

# Beautiful Day: Streamlining event management and organization with TMA and eSpaces

Track, schedule, manage and execute your events with precision and clarity with an end-to-end Event Management solution.

# Agenda



1. Introductions
2. Overview
3. Live Demo
4. Event Requests
5. Spaces, Resources, Services
6. Event Calendar/Scheduler
7. Questions
8. Settings



# Event Management - Presenters



**Matt Sunday**

CSS Team Lead

TMA Systems



**Tammy Neal**

Senior Consultant

TMA Systems



# Event Management Features

01

## Flexible Public Facing Event Request Forms

See how Event Request Forms allow for selection of Spaces, Resources, and Services as well as conditional forms that require additional information from Event Requestors. The Event Scheduler will also prevent resource scheduling conflicts.

02

## Multi-Layered Event Approvals

See how complex approvals are easily handled across various locations, resources, and services in support of your event.

03

## Shared Event Calendar

View your Event Schedules in Daily, Weekly, or Monthly Calendar views within Event Scheduler or as a Shared Outlook/Google Calendar.



A streamlined event management system ensures complete transparency and resource allocation capabilities that can guarantee success.





UC25 | April 8th - 10th 2025

# Live Demo of Event Management

UC  
25 YEARS

OF COMMUNITY, PARTNERSHIP, AND GROWTH



# Event Requests

01

## Public Facing Link

Track a variety of data fields within your custom request form. You can show choose to display public locations, services, conflicts with items and resources and many other categories.

02

## Custom Layout

Create your own questions, arrange them on a webpage with drag/drop functions and allow requestors to check availability, and upload images of events or related documents.

03

## Process Event Requests

Your dashboard allows you to sort, filter, and find any Event Request that comes in or just the Events/Services that you are responsible for.



# Event Request Form - Examples



Recording of all necessary event information in one central location

Want to check the status of your Events? [Click Here](#)

### Facility Reservation Request

First Name *	Last Name *
<input type="text"/>	<input type="text"/>

E-mail *	Phone
<input type="text"/>	<input type="text"/>

Event Name \*

Event Description \*

Event Date \*

All Day Event

☐

Start Time \*

End Time \*

Event Recurrence Rules

Recurrence

☐ No

Do you need tables and chairs? \*

☐ Yes

☐ No

Do you need technology? (Computer, Projector, Sound, Music, Microphone, Internet) \*

☐ Yes

☐ No

Will food or drink be served? \*

☐ Yes

☐ No

If drinks will be served, will there be alcohol? (Respond No if no drinks will be served) \*

☐ Yes

☐ No

Will there be cash transactions? (merch, food, etc) \*

☐ Yes

☐ No

Will there be an agreement with an external vendor for service or equipment? (i.e. DJ, photographer, caterer, rental equipment). If yes, fill out vendor details below. \*

☐ Yes

☐ No

Continue to next page where you will select your venue areas, tables, chairs, equipment and note the vendors if needed.

Real Person Verification

UCESRP

Click to change

Back

Next



# Event Requests - Conflicts

Want to check the status of your Events? [Click Here](#)

Facility Reservation Request

General Information

This request cannot be submitted due to conflicts.

Spaces

ALUMNI CENTER

ALUMNI PAVILION

BAND HALL

☐ BULBER AUDITORIUM

BURTON BUSINESS CENTER

BURTON CONF. CTR.

Burton Hall

CHOZEN HALL

DREW HALL

☒ Drew-1

☐ DREW-105 Break Room/Kitchen

☒ DREW-110 Classroom [Conflicts] ⚠ [Conflicts]

☐ DREW-125 Classroom ✓

☐ DREW-126 Classroom ✓

☐ Drew-2

☐ Drew-3

☐ Drew-Parking

Remove All

☒ MC - DREW-110 Classroom

The logo for TMA Systems, LLC, featuring a stylized grid of blue squares.

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# Post Submission - Requestor View

Thank you for your request. We will get back to you shortly.

[Check Your Requests](#) [Submit New Request](#)

Requestor Information	
Please see details below.	
Name	Matt Sunday
E-mail	matt.sunday@tmasystems.com
Phone Number	918-858-6600

Event Information	
Please see details below.	
Event Name	Administration Meeting
Event Description	Administration Meeting
Number Of People	20
Occurrences (1)	4/10/2025 (Th)
Event Time	9:00 AM-4:00 PM
Location	Main Campus
I have read the facility reservation policy	Yes
I am a...	Student
Affiliation	Affiliated
What is the name of your organization or group?	Administration
Intended Audience	Faculty and Staff only
Do you need to reserve parking?	No
Do you need tables and chairs?	Yes
Do you need technology? (Computer, Projector, Sound, Music, Microphone, Internet)	Yes





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# Live Demo of Processing Event Requests



# Event Request Dashboard

01

## Approval

Track a variety of data fields within your custom request form. You can show choose to display public locations, services, conflicts with items and resources and many other categories.

02

## Conflicts

Create your own questions, arrange them on a webpage with drag/drop functions and allow requestors to check availability, and upload images of events or related documents.

03

## Process Event Requests

Your dashboard allows you to sort, filter, and find any Event Request that comes in or just the Events/Services that you are responsible for.



# Event Request Dashboard



Easy and quick management of dates, facilities, and resources for events



My Modules Help

- Homepage
- My Dashboard
- Events
- Event Requests
- Calendars
- Reports
- Analytics
- Reminders
- Settings
- Billing & Invoicing
- Profile

McNeese State University Test

Event Search by Name...

QUICK EVENT CREATE ADD EVENT

## Ginny's Dashboard

Edit Dashboard Settings | Reset All Grids

14 CURRENT EVENTS

PAST EVENTS

DECLINED

### REQUIRES ADMINISTRATIVE APPROVAL (6)

EXPORT

Search for...

Event ID	Event	Location	Day	Date	Time	Items	Created By	Created On	Last Submitted On	
3285204	Administration Meeting	MC	Thu	4/10/2025	9:00 AM - 4:00 PM	Spaces Resources Services	Ginny Karg	3/26/2025	3/26/2025	APPROVE DECLINE
3285152	UC 2025	MC	Sat	4/12/2025	10:00 AM - 3:00 PM	Spaces	Ginny Karg	3/17/2025	3/17/2025	APPROVE DECLINE
3285206	Memorial - JT Young	MC	Wed	4/16/2025	3:00 PM - 6:00 PM	Spaces Resources Services	Tammy Neal	3/26/2025	3/26/2025	APPROVE DECLINE
3285205	Retirement Party - Michael - MAY 2025	MC	Thu	4/24/2025	4:00 PM - 10:00 PM	Spaces Resources Services	Ginny Karg	3/26/2025	3/26/2025	APPROVE DECLINE
3285227	Crawfish Boil	MC   AC	Sat	5/10/2025	8:00 AM - 5:00 PM	Spaces Services	Tammy Neal	3/27/2025	3/27/2025	APPROVE DECLINE
3285228	Big Crawfish Boil	MC	Sat	5/10/2025	8:00 AM - 5:00 PM	Spaces Services	Ginny Karg	3/27/2025	3/27/2025	APPROVE DECLINE

### OPEN EVENT REQUESTS (2)

EXPORT

Search for...

Event ID	Requested By	Requested On	Event	Location	Day	Date	Time	Items	
3285230	Tammy Neal	3/27/2025 4:55 PM	Egg Roll	MC   AC	Thu	4/10/2025	10:00 AM - 12:00 PM	Spaces	SUBMIT EVENT APPROVE DECLINE
3285231	Tammy Neal	3/27/2025 5:07 PM	Retirement Party - Yvette	MC   AC	Mon	3/31/2025	11:30 AM - 1:30 PM		SUBMIT EVENT APPROVE DECLINE

### UPCOMING EVENTS - NEXT 30 DAYS (4)

EXPORT

Search for...

Event ID	Event	Location	Day	Date	Time	Items	Created By	Created On
3285150	Administration Meeting	MC	Thu	4/10/2025	9:00 AM - 4:00 PM	Spaces Resources Services	Matt Sunday	3/17/2025
3285202	UC 2025	MC	Fri	4/11/2025	8:00 AM - 5:00 PM	Spaces	Ginny Karg	3/26/2025
3285201	Media Literacy Festival	MC	Mon	4/14/2025	10:30 AM - 2:45 PM	Spaces Resources	Ginny Karg	3/26/2025
3285203	K-12 Art Exhibit	MC	Thu	4/17/2025	10:00 AM - 2:30 PM	Spaces Resources Services	Ginny Karg	3/26/2025

### MY DRAFTS (2)

EXPORT

Search for...

Event ID	Event	Location	Day	Date	Time	Created On
3285177	Leadership Meeting	MC	Thu	5/1/2025	10:00 AM - 12:00 PM	3/20/2025





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# Live Demo of Conflicts with Resources, Items, Services



# Event Request Form - Examples

Chair, Black Cushion, Rec Arena (Qty on Hand: 350) ☐ SAVE

Chair, Blue Plastic, Rec Arena (Qty on Hand: 100) ☐ SAVE

Chair, LaJeunesse Room (Qty on Hand: 100) ☐ SAVE

Chair, Legacy Kleckley Room (Qty on Hand: 100) ☐ SAVE

Chairs, Metal Folding, (No Location Restriction) (Qty on Hand: 266) ☐ SAVE

☒ Microphone ✓

☒ Presentation Computer ✓

☐ Projector, Legacy Kleckley Room ☐

☒ Projector/Screen, Alumni Center (Qty on Hand: 2) ☐ [Shortage Exists] 3 SAVE

☒ Sound System, Alumni Center ✓

☐ Table, Rectangular, 6' (No Location Restriction)

☒ Table, Rectangular, 6', Alumni Center (Qty on Hand: 4) ✓ 4 SAVE

☐ Table, Rectangular, 6', LaJeunesse Room (Qty on Hand: 20) ☐ SAVE

☐ Table, Rectangular, 8' (No Location Restriction)

☐ Table, Rectangular, 8', Alumni Center (Qty on Hand: 14) ☐ SAVE

☐ Table, Rectangular, 8', LaJeunesse Room (Qty on Hand: 50) ☐ SAVE

☐ Table, Rectangular, 8', Legacy Kleckler Room (Qty on Hand: 20) ☐ SAVE







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# Live Demo of the Events Calendar

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# Events Calendar

Homepage

My Dashboard

Events

Event Requests1

Calendars

Daily

Weekly

Two Week

Monthly

Agenda

Condensed

Item Schedulers

Reports

Analytics

Reminders0

Settings

Billing & Invoicing

Profile

McNeese State University Test

Event Search by Name ...

QUICK EVENT CREATE

ADD EVENT

Event Calendar

ACTIONS

DAILY & WEEKLY ITEM SCHEDULERS

CALENDARS

Event Date:

3/24/2025

Today

FILTER CALENDAR

SAVED VIEWS

CATEGORY LEGEND

+

Monthly Calendar

HIDE HOVER DETAILS

March 2025

<>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



# Events Calendar - Client

TMA SYSTEMS

Event Manager

Homepage

My Dashboard

Events

Event Requests

Calendars

Daily

Weekly

Two Week

Monthly

Agenda

Condensed

Item Schedulers

Reports

Analytics

Reminders

Settings

Billing & Invoicing

Profile

McNeese State University Test

Event Search by Name...

QUICK EVENT CREATE

ADD EVENT

Event Calendar

ACTIONS

DAILY & WEEKLY ITEM SCHEDULERS

CALENDARS

Event Date:

4/3/2025

Today

FILTER CALENDAR

SAVED VIEWS

CATEGORY LEGEND

+

Monthly Calendar

HIDE HOVER DETAILS

April 2025

<

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 1p - 2p Timmy Neal	31	1	2	3	4	5
6	7	8	9	10 9a - 4p Administration Meeting 9a - 4p Administration Meeting	11 8a - 5p UC 2025 8a - 5p UC 2025 : Admin Training Track 1 8a - 5p UC 2025 : Admin Training Track 2 8a - 5p UC 2025 : Admin Training Track 2-Session 2 1p - 5p Rehearsal for Play	12 8a - 5p UC 2025 10a - 3p UC 2025
13 8a - 5p UC 2025	14 10:30a - 2:45p Media Literacy Festival	15	16 3p - 6p Memorial - JT Young	17 10a - 2:30p K-12 Art Exhibit	18	19
20	21	22	23 4p - 10p Retirement Party - Michael - MAY 2025	24	25	26

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# Events Calendar - Client

	<div>4p - 5:30p 🗓️ -- Let's Get Ready For: Fit in Deutsch A2 (Ages 11-18) SPACES: -- MID-1-Classroom-14</div> <div>4p - 5:30p 🗓️ -- MS/HS Makeup Tests SPACES: -- MID-1-Classroom-10</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	<div>4p - 5:30p 🗓️ -- LEP Math SPACES: -- LRC-3-Academic Lab</div> <div>4p - 5:30p 🗓️ -- LEP Homework Support in MS SPACES: -- MID-1-Classroom-15, -- MID-1-Classroom-17, -- MID-...</div> <div>4p - 5:30p 🗓️ -- Isotimia Classes 2024-2025 SPACES: -- ACD-1-Classroom-201, -- ACD-1-Classroom-202</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	<div>Classroom-17, -- MID-...</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	<div>4p - 5:30p 🗓️ -- MS/HS Makeup Tests SPACES: -- MID-1-Classroom-10</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>							
13	<div>11a - 9p 🗓️ -- JASMIN SARLA DANCE SCHOOL PERFORMANCE SPACES: -- THR-0-Atrium, -- THR-0-Lobby, -- THR-0-Theater, -- ...</div> <div>4p - 5:30p 🗓️ -- LEP Homework Support in MS SPACES: -- MID-1-Classroom-15, -- MID-1-Classroom-17, -- MID-...</div> <div>4p - 5:30p 🗓️ -- MS/HS Makeup Tests SPACES: -- MID-1-Classroom-10</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	14	<div>10a - 11:55a 🗓️ -- Admissions Assessment SPACES: -- ADM-0-Meeting Room</div> <div>11:35a - 12:40p 🗓️ -- Marinos and Odysseas- Tuesday SPACES: -- LRC-3-Meeting Room</div> <div>4p - 5:30p 🗓️ -- LEP Math SPACES: -- LRC-3-Academic Lab</div> <div>4p - 5:30p 🗓️ -- LEP Homework Support in MS SPACES: -- MID-1-Classroom-15, -- MID-1-Classroom-17, -- MID-...</div> <div>4p - 5:30p 🗓️ -- Isotimia Classes 2024-2025 SPACES: -- ACD-1-Classroom-201, -- ACD-1-Classroom-202</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	15	<div>3:30p - 5:30p 🗓️ -- Elementary PD Session SPACES: -- ELM-1-Library</div> <div>4p - 5:30p 🗓️ -- LEP Homework Support in MS SPACES: -- MID-1-Classroom-15, -- MID-1-Classroom-17, -- MID-...</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	16	<div>4p - 5:30p 🗓️ -- LEP Math SPACES: -- LRC-3-Academic Lab</div> <div>4p - 5:30p 🗓️ -- LEP Homework Support in MS SPACES: -- MID-1-Classroom-15, -- MID-1-Classroom-17, -- MID-...</div> <div>4p - 5:30p 🗓️ -- MS/HS Makeup Tests SPACES: -- MID-1-Classroom-10</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	17	<div>11a - 3p 🗓️ -- Admissions Assessment SPACES: -- ADM-0-Meeting Room</div>	18	
20	<div>4p - 5:30p 🗓️ -- LEP Homework Support in MS SPACES: -- MID-1-Classroom-15, -- MID-1-Classroom-17, -- MID-...</div> <div>4p - 5:30p 🗓️ -- MS/HS Makeup Tests SPACES: -- MID-1-Classroom-10</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	21	<div>10a - 11:55a 🗓️ -- Admissions Assessment SPACES: -- ADM-0-Meeting Room</div> <div>11:35a - 12:40p 🗓️ -- Marinos and Odysseas- Tuesday SPACES: -- LRC-3-Meeting Room</div> <div>4p - 5:30p 🗓️ -- LEP Math SPACES: -- LRC-3-Academic Lab</div> <div>4p - 5:30p 🗓️ -- LEP Homework Support in MS SPACES: -- MID-1-Classroom-15, -- MID-1-Classroom-17, -- MID-...</div> <div>4p - 5:30p 🗓️ -- Isotimia Classes 2024-2025 SPACES: -- ACD-1-Classroom-201, -- ACD-1-Classroom-202</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	22	<div>8:30a - 9:30a 🗓️ -- Counseling Mapping Meeting SPACES: -- ADM-2-Large Conf Room</div> <div>10:05a - 3:45p 🗓️ -- MIDDLE SCHOOL SHOWCASE REHEARSAL SPACES: -- THR-0-Theater</div> <div>1p - 2:30p 🗓️ -- Cabinet Meeting SPACES: -- ADM-2-Large Conf Room</div> <div>3:30p - 5:30p 🗓️ -- Elementary PD Session SPACES: -- ELM-1-Library</div> <div>4p - 5:30p 🗓️ -- LEP Homework Support in MS SPACES: -- MID-1-Classroom-15, -- MID-1-Classroom-17, -- MID-...</div> <div>4:30p - 5:30p 🗓️ -- LEP Homework Support SPACES: -- LRC-2-Academy Computer Lab</div>	23	<div>9:30a - 11:30a 🗓️ -- MS/HS Principal's Coffee SPACES: -- THR-0-Atrium</div> <div>10:05a - 3:45p 🗓️ -- MIDDLE SCHOOL SHOWCASE REHEARSAL SPACES: -- THR-0-Theater</div> <div>3p - 3:45p -- Rail Meeting #3 SPACES: -- ADM-2-Large Conf Room</div> <div>4p - 5:30p 🗓️ -- LEP Math SPACES: -- LRC-3-Academic Lab</div> <div>4p - 5:30p 🗓️ -- LEP Homework Support in MS SPACES: -- MID-1-Classroom-15, -- MID-1-Classroom-17, -- MID-...</div> <div>4p - 5:30p 🗓️ -- MS/HS Makeup Tests SPACES: -- MID-1-Classroom-10</div> <div>4:30p - 5:30p 🗓️</div>	24	<div>11a - 3p 🗓️ -- Admissions Assessment SPACES: -- ADM-0-Meeting Room</div> <div>11:30a - 1p 🗓️ -- Middle School Showcase SPACES: -- THR-0-Theater, -- THR-1-Rehearsal Room</div>	25	<div>10a - 3:30p 🗓️ -- Part-Time Youth to Youth SPACES: -- ACD-0-Classroom-101, -- ACD-0-Classroom-102, -- AC-...</div>



# Questions for YOU,

About Event Management at your Organization



1

**How many events typically take place in a week at your organization?**





**1**

**How many events typically take place in a week at your organization?**

**2**

**What types of Events would you use the Event Management Module for?**



# Types of Events

School Assemblies, Baby Showers, Yoga Classes, Back to School Night, Company BBQ, Birthday Parties, Product Launches, Virtual Webinars, Sports Games, Weddings, Workshops, Musical Performances, Entertainment, Corporate Gatherings, Festivals, Art Exhibitions, Theatre Performances, Charity Events, Conventions, Award Ceremonies, Concerts, Team Building, Vacations, Job Fairs, Networking, Recruitment, Cultural, Exhibitions, Tournaments, Celebrations, Competitions, Seminars, Trade Shows, Fairs, Parades, Walk-A-Thon, Banquets, Retirement, Lectures, Dance Recital, Marathons, 5k's, Rehearsals, Farmers Markets, Funeral, Pop-Ups, Expos, Lunch & Learn, Fashion, Retreats, Grand Opening, Food Trucks, Reunions, Graduation, Commencement, Anniversaries



**1**

**How many events typically take place in a week at your organization?**

**2**

**What types of Events would you use the Event Management Module for?**


**3**

**Are you interested in learning more about WebTMA's Event Management module?**




# Generation of Work Orders to WebTMA 7


Easily sync WebTMA location data and Work Order lookup data with the WebTMA Event Scheduler and generate Work Orders for approved Events ensuring your facilities staff has up to date information on all Event Requests.


 The Gathering


Draft


SUBMIT EVENT FOR APPROVAL


 DETAILS


 CONTACTS

 ITEMS

 SETUP

 OCCURRENCES

 SCHEDULES

 WORK ORDER

Create Work Order for this event:

☒

Areas: Auditorium-LukeTest

Repair Center Code: TMA

Work Order Type: Corrective Maintenance

Priority: test reg

Department\*

Requestor's Name\*



Tasks\*

Create a Work Order for each Occurrence

☐

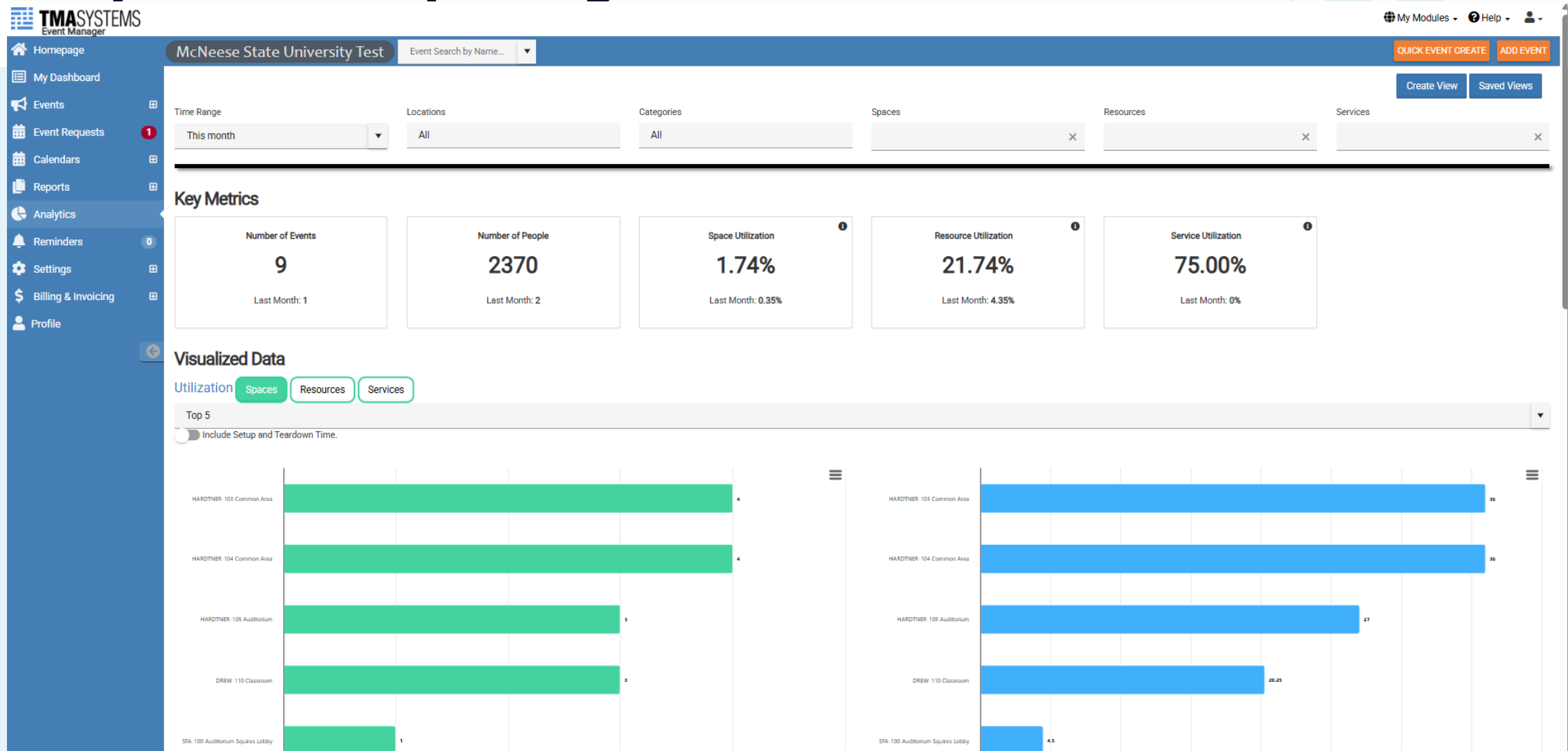
Days before Occurrence Date to Create Work Order

1





# Analytics and Reporting



# Analytics and Reporting

McNeese State University Test

Event Search by Name...

QUICK EVENT CREATE

ADD EVENT

Find A Space

Note: Use this feature to find an available space to meet the number of attendees.

Back to Dashboard

Find A Space

SIMPLE DATES

CUSTOM DATES

Simple Dates

Today

(04/03/2025)

Days of Week

SELECT ALL

UNSELECT ALL

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Max Capacity ≥

Location

All Locations

Tags

Spaces

AC - COWBOY CLUB

AC - HODGES FIELD HOUSE

AC - LEGACY CENTER

Homepage

My Dashboard

Events

Event Requests

Calendars

Reports

Find a Space

Report Builder

Other Reports


Analytics

Reminders

Settings

Billing & Invoicing

Profile

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# Thank You / Q&A

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