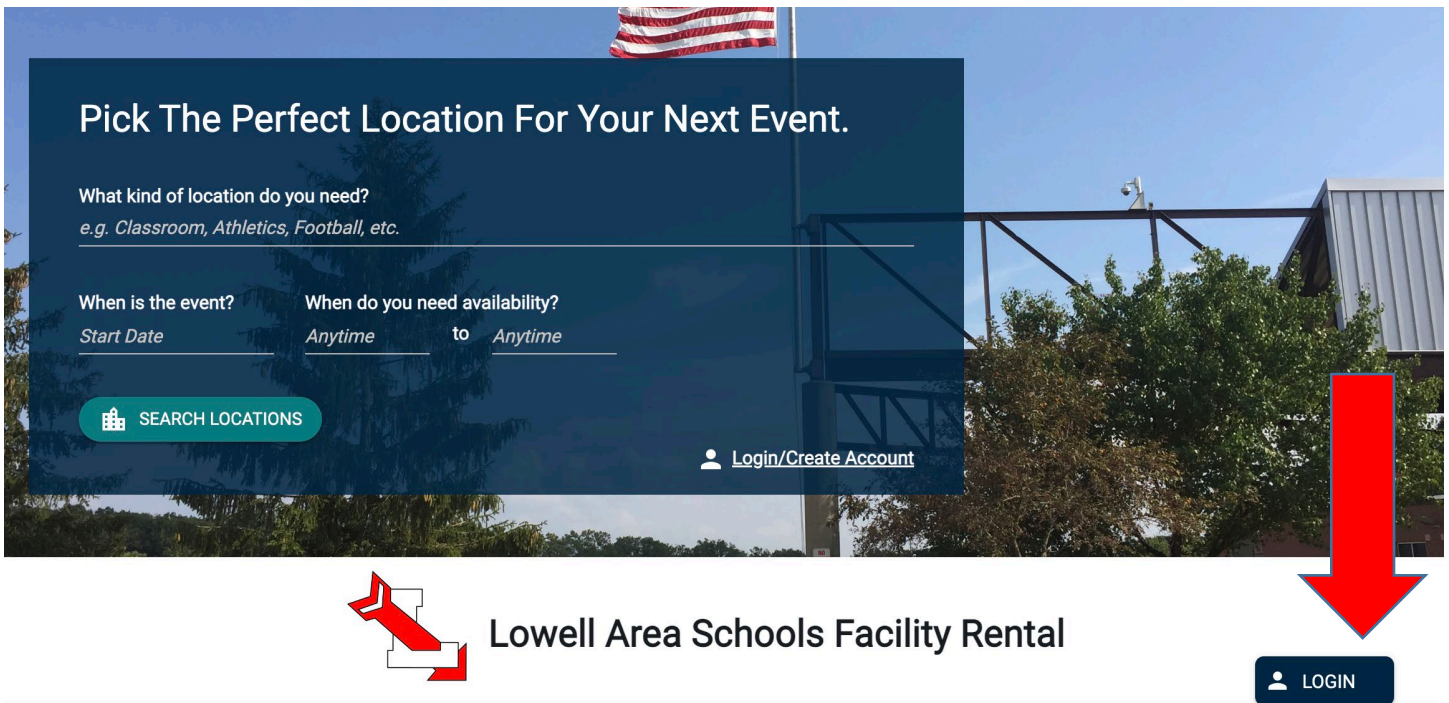


Lowell Area Community User Guide for Facility Rental

CREATING AN ACCOUNT

In order to begin entering facility requests for your organization, you will first need to create an account and be approved as a member of an organization.

- Open your Internet Browser. Click the following link, or copy and paste it into your web browser:
 - <https://events.dudesolutions.com/community/lowellschools>
- To begin, click “Login” from the community portal.



- Visit [Creating an Account](#) for instructions to create your community portal account.

Once you have an account in Event Manager (i.e., received confirmation email to verify account), you can access and manage your personal information. This includes viewing a list of your events, managing email notification settings, editing your name and password, and more. (i.e., manage your profile)

- Visit [Managing my Profile](#) for instructions to manage your profile information. The *My Purchases* section is not relevant as well as *Subscription Tokens*. **You should select relevant email notifications.**

Once you have been approved as a Community Portal User, you will be able to create an event request. Event forms are customizable, so the form you use to create an event may not include all components listed here. If you have questions about filling out the event form, contact your Community Administrator.

- Visit [Creating an event request](#) for instructions to create a facility use request.

Contact Ashley Velzen at 616-987-2950 or AVelzen@lowellschools.com with any questions about your community account.

RESOURCES:

<https://help.dudesolutions.com/Content/EventManager/Event-Manager.htm>

SchoolDude Support

- 1.877.868.3833
- support@dudesolutions.com