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)

📞 (510) 521-8448 🛛 🔤 info@uss-homet.	ng		Support   Training Videos   Hola	Help (Beta)
			USS Home Messon	
HORNE			Feature List	
			Calendar & Event Simus	
			[2] Communications Center	
Support   Training Videos   Help	Help (Beta)		C Decument Library	Doubleknot Messages (seen by administrators only)
USS Hornet Museum 🗸 🗸			C Alist Sesue	<ul> <li>10/28/2009 10:42:44 AM</li> </ul>
USS Honet Museum USS Homet Museum - Birthday Parties			il continues	Doubleknot Support Policy
USS Homet Museum - Education Programs USS Homet Museum - Tours			of concreasions	Discound Evens
Communications Center			If wy organizations	Alameda Foundation Scholarship Award
Document Library	Doubleknot Messages (seen by administ		Newsletters	<ul> <li>Saturday, july 24, 2021</li> </ul>
E-List Signup	<ul> <li>10/28/2009 10:42:44 AM</li> <li>Doubleknet Support Policy</li> </ul>		Administer	Apailo 11 Splashdown Anniversary (HB2/3)
Constituent Directory	Upcoming Events		③ Campaigns	<ul> <li>Tuesday, July 27, 2021</li> <li>Docent Council Meeting- Wardroom</li> </ul>
My Organizations	Saturday. July 31, 2021		S Constituent Management	Tuesday, july 27, 2021
Newsletters	CANCELLED LIVE ABOARD		S Document Library	Docent Council Meeting-Wardroom
Administer	Hornet Sea Cadets Drill and Over		Event Management	Saturday, July 31, 2021     CANCELLED LIVE ABOARD
③ Campaigns	<ul> <li>Sunday, August 8, 2021</li> <li>2nd Medical Brigade Visit (HB 3)</li> </ul>		💭 Forum Management	Document Library
Constituent Management	Sunday, August 15, 2021		🙀 Membership Management	Sunday, March 28, 2021 - Advance Reservations Check In Procedures
Document Library	Victory over Japan Day (HB3)		🗇 Newsletter & Email Composer	<ul> <li>Tuesday, April 13, 2021 - Membership, Applied Admission</li> </ul>
Event Management	<ul> <li>Wednesday, August 18, 2021 Mountain Dogs all hanger bays</li> </ul>		E Organization Profile	<ul> <li>Tuesday. April 6. 2021 - Reservations without payment</li> </ul>
💭 Forum Management	Document Library		% Organization URLs	
📲 Membership Management	<ul> <li>Sunday. March 28. 2021 - Advans</li> </ul>		() Reports	
Newsletter & Email Composer	<ul> <li>Tuesday. April 13. 2021 - Membe</li> </ul>		D toles finites	
Crganization Profile	<ul> <li>Tuesday, April 6. 2021 - Reservat</li> </ul>		The same statement	
% Organization URLs				
A Reports				
Sales Station				

- 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:

	EVENT MANA	GEMENT				CR	EATE ALL OCCU	RRENCES OF A CA	ENDAR ACTIVITY	
Organization: USS Homet Museum (Alemedie-CA) CALENDAR ACTIVITIES DUES DONATIONS FAC	LILITIES PROGRAMS FORMS UTILITIES	👸 Event U	RLs 🗇 Report Multiple 🔍	Registration Search		Description: Activity Date:	End Dole:			
	Only Show (a) Current and Future	9 🔿 Pist 🚫 Al				Prequency:				
Category Description All Categories	Search		Eg Ner	v Calendar Activity		URL for additional details:				
Description		Starting •	Ending			Contact E-mail:	anthony wilson@uss-hornet.org			
Docent Council Meeting- Wardroom	2/2	(7/2024 10:00 AM 2/2	27/2024 12:00 PM	Details		Delais:	B Source B & X G B	B B ≤ ⇒ Q B F		
Docent Council Meeting- Wardroom	1/2	1/2024 10:00 AM	23/2024 12:00 PM	Details			BIUS×× × Ix	의 티(국 국 (카 장)는 은 로 ( 페 두 슈 슈 코 슈)	-1 1: I	
Decent Council Meeting- Wardroom	12/3	26/2023 10:00 AM 12/	/26/2023 12:00 PM	Details			Format - Font - Ste			
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В	IUS×r×I,	::  ∉ ∉ }, % F	**		Denesik Deument- t-t	Gonoral				
Contact E-mail: antho Details:	ony wilson@uss-hornet.org Source 🛛 🛱 👘 🗶 🖒 🛱 👼	四 * > O い m			Deposit Payments Into:	General				

### STEP 2: Check Event is held in calendar

- 1. Direct Link: <u>http://uss-hornet.doubleknot.com/app/calendar/reservations/4425</u>
- 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
- 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

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

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

			F	Private Events & \	/enue Rental
Support   Training Videos   Help	<u>Help (Beta)</u>		Feature List   Support   Training Videos   Help	Help (Beta)	
USS Homet Museum					
Feature List				EVENT MANA	GEMENT
📖 Calendar & Event Signup					
Communications Center			Organization: USS Hornet Museum - Venue Rentals (Alame	da-CA)	🚑 Event
Occument Library	Doubleknot Messages (seen by administrators only)		CALENDAR AC USS Homet Museum - Birthday Parties (Alam USS Homet Museum - Education Programs (i USS Homet Museum - Tours (Alameda-CA)	Alameda-CA) FORMS UTILITIES	
E-List Signup	<ul> <li>10/28/2009 10:42:44 AM</li> <li>Doubleknot Support Policy</li> </ul>		USS Homet Museum - Venue Rentals (Alamo USS Homet Museum (Alameda-CA)	da CA)	
$ii_{\rm B}^{\rm s}$ Constituent Directory	Upcoming Events			Only Show Current and Future	🔵 Past 💿 All
🚊 My Organizations	Thursday, July 22, 2021     Alameda Foundation Scholarshin Award	The bottom	Category Description		
Newsletters	Saturday, July 24, 2021		All Categories 🗸	Search	
Administer	Apollo 11 Splashdown Anniversary (HB2/3)	fields			
③ Campaigns	Tuesday, July 27. 2021     Docent Council Meeting- Wardroom	- h	Description	Unit of Booking	Starting
Constituent Management	Tuesday, July 27, 2021	change	Captain's Conference Room	30 minutes	1/1/2020 8:00 AM
Document Library	Docent Council Meeting- Wardroom	when you	CPO Mess	30 minutes	1/1/2020 8:00 AM
Event Management	Saturoay, july s1, 2021     CANCELLED LIVE ABOARD	when you	Fantail	30 minutes	1/1/2020 8:00 AM
Forum Management	Document Library	select the	Flight Deck	30 minutes	1/1/2020 6:00 AM
🏥 Membership Management	Sunday, March 28, 2021 - Advance Reservations Check In Procedures	Sciect the	Hangar Bay 3	30 minutes	1/1/2020 8:00 AM
🗐 Newsletter & Email Composer	Tuesday, April 13, 2021 - Membership, Applied Admission		Hangar Deck (Bay 1. 2, and 3)	30 minutes	1/1/2020 5:00 AM
🖂 Organization Profile	<ul> <li>Tuesday, April 6. 2021 - Reservations without payment</li> </ul>		Officers' Wardroom	30 minutes	1/1/2020 8:00 AM
% Organization URLs			Security Deposit Refundable	30 minutes	1/1/2020 8:00 AM
a Reports					
📮 Sales Station					

g) Event Management > Calendar activity > New activity > Choose department color >

Organization: USS Hor	net Muse	um (Alarr Donat	ieda-CA)	FACILITIES	PROGRAMS	FORMS	UTILITIES		🌲 Event URLs 🏐	Report Multipl	e 🔍 Registration Search
Category All Categories All Categories		~	Descrip	tion	Only Show	Current Sea	rent and Future	Past	Al	t	New Calendar Activity
Community Event EDU Special Event	iaht		cription					Starting 📍	Endi	ing	
History Mystery Tour HOLD Space	ogra						2/2	7/2024 10:00 AM	2/27/2024	12:00 PM	🔝 Details
Night Ops Overnight Ready Room Time Dis Tour at Sea	ant Lear	ning					1/2	3/2024 10:00 AM	1/23/2024	12:00 PM	💷 Details

#### **EVENT MANAGEMENT**

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

#### **STEP 3: Confirmed Event**

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

- 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: Country: Latitude: Display: Display: Display: Display: Category 1: Category 2: Category 3: Service Hours: Test Mode:	Potal Code:   United States   Longitude:   Display on public calendar   None   None   None   None   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	
Camp	Please select a campaign.	
1	Fund:	
Ap	opeal:	
	Payment Details	
Payment	Type: None Pay Online only Pay by Mail only Pay Online or by Mail	
Convenience	e Fee: Payees pay convenience fee	
Deposit Payments	s Into: General V	

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

FORMS UTILITIES		Q Regis	tration Search
Include forms that are hid	iden		
	Move Form(s) to Other Org	Assign Form(s) to Event	New Form
		Page	Size: 25 🗸

#### **EVENT MANAGEMENT**