

Doubleknot Procedure Guide: Reserving space aboard the ship for events and activities

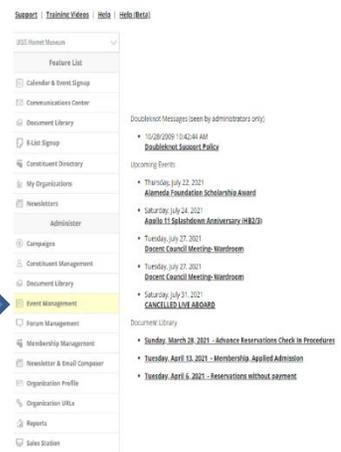
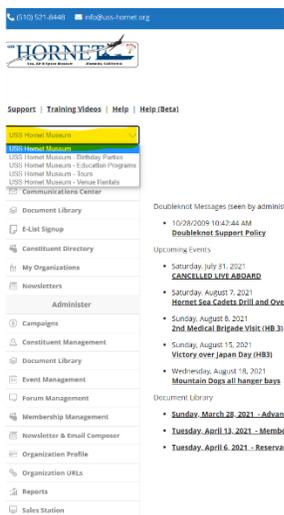
If you are creating a new event or activity, make sure to create it within the appropriate Doubleknot category/language:

- Cal activity: The most common type. Best for individual events and activities. internal events/actives
- Facilities: Reservation tool. Best for events and activities that repeat/don't change (room rental, field trips)
- Program: Advanced calendar activities. Best for camps, conferences

If you are copying an existing event or activity, **make sure to edit the registration end date.**

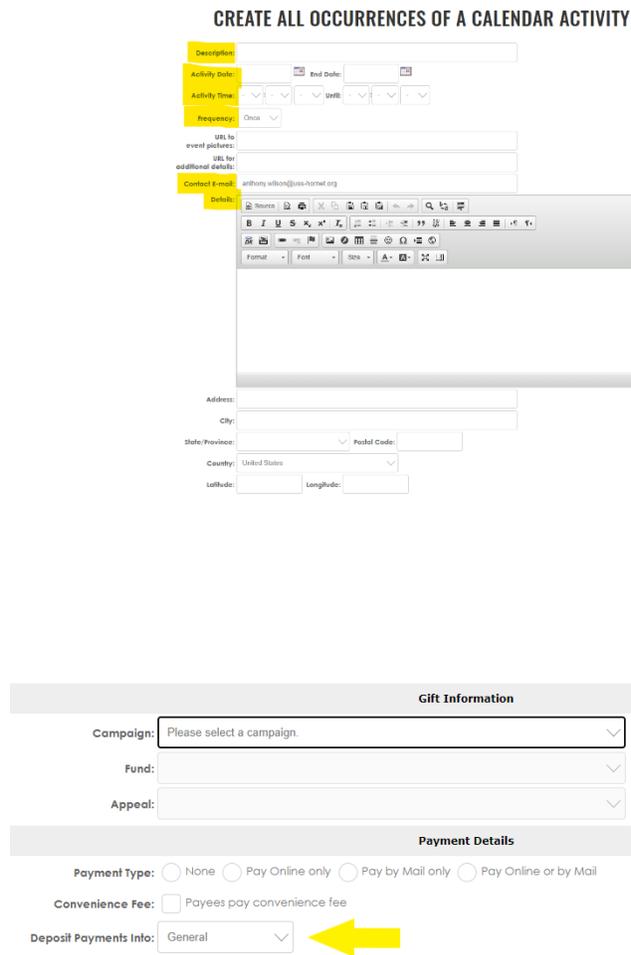
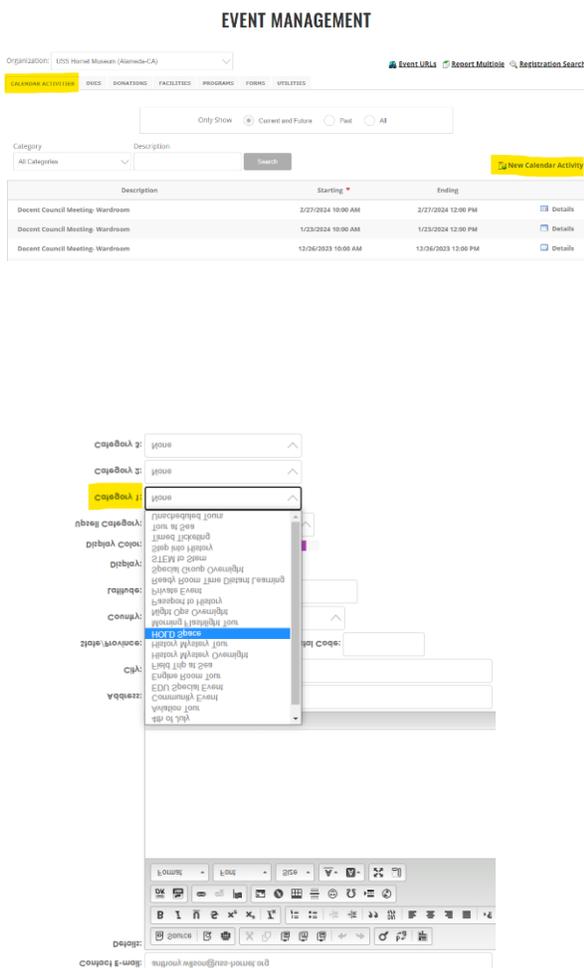
STEP 1: Heidi, Russ, Laura/Anthony, etc.: USS Hornet Museum

1. Blackout calendar activity to Reserve the space
 - a) [Top left photo] DK home screen > Organization [right phot]: choose from drop down menu > USS Hornet
 - b) [Top Right photo] Left menu > Event Management (under Administer)



- c) [Top left and right photos] Calendar Activity > New Calendar Activity for one-time events
- d) Fill out highlighted fields. [Bottom left photo] Make sure to click Category "HOLD space"
- e) Calendar Color:

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STEP 2: Check Event is held in calendar

1. Direct Link: <http://uss-hornet.doubleknot.com/app/calendar/reservations/4425>
2. To get to All reservations/blackouts/events in DK: Click Feature List at top left to go back to homepage > left menu (under Administer header) > Organization URLs > Scroll down to Admin Reservations/Events Calendar > copy link into internet browser's > Make sure 3 drop down menu bar is: all organizations; all categories; all reservations, blackouts, calendar events
3. This will show everything, importantly, includes rental holds (Faye) in ship's spaces: Capt. Conference room, CPO mess, Fantail, Flight Deck, Hanger Bay 3 (HB3), Hanger Deck (1,2,3), Officers' Wardroom

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STEP 1 and 2: Faye - Private Events & Venue Rentals

- blackout calendar to Reserve the space
 - Event Management [left photo] > Organization [right photo]: choose from drop down menu > Facilities > Space > Available schedule

The bottom fields change when you select the

Description	Unit of Booking	Starting
Captain's Conference Room	30 minutes	1/1/2020 8:00 AM
CPO Mess	30 minutes	1/1/2020 8:00 AM
Fantail	30 minutes	1/1/2020 8:00 AM
Flight Deck	30 minutes	1/1/2020 6:00 AM
Hangar Bay 3	30 minutes	1/1/2020 8:00 AM
Hangar Deck (Bay 1, 2, and 3)	30 minutes	1/1/2020 5:00 AM
Officers' Wardroom	30 minutes	1/1/2020 8:00 AM
Security Deposit Refundable	30 minutes	1/1/2020 8:00 AM

- Event Management > Calendar activity > New activity > Choose department color >

EVENT MANAGEMENT

Organization: USS Hornet Museum (Alameda-CA)

CALENDAR ACTIVITIES | DUES | DONATIONS | FACILITIES | PROGRAMS | FORMS | UTILITIES

Only Show Current and Future Past All

Category: All Categories

Description	Starting	Ending	Details
History Mystery Tour	2/27/2024 10:00 AM	2/27/2024 12:00 PM	Details
Ready Room Time Distant Learning Tour at Sea	1/23/2024 10:00 AM	1/23/2024 12:00 PM	Details

New Calendar Activity

- Check main calendar to verify your event is there
- Reports: Go to Reports Guide (in progress)

STEP 3: Confirmed Event

- For one-time event: Event management > Check you are in the correct Organization > calendar activities tab
- To narrow list of events: Category drop down menu or enter text in description field

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3. Fill out fields: [Top left] display Color to color-code event to department [Top right color legend], Turn on test mode to test features/otherwise not ready
4. [Bottom Left] Deposit payments into and select appropriate department from drop down menu

Address:

City:

State/Province: Postal Code:

Country:

Latitude: Longitude:

Display:

Display Color:

Upsell Category:

Category 1:

Category 2:

Category 3:

Service Hours:

Test Mode: Off On

Department Color Legend

- Development: Dark Blue 1st
- Board of Directors: Light Blue 2nd
- Education: Turquoise/Teal 3rd
- Private Events: Light Green 4th
- Collections: Dark Green 5th
- Ship Ops: Orange 6th
- Visitor Services: 7th
- Community Events: Purple 9th

Gift Information

Campaign:

Fund:

Appeal:

Payment Details

Payment Type: None Pay Online only Pay by Mail only Pay Online or by Mail

Convenience Fee: Payees pay convenience fee

Deposit Payments Info: ←

5. Forms: Create or assign forms to add questions/conditions to events and activities. For example, to add menu for food service on overnight programs, special events, etc. Pathway: Click the calendar activity you want to add form. Left menu click assign forms

EVENT MANAGEMENT

Registration Search

HOME FORMS UTILITIES

Include forms that are hidden

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...

...

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Page Size: 25