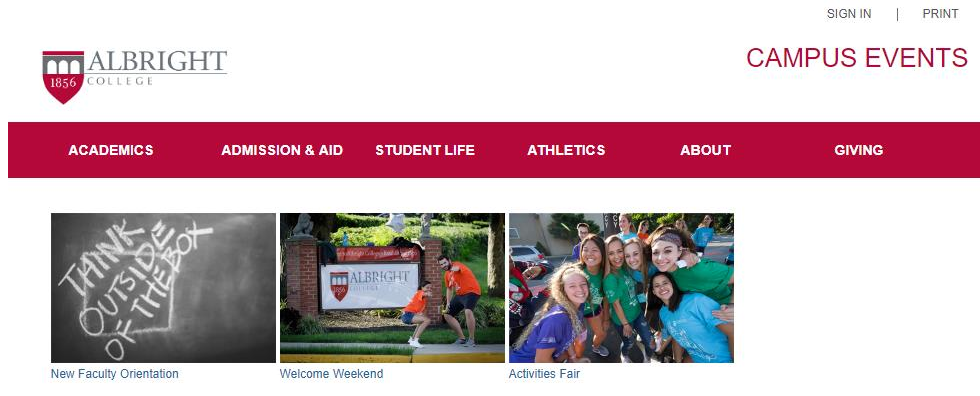
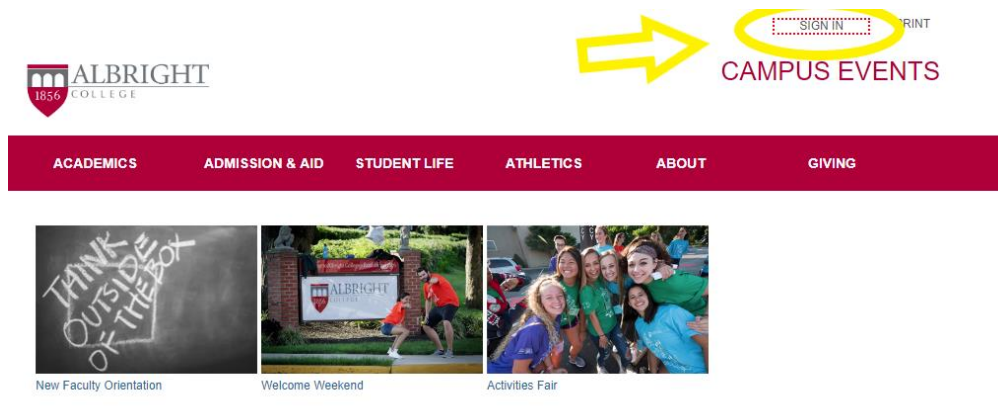


Event Manager: How to request events

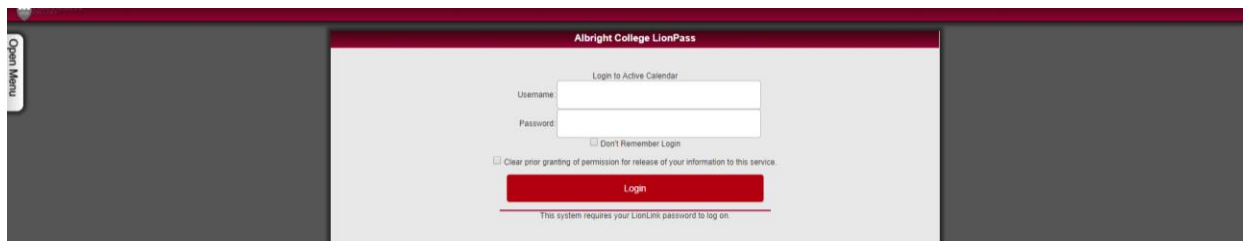
In your web browser, navigate to <https://events.dudesolutions.com/albright>. The page will open showing the public calendar (shown below).



Click **“SIGN IN”** on the top right of the Albright calendar webpage (highlighted below) to trigger the college’s single LionLink sign in page.



Sign in with your Albright LionLink username and password (shown below).

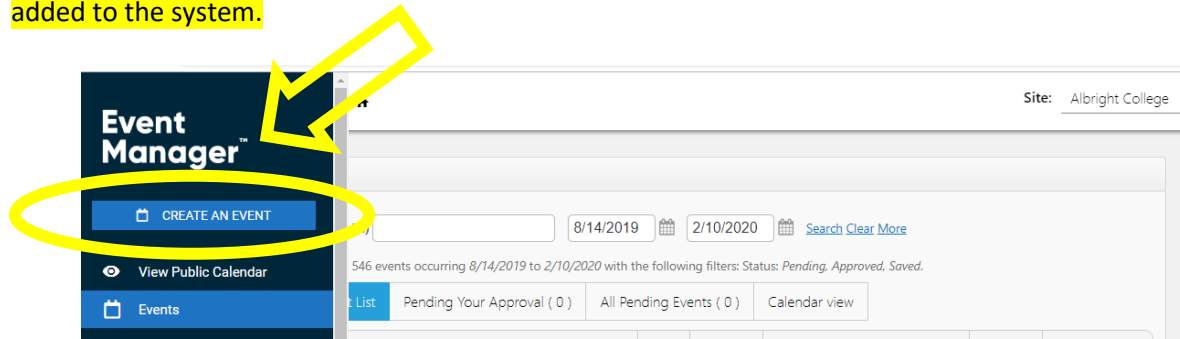


After signing in, you will return to the main calendar web page, which will now have a few extra links in the top right corner. Click **“MY PROFILE”** to start requesting events.

The dashboard:

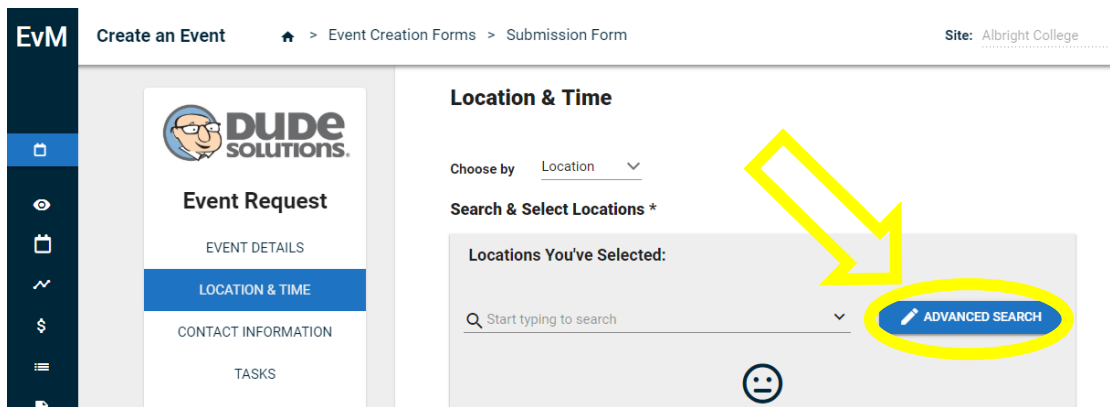
Welcome to the Event Management dashboard, which lists all Albright College events. Note that from this screen, you can search for specific events by keyword, or click “more” for other options.

Click “Create an Event” (highlighted below) in the side navigation menu to submit an event request. If the Event Request form does not open for you — please email cmanzolillo@albright.edu to be manually added to the system.



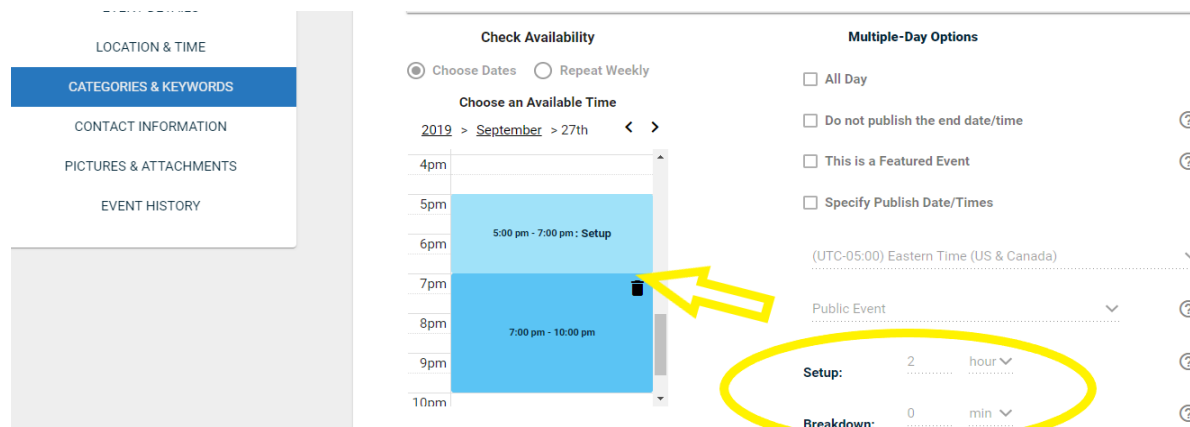
PLEASE SKIP the “organization” tab. (This feature is not yet ready.) Remember, public event information will appear on the Albright.edu web calendar, so **be sure to add a clear title and a brief event summary.**

Next, you can select a location for the event. It is easiest to click on “Advanced Search” as some rooms might come up as something else when you type them (“Conference Room” is the name of several locations but in “Advanced Search” you can select which room you want based on building).



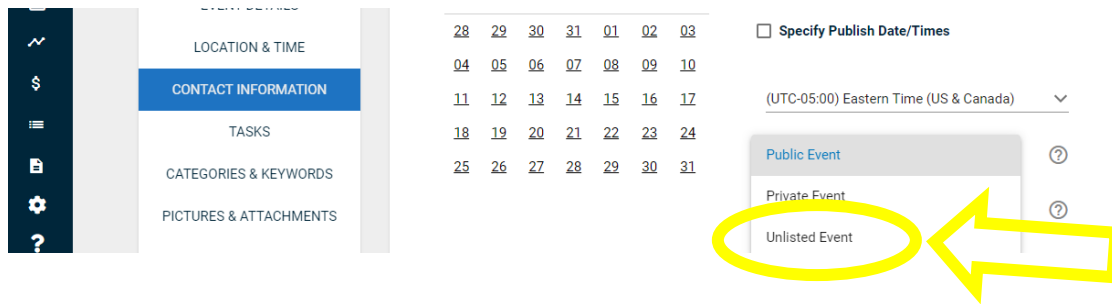
Once you’ve selected your location, select a date and time for the event. If there is already an event scheduled for that location on that date and time, **you will not be able to double book the room.**

Again, remember that **the start time you enter here will appear as the start time on Albright’s public calendar.** Be sure to add **setup** and/or **breakdown** time (circled below). This will reserve the time for events and locations that cannot be scheduled back to back.

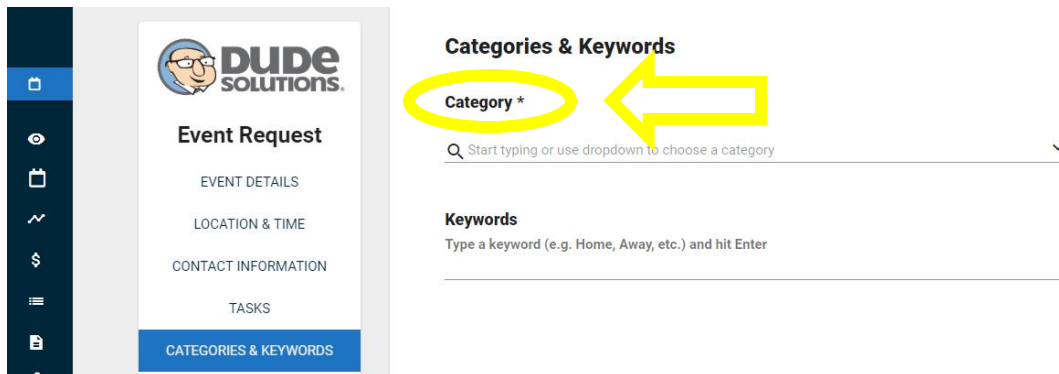


Recurring event functionality is coming! For now, please only add your next 2 to 3 events in any series.

Click **“Unlisted Event”** for any meeting or event that the public is not invited to.



“Categories” help people to search for events by topic. **Please choose at least one category.** Choose **“meeting”** to designate any non-public event. It’s common to choose multiple search categories for **public** (non-meeting) events. For example, choose both “alumni” and “athletics” categories for an alumni baseball game. Please book your **Experience Event** space using this form before submitting your proposal ([here for students](#)) or ([here for faculty](#)). Once your proposal is approved, you can return, and add the “Experience” category, which will auto-populate on the Experience Events webpage.



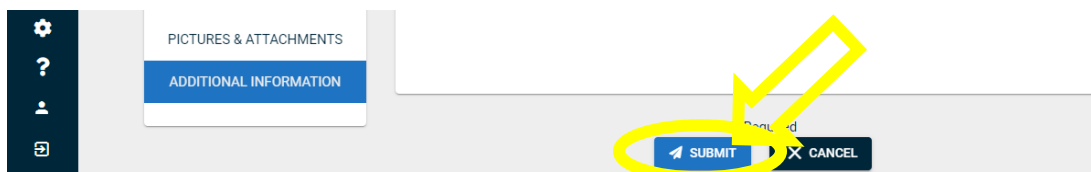
Available categories include:

- Academic Calendar
- Admission
- Alumni
- Athletics
- Career Development
- Community
- Cultural → Subcategories: art, fashion, music, theatre
- Experience Event (**submit Experience proposals before adding this category. See above.**)
- Faculty
- Lecture
- Meeting (**always use alone**)
- Other (**use alone, and only when no other categories make sense**)
- Religious
- School of Professional Studies
- Student Life → Subcategories: Greek Life, Public Safety, Student Organizations, Workshops
- Volunteer Opportunity
- Wellness

Be sure to fill in all necessary contact information.

Photos can be chosen from the **media library** via the green button. In the interest of copyright laws, **please do not upload photos or graphics that you do not own. Images found online are not free.** Contact the [Communications Division](#) if you have questions on this issue.

Once the form is completed to its entirety, click **“Submit.”** Your event will be routed to approvers who oversee locations and categories, for approval or denial. Please submit your events as early as possible, and **please be patient.** **Your event may take several days to go through the full approval process.**



Once your event is approved (or denied), **you will be notified via email.**

For assistance with signing in, creating an event or event task, please email confoff@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.

Other Event Management Guides:

- [Finding and Editing my events](#)
- [Category list cheat sheet](#)