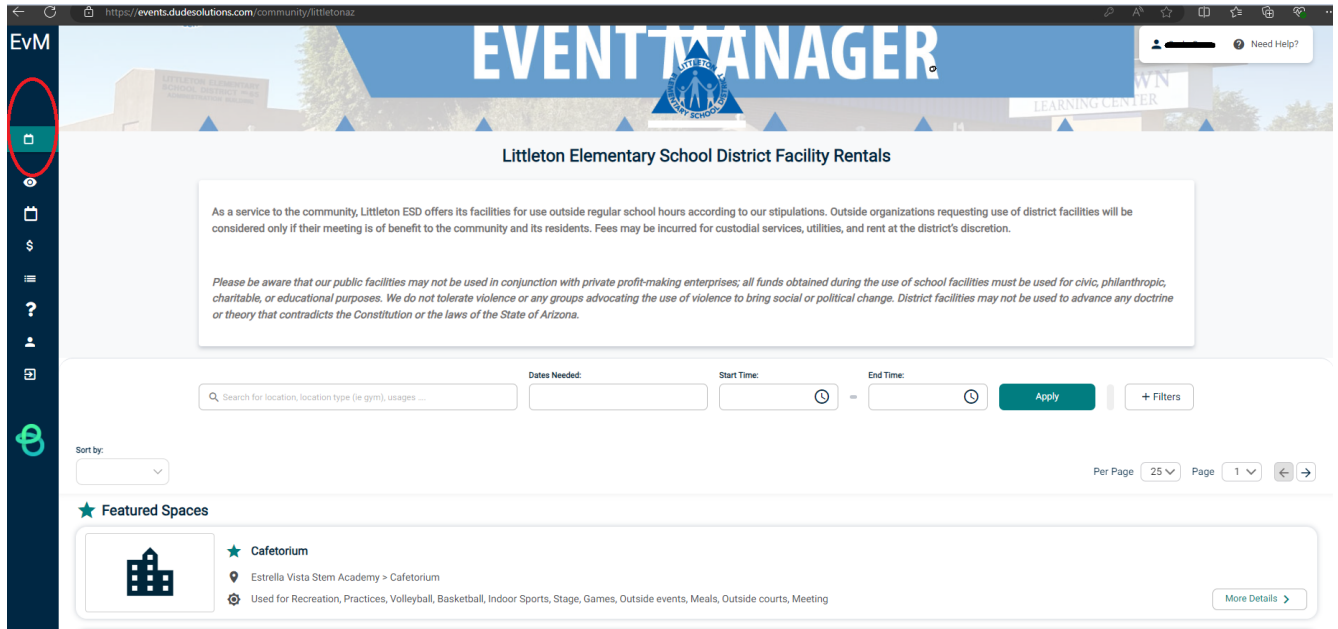
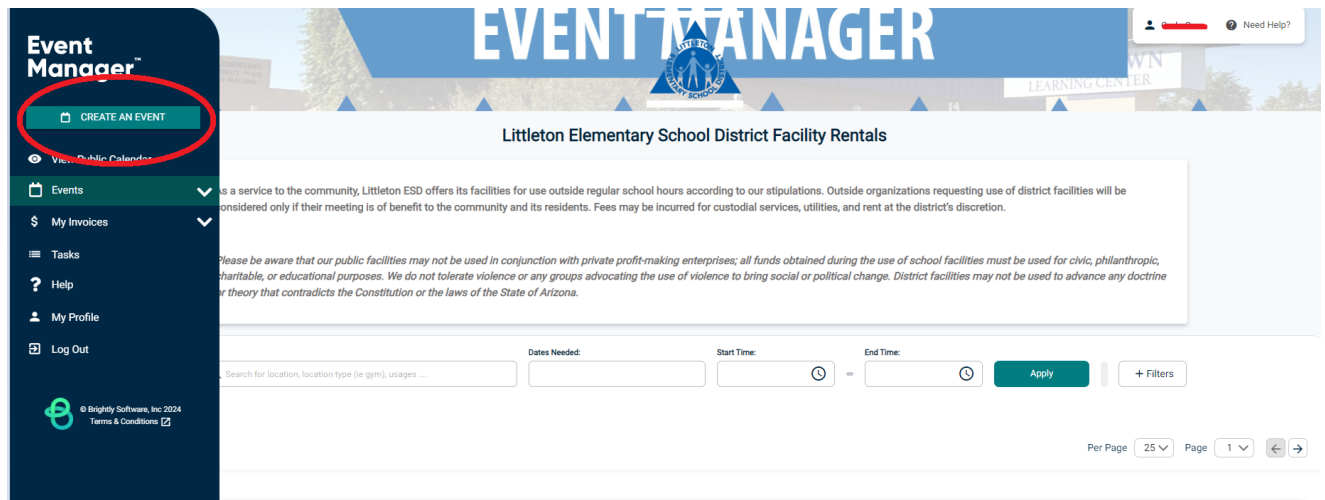


1. After logging in with your credentials please click in the calendar image circled in red, as shown below.



2. The window listed below will open, please click on "Create an Event" as shown below circled in red.



3. You will then be taken to the screen listed below. Please make sure to fill out all the areas with (\*) to process a complete request. Make sure to include your team/organization name in the Organization tab and the Event Name tab as shown below.

EvM Create an Event Submission Form Carla Guerrero

### External Event Request Form

- EVENT DETAILS
- LOCATION & TIME
- CONTACT INFORMATION
- PICTURES & ATTACHMENTS
- ADDITIONAL INFORMATION
- TASKS
- BILLING ADDRESS
- INSURANCE

#### Event Details

Event ID: 3049

**Organization\***

LESD Soccer

No matches found

**Event Name\***

LESD Soccer

**Summary\***

Tell people about your event in a few sentences. This is what will show in search results.

255 characters remaining

These areas must be filled out:

- \*Organization
- \*Event Name
- \*Summary
- \*Location
- \*Date
- \*Time
- \*Contact Information
- \*Additional Information
- \*Tasks (Ex: HVAC, Lights)
- \*Insurance Info

4. Please make sure to agree to the Terms and Conditions and Submit.

The screenshot shows a web form for insurance information. On the left is a vertical navigation menu with icons for home, search, calendar, dollar sign, list, question mark, person, and calendar, along with a logo. The main content area has a sidebar with menu items: EVENT DETAILS, LOCATION & TIME, CONTACT INFORMATION, PICTURES & ATTACHMENTS, ADDITIONAL INFORMATION, TASKS, BILLING ADDRESS (highlighted in green), and INSURANCE. The main form is titled "Insurance Info\*" and has two radio buttons: "Use Organization's Insurance Info" (unselected) and "Custom" (selected). Below are three input fields: "Insurance Company \*" with the value "ABC Insurance", "Policy Number \*" with the value "55555555555555", and "Coverage Amount \*" with the value "\$1,000,000". There is also a "Coverage Expiration \*" field. Below this is the "Insurance Document\*" section, which includes a text input field with the placeholder "Attach a Document (10mb max), Paste URL here or Upload file (10mb max)." and an "UPLOAD" button. A note below reads "\*This document is available for internal use only." At the bottom, a red circle highlights a section containing the text "\*=Required", a checkbox labeled "I agree to the Terms and Conditions.\*", and two buttons: "SUBMIT" and "CANCEL".

Insurance Info\*

Use Organization's Insurance Info  Custom

Insurance Company \*    Policy Number \*    Coverage Amount \*

ABC Insurance    55555555555555    \$1,000,000

Coverage Expiration \*

Insurance Document\*

Attach a Document (10mb max), Paste URL here or Upload file (10mb max).

*\*This document is available for internal use only.*

\*=Required

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