

# Quick Reference Guide

## How to Create a New Event

The screenshot shows the top navigation bar of the Pingry website. The 'Submit a New Event' link is highlighted with a red box and an arrow pointing to it with the text 'Create a new event here'. In the top right corner, there are icons for help (a question mark) and a user profile, with arrows pointing to them and the text 'Having trouble? Click here' and 'Access your profile here'. Below the navigation bar is the main header 'Pingry Event Request Management' with the subtext 'Please Select a Campus to Schedule Your Event'. A red box highlights four circular images representing different campuses: Short Hills, Basking Ridge, Pottersville, and Off-campus. An arrow points to these images with the text 'Click one of these four campuses to create an event'. At the bottom of the header, the Pingry logo and copyright information are visible.

The screenshot shows the 'Event Booking Form' on the Pingry website. The 'Submit' button is highlighted with a red box and an arrow pointing to it with the text 'Submit the form'. On the left side, there is a vertical menu with options: 'Basic Info', 'Room', 'Facilities', 'Technology', 'Catering', 'Transportation', and 'Guests'. The 'Basic Info' and 'Room' options are highlighted with a red box and an arrow pointing to them with the text 'Required\*'. Below this menu, there is a section titled 'General Information' with the instruction 'Please give us some information that will help us plan your event.' The form contains several input fields: 'Requestor Name' (with a 'Name' placeholder), 'Requestor Email' (with 'name@pingry.org' placeholder), 'Requestor Phone Number', 'Event Owner Name' (with a 'Name' placeholder and a search icon), 'Owner Email' (with 'name@pingry.org' placeholder), 'Owner Phone Number', 'Event Name', 'Short Description', 'Event Start Date' (with 'mm/dd/yyyy' placeholder and a calendar icon), and 'Event Start Time' (with '--:-- --' placeholder and a clock icon). At the bottom left, there is a note 'Approvals' and an arrow pointing to the 'Basic Info' and 'Room' options with the text 'Choose at least one service'.

## How to View Your Events

 Home **View Events** Submit a New Event

View your own events and/or your service events

Having trouble? Click here

Access your profile here

# Pingry Event Request Management

Please Select a Campus to Schedule Your Event



Short Hills



Basking Ridge



Pottersville




Off-campus


  
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 Home View Events Submit a New Event


Event stats



197  
Total Events



49  
Upcoming Events



1  
Pending Approval

## My Events

All Upcoming

Show 20 entries

Search:

Event ID	Event Submitter	Event Owner	Event Name	Campus	Event Date	Status	
<a href="#">BR-90</a>			rrr	Basking Ridge	0005-05-05	In Progress	<a href="#">Edit</a>
<a href="#">P-81</a>			rrr	Pottersville	0005-06-07	In Progress	<a href="#">Edit</a>
<a href="#">SH-71</a>			Eee	Short Hills	0006-05-05	In Progress	<a href="#">Edit</a>
<a href="#">P-68</a>			Dave Azar's test event	Pottersville	2023-08-02	In Progress	<a href="#">Edit</a>
<a href="#">BR-74</a>			1208340hip	Basking Ridge	2023-08-05	In Progress	<a href="#">Edit</a>