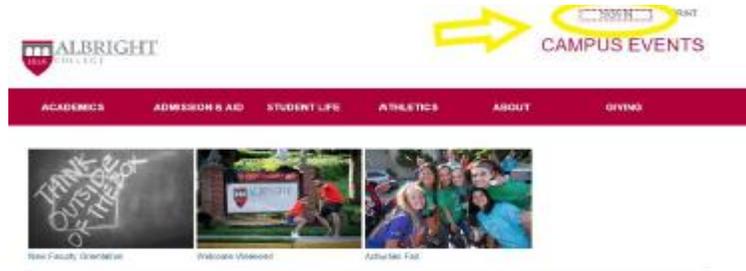
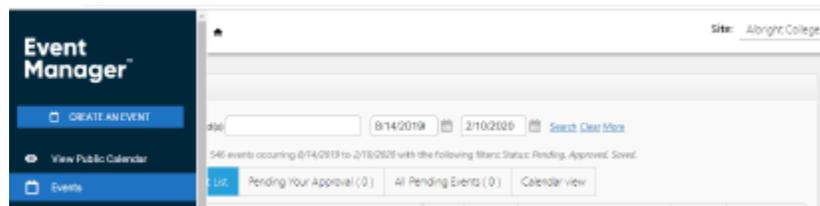


Requesting an In-Person Event

- Open web browser -> navigate to or right click -> "open in new tab"
<https://events.dudesolutions.com/albright>
- Click "sign in" which is located in the top right-hand corner.



- This will be your Albright Lionlink sign on
- This will take you to the main homepage of Events Manager, which displays the public calendar. In the top right, click my profile and then navigate over to the menu on the far left.
 - In the menu on the left, click on the blue tab labeled "Create an Event"



- Create an Event Form
 - Fill out all required fields (marked with an asterisk)
 - Under "Event Name" and/or "Summary" please be sure to make it clear which dept or organization is holding the event. This could also be added in the "full description" (click the check box in order to open the text box for full description).
 - **For Virtual Events**
 - Select "Albright Virtual" in location search and save
 - Click dropdown arrow and enter capacity (any number greater than 0)
 - Disregard any conflict that shows in the calendar when selecting a time. Virtual events may overlap.

- Please include the link (Zoom, Youtube live, etc.) for the virtual event in the “Summary” or “Full Description” fields and NOT in the “Event Name” field.
- For All Event Spaces/Locations (**excluding virtual**)
 - Click Location Search
 - Select desired location and save
 - Select desired setup diagram, then click the dropdown arrow and enter expected capacity, select features, and add any notes.
- Selecting date & time
 - After selecting your location, scroll down and select desired date from

Check Availability

Choose Dates Repeat Weekly

Choose an Available Date

2020 > September < >

S	M	T	W	T	F	S
30	31	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	03

calendar.

- After selecting a date, you will be prompted to select a time. The default

Choose an Available Time

2020 > September > 17th < >

6am
7am
8am
9am
10am
11am
12pm

duration is one hour.

- At the bottom of the blue segment (showing your selected start and end time on the calendar) there are three little lines where you can click and drag to shorten or extend the duration in 15-minute intervals.
- As long as the selected segment is **blue**, the event does not have any conflicts. If it turns **red** then there is a conflict with another reservation and either the time, date, or location must be changed.
- **Private vs Public**
 - Public events are any event open to the public (wellness fair, college fair, United Way Auction, etc)
 - Private events are only visible on the calendar to those users who are logged in, and have been given the ability to view private events. A user can either be given permission to see all private events, or none.
 - Unlisted events do not appear on the calendar. The only way to view the event details is to have access to the event URL. In this way, the ability to view the event details are handled on a per-event basis.
 - Select the option that best describes your event
- **Terms & Conditions**
 - Please read carefully and accept. These must be accepted before you are able to submit your request.

*-=Required

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

*-=Required

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

- After entering all required information, click submit at the bottom of the page
 - You will receive a confirmation email upon submission and another after the request been accepted or denied.

Please contact events@albright.edu with the subject "Assistance Needed Scheduling an Event" and provide as much information on the error you are seeing or the problem you are having. Thank you!