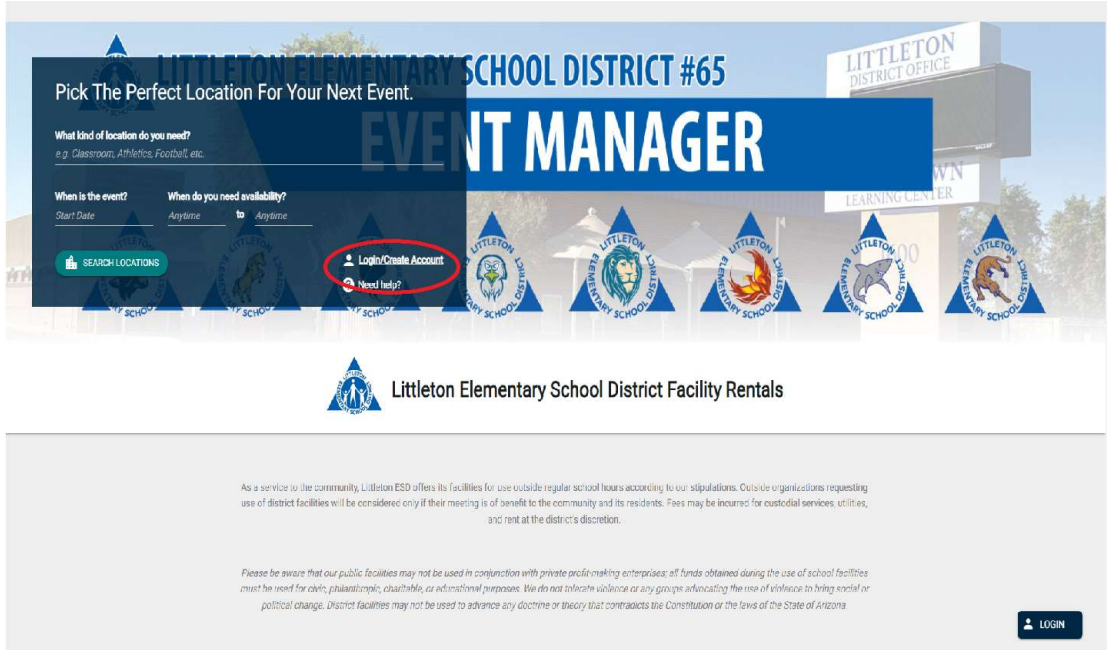


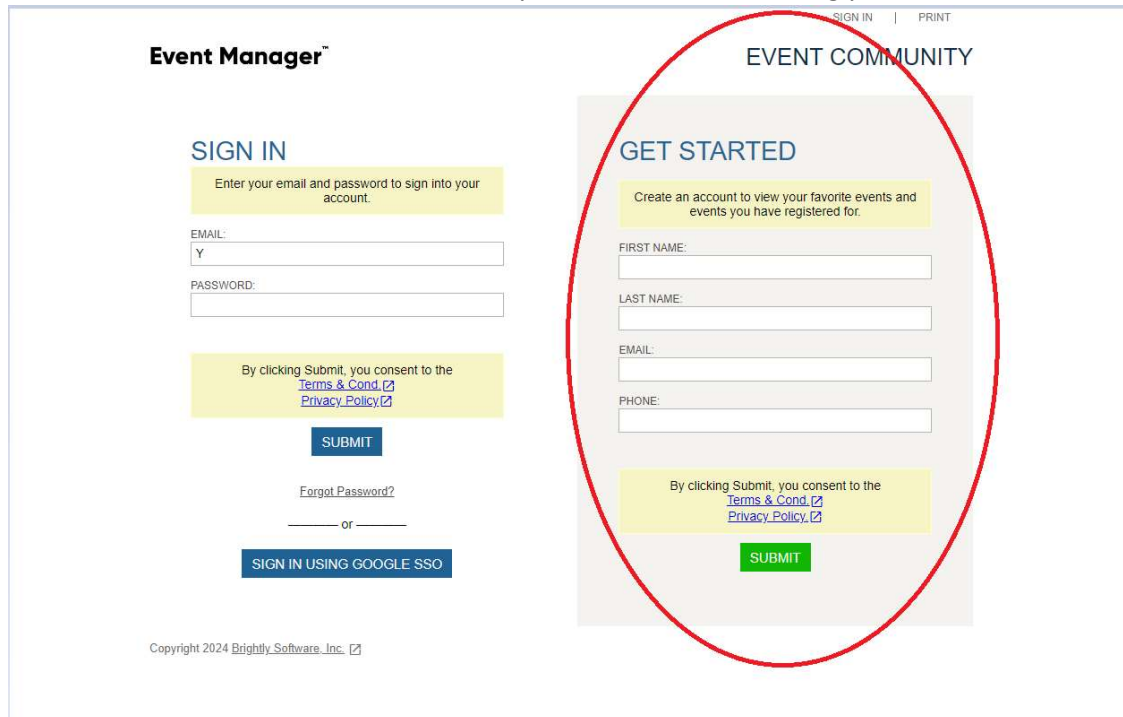
1. Please use this link to view our new community site.

<https://events.dudesolutions.com/community/littletonaz>

You will be directed to the screen below. Please click on the “Login/ Create Account” circled in red.



2. You will then be taken to the screen below. Please make sure to only use the Event Community side, as circled below in red. You will enter your information accordingly and click submit.



3. Once the information has been filled out. You will receive the message in green circled below. Please follow the steps from the email you received.

SIGN IN | PRINT

Event Manager EVENT COMMUNITY

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](#)

Forgot Password?
— or —

GET STARTED

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

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

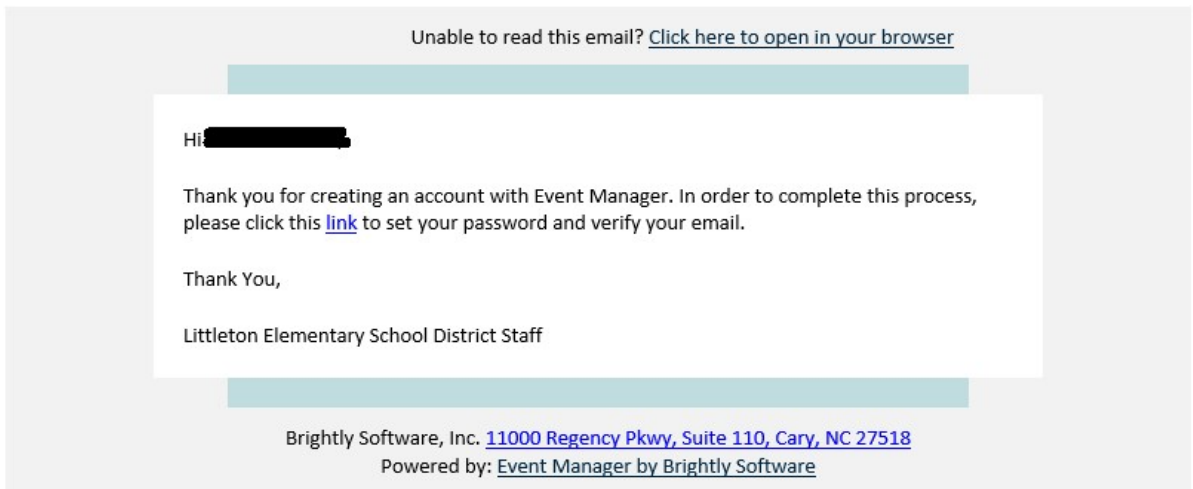
By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

Your account has been created successfully! You will receive an email with a link that must be clicked to verify the email entered and setup your password. You will not be able to sign in until you complete verification.

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4. Below is a screenshot of the email you will receive. Please click the blue link to verify your email and create a password.

From: **Community Site** <notifications@mail.dudesolutions.com>
Date: Wed, Apr 24, 2024 at 9:52 AM
Subject: Please verify your account
To: [REDACTED]



5. After verifying your email and creating a password you will then login in using the sections circled in red below.

SIGN IN | PRINT

EVENT COMMUNITY

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?](#)

— or —

SIGN IN USING GOOGLE SSO

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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6. If this is your first-time logging in, you will need to click the person icon as shown below to register your organization. After clicking “My Profile” you will see the second screenshot below. This screen will give you two options either to join an existing organization or create an organization. Fill out accordingly. Your account will then go into review by the Administrative Secretary of Operations, this review can take up to 48 business hours. Confirmation of organization will be sent via email. The approval is based on the accuracy of your documentation provided.

Event Manager™

CREATE AN EVENT

- View Public Calendar
- Events
- My Invoices
- Tasks
- Help
- My Profile**
- Log Out

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LITTLETON DISTRICT #65 EVENT MANAGER

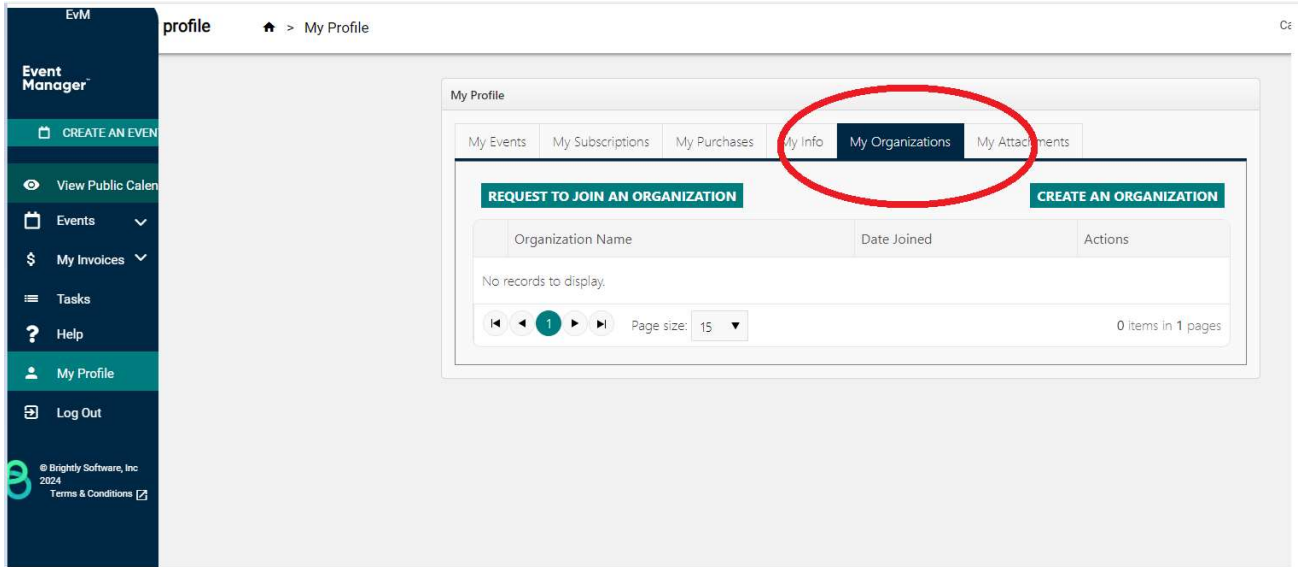
Perfect Location For Your Next Event.

When do you need availability?
Anytime to Anytime

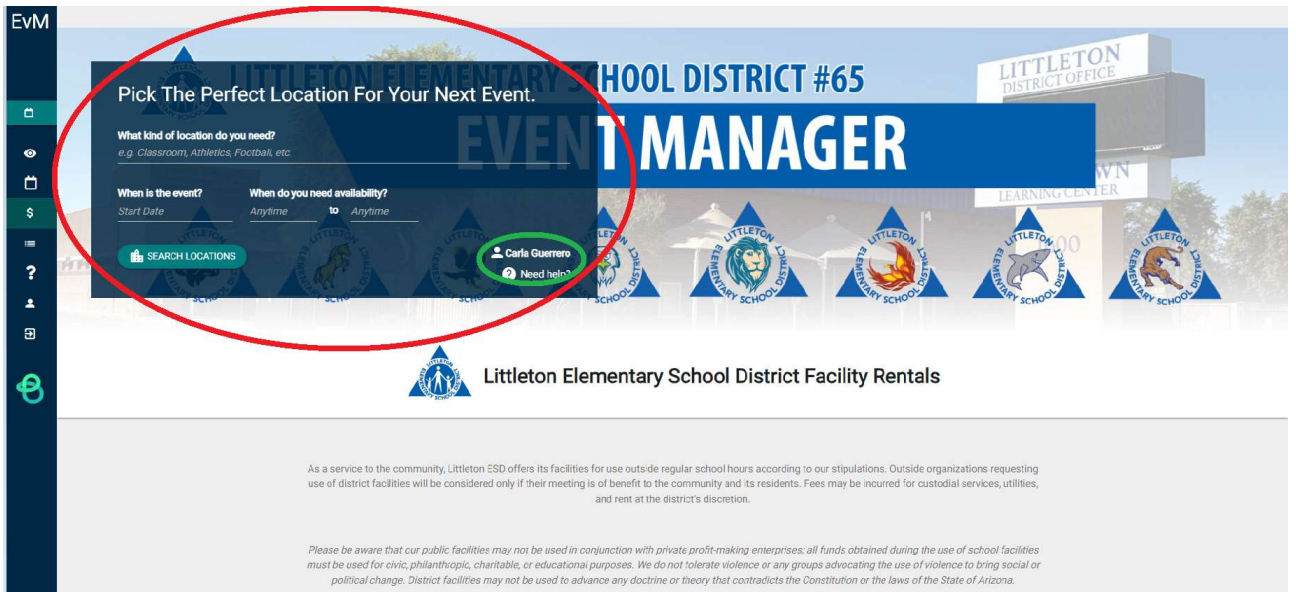
Littleton Elementary School District Facility Rentals

As a service to the community, Littleton ESD offers its facilities for use outside regular school hours according to our stipulations. Outside organizations requesting use of district facilities will be considered only if their meeting is of benefit to the community and its residents. Fees may be incurred for custodial services, utilities, and rent at the district's discretion.

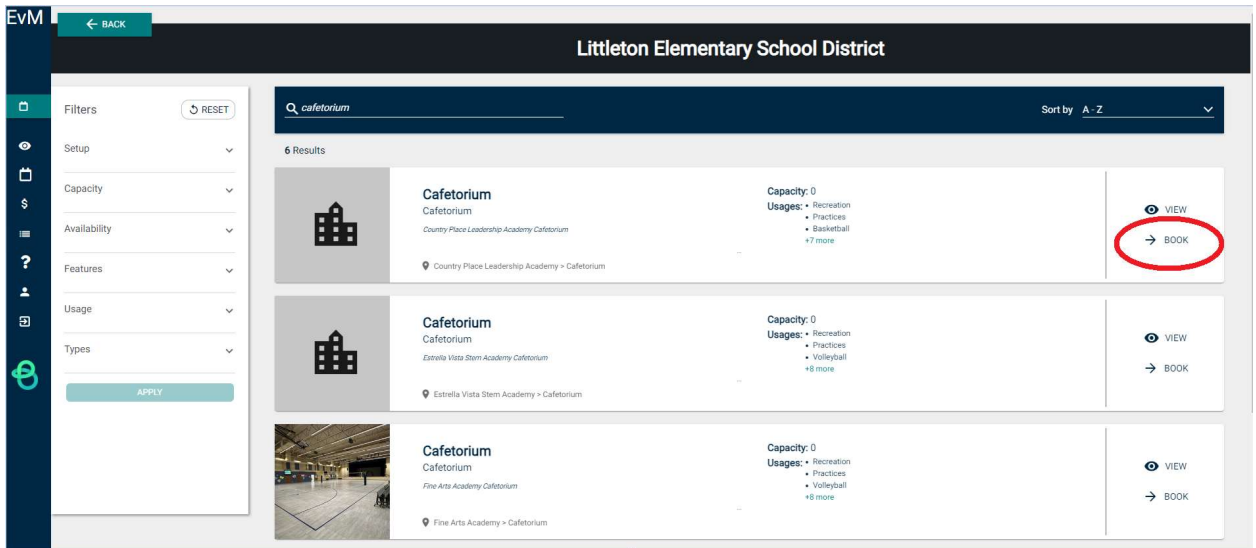
Please be aware that our public facilities may not be used in conjunction with private profit-making enterprises; all funds obtained during the use of school facilities must be used for civic, philanthropic, charitable, or educational purposes. We do not tolerate violence or any groups advocating the use of violence to bring social or political change. District facilities may not be used to advance any doctrine or theory that contradicts the Constitution or the laws of the State of Arizona.



- When your organization has been approved, you will then log back in. The section circled in green is the indicator that you are logged in as it will show your name. The section circled in red is the options you have to search. For example, indoor sports are played in the cafeteria, you would type "cafeteria". You can also search by date or simply the school's name if you already have a school in mind.



- After narrowing down your search you can click on the “BOOK” arrow of the location you choose. Please see picture below.



- You will be prompted to fill out the “External Event Request Form” as shown below. Please make sure to fill out all the * sections and click “Submit”. Your request is then reviewed by the site admin and the operations admin. You will receive communication about your event via email.

The screenshot shows the 'External Event Request Form' interface. On the left is a sidebar with a list of sections: EVENT DETAILS, LOCATION & TIME, CONTACT INFORMATION (highlighted with a red arrow), PICTURES & ATTACHMENTS, ADDITIONAL INFORMATION, TASKS, BILLING ADDRESS, and INSURANCE. The main content area features the Littleton Elementary School District logo and the title 'External Event Request Form' (circled in red). Below the logo, the form fields are visible: 'Event ID: 2576', 'Event Details', 'Organization*' (with a search input), 'Event Name*' (with a placeholder 'Enter event name'), and 'Summary*'.

If you have additional questions please contact Carla Guerrero, at guerrero.carla@littletonaz.org