How to Add an Event on DoSportsEasyKu

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)
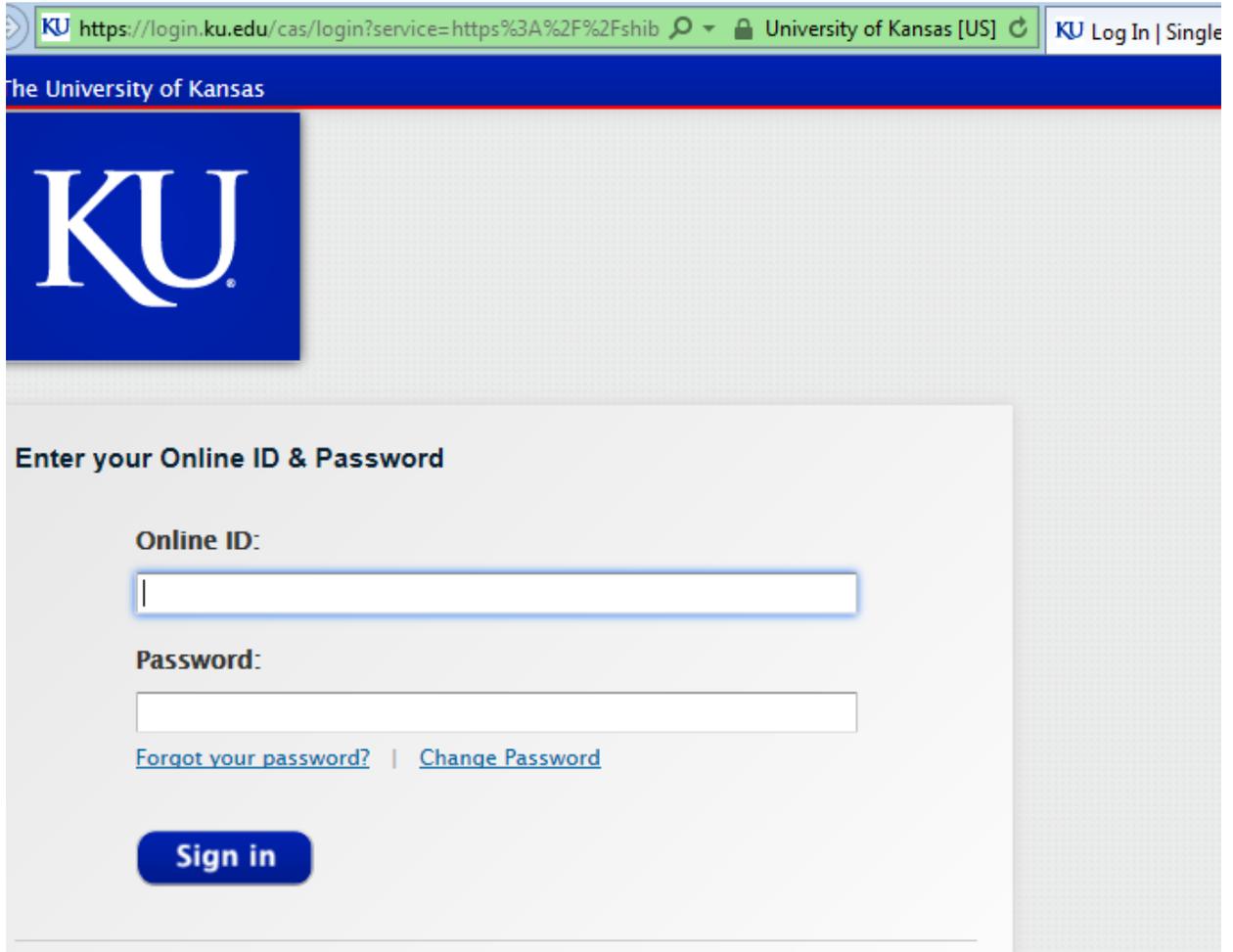
Step 1:

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

Step 2: Login with your Ku online ID and password.

KU 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".

🚲 Club Sports   Hi, Nathan Goetz ⌄

📋 **HOME** › **"HOW TO" DOC CLUB** › EVENTS   📅 **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: **Specify Event or Opponent Name** ✓

Event start: 2/7/2018 2:30pm ✓

Event end: 2/7/2018 4:30pm ✓

Location: ○ Home   Space/Field: Ja: ✓
● Away

Include any event notes that you believe may be useful for PM's to know

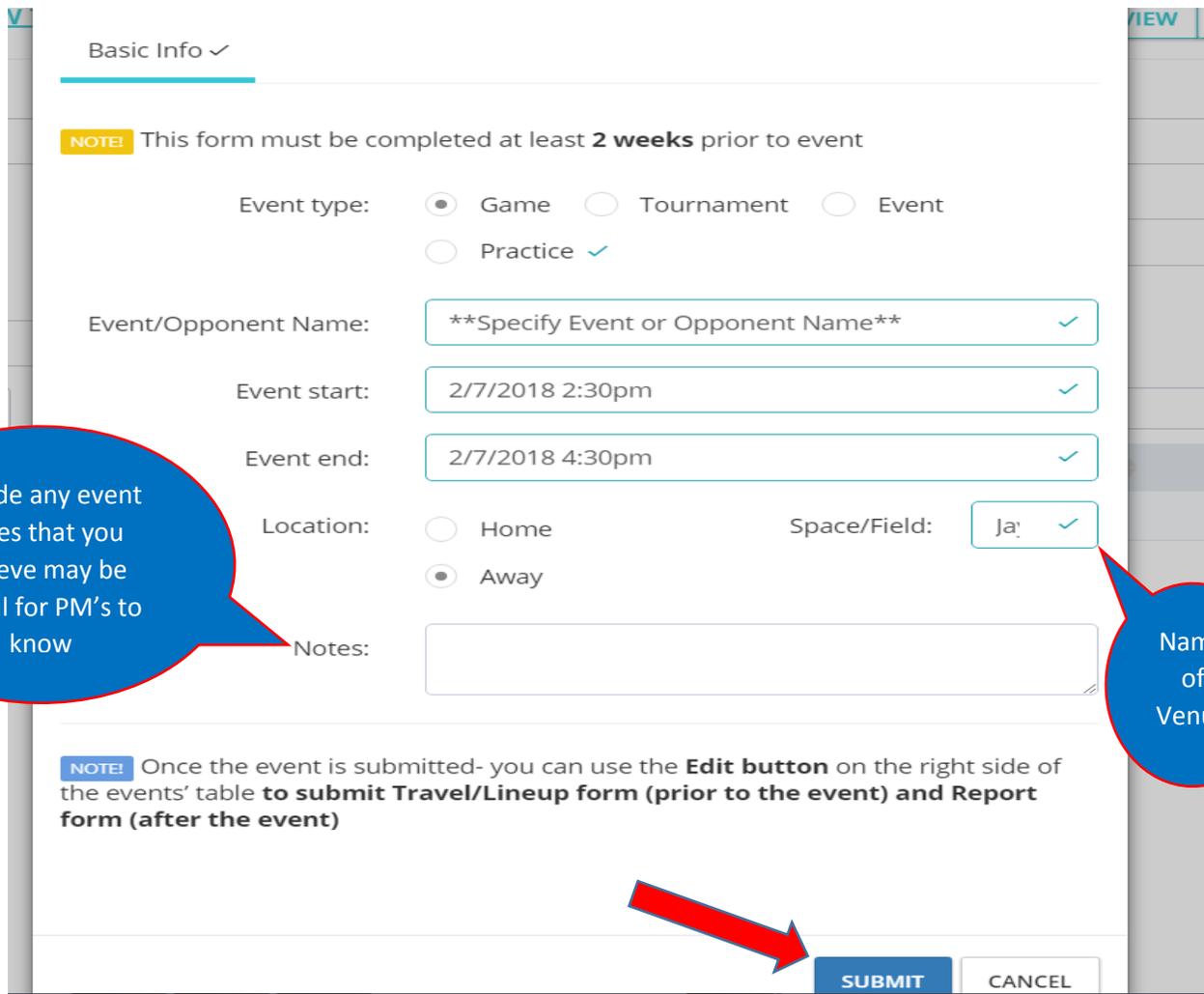Notes:

Name of Venue

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

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)

⚙ Club Sports   Hi, Nathan Goetz ⌄

☑ **HOME** › **"HOW TO" DOC CLUB** › EVENTS   ☑ **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	
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

Going	Name	Position
✓	Bryce Bohlman	Member
✓	Bradley Degraaf	Member
✓	Joseph Madrigal	Member
✓	Morgan Mathews	Other Officer
✓	Tyler Paulson D TR	Vice President
✓	Piper Rogers	Member
✓	Brettell Urczyk	Member
✓	Madison Vining D TR	President
☐	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 ❶   Travel ❶   Report   Summary

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

Site ✓	Site Address:	101 Random Rd ✓
Method of Travel ❶	Zip:	68412 ✓
Lodging ❶	City:	Dallas ✓
Arrangement ✓	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".

Manage "How To" Doc Club Event   ✕

Basic Info ✓   Members ❶   Travel ❶   Report   Summary

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

Site ❶

Method of Travel ❶   Type of Vehicles: Private Vehicle ▾

Lodging ❶   Number of Vehicles: 1 ▾   🗑

Arrangement ✓   Cost Type: ❶ ▾   Round-trip Mileage: ❶

                                                               Round-trip Mileage
                            + ADD VEHICLE   + ADD FLIGHT ✓   Per Vehicle

                                            Add a Flight by
                                            Clicking Here

                                                        SAVE   CANCEL

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 ❶   Travel ❶   Report   Summary

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

Site ❶

Method of Travel ❶

Lodging ❶

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: [Select   ] ⓘ ▾

Nights: [Select   ] ⓘ ▾

Other   OFF

Lodging Cost: [0.00   ] ✓

Cost Type: [   ] ⓘ ▾

SAVE   CANCEL

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

	Name	Vehicle	Driver	Travel Rep	Room #
Site ✓					
Method of Travel ✓	Sowmya Ragothaman	Private Vehicle 1 ✓▾	☐	☐	1 ✓▾
	Heather Fielding	Private Vehicle 1 ✓▾	✓	✓	1 ✓▾
Lodging ✓	Sydney Nelson	Private Vehicle 1 ✓▾		✓	1 ✓▾
Arrangement ✓	Malaina Piyassaphan	Private Vehicle 1 ✓▾			1 ✓▾
	Sally Jiang	Private Vehicle 1 ✓▾	☐		1 ✓▾
	Camille Curley	Private Vehicle 1 ✓▾	☐	☐	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 ❶   Travel ❶   Report   Summary

Result: | Select   ▼ |

The University of Kansas score: | |

Opponent score: | |

Highlights, Injures, Incidents, | |
Problems, etc:

SAVE   CANCEL