

How to Add an Event on DoSportsEasyKu

REMINDERS:

Add general event information at the beginning of the semester before the deadline or 2 weeks prior for events that are planned later.

Travel information and rosters need to be uploaded by the Monday before you leave for the event. (Or 5 business days prior to departure)

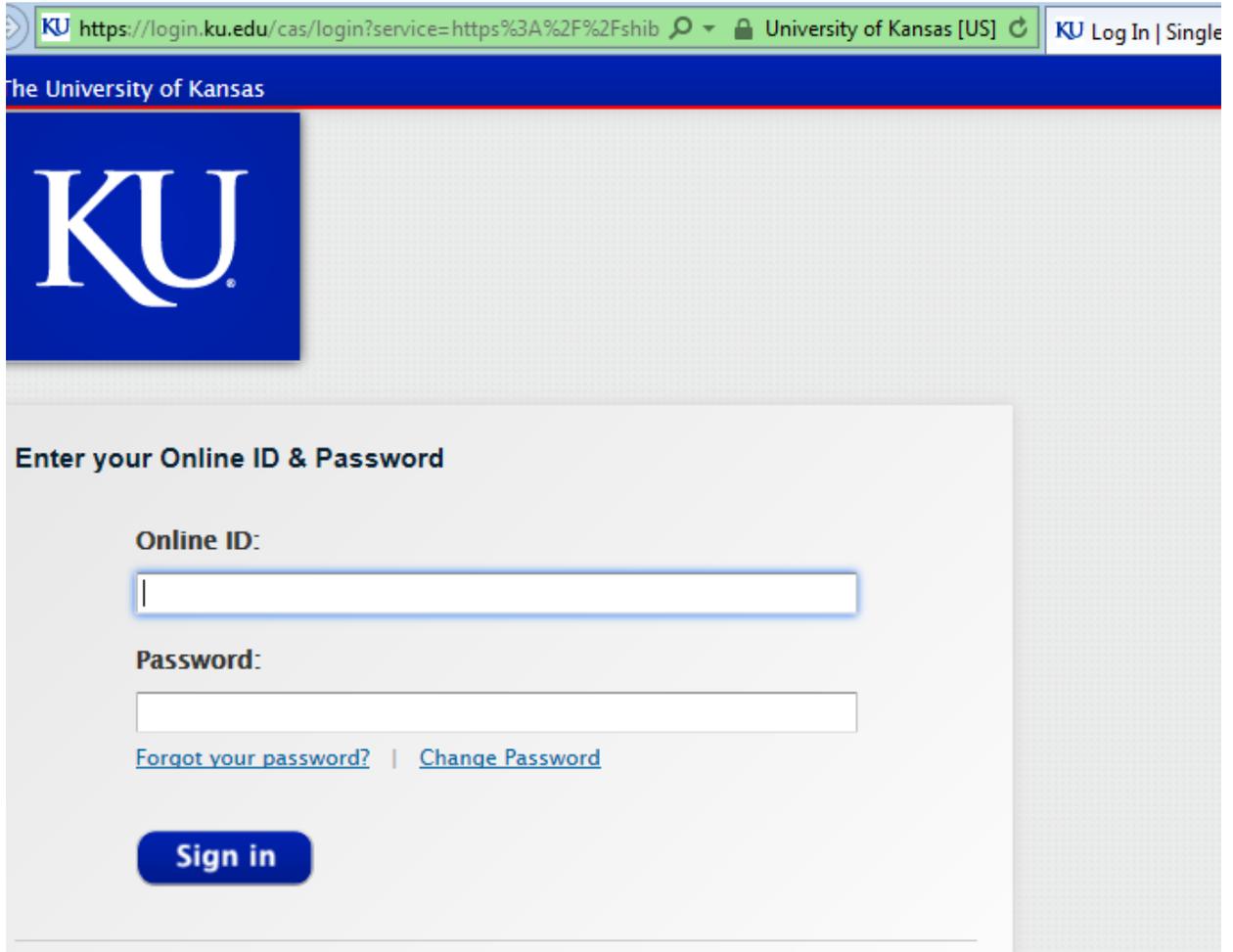
Step 1:

Go to <https://recreation.ku.edu/dosportseasy> and click on “Events” under the club you are creating an event for.

The screenshot shows the KU Recreation Services website. The header includes the KU logo and 'KU Recreation Services' with a search bar. A navigation menu lists: Programs, Membership, Facilities, Staff/Organization, Jobs, and Our Future. Below the header, there is a 'Club Sports' section with a user greeting 'Hi, Guest'. The main content area is titled 'ACTIVE CLUBS' and features a grid of club cards. Each card includes a club name, an image, and links for 'Registration', 'Roster', and 'Events'. A red arrow points to the 'Events' link for the 'Baseball' club. The clubs shown are Badminton, Baseball, Boxing, Crew, Cycling, and Disc Golf.

Step 2:

Login with your Ku online ID and password.



The screenshot shows a web browser window with the URL <https://login.ku.edu/cas/login?service=https%3A%2F%2Fshib>. The page header includes "The University of Kansas" and the "KU" logo. The main content area is titled "Enter your Online ID & Password" and contains two input fields: "Online ID:" and "Password:". Below the password field are two links: "Forgot your password?" and "Change Password". A blue "Sign in" button is positioned at the bottom of the form.

https://login.ku.edu/cas/login?service=https%3A%2F%2Fshib University of Kansas [US] KU Log In | Single

The University of Kansas

KU

Enter your Online ID & Password

Online ID:

Password:

[Forgot your password?](#) | [Change Password](#)

Sign in

Step 3:

Start by clicking on “ADD NEW EVENT”.



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- [ADD NEW EVENT](#)
- [REGISTRATION](#)
- [CALENDAR VIEW](#)
- [ROSTER](#)

Date
2/4/2018 to 3/7/2018

Event Status
All ▾

Event Type
All ▾

Location
All ▾

Show: 25 ▾

Search:

Event Name/Opponent	Event Type	Space/Field	Start	End	Event Status
No Club Sports Events					

Showing 0 to 0 of 0 entries



Step 4:

Fill out this form entirely. First, specify what type of event you are adding to DSE. Note**-Practices do not to be on DSE. It is important to include accurate Event “start” and “end” times. Any event not taking place in Lawrence needs to be put in as an away event. Once form is filled out, click “Submit”. The deadline for this part of the event information is 2 weeks prior to the event.

Basic Info ✓

NOTE! This form must be completed at least **2 weeks** prior to event

Event type: Game Tournament Event
 Practice ✓

Event/Opponent Name: ✓

Event start: ✓

Event end: ✓

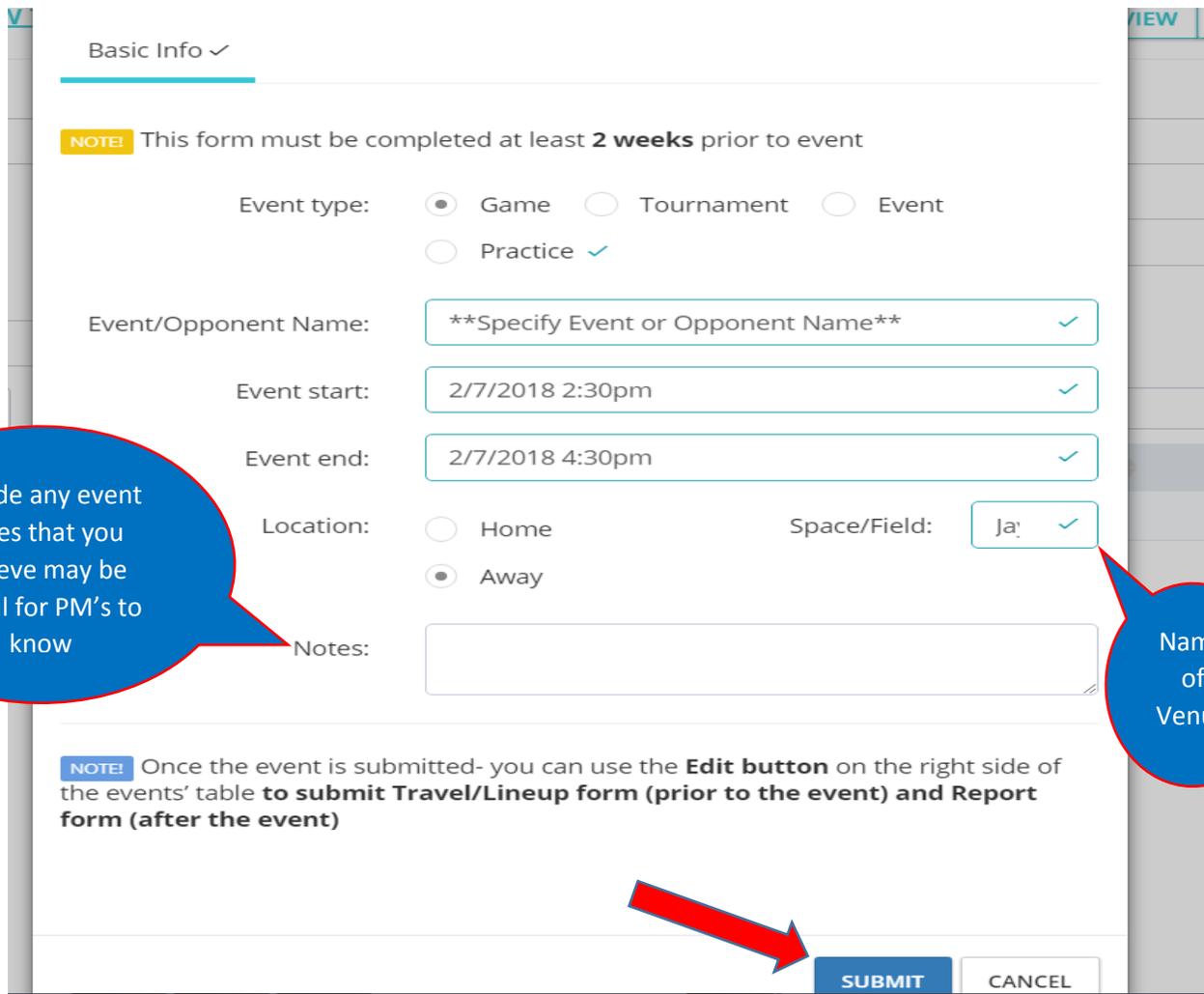
Location: Home Away

Space/Field: ✓

Notes:

NOTE! Once the event is submitted- you can use the **Edit button** on the right side of the events' table **to submit Travel/Lineup form (prior to the event) and Report form (after the event)**

SUBMIT **CANCEL**



The screenshot shows a web form for adding an event. It includes a 'Basic Info' section with a note that the form must be completed at least 2 weeks prior to the event. The form has several fields: 'Event type' with radio buttons for Game, Tournament, Event, and Practice (Practice is selected); 'Event/Opponent Name' with a text box containing a placeholder; 'Event start' and 'Event end' with date and time pickers; 'Location' with radio buttons for Home and Away (Away is selected); and 'Space/Field' with a text box containing 'Ja'. There is also a 'Notes' text area. At the bottom, there are 'SUBMIT' and 'CANCEL' buttons. A red arrow points to the 'SUBMIT' button. Two blue callout bubbles are present: one on the left says 'Include any event notes that you believe may be useful for PM's to know' and one on the right says 'Name of Venue'.

Step 5:

Your event has now been submitted on DSE and should show up on your club's page. To move on with the travel, lodging, and other event information click on "edit" next to the event you wish to put in the rest of the necessary information for. ****Note: All information from this step forward is due the Monday before you depart for the event (Or 5 Business Days in Advance)**

 Hi, Nathan Goetz ▾

[HOME](#) > ["HOW TO" DOC CLUB](#) > [EVENTS](#) [ADD NEW EVENT](#) [REGISTRATION](#) [CALENDAR VIEW](#) [ROSTER](#)

Date: to Event Status:

Event Type:

Location:

Show: Search:

Event Name/Opponent	Event Type	Space/Field	Start	End	Event Status	
Specify Event or Opponent Name	Game (A)	Jayhawk	2/7/2018 2:30pm	4:30pm	PENDING	 EDIT ▾

Showing 1 to 1 of 1 entries < 1 >

Step 6:

You will now need to specify which members of your club will be going on the particular trip. If the member is going, you will need to check the box next to their name, if they are not going leave the box next to their name unchecked. Make sure this is completed accurately.

Basic Info ✓ Members ✓ Travel ✓ Report Summary

<input type="checkbox"/> Going	Name	Position
<input checked="" type="checkbox"/>	Bryce Bohlman	Member
<input checked="" type="checkbox"/>	Bradley Degraaf	Member
<input checked="" type="checkbox"/>	Joseph Madrigal	Member
<input checked="" type="checkbox"/>	Morgan Mathews	Other Officer
<input checked="" type="checkbox"/>	Tyler Paulson D TR	Vice President
<input checked="" type="checkbox"/>	Piper Rogers	Member
<input checked="" type="checkbox"/>	Brettell Urczyk	Member
<input checked="" type="checkbox"/>	Madison Vining D TR	President
<input type="checkbox"/>	Taylor Archer	Member
<input type="checkbox"/>	Taylor Archer	Member

SAVE

CANCEL

Step 7:

Beginning on the travel tab, you will start with the “Site” info. Make sure to include all necessary information it asks for. The most important being the departure and return dates/times. The departure date/time should indicate when the first member/members of your club are leaving Lawrence. The return date/time should be the latest time that a member/members will be returning to

Lawrence. Next, it is important to indicate how your registration cost will be paid whether it be personally, restricted, or SOFAS. Be sure to click the “Save” icon at the bottom of each page once complete. Note**: No incomplete pages will be save, they must be filled out entirely.

Manage "How To" Doc Club Event

Basic Info ✓ Members ⓘ Travel ⓘ Report Summary

NOTE! This form must be completed at least **5 days** prior to event

Site ✓

Method of Travel ⓘ

Lodging ⓘ

Arrangement ✓

Site Address: 101 Random Rd ✓

Zip: 68412 ✓

City: Dallas ✓

State: TX ✓ ▾

Site Contact Name: John Parker ✓

Phone: 123-456-7890 ✓

Departure Date/Time: 2/7/2018 4:00pm ✓

Return Date/Time: 2/9/2018 2:00pm ✓

Event Registration Cost: 500 ✓

Cost Type: Restricted ✓ ▾

When you will leave Lawrence and when you will return

You will have the option of personal, restricted, or SOFAS

Step 8:

Next, you will go to “Method of Travel” to select what your mode of transportation will be. For ground transportation you will be able to choose whether you are renting vehicles or using private club member vehicles. Make sure to include the number of vehicles you are taking to the event. Cost type includes how you will cover gas costs. Like above, you will be able to choose from personal, restricted, and SOFAS. If you are flying, click add flight and it will bring up a tab asking for flight information. Again, click “save” at the bottom of the page. Note**: If the form is not filled out entirely then it will not “Save”.

The screenshot shows a web form titled "Manage 'How To' Doc Club Event" with a close button (X) in the top right corner. The form has several tabs: "Basic Info" (checked), "Members" (with a red error icon), "Travel" (with a red error icon), "Report", and "Summary". A yellow "NOTE!" box states: "This form must be completed at least 5 days prior to event".

On the left side, there are sections for "Site" (with a red error icon), "Method of Travel" (with a red error icon), "Lodging" (with a red error icon), and "Arrangement" (checked).

The main form area contains the following fields:

- "Type of Vehicles": A dropdown menu currently set to "Private Vehicle".
- "Number of Vehicles": A dropdown menu currently set to "1", with a red trash icon to its right.
- "Cost Type": A dropdown menu with a red error icon.
- "Round-trip Mileage": A text input field with a red error icon.

At the bottom of the form, there are two buttons: "+ ADD VEHICLE" and "+ ADD FLIGHT" (with a checkmark to its right). A blue callout bubble points to the "+ ADD FLIGHT" button with the text "Add a Flight by Clicking Here".

At the very bottom of the form, there are "SAVE" and "CANCEL" buttons. A red arrow points to the "SAVE" button. A blue callout bubble points to the "Round-trip Mileage" field with the text "Round-trip Mileage Per Vehicle".

Step 9:

Next, you will specify your Lodging (If more than a 1 day trip). If you are not staying anywhere, select “not applicable”. If you do have an overnight stay, turn “Hotel” on or if camping or staying a team members house turn “Other” on and fill out the requested information.

Basic Info ✓

Members ⓘ

Travel ⓘ

Report

Summary

NOTE! This form must be completed at least **5 days** prior to event

Site ⓘ

Method of Travel ⓘ

Lodging ⓘ

Arrangement ✓

Not Applicable -
No Overnight Stay

 OFF

Hotel

 OFF

Other

 OFF

Step 10:

For example, if you are staying in Hotel you will be taken to this page once "Hotel" is selected on the previous page. Fill out the information entirely and be sure to select whether you using personal, restricted, or SOFAS under "Cost Type". Again, click "save" at the bottom of the page. Note**: If the form is not filled out entirely then it will not "Save".

Basic Info ✓ Members ⓘ Travel ⓘ Report Summary

NOTE! This form must be completed at least **5 days** prior to event

Site ⓘ

Method of Travel ⓘ

Lodging ⓘ

Arrangement ✓

Not Applicable - No Overnight Stay OFF

Hotel ON

Hotel name:

Phone:

Hotel Address:

Rooms:

Nights:

Other OFF

Lodging Cost:

Cost Type:



Step 11:

You are now ready to move on to the “Arrangement Tab”. Here you will select which member will riding in which car and which hotel room they will be staying in (if applicable). You will also be selecting your approved driver’s and Travel Reps for the trip. Members who have an unchecked box under the “Driver” or “Travel Rep” columns are already approved. If they will be acting as a driver or Travel Rep for the trip then check the box or both if they are acting as both on the particular trip. Again, click “save” at the bottom of the page. Note**: If the form is not filled out entirely then it will not “Save”.

Basic Info ✓ Members ✓ Travel ✓ Report ⓘ Summary

NOTE! This form must be completed at least **5 days** prior to event

Site ✓	Name	Vehicle	Driver	Travel Rep	Room #
Method of Travel ✓	Sowmya Ragothaman	Private Vehicle 1 ✓	<input type="checkbox"/>	<input type="checkbox"/>	1 ✓
Lodging ✓	Heather Fielding	Private Vehicle 1 ✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 ✓
Arrangement ✓	Sydney Nelson	Private Vehicle 1 ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 ✓
	Malaina Piyassaphan	Private Vehicle 1 ✓	<input type="checkbox"/>	<input type="checkbox"/>	1 ✓
	Sally Jiang	Private Vehicle 1 ✓	<input type="checkbox"/>	<input type="checkbox"/>	1 ✓
	Camille Curley	Private Vehicle 1 ✓	<input type="checkbox"/>	<input type="checkbox"/>	1 ✓



SAVE

CANCEL

Step 12:

The final step needs to take place after the event is over. On the “Report” tab you will report back to us how the event went. Make sure to include any relevant highlights or issues we need to be aware of. Once again, click “Save” at the bottom of the form.

Manage "How To" Doc Club Event ×

Basic Info ✓ Members ⓘ Travel ⓘ **Report** Summary

Result:

The University of Kansas score:

Opponent score:

Highlights, Injures, Incidents, Problems, etc:

