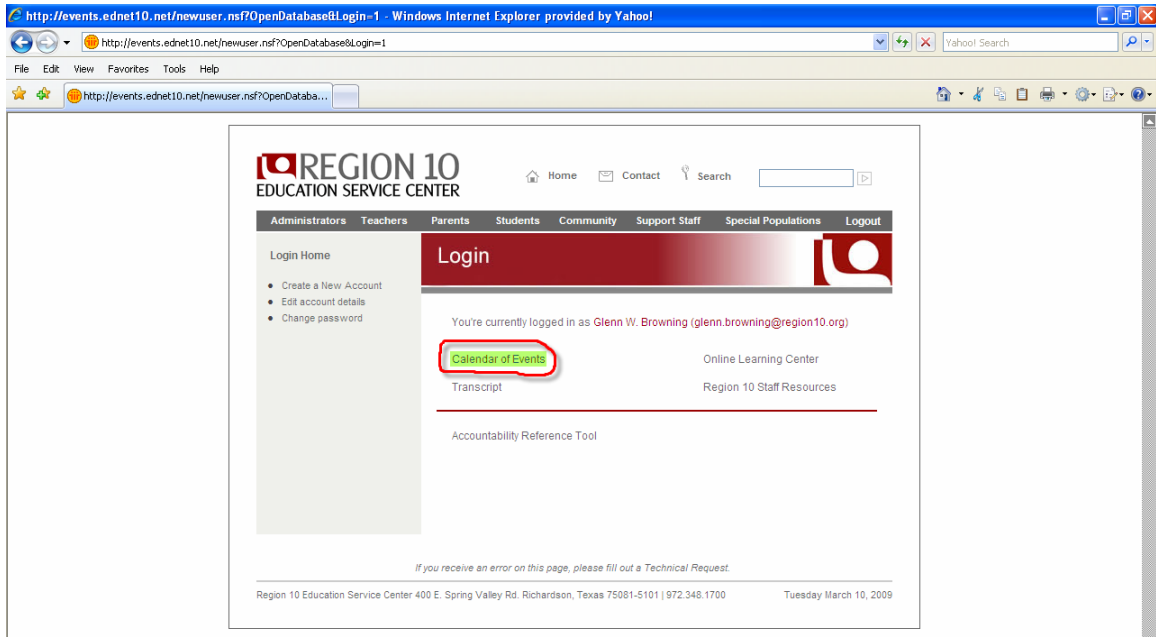




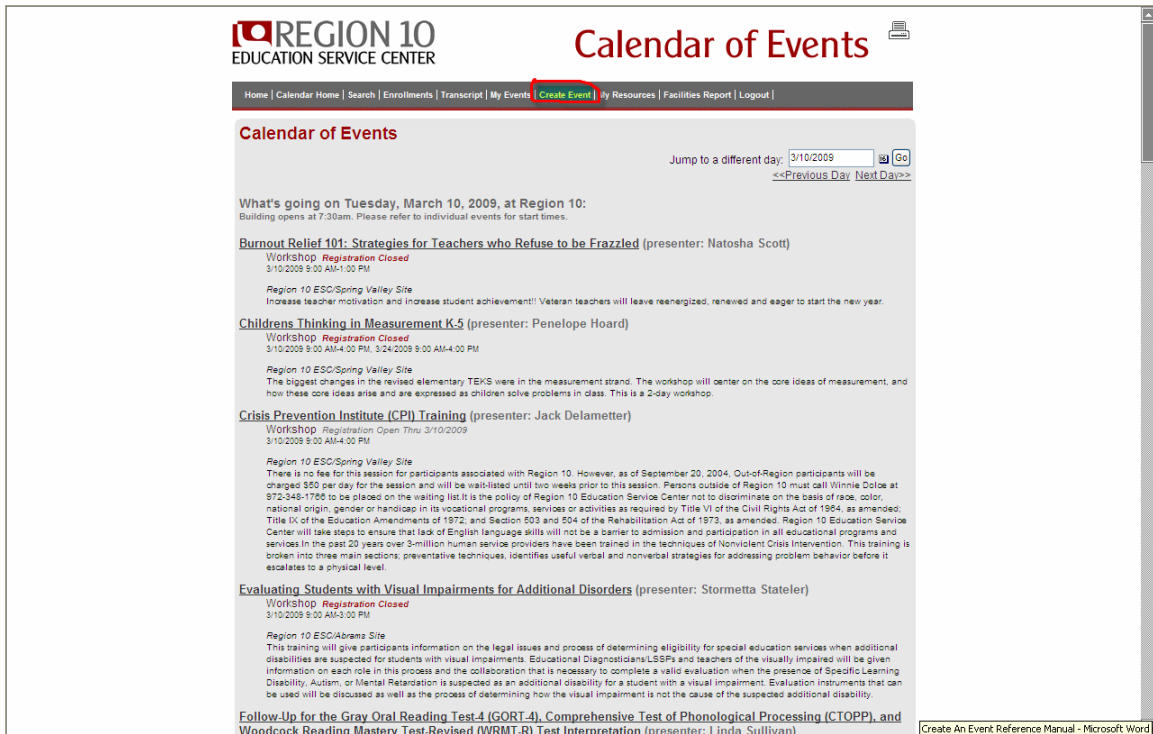
1. From your **INTERNET BROWSER**, at the Region 10 Home Page www.region10.org. Click on the **Login** link at the **TOP RIGHT**.



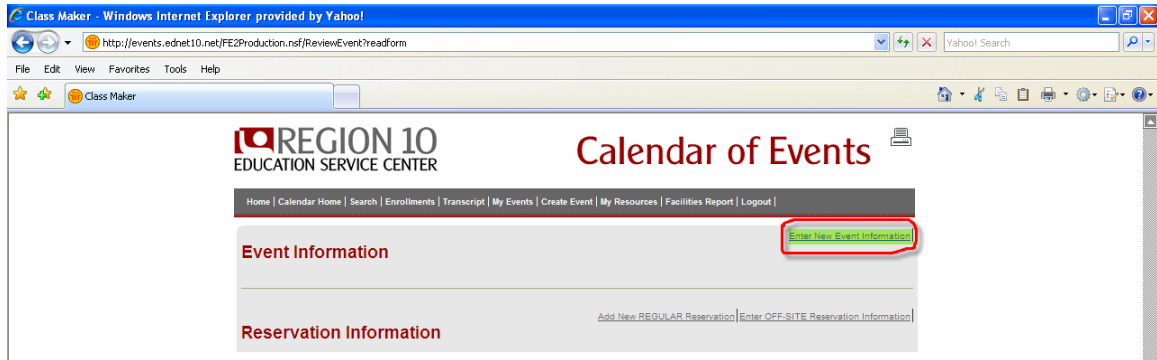
2. Enter your Region 10 Account **EMAIL ADDRESS** and **PASSWORD**. Click on the **Login** button.



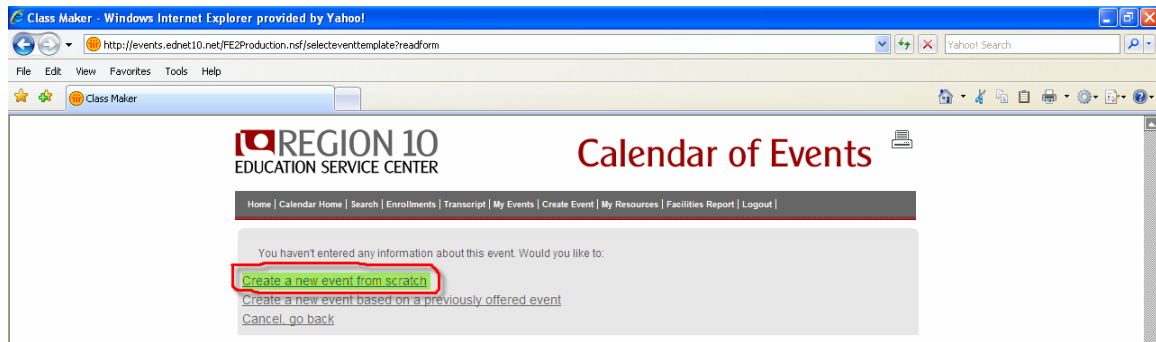
3. Click on the **CALENDAR OF EVENTS** link.



4. Click on the **CREATE EVENT** link.



5. Click on the **ENTER NEW EVENT INFORMATION** link.



6. Click on the **CREATE A NEW EVENT FROM SCRATCH** link.



Step 1 of 3

Title:

Event Type: ▼

Editors: Glenn W. Browning(browngw)
These users can edit the event

Notification List: Glenn W. Browning(browngw)
These users will be notified of changes and actions necessary when events change

Event Change Notification List:
These users will be notified of changes only

Search address book:

Abstract:
One or two sentences, summary of event ONLY

Description:
Full description of event

Prerequisites:

Reminder Email: Email sent to Registrants reminding of upcoming Event No ▼

Notes:
Internal notes, not publicly viewable

7. The **FIRST** Event Information Screen will display. You need to fill out the information on this screen.

Title:

- 8. **TITLE** - enter the Name of the Event, this will also appear on any Certificates for this Event.

Event Type:

- 9. **EVENT TYPE** - Use the dropdown menu to Videoconference
 - a. **WORKSHOP** – appears on the website and processes registrations.
 - b. **INTERNAL** – For Region 10 staff us only, does **NOT** appear on the website
 - c. **VIDEOCONFERENCE** – appears on the website for events using the Videoconference network.

The screenshot shows a web interface for managing event participants. On the left, there are three sections: 'Editors: These users can edit the event', 'Notification List: These users will be notified of changes and actions necessary when events change', and 'Event Change Notification List: These users will be notified of changes only'. Each section contains a text input field with 'Glenn W. Browning(browngw)' and a list of buttons: '<<Add' and 'Remove'. On the right, there is a 'Search address book' section with a search input field and a 'Search' button.

- 10. Use the **SEARCH** on the right to display a list of your **EVENT** editors to add to the Event.
 - a. **EDITORS** – list of selected **STAFF** who have **FULL** rights to this Event.
 - b. **NOTIFICATION LIST** – list of selected **STAFF** who will receive **NOTIFICATION EMAILS** in their inbox on registration issues.
EX: Receive an email for each registrant who is **WAITLISTED**.
(DEFAULT – if this field is empty, than **ALL** persons in the **EDITORS** field receive the emails)

- c. **EVENT CHANGE NOTIFICATION LIST** – list of selected **STAFF** who will receive **NOTIFICATION EMAILS** in their inbox on **ANY CHANGE** made to the **EVENT**.
(**DEFAULT** – if this field empty that **ALL** persons in **EDITORS** field receive the emails)

| | |
|---|--|
| Abstract: One or two sentences, summary of event ONLY | |
|---|--|

11. Enter a brief Description of the Event. The **ABSTRACT** displays under the **TITLE** of the Event when a **SEARCH** is performed and a list of matching Events are displayed.

EX: See the **HIGHLIGHTED** text below.



Calendar of Events



Home | Calendar Home | Search | Login |

Calendar of Events

Jump to a different day:
 <<Previous Day Next Day>>

What's going on Thursday, March 12, 2009, at Region 10:
 Building opens at 7:30am. Please refer to individual events for start times.

Advanced Academics - Gifted Education Training for Administrators (presenter: Libby Horton)

Workshop **Registration Closed**
 3/12/2009 8:30 AM-3:30 PM

Region 10 ESC/Abrams Site

State law mandates all administrators working with the gifted program attend a basic six-hour training. This training includes: nature and needs of the gifted learner, and program options. This workshop examines current state laws, plus issues and trends in the field of gifted education. Participants are requested to bring the latest copy of the district Gifted Education Guidelines and a copy of the campus plan which integrates training for teachers of the gifted learner. Time is available for sharing best practices and clarification questions and answers. This session is for administrators only. This event is closed because it is full!

| | |
|--|--|
| Description: Full description of event | |
|--|--|

12. Enter the **FULL DETAILS** in the **DESCRIPTION**. The **DESCRIPTION** displays under the **TITLE** of the **EVENT**, after the registrant has clicked on the **TITLE** of the **EVENT**.

EX: See the **HIGHLIGHTED** text below.



Calendar of Events



Home | Calendar Home | Search | Login |

Advanced Academics - Gifted Education Training for Administrators

State law mandates all administrators working with the gifted program attend a basic six-hour training. This training includes: nature and needs of the gifted learner, and program options. This workshop examines current state laws, plus issues and trends in the field of gifted education. Participants are requested to bring the latest copy of the district Gifted Education Guidelines and a copy of the campus plan which integrates training for teachers of the gifted learner. Time is available for sharing best practices and clarification questions and answers. This session does not qualify for update certification and is not designed for teachers.

Event Type: Workshop

Presenter: Libby Horton

Event Schedule:

| Date | Time | Location | Room | |
|-----------|-----------------|---------------------------|------------------|---------------------|
| 3/12/2009 | 8:30 AM-3:30 PM | Region 10 ESC/Abrams Site | Mockingbird Room | MAP |

Registration Deadline: 3/9/2009 **The registration deadline for this event has passed**

Registration Information: This workshop is intended for currently employed teachers in Region 10. Out-of-region teachers or teachers currently not employed may attend for a \$50 fee. Contact Patricia Gay at 972.348.1356 for payment details.

Subject Area: Gifted and Talented

Prerequisites:

13. **PREREQUISITES** – list any **REQUIREMENTS** that must be met in order for a person to be registered for this Event.

Reminder Email:
 Email sent to Registrants reminding of upcoming Event

14. **REMINDER EMAIL** – this field controls the automated reminder email.

- a. **NO** – (**DEFAULT**) does not send out reminder emails.
- b. **YES** – send a reminder email to **ALL ENROLLED** registrants **3 DAYS** prior to the Event date that person is registered to attend.

Ex: See sample **REMINDER EMAIL** below:

| Notification Fields | |
|------------------------|---|
| Notification Type | Registration |
| Sent | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Notification Recipient | c @sbcglobal.net |
| Subject | Reminder Notice for Event Teacher Preparation and Certification Information Meeting November 2008 |
| Queued Date | 20081121 |
| Queued Time | 002940 |

Dear Virginia Carol

This is a reminder that you are registered for the up coming Teacher Preparation and Certification Information Meeting November 2008 event.

The event details are as follows:

Section Name is: Section 1

11/24/2008 6:00 PM-7:30 PM Collin-Dallas Combined

Your Registration Confirmation ID is REG-EVES

Thank you for your interest in this event. Additional details can be found at <https://events.ednet10.net/fe2production.nsf/eventdetails?readform&eventid=EVT-EVES-76YRQ3>

Notes:
Internal notes, not publicly viewable

<< Abort Continue >>

15. NOTES – Information pertaining to the Event that **ONLY** the Event **EDITORS** can see from **MY EVENTS**.

16. Click on the **ABORT** to **EXIT** the Event and **DISCARD** the information, or **CONTINUE** to go to the **SECOND** step of **EVENT INFORMATION**.



Calendar of Events



Step 2 of 3

<< Back

Continue >>

Consultant/Event Coordinator:

Consultant Phone:

Contact:

Contact Information:

Presenter Information:

Name:

Credentials:

SSN:

Phone:

Company:

Address:

- Consultant Agreement Needed
- Vitae Needed or on file
- No Expenses Paid

Fee Per Day: # Days:

Airfare: (cost estimate)

Mileage:

Meals:

Hotel:

Hotel Address/info:

Arrival Date:

Presenter Notes:

The rest of the **SECOND** screen of **EVENT INFORMATION** is on the next page of this Reference Manual.

Event Technology Based? No Yes

Subject Area:

- Assistive Technology
- Autism/PDD
- Behavior Management
- Behavior Management/Classroom Discipline
- Bilingual
- Business Partner Presentations
- Career and Technology
- Certification Study Sessions
- Child Nutrition
- Community Relations

Intended Audience:

- 6th Grade Reading and English Teachers
- 6th Gr Math-Science-Soc Study Teachers
- 7th Grade Reading and English Teachers
- 7th Gr Math-Science-Soc Study Teachers
- 8th Grade Reading and English Teachers
- 8th Gr Math-Science-Soc Study Teachers
- Adapted Physical Education Teachers
- All Teachers
- Any Educator
- ASL instructors

Content Classification:

- SpEd:ASSISTIVE TECHNOLOGY
- SpEd:AUDITORY IMPAIRMENT
- SpEd:AUTISM STRAND
- SpEd:BEHAVIOR MANAGEMENT/DISCIPLINE
- SpEd:CURRICULUM AND INSTRUCTION TO PROMOTE INCLUSIVE PRACTICES
- SpEd:Evaluation
- SpEd:First Aid and Safety
- SpEd:Legal Issues
- SpEd:Low Incidence Populations

Course Credit: Hours

PDAS Indicators:

<< Back Continue >>

17. The **SECOND** Event Information Screen will display. You need to fill out the information on this screen.

Step 2 of 3

<< Back Continue >>

Consultant/Event Coordinator:

18. **CONSULTANT/EVENT COORDINATOR** - **NAME** of the **CONSULTANT(s)** for this Event.

Consultant Phone:

19. **CONSULTANT PHONE** - **CONSULTANT(S) PHONE NUMBER** for Event.

Contact:

20. **CONTACT** - **NAME** of the **CONTACT** for this Event.

Contact Information:

21. **CONTACT INFORMATION** - **PHONE NUMBER** and **EMAIL ADDRESS** for the **CONTACT** for this Event.

Presenter Information:
Name:

22. **PRESENTER INFORMATION** - **NAME** of **PRESENTER(S)** for the Event.

Credentials:
SSN:
Phone:
Company:
Address:
 Consultant Agreement Needed
 Vitae Needed or on file
 No Expenses Paid
Fee Per Day: # Days:
Airfare: (cost estimate)
Mileage:
Meals:
Hotel:
Hotel Address/info:
Arrival Date:
Presenter Notes:

23. **ADDITIONAL** Information on the **PRESENTER**, if needed.

Event Technology Based? No

24. EVENT TECHNOLOGY BASED – track if this Event teaches Technology.

- a. **NO** – (**DEFAULT**), no technology related training from this Event.
- b. **YES** – technology training is provided from this Event.

(FYI – REGION 10 ESC reports to the state TECHNOLOGY BASED training provided. Ensure ALL technology Events are set to YES.)

Subject Area:

- Adapted Physical Education
- Appraisal System
- Assessment
- Assistive Technology
- Autism/PDD
- Behavior Management
- Behavior Management/Classroom Discipline
- Bilingual
- Business Partner Presentations
- Career and Technology

25. SUBJECT AREA – list of categories that when checked will display this Event in an **EVENT RESULTS LISTING** for a **REGISTRANT**, who uses the **ADVANCED SEARCH** to find this Event by choosing a **SUBJECT AREA**.

(The above mentioned **ADVANCED SEARCH** is found at:
<https://events.ednet10.net/fe2production.nsf/eventsearch?readform>)

Intended Audience:

- 6th Grade Reading and English Teachers
- 6th Gr Math-Science-Soc Study Teachers
- 7th Grade Reading and English Teachers
- 7th Gr Math-Science-Soc Study Teachers
- 8th Grade Reading and English Teachers
- 8th Gr Math-Science-Soc Study Teachers
- Adapted Physical Education Teachers
- All Teachers
- Any Educator
- ASL instructors

26. INTENDED AUDIENCE - list of categories that when checked will display this Event in a **EVENT RESULTS LISTING** for a **REGISTRANT**, who uses the **ADVANCED SEARCH** to find this Event by choosing a **AUDIENCE**.

(The above mentioned **ADVANCED SEARCH** is found at:
<https://events.ednet10.net/fe2production.nsf/eventsearch?readform>)

27. CONTENT CLASSIFICATION – list of categories that when checked will display this Event in a **EVENT RESULTS LISTING** for a **REGISTRANT**, who uses the **SPECIAL EDUCATION PROFESSIONAL DEVELOPMENT SEARCH** to find this Event by choosing a **CONTENT CLASSIFICATION**.

(The above mentioned **SPECIAL EDUCATION PROFESSIONAL DEVELOPMENT SEARCH** is found at:
<http://events.ednet10.net/fe2production.nsf/eventsearch?readform&ccprefix=SPED>)

28. COURSE CREDIT – **NUMBER** of credit **UNITS** awarded for attending the Event. The information appears on Event **CERTIFICATES**.

- a. **ACVREP** – Academy for Certification of Visual Rehabilitation and Educational Professionals.
- b. **ATT** – Assistive Technology Training
- c. **CFLE** – Certified Family Life Education
- d. **CPE** – Continuing Professional Education
- e. **LPC** – Licensed Psychologist Certificate
- f. **PD** – Professional Development
- g. **TSHA** – Texas Speech Language Hearing Association
- h. **Other** – All other Events not using one of the above.

29. PDAS INDICATORS – this field no longer used. Leave this **BLANK**.

30. Click on **BACK** to return to the **FIRST** step of **EVENT INFORMATION**, or **CONTINUE** to go to the **THIRD** step of **EVENT INFORMATION**.



Calendar of Events

Step 3 of 3

<< Back

Continue >>

Related URL:

ICS Code:


Report as Internal Professional Development:


Attendance Confirmation: Event
 Daily


Required Number of Days a Person Must Attend to Obtain Certificate:

Enter the number of class days in which the attendee must be marked "present" in order to receive a certificate of completion. leave blank for "all"

Minimum Number of People Needed to Hold Event:

Class Publish Date: 

Registration Open Date: 

Registration Close Date: 

Registration Type: Anyone can register
 Editors and Registrars can Register People
 Only Event Editors can Register People
 Registrations are not taken

Registration Information:

Evaluation Type: *(has no affect if registrations are not taken)*

Automatic Registration: Automatically Approve Registration Requests
 Approve Registration Requests Individually

Registration Passcode:

LMS Cross-registration Course OID:

If registration in this event should automatically register the attendee in an on-line course, place the OID from that on-line course here. If not, leave this space blank.

Fee to Register: Class DOES NOT require payment
 Class REQUIRES payment

Fee:

Accepted Payment Types: Cash
 Credit Card
 Check
 Purchase Order
 Other

Payment Instructions:

Required Registration Fields: SSN
 Email
 WorkPhone
 HomePhone
 Address
 City
 State
 ZIP
 District
 Campus
 Role

<< Back

Continue >>

Step 3 of 3

<< Back Continue >>

Related URL:

31. RELATED URL – Enter any website that is related to this event.

EX: www.mapquest.com

This will turn on a link that will display on the screen after they first click on the **TITLE** of the workshop. Registrant clicks on the **CLICK HERE** to go to that **URL**.

Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout |

[Work with Event](#) | [Click here to SUBSCRIBE to this event](#) | [You're registered for this event](#) | [Cancel your registration](#) | [Register Others](#)

4-28-2008 Calendar Demo Event

This is a Demo Event for Class

Event Type: Workshop

Presenter:

| Section | Date | Time | Location | Room |
|---|-----------|-----------------|----------|-------------|
| Section 1 | 6/28/2009 | 8:00 AM-4:00 PM | | Demo Room 1 |
| | 6/28/2009 | 8:00 AM-4:00 PM | | Demo Room 2 |
| Section 2 <-- You're registered for this section (cancel) (move to another section) | 6/28/2009 | 4:00 PM-9:00 PM | | Demo Room 3 |

Registration Deadline: 6/28/2009

Subject Area: Career and Technology

Audience:

Credit: 2 Hours CPE

FEE: This event has no fee

Prerequisites:

For more information click: [Click Here](#)

Contact: Glenn W. Browning
glenn.browning@region10.org
972-348-1158

ICS Code:

32. ICS CODE – Use one of the **ICS CODES** below that best describes the type of videoconference Event being scheduled.

- 08 07 05 - Provide high school courses from school to school
- 08 07 06 - Provide college courses for educators
- 08 07 08 - Provide student activities
- 08 07 09 - Work with community colleges to offer dual credit or college courses
- 08 07 10 - Educator conference
- 08 07 01 - Install videoconferencing equipment

- c. **EVENT CHANGE NOTIFICATION LIST** – list of selected **STAFF** who will receive **NOTIFICATION EMAILS** in their inbox on **ANY CHANGE** made to the **EVENT**.
(**DEFAULT** – if this field empty that **ALL** persons in **EDITORS** field receive the emails)

Abstract:
One or two sentences, summary of event ONLY

11. Enter a brief Description of the Event. The **ABSTRACT** displays under the **TITLE** of the Event when a **SEARCH** is performed and a list of matching Events are displayed.

EX: See the **HIGHLIGHTED** text below.



Calendar of Events



Home | Calendar Home | Search | Login |

Calendar of Events

Jump to a different day: [<<Previous Day](#) [Next Day>>](#)


What's going on Thursday, March 12, 2009, at Region 10:
Building opens at 7:30am. Please refer to individual events for start times.


Advanced Academics - Gifted Education Training for Administrators (presenter: Libby Horton)
Workshop **Registration Closed**
3/12/2009 8:30 AM-3:30 PM


Region 10 ESC/Abrams Site
State law mandates all administrators working with the gifted program attend a basic six-hour training. This training includes: nature and needs of the gifted learner, and program options. This workshop examines current state laws, plus issues and trends in the field of gifted education. Participants are requested to bring the latest copy of the district Gifted Education Guidelines and a copy of the campus plan which integrates training for teachers of the gifted learner. Time is available for sharing best practices and clarification questions and answers. This session is for administrators only. This event is closed because it is full!

Description:
Full description of event

12. Enter the **FULL DETAILS** in the **DESCRIPTION**. The **DESCRIPTION** displays under the **TITLE** of the **EVENT**, after the registrant has clicked on the **TITLE** of the **EVENT**.

Class Publish Date: 

Registration Open Date: 

Registration Close Date: 

36. PUBLISH, OPEN, and CLOSE dates – the dates to trigger registration availability. (Dates must be in the format **MM/DD/YYYY**. **EX: 04/15/2009**)

- a. **CLASS PUBLISH DATE** – the date that the event will display on the Calendar of Events and allow the **SEARCH** function to display the event.
- b. **REGISTRATION OPEN DATE** – the date that the system will switch the event to **REGOPEN** status and allow users to register for the class.
- c. **REGISTRATION CLOSE DATE** – the date that the system will switch the event to **REGCLOSED** status and stop users from registering for the class.

Registration Type: Anyone can register
 Editors and Registrars can Register People
 Only Event Editors can Register People
 Registrations are not taken

37. REGISTRATION TYPE – the selected option determines who is allowed to register for this event.

- a. **ANYONE CAN REGISTER** – any user can logon with their Region 10 account and register for this class.
- b. **EDITORS AND REGISTRARS CAN REGISTER PEOPLE** – only **EDITORS** of this event and **USERS** with **REGISTRAR** rights on their **REGION 10 ACCOUNT** can register people for this class.
- c. **ONLY EVENT EDITORS CAN REGISTER PEOPLE** – **ONLY EDITORS** of this event can register people for this class.
- d. **REGISTRATIONS ARE NOT TAKEN** – the registration part of the event is turned off.

Registration Information:

38. REGISTRATION INFORMATION – this field is used to display, any needed instructions for **REGISTRANTS** dealing with registering for this class.

Evaluation Type: (has no affect if registrations are not taken)

39. EVALUATION TYPE – selection of how **COURSE EVALUATIONS** are to be taken.

- a. **MANUAL (SCANTRON)** – attendees complete forms handed out in class.
- b. **ELECTRONIC** – attendees logon to their **REGION 10 ACCOUNT** and complete the **COURSE EVALUATION** from either **ENROLLMENTS** or **TRANSCRIPT**.
(The system sends out a **NOTIFICATION EMAIL** to each **REGISTRANT** that is **MARKED** as **ATTENDED**.)

EX: **ENROLLMENTS**

A Calendar of Events Demo Workshop Title 11/15/2007, 12/7/2007, 12/30/2007, 11/16/2008
Enrolled - 4/28/2008 11:55:24 AM - completed, click [here](#) to complete an online evaluation and receive your certificate

EX: **TRANSCRIPT**

| Title | Date | Credit | Certificate |
|-------------------------------|-----------|-------------|--|
| 4-28-2008 Calendar Demo Event | 6/28/2009 | 2 Hours CPE | click here to complete an online evaluation and receive your certificate |

The registrant clicks on the **LINK** to display the **COURSE EVALUATION**. After the **COURSE EVALUATION** is completed and submitted, the **LINK** switches to allow the **REGISTRANT** to print a **CERTIFICATE** for the class.

Automatic Registration: Automatically Approve Registration Requests
 Approve Registration Requests Individually

40. AUTOMATIC REGISTRATION – selection of whether to **ENROLL** or **WAITLIST** registrants.

- a. **AUTOMATICALLY APPROVE REGISTRATION REQUESTS** – the system processes all **REGISTRANTS** to **ENROLLED** status, if the class is not full (if full then to **WAITLISTED** status); and then sends a confirmation **EMAIL**.
- b. **APPROVE REGISTRATION REQUESTS INDIVIDUALLY** – the system processes all **REGISTRANTS** to **WAITLISTED** status, and then sends a confirmation **EMAIL**.

Registration Passcode:

41. REGISTRATION PASSCODE – set a password on this event. The event **EDITOR** can restrict registrations to certain people and give the **PASSCODE** to approved **REGISTRANTS**.

LMS Cross-registration Course OID:

If registration in this event should automatically register the attendee in an on-line course, place the OID from that on-line course here. If not, leave this space blank.

42. LMS CROSS-REGISTRATION COURSE OID – **THIS FIELD IS NOT USED, LEAVE IT BLANK.**

Fee to Register: Class DOES NOT require payment
 Class REQUIRES payment

43. FEE TO REGISTER – select if registrants are **REQUIRED** to pay for attending the class.

- a. **CLASS DOES NOT REQUIRE PAYMENT** – class is **FREE** for attendees.
- b. **CLASS REQUIRES PAYMENT** – registrants **MUST** pay to attend the class.

Fee:

44. FEE - enter the dollar amount to attend the class. **EX: \$50.00**

Accepted Payment Types: Cash
 Credit Card
 Check
 Purchase Order
 Other

45. ACCEPTED PAYMENT TYPES – check all types allowed to pay for the class. (FYI: You **MUST** check at least **ONE TYPE** for **CLASS REQUIRES PAYMENT** or the system will **NOT ALLOW** any registrations.)

- a. **CASH** – payment by **CURRENCY** or **COIN**.
- b. **CREDIT CARD** – payment by **MASTERCARD** or **VISA**.
- c. **CHECK** – payment by **BUSINESS** or **PERSONAL** check.
- d. **PURCHASE ORDER** – payment by **PURCHASE ORDER NUMBER**.
- e. **OTHER** – payment by another form than the ones listed above.

Payment Instructions:

46. PAYMENT INSTRUCTIONS - this field is used to display, any needed instructions for **REGISTRANTS** dealing with the payment for this class.

Required Registration Fields:

- SSN
- Email
- WorkPhone
- HomePhone
- Address
- City
- State
- ZIP
- District
- Campus
- Role

47. REQUIRED REGISTRATION FIELDS – selection of information to be collected from the **REGISTRANT** while registering for this class.

- a. **SSN** – Social Security Number, **LEAVE UNCHECKED NOT USED**
- b. **EMAIL** – registrant email address.
- c. **WORK PHONE** – registrant work phone number.
- d. **HOME PHONE** – registrant home phone number.
- e. **ADDRESS** – registrant street address.
- f. **CITY** – registrant city.
- g. **STATE** – registrant state.
- h. **ZIP** registrant zip code.
- i. **DISTRICT** – registrant educational district selection.
- j. **CAMPUS** – registrant educational campus selection.
- k. **ROLE** – registrant Job Title selection.

48. Click on the **CONTINUE** button to save selections made on the three screens, or on the **BACK** button to change a selection on the previous screen.



Calendar of Events



Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout |

Event Information

[Edit Event](#) | [Cancel Event](#) | [Event Details](#) | [Sign In Sheet](#) | [Registration Log Report](#)

Event ID: EVT-EVES-7QVSG7 ([Release Event](#))
Evaluation Key: **29106606** [Evaluation Summary](#)
Status: **Draft**
Title: Create An Event Reference Manual Event
Event Type:
Abstract: This is the text that will display under the title of the event on screen displaying a list of events.
Consultant/Phone: John Smith (972-123-4567)
Contact: Glenn W. Browning
Editors: Glenn W. Browning (browngw)
Notes: These are internal notes for event editors only.

Reservation Information

[Add New REGULAR Reservation](#) | [Enter OFF-SITE Reservation Information](#)

49. RESERVATION INFORMATION

- a. **ADD NEW REGULAR RESERVATION** - book the room reservation(s) for the workshop class(es) listed for either the **SPRING VALLEY BUILDING** or the **ABRAMS BUILDING**.



Calendar of Events



Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout |

Event Information

[Edit Event](#) | [Cancel Event](#) | [Event Details](#) | [Sign In Sheet](#) | [Registration Log Report](#) | [Register Others](#)

Event ID: EVT-EVES-7QVSG7*
Evaluation Key: **29106606** [Evaluation Summary](#)
Status: **Ready**
Title: Create An Event Reference Manual Event
Event Type: Internal
Abstract: This is the text that will display under the title of the event on screen displaying a list of events.
Consultant/Phone: John Smith (972-123-4567)
Contact: Glenn W. Browning
Editors: Glenn W. Browning (browngw)
Notes: These are internal notes for event editors only.

Reservation Information

[Add New REGULAR Reservation](#) | [Enter OFF-SITE Reservation Information](#)

Click on **ADD NEW REGULAR RESERVATION** to reserve a **REGULAR** room.



Calendar of Events



Cancel |

Resource requirements:
Fill in as much as you know to narrow the resource search. The more items you select, the more narrow your search results will be.

I'm looking for this type of resource: Room Equipment

I'll need space for this many people:

I need a resource at this campus:

- Region 10 ESC/Abrams Site
- Allen ISD/Allen High School
- Allen ISD/Bridge
- Allen ISD/Lowrey Freshman Cntr
- Anna ISD/Anna High School

Ctrl(PC) or Command(Mac) click to select multiples.

I'll need the following:

- Meeting Room
- Conference Room
- Lab
- Combined Meeting Rooms
- Combined Conference Room
- Combined Lab
- Videoconference site - District
- Videoconference site - Classroom
- Videoconference site - Classroom/Presentation
- Videoconference site - Mobile
- Videoconference site - College
- Videoconference Off-Network Connection

My event will begin on or around: mm/dd/yyyy

<<Cancel Search >>

50. RESOURCE REQUIREMENTS – Select the criteria and location you wish to use for booking a room for the event.

I'm looking for this type of resource: Room Equipment

51. TYPE OF RESOURCE – Select the type of resource you wish to reserve.

- l. **ROOM** – display rooms that match the rest of the criteria. (**DEFAULT**, This is the choice you will always use when booking events.)
- m. **EQUIPMENT** – display equipment that matches the rest of the criteria.

I'll need space for this many people:

52. I'LL NEED SPACE FOR THIS MANY PEOPLE - narrow search results to rooms with a **CAPACITY** at or above the number entered.

I need a resource at this campus:

- Region 10 ESC/Abrams Site
- Allen ISD/Allen High School
- Allen ISD/Bridge
- Allen ISD/Lowrey Freshman Cntr
- Anna ISD/Anna High School


Ctrl(PC) or Command(Mac) click to select multiples.

53. I NEED A RESOURCE AT THIS CAMPUS – select the site to display the available list of rooms from that location that match the criteria selected.

I'll need the following:

- Meeting Room
- Conference Room
- Lab
- Combined Meeting Rooms
- Combined Conference Room
- Combined Lab
- Videoconference site - District
- Videoconference site - Classroom
- Videoconference site - Classroom/Presentation
- Videoconference site - Mobile
- Videoconference site - College
- Videoconference Off-Network Connection

54. I'LL NEED THE FOLLOWING – select from the list of available rooms the ones that match the checked items. (If **NONE** are checked than the list of rooms displayed will be any of the above that match all the other selected criteria.)

My event will begin on or around:  mm/dd/yyyy

55. MY EVENT WILL BEGIN ON OR AROUND – type in the **DATE**, if you are only interested in available rooms for that specific date.

56. Click on the **CANCEL** button to return to the **EVENT SUMMARY** screen or click on the **SEARCH** button to display a list of available rooms that match all of the selected criteria.



Calendar of Events



Cancel |

Resource requirements:
Fill in as much as you know to narrow the resource search. The more items you select, the more narrow your search results will be.

I'm looking for this type of resource: Room Equipment

I'll need space for this many people:

I need a resource at this campus:

- Region 10 ESC/Abrams Site
- Allen ISD/Allen High School
- Allen ISD/Bridge
- Allen ISD/Lowrey Freshman Cntr
- Anna ISD/Anna High School

Ctrl(PC) or Command(Mac) click to select multiples.

I'll need the following:

- Meeting Room
- Conference Room
- Lab
- Combined Meeting Rooms
- Combined Conference Room
- Combined Lab
- Videoconference site - District
- Videoconference site - Classroom
- Videoconference site - Classroom/Presentation
- Videoconference site - Mobile
- Videoconference site - College
- Videoconference Off-Network Connection

My event will begin on or around: mm/dd/yyyy

<<Cancel Search >>

57. **SELECT** a resource location and then click on the **SEARCH** button.



Calendar of Events




Refine or change search | Cancel |


| <u>Resource Name</u> | <u>Capacity</u> | <u>Operating Hours</u> | <u>District/Campus</u> | <u>Manager</u> |
|---|-----------------|------------------------|---------------------------|----------------|
| Administrative Micro Coop Training Lab | 20 | 8:00 AM-10:00 PM | Region 10 ESC/Abrams Site | Sheri Drotor |
| Bluebonnet-Mockingbird Combined | 100 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Bluebonnet Room | 48 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Curriculum and Instructional Management Lab | 15 | 8:00 AM-10:00 PM | Region 10 ESC/Abrams Site | Lisa Watson |
| Elm Room | 8 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Hickory Room | 8 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Mockingbird Room | 60 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Pecan-Bluebonnet-Mockingbird | 200 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Pecan-Bluebonnet Combined | 144 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Pecan Room | 84 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |

58. The list of available rooms to choose from will be displayed.

RESOURCE NAME – Alphabetical list of available rooms.

 - Conference Room

 - Meeting Room

 - Lab

CAPACITY – the maximum number of people the room is designed to hold.

OPERATING HOURS – the time range that the room is available for use.











DISTRICT/CAMPUS – the physical location site of the room.

MANAGER – if a name is listed, then the room request **MUST** be approved by that person in order to **RESERVE** the room.



Calendar of Events

Refine or change search | Cancel |

| <u>Resource Name</u> | <u>Capacity</u> | <u>Operating Hours</u> | <u>District/Campus</u> | <u>Manager</u> |
|---|---|------------------------|---------------------------|----------------|
| Administrative Micro Coop Training Lab |  20 | 8:00 AM-10:00 PM | Region 10 ESC/Abrams Site | Sheri Drotor |
| Bluebonnet-Mockingbird Combined |  100 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Bluebonnet Room |  48 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Curriculum and Instructional Management Lab |  15 | 8:00 AM-10:00 PM | Region 10 ESC/Abrams Site | Lisa Watson |
| Elm Room |  8 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Hickory Room |  8 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Mockingbird Room |  60 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Pecan-Bluebonnet-Mockingbird |  200 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Pecan-Bluebonnet Combined |  144 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |
| Pecan Room |  84 | 7:00 AM-10:00 PM | Region 10 ESC/Abrams Site | |

59. Click on the **NAME** of the videoconference room to reserve for this event.



Calendar of Events



Cancel | Back to Search Results |

Resource: Mockingbird Room
 District/Campus: Region 10 ESC/Abrams Site
 Hours: 7:00 AM-10:00 PM
 Description: Room #B101 The Mockingbird Meeting Room is 33'11" x 36'8".
 Managed by: Unmanaged
 Classification: Meeting Room

Jump to: April 2009

| << previous | April 2009 | | | | | | next >> |
|-------------|--|---|---|------------------------|------------------------|-----------------------|---------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| 29 | 30 9:00 AM-4:00 PM 6:30 PM-8:30 PM | 31 8:30 AM-3:30 PM | 01 8:30 AM-3:45 PM | 02 8:00 AM-4:00 PM | 03 8:30 AM-3:30 PM | 04 8:30 AM-3:30 PM | |
| 05 | 06 9:00 AM-3:00 PM | 07 | 08 9:45 AM-12:00 PM 1:00 PM-3:45 PM | 09 8:00 AM-12:30 PM | 10 | 11 | |
| 12 | 13 8:30 AM-3:30 PM | 14 4:00 PM-7:00 PM | 15 8:30 AM-12:00 PM | 16 9:00 AM-4:00 PM | 17 8:30 AM-12:00 PM | 18 | |
| 19 | 20 9:00 AM-12:00 PM | 21 8:30 AM-12:15 PM 1:30 PM-3:30 PM | 22 | 23 8:30 AM-3:00 PM | 24 1:00 PM-4:30 PM | 25 8:30 AM-3:30 PM | |
| 26 | 27 9:00 AM-1:30 PM | 28 8:00 AM-3:30 PM | 29 8:30 AM-4:30 PM | 30 9:00 AM-3:00 PM | 01 8:00 AM-3:30 PM | 02 8:30 AM-3:30 PM | |

Reserved (no Registrations)
Unavailable
Reserved with Registrations
Blocked (Resource Unavailable)
This Event
Select Times >>

- Reserved (no Registrations)** - the event for the room reservation currently has no registrants.
- Unavailable** - the room is part of a combined room setup and is booked under one of the other combination room choices.
- Reserved with Registrations** - the event for the room reservation currently has enrolled registrants.
- Blocked (Resource Unavailable)** - the room is unavailable for booking on that date. **(EX: Room can only be reserved 2 days or more in advance.)**
- This Event** - the room reservation is from this same event.



Calendar of Events



Cancel | Back to Search Results |

Resource: Mockingbird Room
 District/Campus: Region 10 ESC/Abrams Site
 Hours: 7:00 AM-10:00 PM
 Description: Room #B101 The Mockingbird Meeting Room is 33'11" x 36'8".
 Managed by: *Unmanaged*
 Classification: Meeting Room

Jump to: April 2009

| << previous | April 2009 | | | | | Jump to: April 2009 |
|-------------|--|---|---|------------------------|------------------------|---------------------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | |
| 29 | 30 9:00 AM-4:00 PM 6:30 PM-8:30 PM | 31 8:30 AM-3:30 PM | 01 8:30 AM-3:45 PM | 02 8:00 AM-4:00 PM | 03 8:30 AM-3:30 PM | April 2009 |
| 05 | 06 9:00 AM-3:00 PM | 07 | 08 9:45 AM-12:00 PM 1:00 PM-3:45 PM | 09 8:00 AM-12:30 PM | 10 | May 2009 |
| 12 | 13 8:30 AM-3:30 PM | 14 4:00 PM-7:00 PM | 15 8:30 AM-12:00 PM | 16 9:00 AM-4:00 PM | 17 8:30 AM-12:00 PM | June 2009 |
| 19 | 20 9:00 AM-12:00 PM | 21 8:30 AM-12:15 PM 1:30 PM-3:30 PM | 22 | 23 8:30 AM-3:00 PM | 24 1:00 PM-4:30 PM | July 2009 |
| 26 | 27 9:00 AM-1:30 PM | 28 8:00 AM-3:30 PM | 29 8:30 AM-4:30 PM | 30 9:00 AM-3:00 PM | 01 8:00 AM-3:30 PM | August 2009 |
| | | | | | 02 8:30 AM-3:30 PM | September 2009 |
| | | | | | | October 2009 |
| | | | | | | November 2009 |
| | | | | | | December 2009 |
| | | | | | | January 2010 |
| | | | | | | February 2010 |
| | | | | | | March 2010 |
| | | | | | | April 2010 |
| | | | | | | May 2010 |
| | | | | | | June 2010 |

Reserved (no Registrations)
Unavailable
Reserved with Registrations
Blocked (Resource Unavailable)
This Event
Select Times >>

60. Select the dropdown to move to the desired month and year you want to reserve the room.

(FYI: Room reservations are limited to a maximum of **450 days** in advance of the current date.)



Calendar of Events



Cancel | Back to Search Results |

Resource: Mockingbird Room
District/Campus: Region 10 ESC/Abrams Site
Hours: 7:00 AM-10:00 PM
Description: Room #B101 The Mockingbird Meeting
Room is 33'11" x 36'8".
Managed by: *Unmanaged*
Classification: Meeting Room

06/20/2010 Sunday [clear dates](#)

Jump to: June 2010

| June 2010 | | | | | | |
|--|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| << previous | | | | | | next >> |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| <input type="checkbox"/> 30 | <input type="checkbox"/> 31 | <input type="checkbox"/> 01 | <input type="checkbox"/> 02 | <input type="checkbox"/> 03 | <input type="checkbox"/> 04 | <input type="checkbox"/> 05 |
| <input type="checkbox"/> 06 | <input type="checkbox"/> 07 1:30 PM-4:00 PM | <input type="checkbox"/> 08 | <input type="checkbox"/> 09 | <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 13 | <input type="checkbox"/> 14 | <input type="checkbox"/> 15 | <input type="checkbox"/> 16 | <input type="checkbox"/> 17 | <input type="checkbox"/> 18 | <input type="checkbox"/> 19 |
| <input checked="" type="checkbox"/> 20 | <input type="checkbox"/> 21 | <input type="checkbox"/> 22 | <input type="checkbox"/> 23 | <input type="checkbox"/> 24 | <input type="checkbox"/> 25 | <input type="checkbox"/> 26 |
| <input type="checkbox"/> 27 | <input type="checkbox"/> 28 | <input type="checkbox"/> 29 | <input type="checkbox"/> 30 | <input type="checkbox"/> 01 | <input type="checkbox"/> 02 | <input type="checkbox"/> 03 |

Reserved (no Registrations) Unavailable Reserved with Registrations Blocked (Resource Unavailable) This Event [Select Times >>](#)

61. Click on each date to **CHECKMARK** inside the box, for all the dates needed for this room selection. The system will list all dates selected in the **BOX** above.
62. Click on the **SELECT TIMES** button to go to the next screen.



Calendar of Events



Cancel | Back to Search Results | Back to Resource Calendar |

Mockingbird Room

Choose the times you require: All times are the same

06/20/2010 no time selected

| | | | | | | | | | | | | | | | |
|--------|---------|---------|---------|----------|----------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Sunday | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | Noon | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM | 6:00 PM | 7:00 PM | 8:00 PM | 9:00 PM |
| | | | | | | | | | | | | | | | |

Requested Layout: Classroom (60)

Expected Attendance:

Notes:

Section for Reservation: Section 1

63. The **TIME SELECTION** screen will appear listing all selected **DATES**.

All times are the same

64. **ALL TIMES ARE THE SAME** – check this box if you have more than one date listed and **ALL** of the entries are to be **IDENTICAL**. The system will replicate whatever is entered on the **FIRST** entry to all the other **DATES**.

06/20/2010 no time selected

| | | | | | | | | | | | | | | | |
|--------|---------|---------|---------|----------|----------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Sunday | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | Noon | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM | 6:00 PM | 7:00 PM | 8:00 PM | 9:00 PM |
| | | | | | | | | | | | | | | | |

65. **TIME SELECTION** – click on the box for the start time and the box for the end time. The system will fill in the gap from start to end and display the time range selected. Click on a different start or end box to adjust the range, if your selection is not displaying the range you needed. See on the next page, for an example.

Requested Layout:

Classroom (60)

66. **REQUESTED LAYOUT** – Click on the dropdown to select the room layout.

Expected Attendance:

67. **EXPECTED ATTENDANCE** – enter the number of maximum registrants allowed before **WAITLISTING** additional registrants.

Notes:

68. **NOTES** – enter any other setup requirements for **FACILITIES** staff for the class. **EX:** Need two sign-in tables outside the door to the room.

Section for Reservation:

69. SECTION FOR RESERVATION – the system will provide a **SECTION NAME** heading. You can change the heading to anything you want instead. **(FYI: DO NOT LEAVE THIS FIELD BLANK OR REGISTRATION WILL NOT WORK FOR THIS EVENT)**



Calendar of Events



Cancel | Back to Search Results | Back to Resource Calendar |

Mockingbird Room

Choose the times you require: All times are the same

06/20/2010 9:00 AM to 4:00 PM 420 minutes or 7 hour(s) [clear](#)

| | | | | | | | | | | | | | | | |
|--------|---------|---------|---------|----------|----------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Sunday | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | Noon | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM | 6:00 PM | 7:00 PM | 8:00 PM | 9:00 PM |
| | | | | | | | | | | | | | | | |

Requested Layout: Expected Attendance: Notes: Section for Reservation:

This is an example display of a desired room reservation setup.

NOTE: If any of the boxes are already filled with **RED** or **YELLOW** prior to you selecting your time range; that means that **TIMERSLOT** is already **RESERVED** by another **ROOM RESERVATION**.



Calendar of Events



Cancel | Back to Search Results | Back to Resource Calendar |

Mockingbird Room

Choose the times you require: All times are the same

06/20/2010 9:00 AM to 4:00 PM 420 minutes or 7 hour(s) [clear](#)

| | | | | | | | | | | | | | | | |
|--------|---------|---------|---------|----------|----------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Sunday | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | Noon | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM | 6:00 PM | 7:00 PM | 8:00 PM | 9:00 PM |
| | | | | | | | | | | | | | | | |

Requested Layout: Expected Attendance: Notes: Section for Reservation:

70. Click on the **NEXT** button to **SUBMIT** a **REQUEST** for the listed dates for the room.



Calendar of Events



Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout |

Event Information

[Edit Event](#) | [Cancel Event](#) | [Event Details](#) | [Sign In Sheet](#) | [Registration Log Report](#)

Event ID: EVT-EVES-7QVSG7 [\(Release Event\)](#)
 Evaluation Key: **29106606** [Evaluation Summary](#)
 Status: **Draft**
 Title: Create An Event Reference Manual Event
 Event Type: Internal
 Abstract: This is the text that will display under the title of the event on screen displaying a list of events.
 Consultant/Phone: John Smith (972-123-4567)
 Contact: Glenn W. Browning
 Editors: Glenn W. Browning (browngw)
 Notes: These are internal notes for event editors only.

Reservation Information

[Add New REGULAR Reservation](#) | [Enter OFF-SITE Reservation Information](#)

[Edit Sections](#)

| Date | Time | Room/Resource | Status | Registrations |
|-------------------------------|--|---|--------|-----------------------|
| Section 1 6/20/2010 | Mark Attendance 9:00 AM-4:00 PM | Mockingbird Room(Region 10 ESC/Abrams Site) | Draft | 0 (0) |

- 71. The requested room reservation will start in a status of **DRAFT**.
- 72. Click on the **RELEASE EVENT** link or the room request will **NEVER** process.



Calendar of Events



Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout |

Event EVT-EVES-7QVSG7: Create An Event Reference Manual Event has been released.

Click [here](#) to review the event.

- 73. Click on **HERE** to return to the **EVENT SUMMARY**.



Calendar of Events



Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout |

Event Information

[Edit Event](#) | [Cancel Event](#) | [Event Details](#) | [Sign In Sheet](#) | [Registration Log Report](#) | [Register Others](#)

Event ID: EVT-EVES-7QVSG7*

Evaluation Key: **29106606** [Evaluation Summary](#)

Status: **Released**

Title: Create An Event Reference Manual Event

Event Type: Internal

Abstract: This is the text that will display under the title of the event on screen displaying a list of events.

Consultant/Phone: John Smith (972-123-4567)

Contact: Glenn W. Browning

Editors: Glenn W. Browning (browngw)

Notes: These are internal notes for event editors only.

Reservation Information

[Add New REGULAR Reservation](#) | [Enter OFF-SITE Reservation Information](#)

[Edit Sections](#)

| Date | Time | Room/Resource | Status | Registrations |
|-------------------------------|--|---|--------------|-----------------------|
| Section 1 6/20/2010 | Mark Attendance 9:00 AM-4:00 PM | Mockingbird Room(Region 10 ESC/Abrams Site) | Draft | 0 (0) |

74. The event will be **RELEASED** and start processing the room request.



Calendar of Events



Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout |

Event Information

[Edit Event](#) | [Cancel Event](#) | [Event Details](#) | [Sign In Sheet](#) | [Registration Log Report](#) | [Register Others](#)

Event ID: EVT-EVES-7QVSG7

Evaluation Key: **29106606** [Evaluation Summary](#)

Status: **Ready**

Title: Create An Event Reference Manual Event

Event Type: Internal

Abstract: This is the text that will display under the title of the event on screen displaying a list of events.

Consultant/Phone: John Smith (972-123-4567)

Contact: Glenn W. Browning

Editors: Glenn W. Browning (browngw)

Notes: These are internal notes for event editors only.

Reservation Information

[Add New REGULAR Reservation](#) | [Enter OFF-SITE Reservation Information](#)

[Edit Sections](#)

| Date | Time | Room/Resource | Status | Registrations |
|-------------------------------|--|---|-----------------|-----------------------|
| Section 1 6/20/2010 | Mark Attendance 9:00 AM-4:00 PM | Mockingbird Room(Region 10 ESC/Abrams Site) | Reserved | 0 (0) |

The processed room will switch to a **STATUS** of **RESERVED** if it was **AVAILABLE**.

LIST OF ROOM RESERVATION STATUSES:

CANCELLED – the room reservation was cancelled.

CONFLICT PENDING – the room was already **RESERVED** for the requested time.

DRAFT – the room reservation is waiting on processing. The room is **NOT BOOKED**.

REJECTED – the room reservation was **REJECTED** by the **MANAGER** of the room.

REQUESTED - the room reservation is waiting on approval by the room **MANAGER**.

RESERVED – the room has successfully been **RESERVED** for that time range.

CONTACT THE TECHNICAL HELPDESK FOR ASSISTANCE AT 972-348-1158

49. RESERVATION INFORMATION

- b. **ENTER OFF-SITE RESERVATION INFORMATION** – book the room reservation(s) for the workshop class(es) listed for **ALL OTHER** locations **NOT LISTED** in **ADD NEW REGULAR RESERVATION**.



Calendar of Events



Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout |

[Edit Event](#) | [Cancel Event](#) | [Event Details](#) | [Sign In Sheet](#) | [Registration Log Report](#) | [Register Others](#)

Event Information

Event ID: EVT-EVES-7QVSG7*
 Evaluation Key: **29106606** [Evaluation Summary](#)
 Status: **Ready**
 Title: Create An Event Reference Manual Event
 Event Type: Internal
 Abstract: This is the text that will display under the title of the event on screen displaying a list of events.
 Consultant/Phone: John Smith (972-123-4567)
 Contact: Glenn W. Browning
 Editors: Glenn W. Browning (browngw)
 Notes: These are internal notes for event editors only.

[Add New REGULAR Reservation](#) | [Enter OFF-SITE Reservation Information](#)

Reservation Information

Click on **ENTER OFF-SITE RESERVATION INFORMATION** to reserve an **OFF-SITE** room.



Calendar of Events



[Prefill with a previous off-site resource](#)

Define Non-standard Resource

Back to Event |

Description: Save this location for later use? No

Address Information:

Map URL:

Resource Notes:

Location Classification: ESC

Contact Name:

Contact Phone:

Room Fee:

A/V Fee:

Other Fees:

Reserved Date:

Contract Received Date:

Down Payment:

Due Date:

Paid Date:


Actual Paid Date:

Balance Due:

50. DEFINE NON-STANDARD RESOURCE – create a **ROOM RESOURCE** for any location that is **NOT** already listed in the Calendar of Events system. Complete all applicable fields to customize your room.

[Prefill with a previous off-site resource](#)

51. Click on this link to display a list of the saved **OFF-SITE RESOURCES**. Then select from the list to pre-fill your room, instead of typing in the information each time you need to rebook the same room for each class.
(FYI – this function is currently UNAVAILABLE for use.)

Save this location for later use? 

52. SAVE THIS LOCATION FOR LATER USE? – choice of adding your created room to the list, in order to reuse it at later times.

(FYI – **this function is currently UNAVAILABLE for use.**)

a. **NO** – (DEFAULT) **DO NOT** save this room into the list of available **OFF-SITE RESOURCES**.

(FYI – **this function is currently UNAVAILABLE for use.**)

b. **YES** – save this room into the list of available **OFF-SITE RESOURCES**.

(FYI – **this function is currently UNAVAILABLE for use.**)

Description:

53. DESCRIPTION – enter the **NAME** of the room.

Address Information:

54. ADDRESS INFORMATION – enter the **PHYSICAL ADDRESS** of the room.

Map URL:

55. MAP URL – paste the web address for a map of the room location.

EX: from **MAPQUEST** or any other **LOCATION MAP FINDER** site.

Resource Notes:

56. RESOURCE NOTES – enter any notes in reference to the room that are needed.

These notes are only available to an **EVENT EDITOR**.

Location Classification:

- 57. **LOCATION CLASSIFICATION** – select the category of the room location.
 - a. **ESC** – the room resides inside a **REGION 10 ESC** building.
 - b. **LEA W/IN Region 10** – the room resides in a **REGION 10 LEASED** building.
 - c. **OUT OF Region 10** – the room resides outside of **REGION 10** boundaries.
 - d. **IN REGION-OUTSIDE ESC/LEA** – the room resides inside **REGION 10** boundaries, but is owned by another business.

| | |
|-------------------------|----------------------|
| Contact Name: | <input type="text"/> |
| Contact Phone: | <input type="text"/> |
| Room Fee: | <input type="text"/> |
| A/V Fee: | <input type="text"/> |
| Other Fees: | <input type="text"/> |
| Reserved Date: | <input type="text"/> |
| Contract Received Date: | <input type="text"/> |
| Down Payment: | <input type="text"/> |
| Due Date: | <input type="text"/> |
| Paid Date: | <input type="text"/> |
| Actual Paid Date: | <input type="text"/> |
| Balance Due: | <input type="text"/> |

- 58. **ROOM CONTRACT INFORMATION** – this area is available to enter any details about the room for an event **EDITOR** to access from the event reservation.

(FYI: the majority of the time the **CONTACT NAME** and the **CONTACT PHONE** are the only two fields that are used by an event **EDITOR**.)



Back to Event | Prefill with a previous off-site resource

Define Non-standard Resource

Description: Richardson Civic Ctr Save this location for later use? No

Address Information: 411 W Arapaho Rd
Richardson, TX 75080
(972) 744-4090

Map URL: <http://www.mapquest.com/maps?name=Richardson+Civic+Ctr&city=Richardson&state=TX>

Resource Notes: Meet with Jane one hour before start of event at front entry

Location Classification: In Region-Outside ESC/LEA

Contact Name: Jane Doe

Contact Phone: (972) 744-4090

Room Fee:

A/V Fee:

Other Fees:

Reserved Date:

Contract Received Date:

Down Payment:

Due Date:

Paid Date:

Actual Paid Date:

Balance Due:

Continue>>

59. Click on the **CONTINUE** button after you have completed all applicable fields.



Calendar of Events



Cancel | Back to Search Results |

Resource:Richardson Civic Ctr
 District/Campus:Off-Site
 Hours:n/a
 Description:411 W Arapaho Rd
 Richardson, TX 75080
 (972) 744-4090
 Managed by:n/a
 Classification:n/a

Jump to April 2009

| << previous | April 2009 | | | | | | next >> |
|-------------|------------|---------|-----------|----------|--------|----------|---------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| 28 | 29 | 30 | 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 | 01 | 02 | |

Reserved (no Registrations) Unavailable Reserved with Registrations Blocked (Resource Unavailable) This Event Select Times >>

60. The current month will display, and it will **ALWAYS** be empty on every date. The screens will **ONLY** display the selections that you make on this set of **OFF-SITE** room reservations.

NOTE: **OFF-SITE** reservations **ALWAYS** process to a **RESERVED** status. The room reservation(s) involved are **ONLY** creating a **PLACEHOLDER** for **REGISTRATIONS** and is **NOT** reserving the actual physical room(s). The system assumes that the **EDITOR** contacted the **OWNER** of the room and arranged for the use of the room at the **DATE(s)** and **TIME(s)** for the **OFF-SITE RESERVATION(s)**.



Calendar of Events



Cancel | Back to Search Results |

Resource: Richardson Civic Ctr
District/Campus: Off-Site
Hours: n/a
Description: 411 W Arapaho Rd
Richardson, TX 75080
(972) 744-4090
Managed by: n/a
Classification: n/a

04/12/2010 Monday [clear dates](#)
04/13/2010 Tuesday
04/14/2010 Wednesday

Jump to: April 2010

| April 2010 | | | | | | |
|-------------|-----------|------------|--------------|-------------|-----------|-------------|
| << previous | Monday | Tuesday | Wednesday | Thursday | Friday | next >> |
| Sunday 28 | Monday 29 | Tuesday 30 | Wednesday 31 | Thursday 01 | Friday 02 | Saturday 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 | 01 |

Reserved (no Registrations) Unavailable Reserved with Registrations Blocked (Resource Unavailable) This Event [Select Times >>](#)

61. Use the **JUMP TO** for selecting all the **DATES** involved at this **LOCATION**.
62. Click on each **DATE**. The system will list every one in the **BOX** at the **TOP**.
63. Click on the **SELECT TIMES** button.



Calendar of Events



Cancel | Back to Search Results | Back to Resource Calendar |

Richardson Civic Ctr

Choose the times you require: All times are the same

04/12/2010 8:00 AM to 4:00 PM 480 minutes or 8 hour(s) [clear](#)

Monday

| | | | | | | | | | | | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|---------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|
| 8:00 AM | 7:00 AM | 6:00 AM | 5:00 AM | 4:00 AM | 3:00 AM | 2:00 AM | 1:00 AM | Noon | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM | 6:00 PM | 7:00 PM | 8:00 PM | 9:00 PM | 10:00 PM |
| | | | | | | | | | | | | | | | | | | |

Requested Layout: Expected Attendance: Notes: Section for Reservation:

04/13/2010 8:00 AM to 4:00 PM 480 minutes or 8 hour(s) [clear](#)

Tuesday

| | | | | | | | | | | | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|---------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|
| 8:00 AM | 7:00 AM | 6:00 AM | 5:00 AM | 4:00 AM | 3:00 AM | 2:00 AM | 1:00 AM | Noon | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM | 6:00 PM | 7:00 PM | 8:00 PM | 9:00 PM | 10:00 PM |
| | | | | | | | | | | | | | | | | | | |

Requested Layout: Expected Attendance: Notes: Section for Reservation:

04/14/2010 8:00 AM to 12:00 PM 240 minutes or 4 hour(s) [clear](#)

Wednesday

| | | | | | | | | | | | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|---------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|
| 8:00 AM | 7:00 AM | 6:00 AM | 5:00 AM | 4:00 AM | 3:00 AM | 2:00 AM | 1:00 AM | Noon | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM | 6:00 PM | 7:00 PM | 8:00 PM | 9:00 PM | 10:00 PM |
| | | | | | | | | | | | | | | | | | | |

Requested Layout: Expected Attendance: Notes: Section for Reservation:

Next >>

64. Select the **TIME RANGE** for each **ROOM RESERVATION**.
65. The **REQUESTED LAYOUT** has only one choice of **OTHER**.
66. Enter the **EXPECTED ATTENDANCE** to set the **WAITLIST** limit for **REGISTRANTS**.
67. Enter the **NOTES** for any setup needs.
68. Enter the **SECTION NAME** for each room reservation. Any reservations with the **SAME SECTION NAME** will be grouped together using the same **ROSTER** of **REGISTRANTS**.
(**FYI:** If the **SECTION FOR RESERVATION** is **BLANK** then the event will not allow registrations to process properly. **CONTACT 972-348-1158** to resolve.)
69. Click on the **NEXT** button to process the selected **OFF-SITE** rooms.



Calendar of Events



Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout |

[Edit Event](#) | [Cancel Event](#) | [Event Details](#) | [Sign In Sheet](#) | [Registration Log Report](#) | [Register Others](#)

Event Information

Event ID: EVT-EVES-7QVSG7*
 Evaluation Key: **29106606** [Evaluation Summary](#)
 Status: **Ready**
 Title: Create An Event Reference Manual Event
 Event Type: Internal
 Abstract: This is the text that will display under the title of the event on screen displaying a list of events.
 Consultant/Phone: John Smith (972-123-4567)
 Contact: Glenn W. Browning
 Editors: Glenn W. Browning (browngw)
 Notes: These are internal notes for event editors only.

Reservation Information

[Add New REGULAR Reservation](#) | [Enter OFF-SITE Reservation Information](#)

[Edit Sections](#)

| Date | Time | Room/Resource | Status | Registrations |
|------------------|---------------------------------|----------------------|--------|-----------------------|
| Section 1 | | | | |
| | Mark Attendance | | | 0 (0) |
| 4/12/2010 | 8:00 AM-4:00 PM | Richardson Civic Ctr | Draft | |
| 4/13/2010 | 8:00 AM-4:00 PM | Richardson Civic Ctr | Draft | |
| 4/14/2010 | 8:00 AM-12:00 PM | Richardson Civic Ctr | Draft | |

70. The selected **ROOM RESERVATION(s)** will display on the **EVENT SUMMARY** screen in the **INITIAL** status of **DRAFT**.
 (FYI: If the event has been **RELEASED**, then the rooms will process.)



Calendar of Events



Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout

[Edit Event](#) | [Cancel Event](#) | [Event Details](#) | [Sign In Sheet](#) | [Registration Log Report](#) | [Register Others](#)

Event Information

Event ID: EVT-EVES-7QVSG7
 Evaluation Key: **29106606** [Evaluation Summary](#)
 Status: **Ready**
 Title: Create An Event Reference Manual Event
 Event Type: Internal
 Abstract: This is the text that will display under the title of the event on screen displaying a list of events.
 Consultant/Phone: John Smith (972-123-4567)
 Contact: Glenn W. Browning
 Editors: Glenn W. Browning (browngw)
 Notes: These are internal notes for event editors only.

[Add New REGULAR Reservation](#) | [Enter OFF-SITE Reservation Information](#)

Reservation Information

[Edit Sections](#)

| Date | Time | Room/Resource | Status | Registrations |
|------------------|---------------------------------|----------------------|----------|-----------------------|
| Section 1 | | | | |
| | Mark Attendance | | | 0 (0) |
| 4/12/2010 | 8:00 AM-4:00 PM | Richardson Civic Ctr | Reserved | |
| 4/13/2010 | 8:00 AM-4:00 PM | Richardson Civic Ctr | Reserved | |
| 4/14/2010 | 8:00 AM-12:00 PM | Richardson Civic Ctr | Reserved | |

71. Within 15 minutes, the **ROOM RESERVATION(s)** will process to **RESERVED**.

For Assistance scheduling a videoconference event on the Calendar of Events

CONTACT Vickie Sullivan, 972 348-1164

For Assistance with the Calendar of Events

CALL 972 348-1158