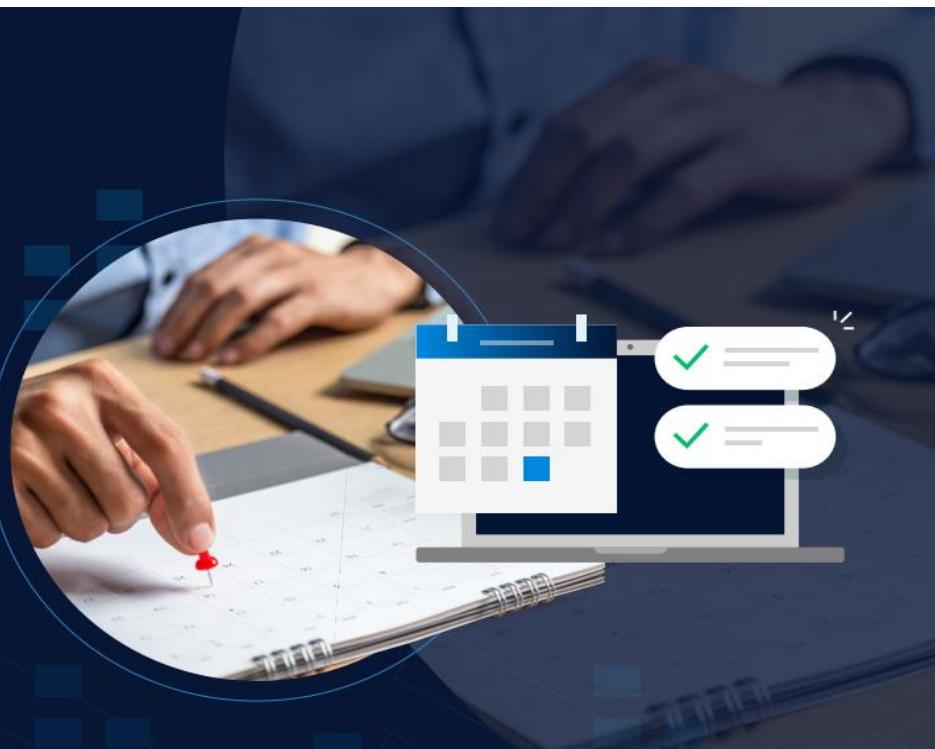


Beautiful Day: Streamlining event management and organization with TMA and eSpaces

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

 UC 25 YEARS
OF COMMUNITY, PARTNERSHIP, AND GROWTH

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



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

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.





UC25 | April 8th - 10th 2025

Live Demo of Event Management



Event Requests

01

Public Facing Link

Track a variety of data fields within your custom request form. You can 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 *

E-mail *

Phone

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
JUGESRP
[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 -

Remove All ✖

MC - DREW-110 Classroom

- ▶ 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



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



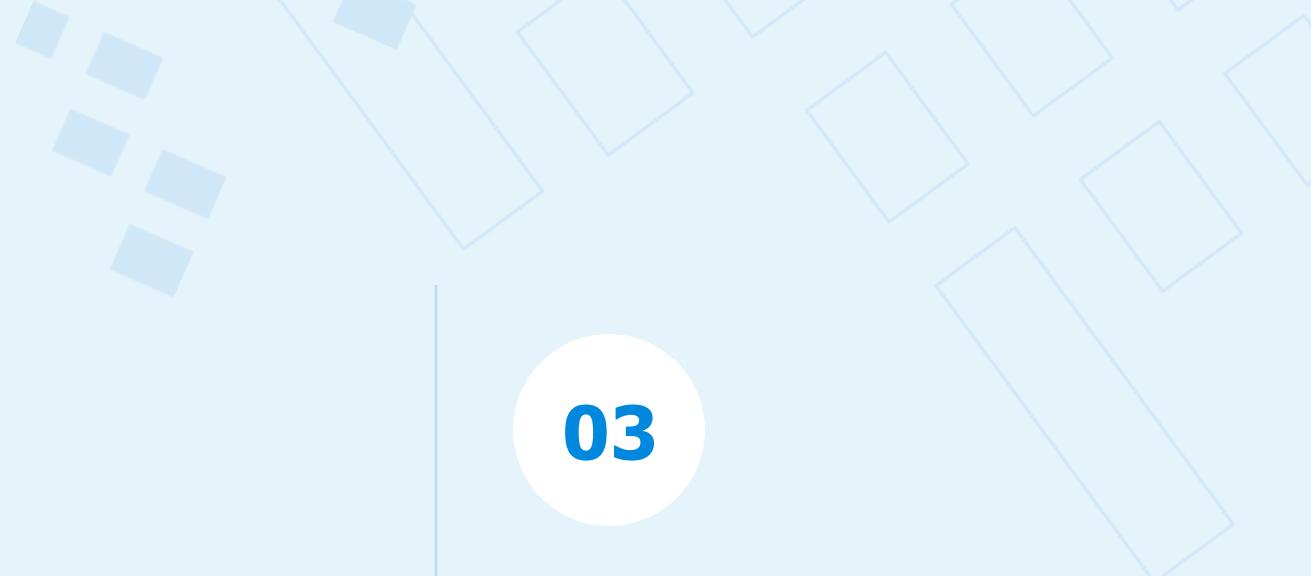


UC25 | April 8th - 10th 2025

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

TMA SYSTEMS
Event Manager

McNeese State University Test

My Modules

Ginny's Dashboard
[Edit Dashboard Settings](#) | [Reset All Grids](#)

14 CURRENT EVENTS **PAST EVENTS** **0 DECLINED**

REQUIRES ADMINISTRATIVE APPROVAL (6)

Event ID	Event	Location	Day	Date	Time	Items	Created By	Created On	Last Submitted On	Approve	Decline
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)

Event ID	Requested By	Requested On	Event	Location	Day	Date	Time	Items	Created By	Created On	Approve	Decline	
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)

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)

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



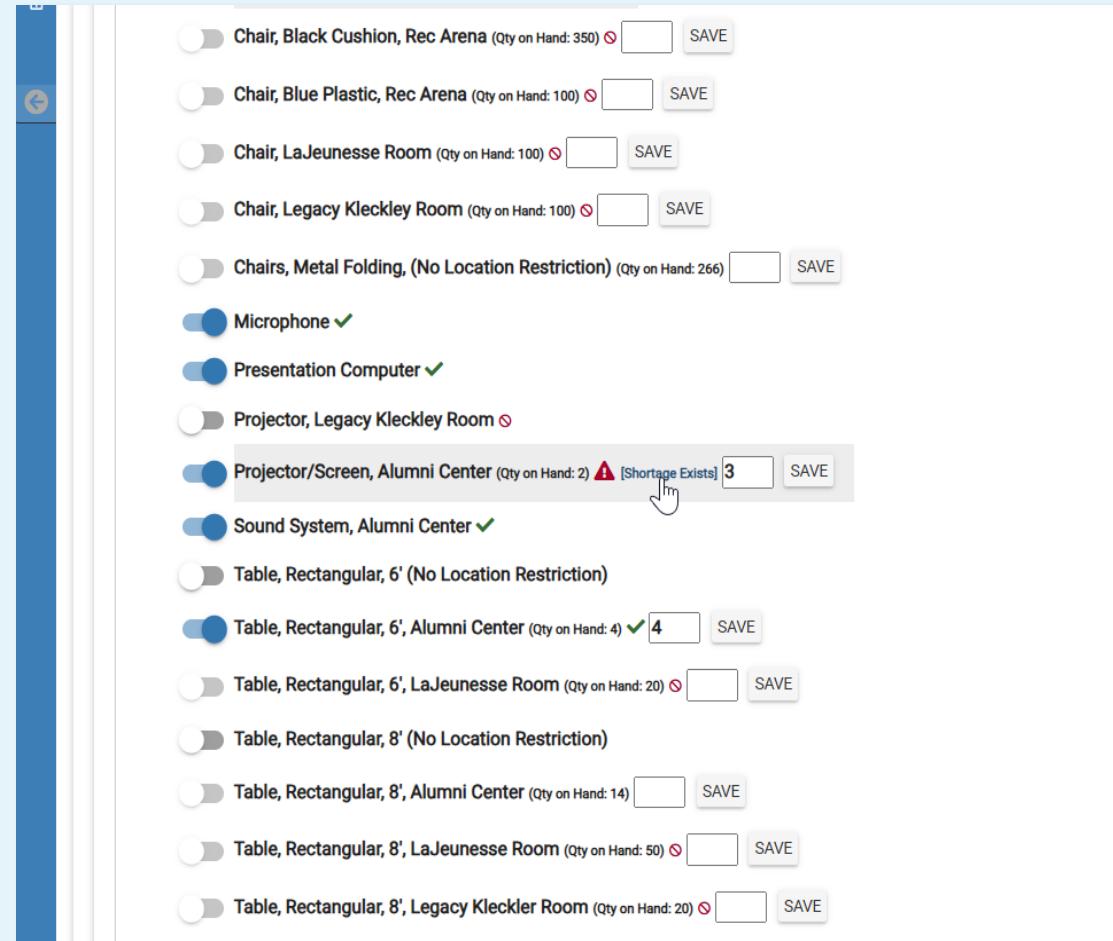


UC25 | April 8th - 10th 2025

Live Demo of Conflicts with Resources, Items, Services



Event Request Form - Examples



The screenshot shows a list of items for an event request. Each item has a checkbox, a description, a quantity input field, and a 'SAVE' button. Some items have a red warning icon (e.g., 'Shortage Exists') next to the quantity input field. A cursor is hovering over the 'SAVE' button for the 'Projector/Screen, Alumni Center' item.

<input type="checkbox"/>	Chair, Black Cushion, Rec Arena (Qty on Hand: 350)	<input type="text"/>	SAVE
<input type="checkbox"/>	Chair, Blue Plastic, Rec Arena (Qty on Hand: 100)	<input type="text"/>	SAVE
<input type="checkbox"/>	Chair, LaJeunesse Room (Qty on Hand: 100)	<input type="text"/>	SAVE
<input type="checkbox"/>	Chair, Legacy Kleckley Room (Qty on Hand: 100)	<input type="text"/>	SAVE
<input type="checkbox"/>	Chairs, Metal Folding, (No Location Restriction) (Qty on Hand: 266)	<input type="text"/>	SAVE
<input checked="" type="checkbox"/>	Microphone ✓		
<input checked="" type="checkbox"/>	Presentation Computer ✓		
<input type="checkbox"/>	Projector, Legacy Kleckley Room		
<input checked="" type="checkbox"/>	Projector/Screen, Alumni Center (Qty on Hand: 2)	⚠ [Shortage Exists] <input type="text" value="3"/>	SAVE
<input checked="" type="checkbox"/>	Sound System, Alumni Center ✓		
<input type="checkbox"/>	Table, Rectangular, 6' (No Location Restriction)		
<input checked="" type="checkbox"/>	Table, Rectangular, 6', Alumni Center (Qty on Hand: 4)	✓ <input type="text" value="4"/>	SAVE
<input type="checkbox"/>	Table, Rectangular, 6', LaJeunesse Room (Qty on Hand: 20)	<input type="text"/>	SAVE
<input type="checkbox"/>	Table, Rectangular, 8' (No Location Restriction)		
<input type="checkbox"/>	Table, Rectangular, 8', Alumni Center (Qty on Hand: 14)	<input type="text"/>	SAVE
<input type="checkbox"/>	Table, Rectangular, 8', LaJeunesse Room (Qty on Hand: 50)	<input type="text"/>	SAVE
<input type="checkbox"/>	Table, Rectangular, 8', Legacy Kleckler Room (Qty on Hand: 20)	<input type="text"/>	SAVE





UC25 | April 8th - 10th 2025

Live Demo of the Events Calendar



Events Calendar



McNeese State University Test

Event Search by Name ...

QUICK EVENT CREATE ADD EVENT

Homepage

My Dashboard

Events

Event Requests

Calendars

- Daily
- Weekly
- Two Week
- Monthly
- Agenda
- Condensed
- Item Schedulers

Reports

Analytics

Reminders

Settings

Billing & Invoicing

Profile

Event Calendar

ACTIONS DAILY & WEEKLY ITEM SCHEDULERS CALENDARS

Event Date: 3/24/2025 Today

FILTER CALENDAR

SAVED VIEWS

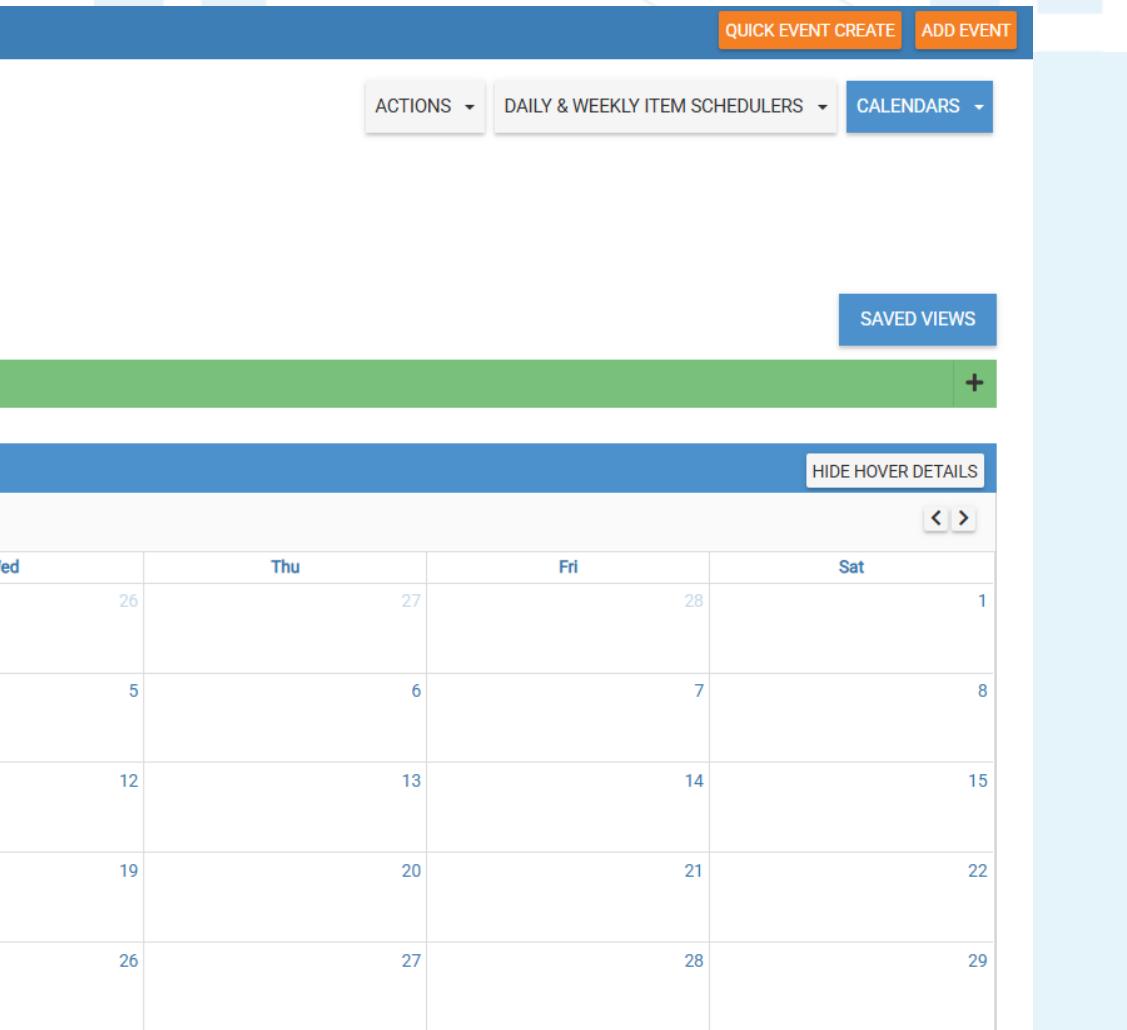
CATEGORY LEGEND

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





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Events Calendar - Client

TMA SYSTEMS
Event Manager

McNeese State University Test

1 +

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+ 0 0 + + +

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Event Calendar

Event Date:

Category Legend

Monthly Calendar

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	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

1p - 2p
 Tammy Neal

8a - 5p
 UC 2025

10:30a - 2:45p
 Media Literacy Festival

3p - 6p
 Memorial - JT Young

4p - 10p
 Retirement Party - Michael - MAY 2025

9a - 4p
 Administration Meeting

9a - 4p
 Administration Meeting

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

10a - 3p
 UC 2025

1p - 5p
 Rehearsal for Play

K-12 Art Exhibit



Events Calendar - Client



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

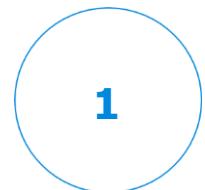
What types of Events would you use the Event Management Module for?



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





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



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



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

Analytics and Reporting



TMA SYSTEMS Event Manager

My Modules Help User

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

Create View Saved Views

Time Range Locations Categories Spaces Resources Services

This month All All All All All All

Key Metrics

Number of Events	Number of People	Space Utilization	Resource Utilization	Service Utilization
9	2370	1.74%	21.74%	75.00%
Last Month: 1	Last Month: 2	Last Month: 0.35%	Last Month: 4.35%	Last Month: 0%

Utilized

Visualized Data

Utilization Spaces Resources Services

Top 5

Include Setup and Teardown Time.

Location	Utilization
HARDTNER: 103 Common Area	36
HARDTNER: 104 Common Area	36
HARDTNER: 105 Auditorium	27
DREW: 110 Classroom	20.25
SFA: 100 Auditorium Squires Lobby	4.5



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Analytics and Reporting



TMA SYSTEMS
Event Manager

McNeese State University Test

Event Search by Name... ▾

My Modules ▾ **Help** ▾ **User**

QUICK EVENT CREATE ADD EVENT

Homepage My Dashboard Events Event Requests Calendars Reports Find a Space Report Builder Other Reports Analytics Reminders Settings Billing & Invoicing Profile

1

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



Thank You / Q&A

matt.sunday@tmasystems.com | tmasystems.com

