## INTRODUCTION

The eSPACE Quick Event plugin allows current eSPACE customers to quickly create events from within Rock.

This plugin assumes you already have an eSPACE account. If you would like help configuring eSPACE, please contact the eSPACE team at espace.cool/support .

INSTALLATION

After the eSPACE Quick Event plugin is installed on your Rock system, navigate to the Installed Plugins page under Admin Tools and select eSPACE Quick Event.
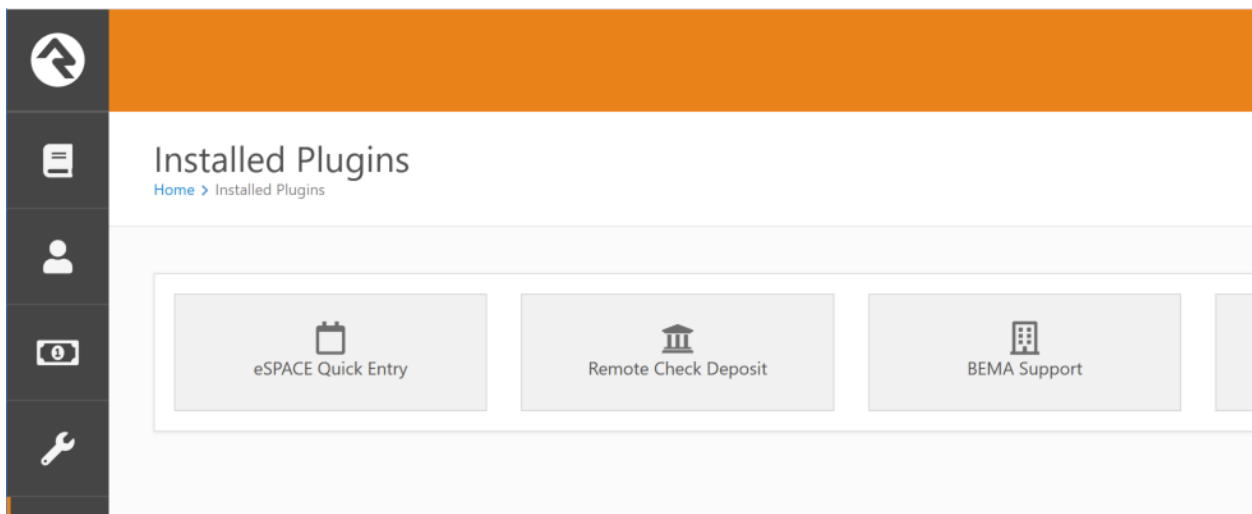
Custom Page – Feel free to add the eSPACE Quick Entry block to another page that makes sense for your organization. The event setup and screen will look very similar to the example screenshots provided.

Process Overview – This plugin was designed to work alongside your eSPACE account, while giving users the ability to quickly create events from right within Rock. It may still be necessary to finish processing an event at the eSPACE website before an event is submitted and approved (for example, filling out resource forms).
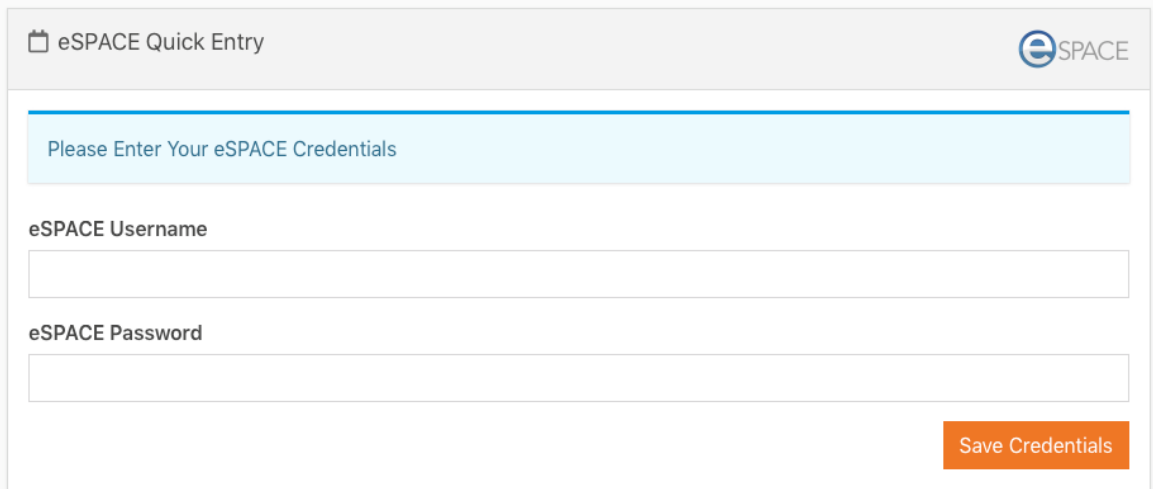
SETUP

To configure the plugin, we'll need to configure Rock and eSPACE to communicate with each other; this is done for each user in Rock to access their eSPACE account.

USERNAME AND PASSWORD ENTRY

1. Navigate to the eSPACE Quick Entry Page
2. Rock asks for your eSPACE Username and Password
   (Usually your username is your email address)

3. Click "Save Credentials" to securely store your username and password in Rock.
   You will not need to enter these credentials again unless there is a problem authenticating with your eSPACE credentials.

AUTHENTICATION CHANGES

If your password changes in eSPACE or there is an issue authenticating with the eSPACE server, the plugin will ask you to enter your password again before continuing.

EVENT CREATION SCREEN

Similar to the Quick Event page in eSPACE, the Quick Entry plugin first shows a screen to enter in the event's demographics and scheduling information.

Items marked with a red dot are required.

Fill out each item with as much detail as possible; Locations and Categories will help determine which items are available on the item selection screen.

Click "Next" when ready.

ITEM SELECTION SCREEN

After creating the event, we want to add in Spaces, Resources, and Services.

Select each tab (Spaces, Resources, and Services) and click the checkboxes to select each item.
Resources may also have a quantity box to the right of the item; type in the number of items needed.


After selecting the items needed, click the "Submit" button to submit the event to eSPACE.

EVENT SUBMISSION SCREEN

Submitting the event to eSPACE may take a few seconds to load.

Once done, a message will appear on your screen either confirming your successful event submission or letting you know there are forms or other items to complete at the eSPACE website before your event will be submitted for approval.
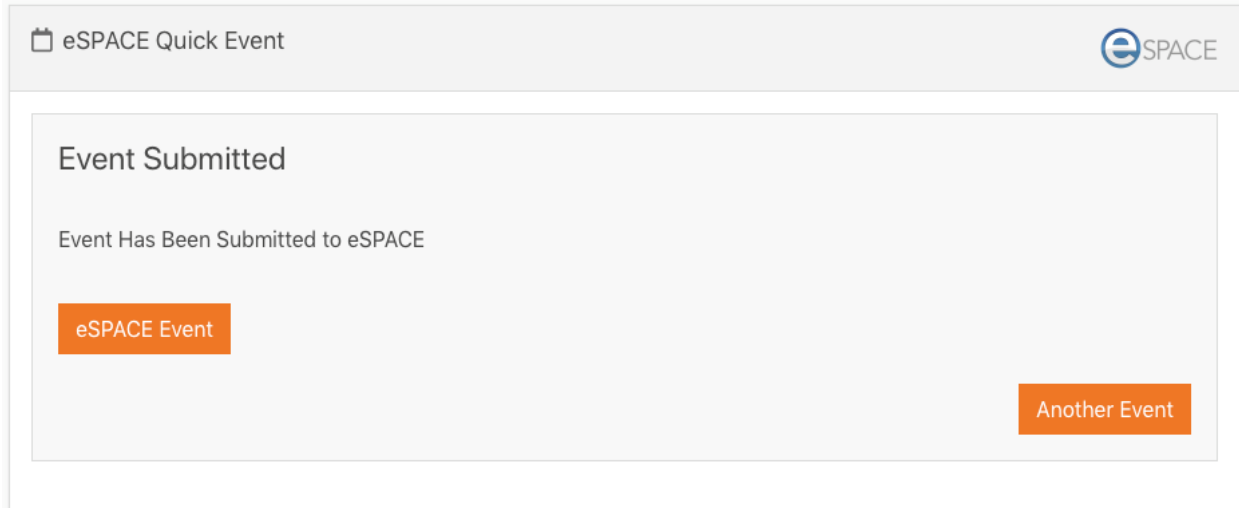
A button link to the eSPACE Event is provided and opens the setup screen for that event in a new browser tab.

(Note: Item will show as Draft if there are Setup Items or Conflicts needing to be resolved)