UAMS

UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Event Planning Site

User Guide

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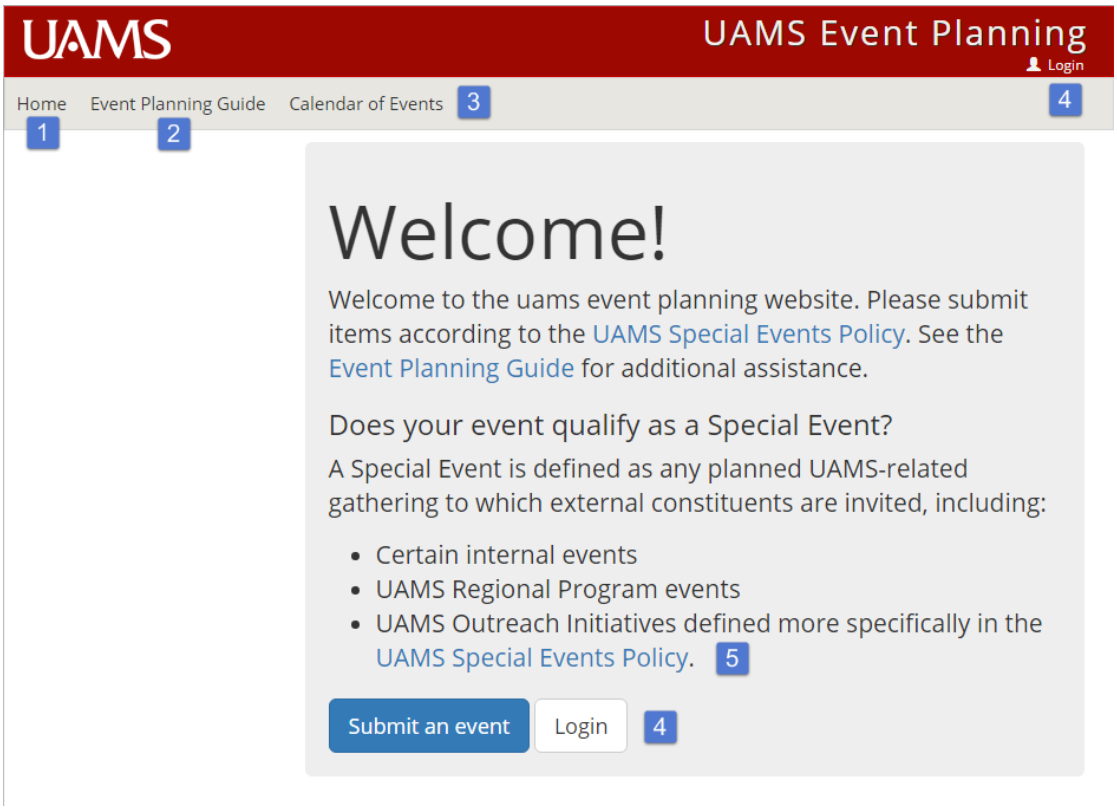
This user guide covers the basic functionality of the Event Planning Site from a user perspective. If you need additional technical assistance with the Event Planning Site, please open a ticket with the IT Help Desk at helpdesk@uams.edu. For all other event related questions, please email events@uams.edu.

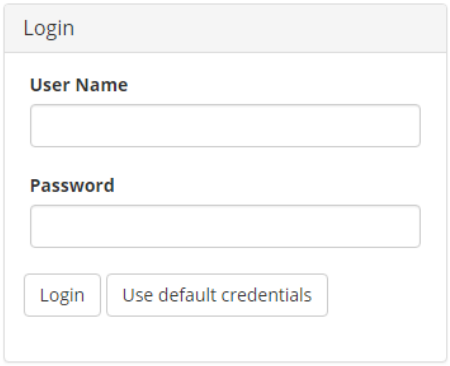
Logging In

You can access the Event Planning Site at http://events.apps.uams.edu/. The front page will display the following:



1. Return to the **Home** Page
2. Click to access the **Event Planning Guide**
3. Display the Calendar of approved events
4. Access login screen
5. Review the UAMS Special Events Policy

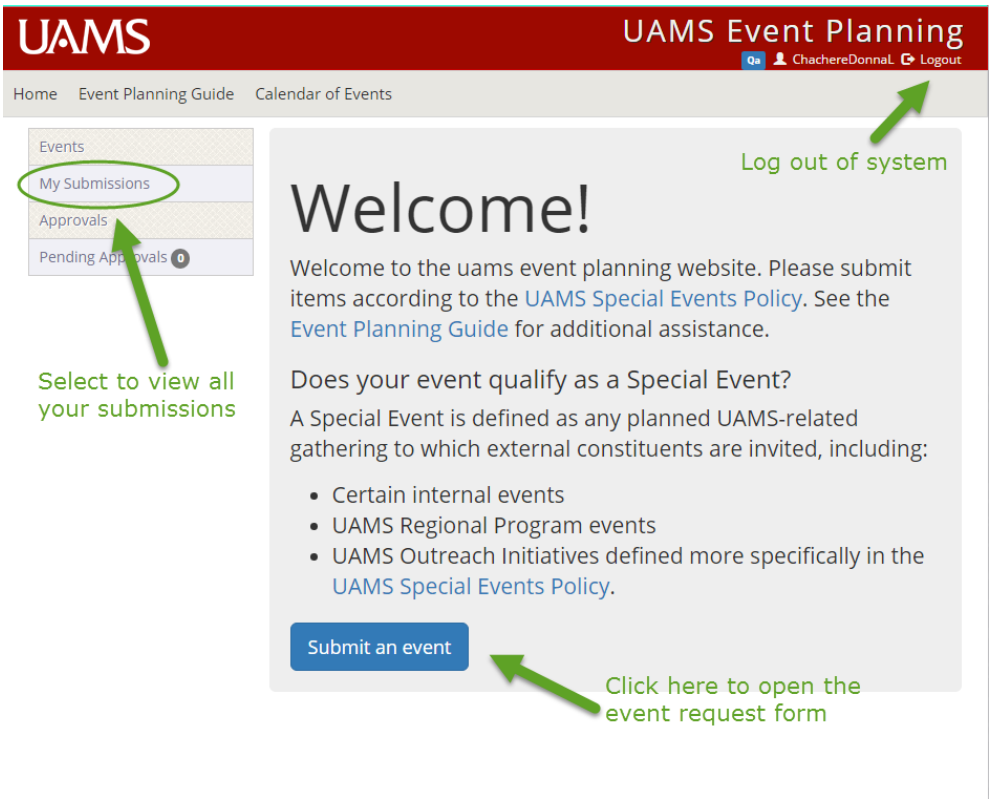
To login to the site, click on either **Login** button and you will be prompted to enter your credentials.



Your login credentials will be your UAMS credentials. You can also select **Use default credentials** to automatically log in without typing your user name and password.

If you are unable to log in, please open a ticket with the UAMS Help Desk.

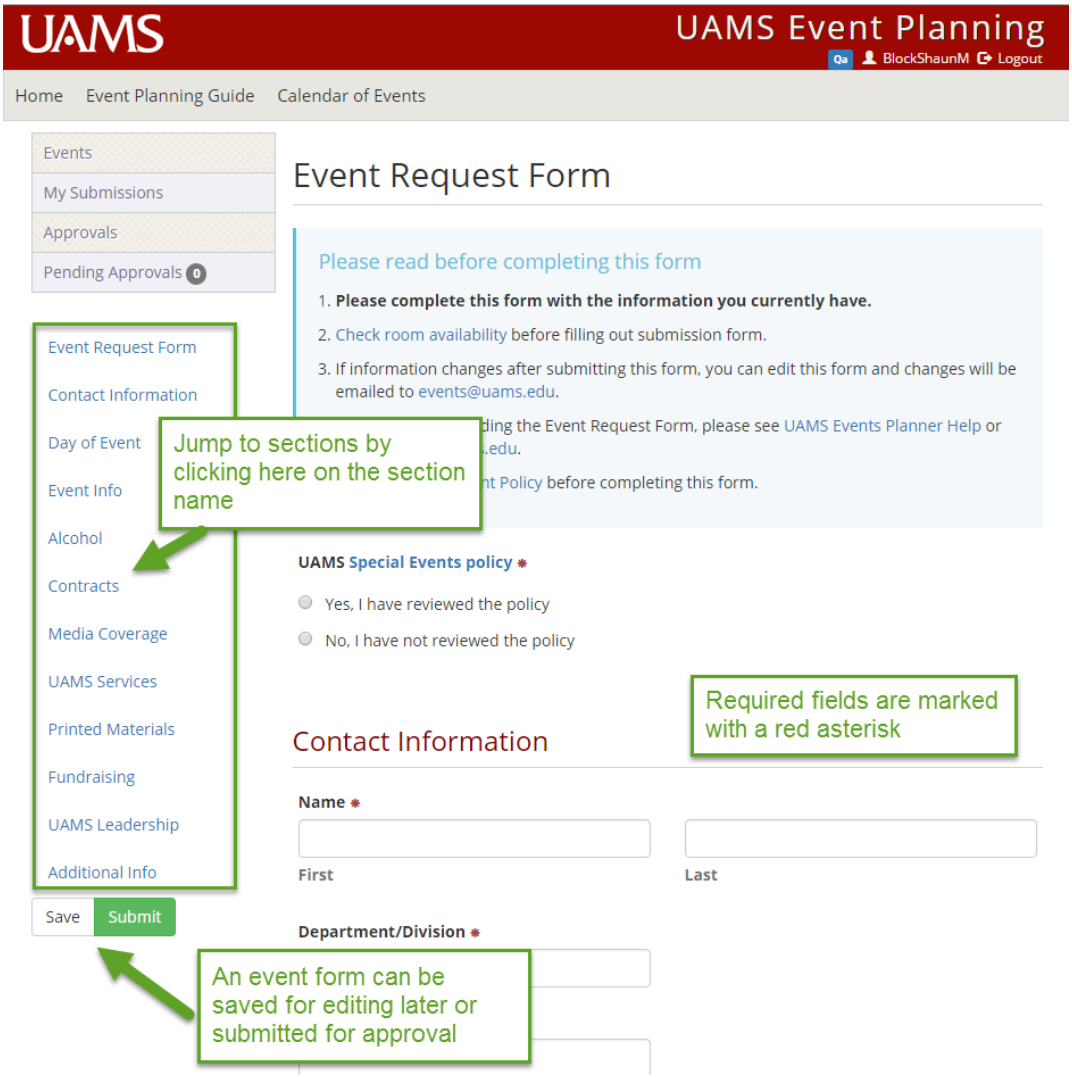
After logging in, you will see the following:



Click **Submit an event** to open a blank event request form.

Submitting Events

After clicking **Submit an event**, a new request form will display:



Scroll down to continue entering information into the form. There are helpful links, such as to Parking and Creative Services, throughout the form to assist you in submitting all required information for your event. If you do not have all your event information available, you can start a submission and **Save** the form for later. To access saved forms, go to **My Submissions** and click on your event to bring up the saved form. Once you have all event information entered, hit **Submit** to begin the approval process and you will receive an email notification that your request has been submitted.

*Please note: the event request form **DOES NOT** replace the parking or Conference Room & Table set up forms. You will need to submit these in addition to the event request form if those services are needed. Also, you will need to reserve your room through 25Live separately.*

Tracking an Event

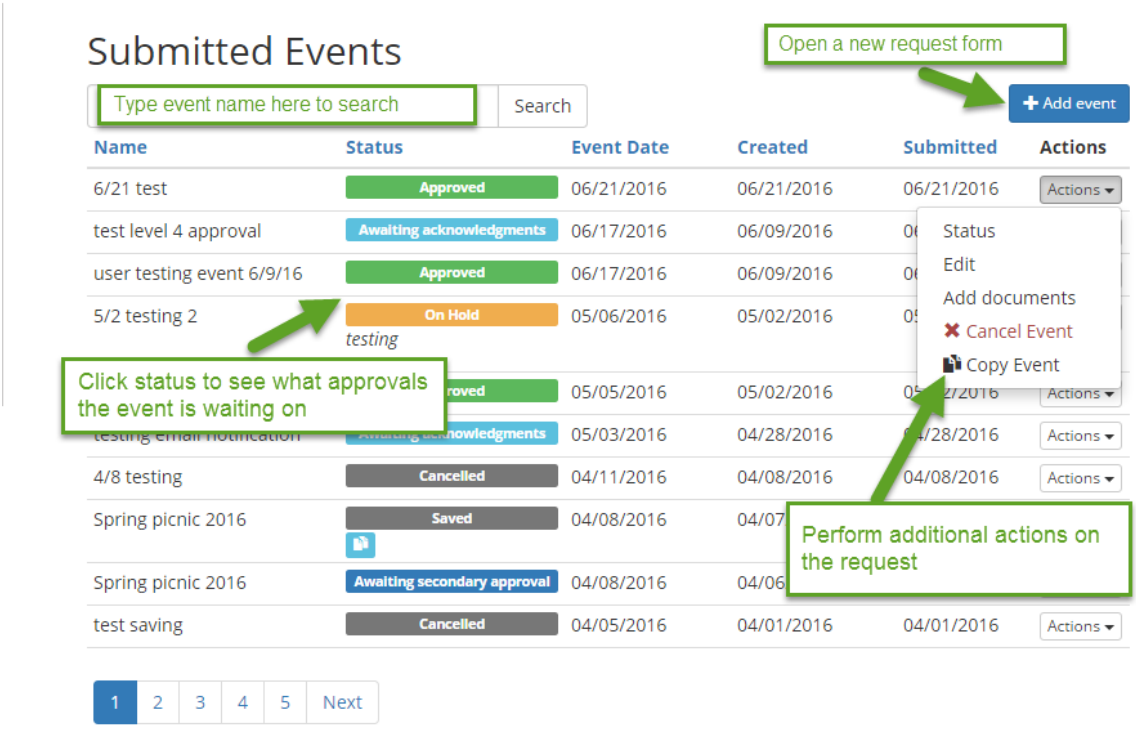
After an event request is submitted, it will go through a series of approvals before the event is approved. There are three approval levels:

1. Calendar confirmation – the date must first be approved for the event
2. Institutional Advancement – the overall event is then approved by IA
3. Level 3 approvals: Based on selections made on the event request form, the event may need to be approved by the Office of the Provost, Campus Operations (if alcohol served), Chancellor's Office or Facilities and Parking (on campus events).

After levels 1 – 3 approvals are received, the event request form will go to level 4 where various groups will acknowledge or receive a notification that their services are requested. You can view where in the approval process your event is by going to **My Submissions**.

Typically, Calendar Confirmation takes 2 business days and Institutional Advancement and Level 3 approvals can require an additional 3 business days. However, your request may take longer if additional information is required in order to approve. Please allow 5 business days at a minimum for your request to be processed.

After selecting My Submissions, you will view a list of all your saved and submitted events.

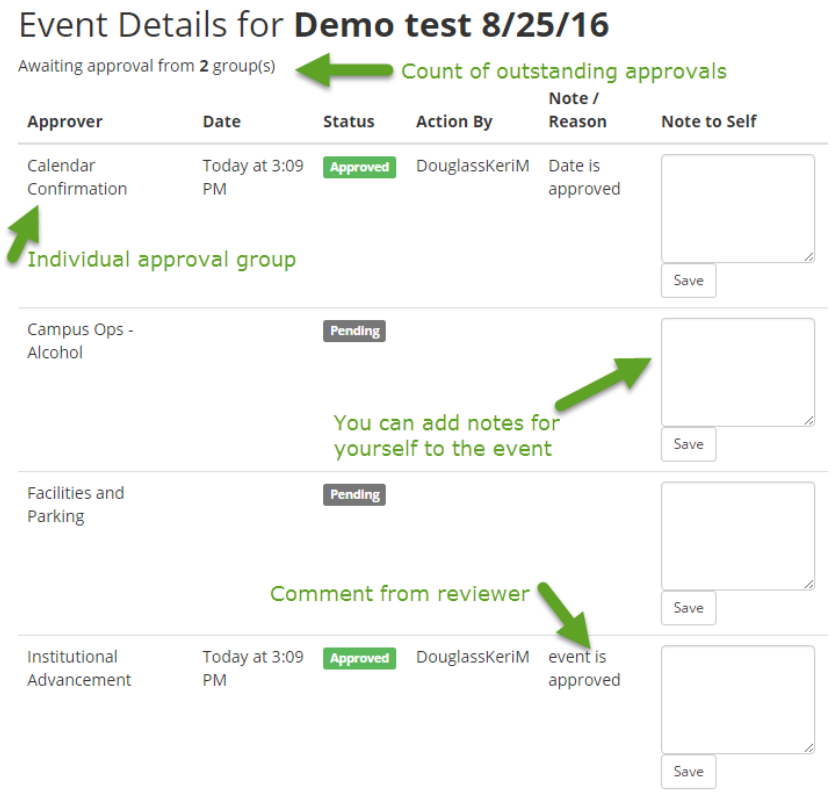


The event name, status, event date, created date and submitted date will display. Click on the **Action** button to the right of your event to perform additional actions on the request form. You can view the individual approval status, edit the submission, attach documents, cancel the event or copy the event. Also, a search bar at the top allows to search all your events based on name. There are eight possible statuses for your event:

1. Saved – event request form is saved but not submitted
2. Awaiting date approval – event is waiting on calendar confirmation (level 1)
3. Awaiting secondary approval – event is waiting on levels 2 and 3 approvals
4. Awaiting acknowledgments – event is waiting on level 4 acknowledgments
5. Rejected – event has been rejected by a reviewer in levels 1-3
6. Cancelled – submitter has cancelled the event
7. On Hold – a reviewer in level 1-3 has put the event on hold while additional information is gathered. A comment will display below the status with the reason.
8. Approved – all approvals and acknowledgments received

Please note: if your event is rejected, you will need to submit a new event request form and send it through the approval process again if you wish to resubmit.

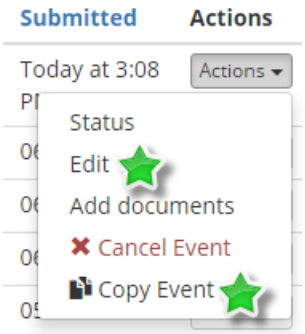
You can click on a status to see which approvals or acknowledgements the event is waiting on. You can also add comments to yourself for each approval group (for instance, add a reminder to submit the parking form). "Pending" means the reviewer has not processed the request yet and "Notified" means an email notification was sent to the individual/group notifying them that an event requiring their services or input has been approved. Any approver marked "notified" will not need to process the event request form.



Editing or Copying an Event

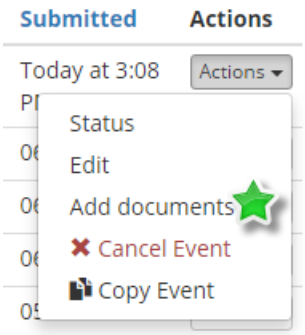
An event may be edited after it is submitted. Click the **Action** button on My Submissions to the right of the event submitted date. Select **Edit** from the list and the event request form will open for you to edit. Save the request form and a notice goes to event@uams.edu that the event has been edited since submission with a list of the updates made to the form.

An event may also be copied, which can be useful for similar events or events that happen on a regular occurrence. Click the **Action** button on My Submissions to the right of the event submitted date and select **Copy** from the list. All fields from the original event request form will be copied to a new form and you can update the necessary fields.

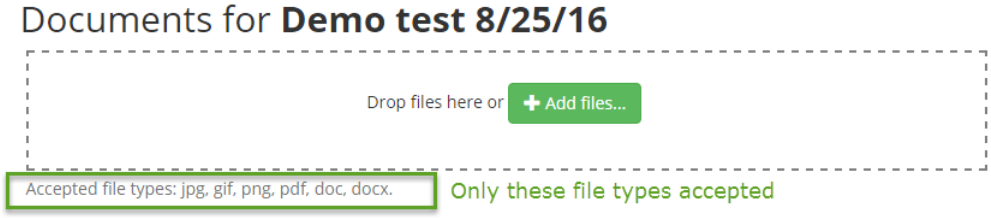


Adding Documents

To add supporting documents to your event request form, Click the **Action** button on My Submissions to the right of the event submitted date and select **Add Documents** from the list.



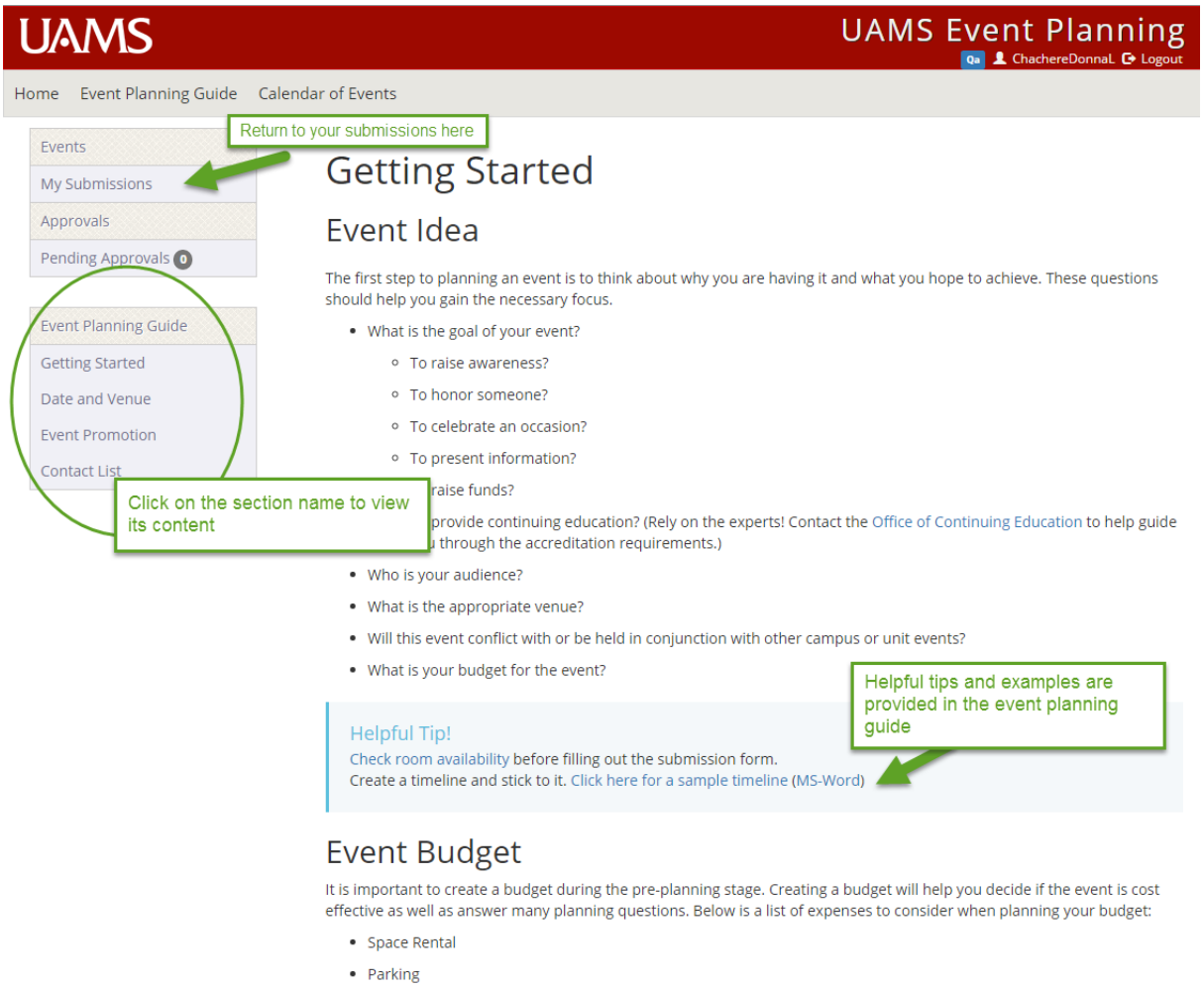
A new screen will display with a box that you can drag your files to or select **Add Files** to choose files from your computer.



Reviewers will be able to view the documents you upload.

Using the Event Planning Guide & Calendar

In addition to submitting and approving event requests, the Event Planning Site has a useful guide to assist you in planning events. Click on the **Event Planning Guide** menu at the top to open it. Navigating the guide is easy:



You can also view all approved events on the Calendar. Only events that have been approved by all levels will display here. Accessing the calendar before submitting your event will help you determine if any conflicts exist on your selected date and will help with calendar confirmation. Additionally, instructions are available to add events to your Outlook calendar. Clicking on an event will display the event details (date, location and description).