

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.

Registering for a community account

To register for a community account, you will need to be able to access the community portal. This link may have been emailed to you by the community contact, or it might be posted on the website of the organization whose facilities you are trying to rent.

Once you have navigated to the community portal:

1. Click the **Login** button to go to the login page.
2. Under the Get Started panel, enter your **First Name, Last Name, Email Address, and Phone Number**.
3. Click **Submit** to save your information and submit your membership request. You will be sent an email message to verify your account and set your password.

Event Manager™

EVENT COMMUNITY

SIGN IN

Enter your email and password to sign into your account.

EMAIL:

PASSWORD:

By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

SUBMIT

[Forgot Password?](#)

GET STARTED

Create an account to view your favorite events and events you have registered for.

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

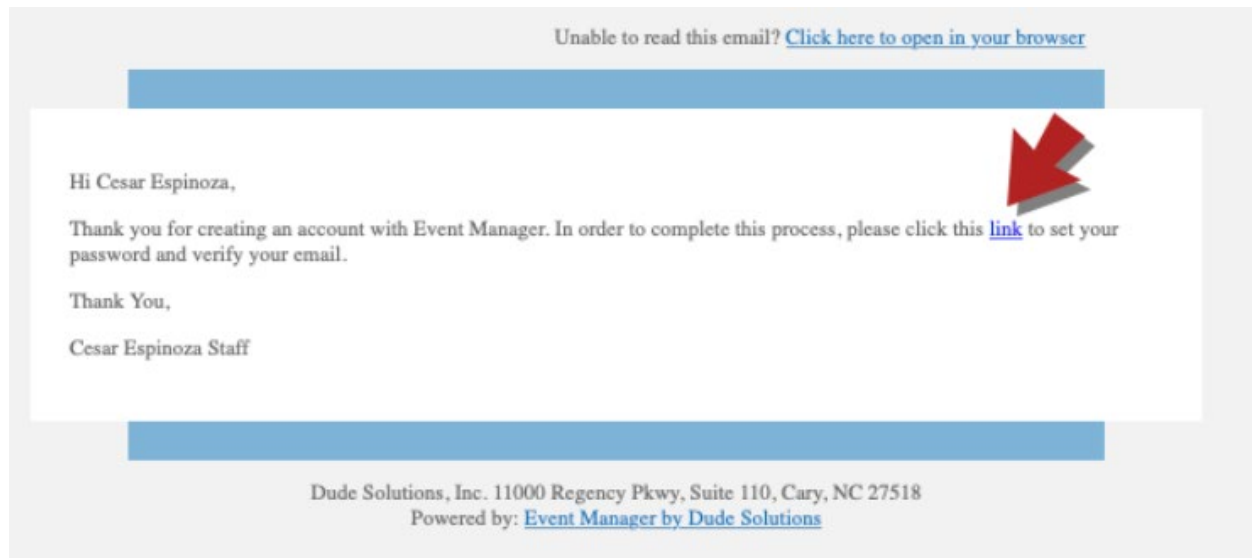
By clicking Submit, you consent to the [Terms & Cond.](#) [Privacy Policy](#)

SUBMIT

Verifying your user account

Once you have entered your information and clicked Submit on the Get Started section of the login page for Event Manager, you will receive an email notification from the application so that you can set your password and verify your email address.

1. Open the confirmation email from Event Manager.
2. Click the hyperlink in the confirmation email.



3. In the window that appears, enter your desired password under **New Password** and **Confirm New Password**.
4. Click **Submit and Verify**. You can now log in.

Joining an organization

If you need to be a member an organization in Event Manager, you will need to request to join those organizations or submit an organization request. After initial registration, those requests are made from My Profile once you have logged in.

1. Click **My Profile** from the side navigation menu.
2. Click **My Organizations**.

My Profile

My Events | My Subscriptions | My Purchases | My Info | **My Organizations** | My Attachments

REQUEST TO JOIN AN ORGANIZATION **CREATE AN ORGANIZATION**

Organization Name	Date Joined	Actions
BaseLine	1/14/2022	Select
11	5/6/2021	Select

Page size: 15 | 2 items in 1 pages

Request to join an organization

1. Click **Request to Join an Organization**.
2. Enter the name of your **Organization**.
3. To register as a member of more than one organization, click **Add Another Organization** and enter the name in the field. **Note: You can request to be a member of as many organizations as needed.*
4. Click **Request** to submit your request(s).

What Organization(s) would you like to join?

This will send a request to join the listed Organization(s).

Organization: x

Organization: x

+ Add Another Organization

Create an organization

1. Click **Create an Organization**. This will open the Organization creation form.

Organization details

2. Enter the **Organization Name**.
3. Enter a **Description** for the organization.
4. Enter the organization's address information under **Address 1, Address 2, City, State,** and **Zip**.
5. Enter the organization's **Website**, if applicable.

Organization Details

Organization Name *
Soccer Stars - Varsity



Description
The best and brightest young soccer players Raleigh has to offer!

Max 500 characters

435 remaining

Address 1 *
11000 Soccer Pkwy

Address 2
Suite 103

City *
Raleigh

State *
NC

Zip *
27603

Website
N/A