TMASYSTEMS

UC25 | April 8th - 10th 2025

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.

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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

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Event Management - Presenters

Matt Sunday

CSS Team Lead

TMA Systems

Tammy Neal

Senior Consultant

TMA Systems

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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.

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Live Demo of Event Management

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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.

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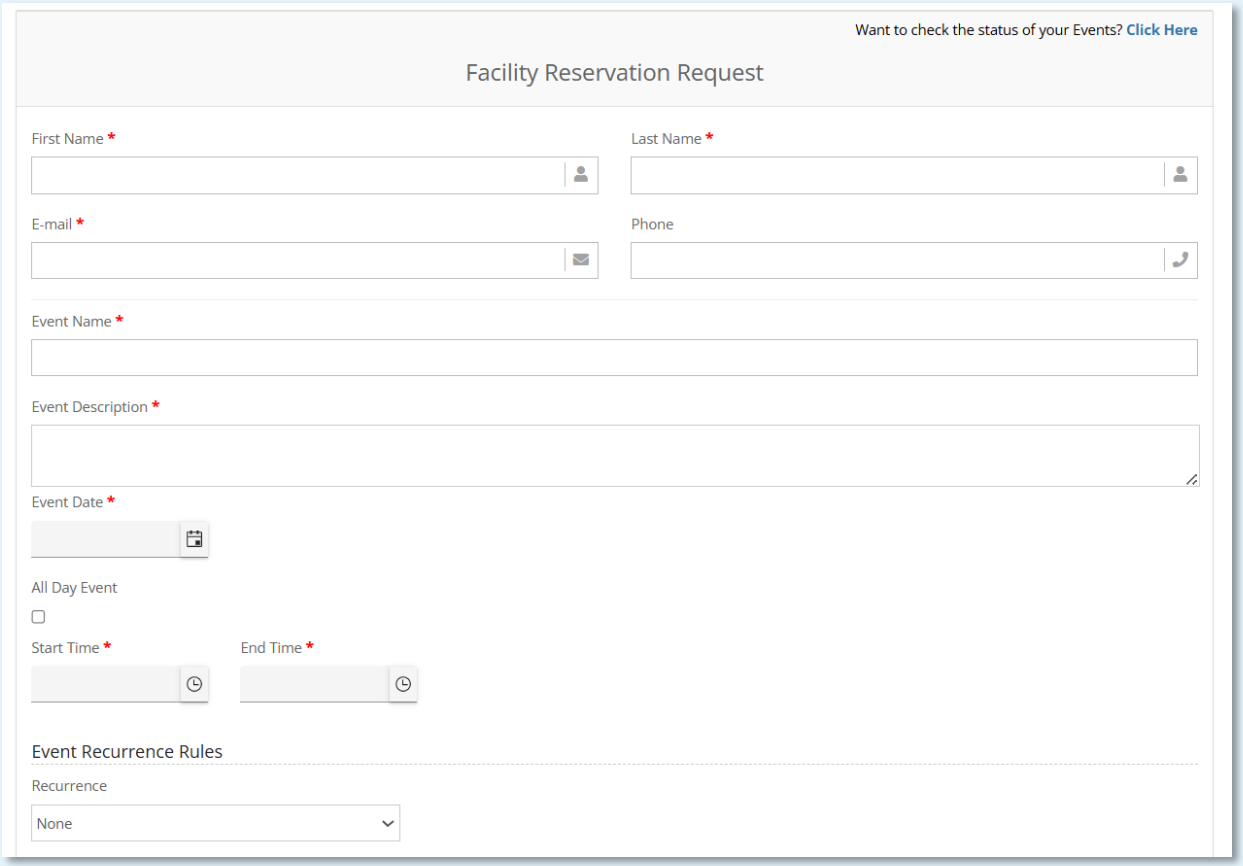
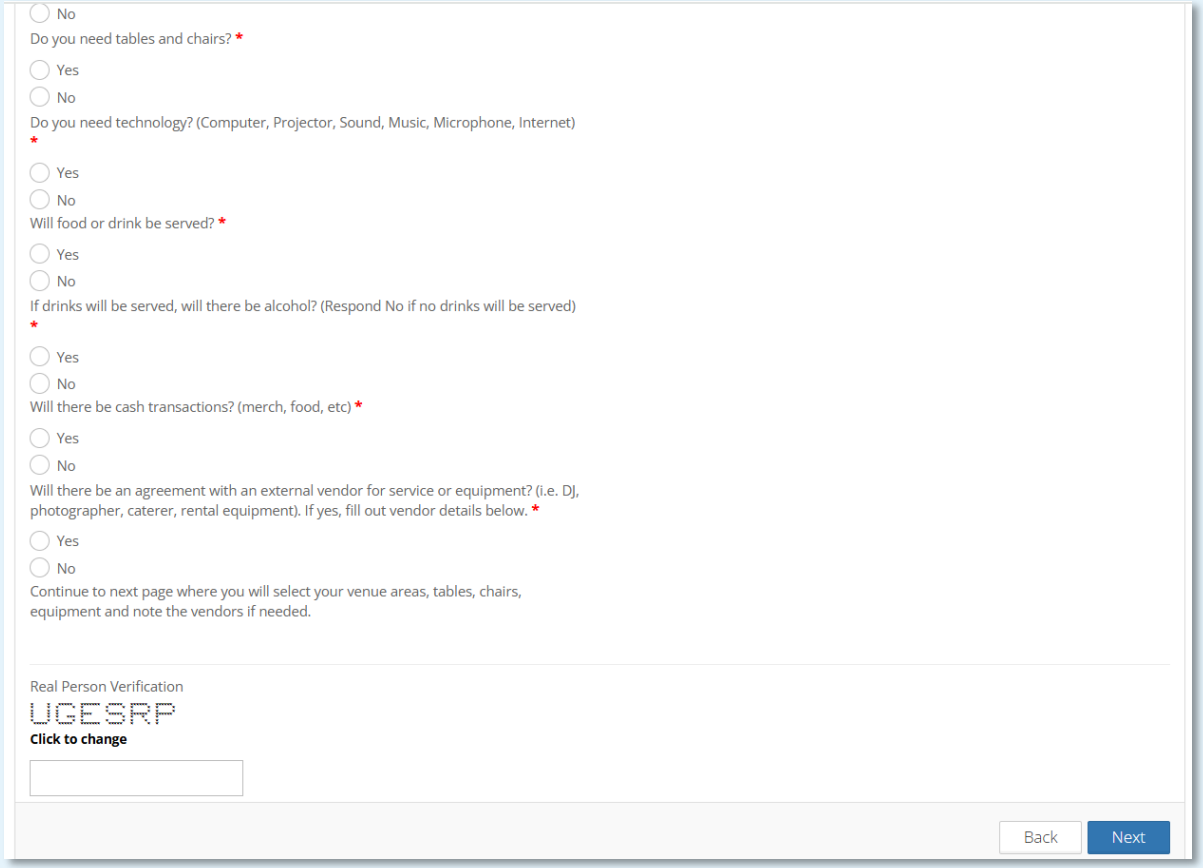
Event Request Form - Examples

Recording of all necessary event information in one central location





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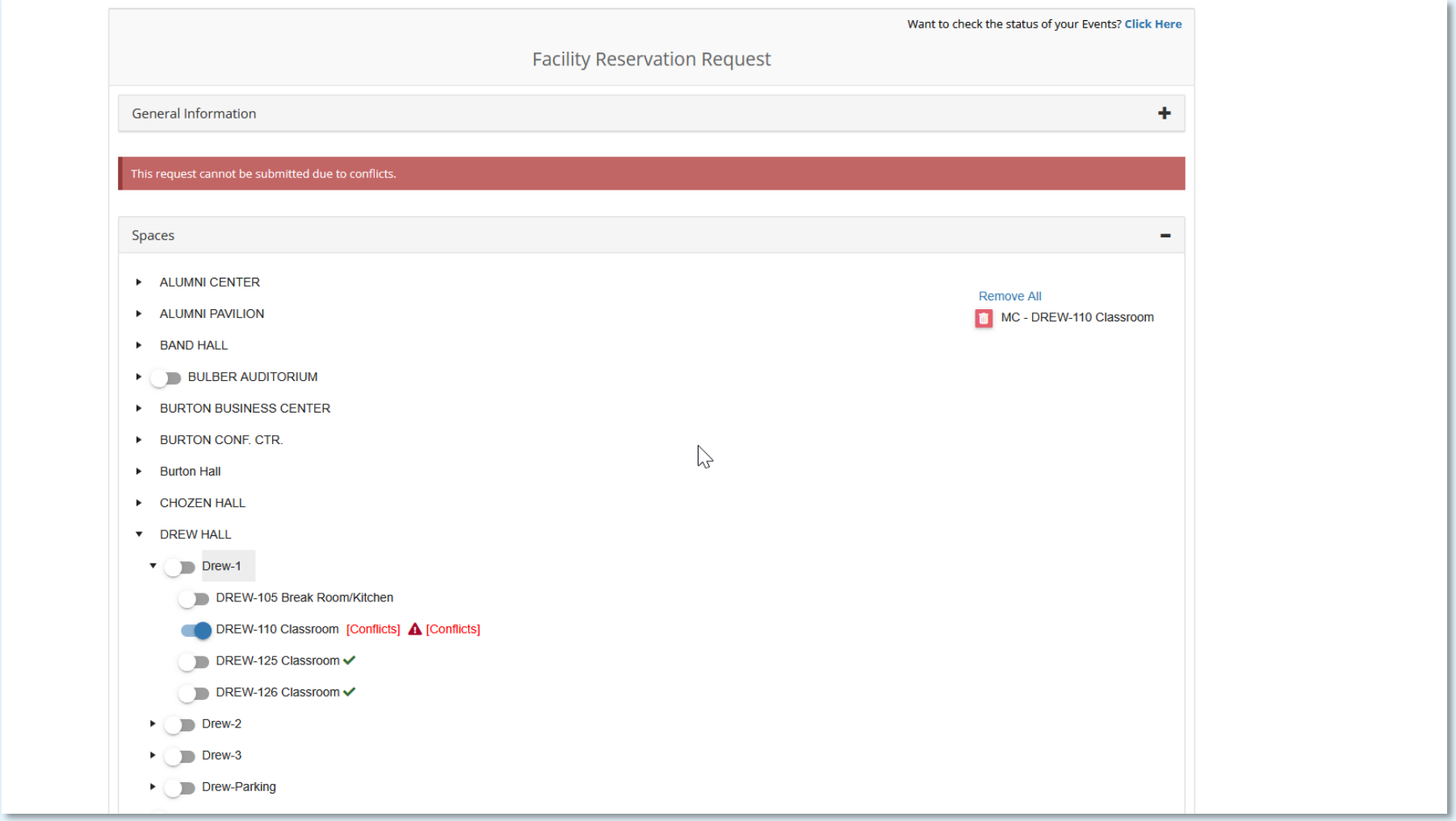
Event Requests - Conflicts



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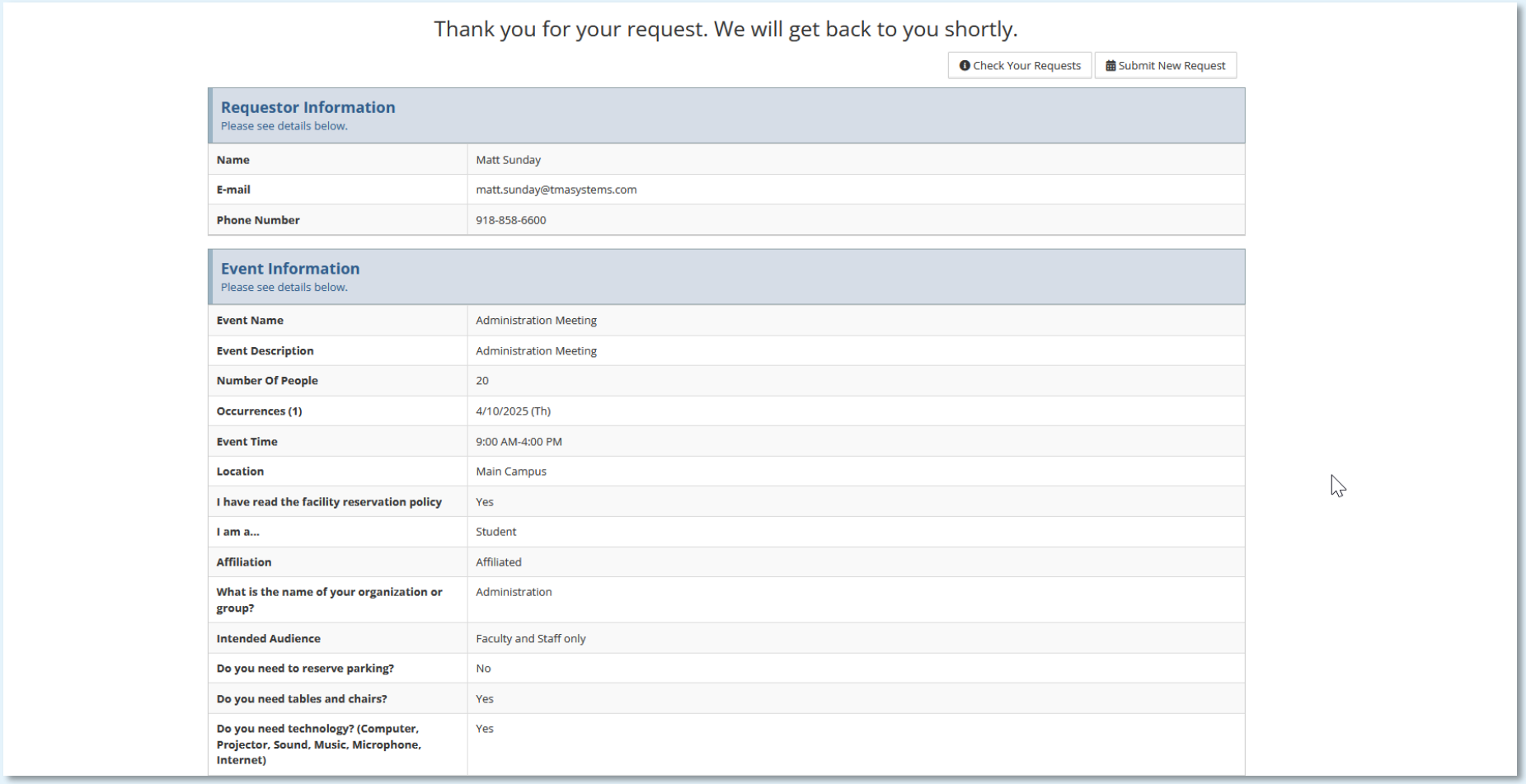
Post Submission - Requestor View



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

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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.

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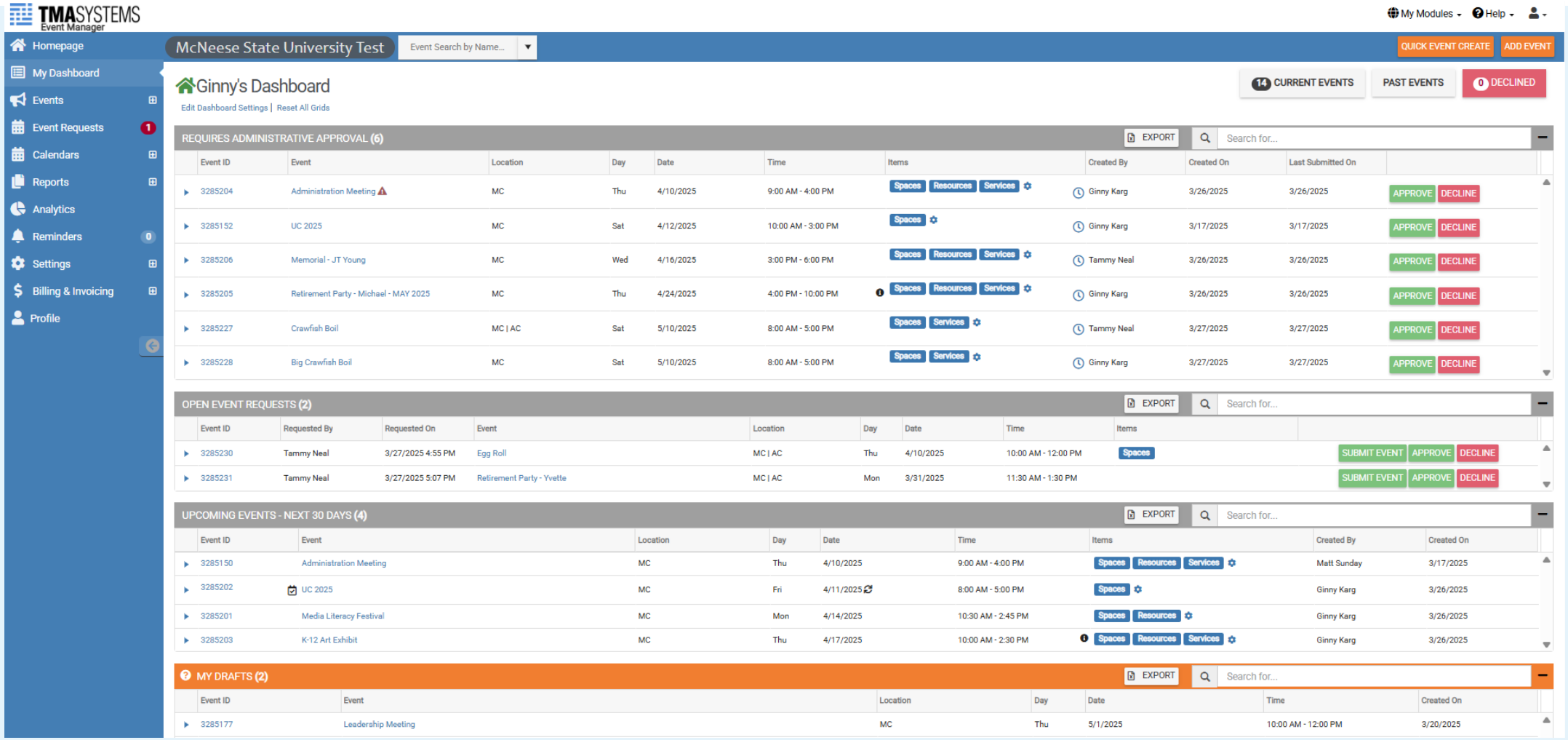
Event Request Dashboard

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



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Live Demo of Conflicts with Resources, Items, Services

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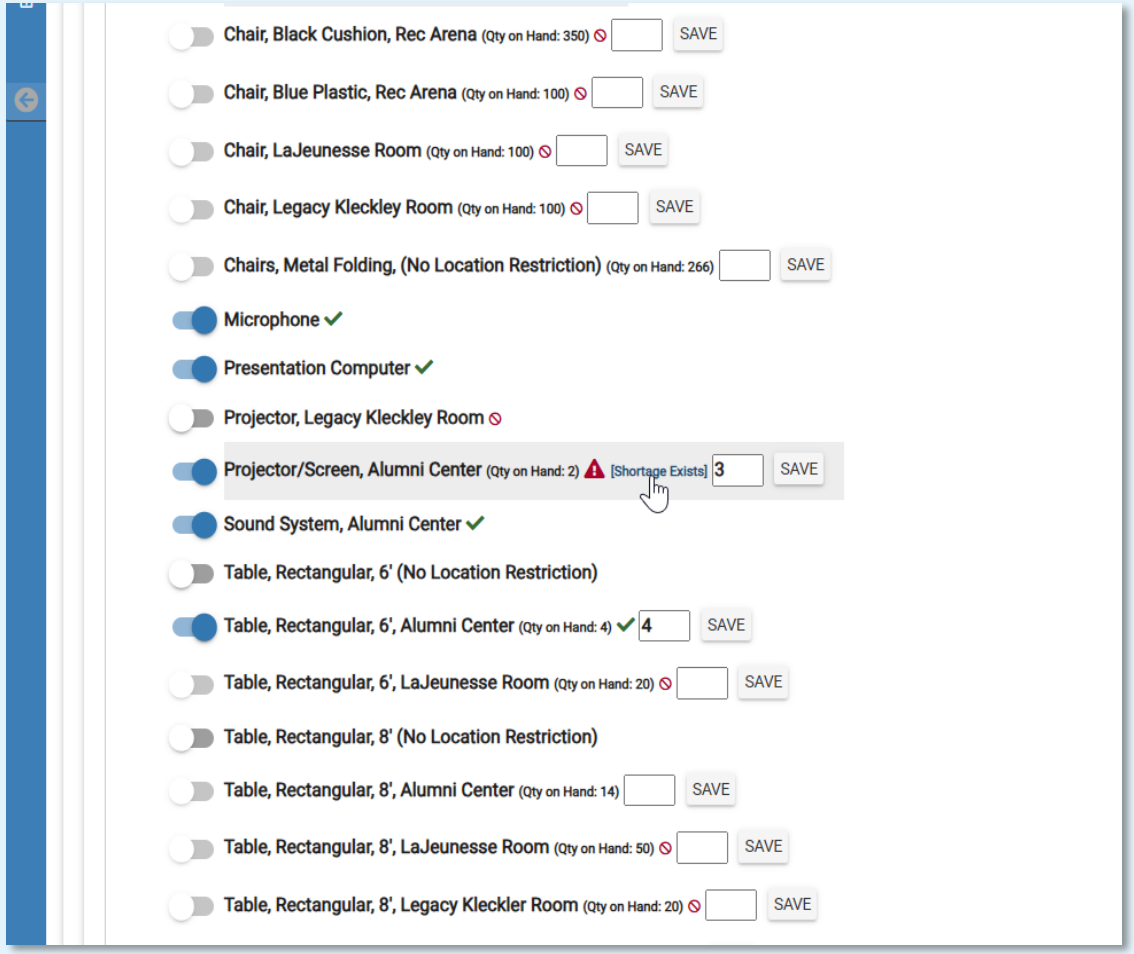
Event Request Form - Examples



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Live Demo of the Events Calendar

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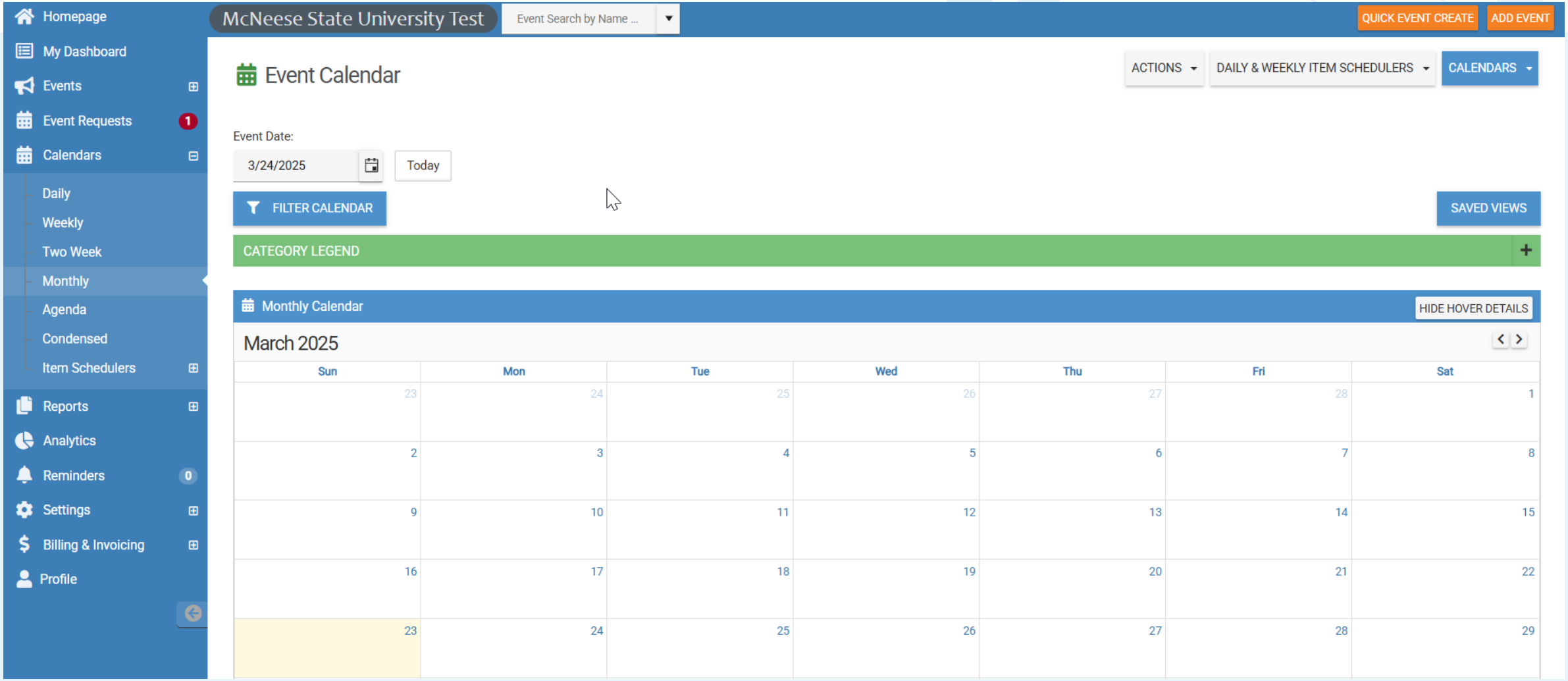
Events Calendar



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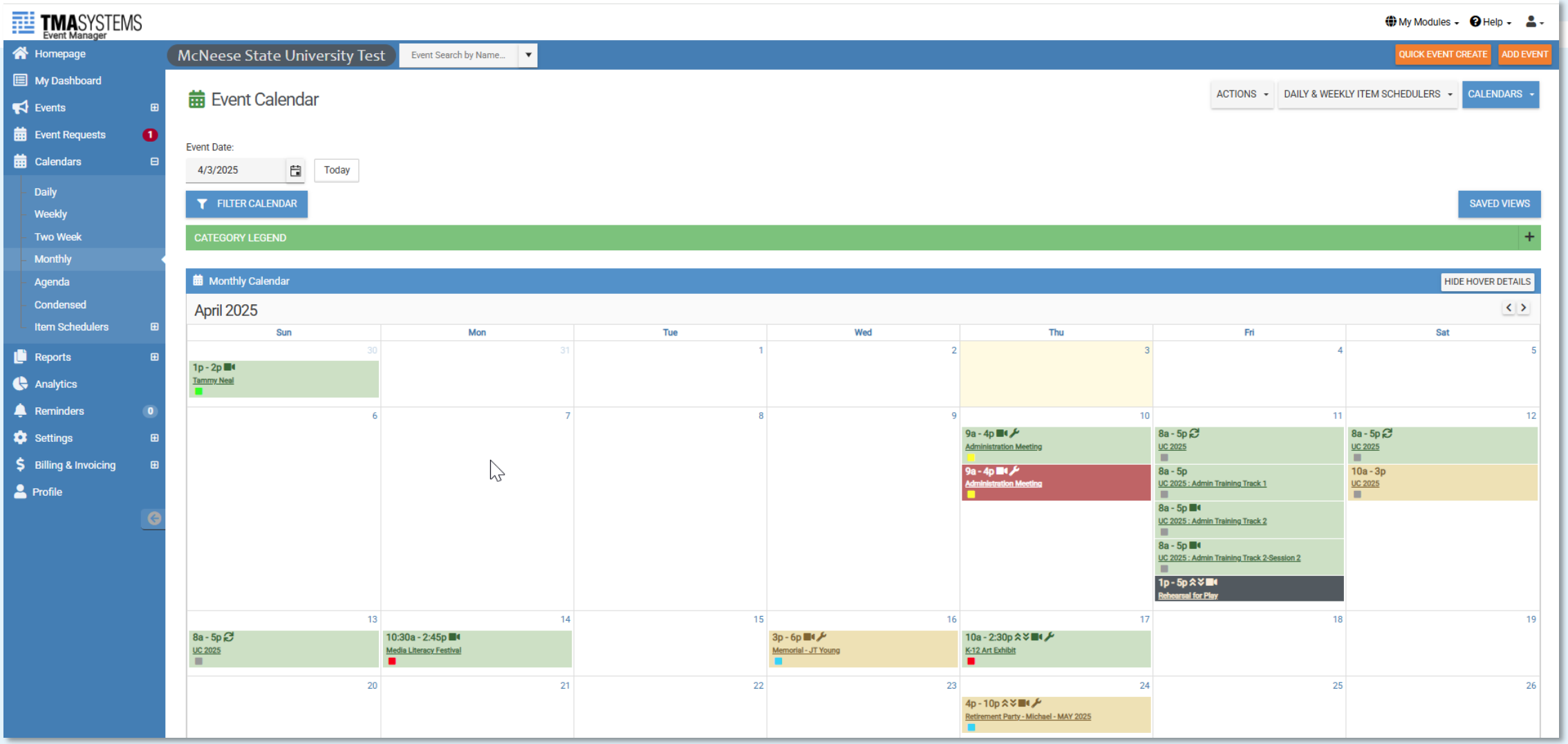
Events Calendar - Client



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Events Calendar - Client

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Questions for YOU,

About Event Management at your Organization

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1

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

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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?

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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

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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?**

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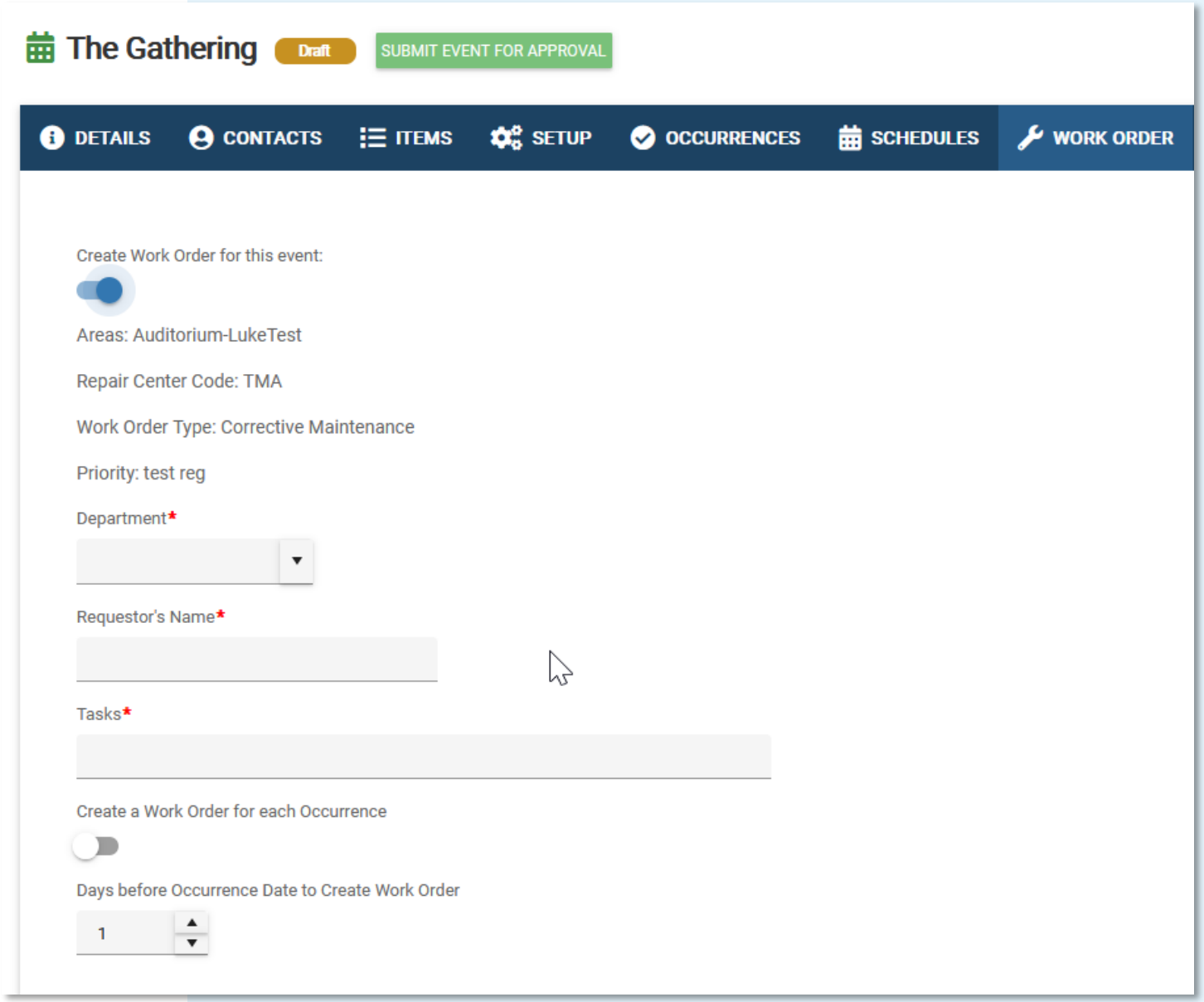
Generation of Work Orders to WebTMA 7

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.



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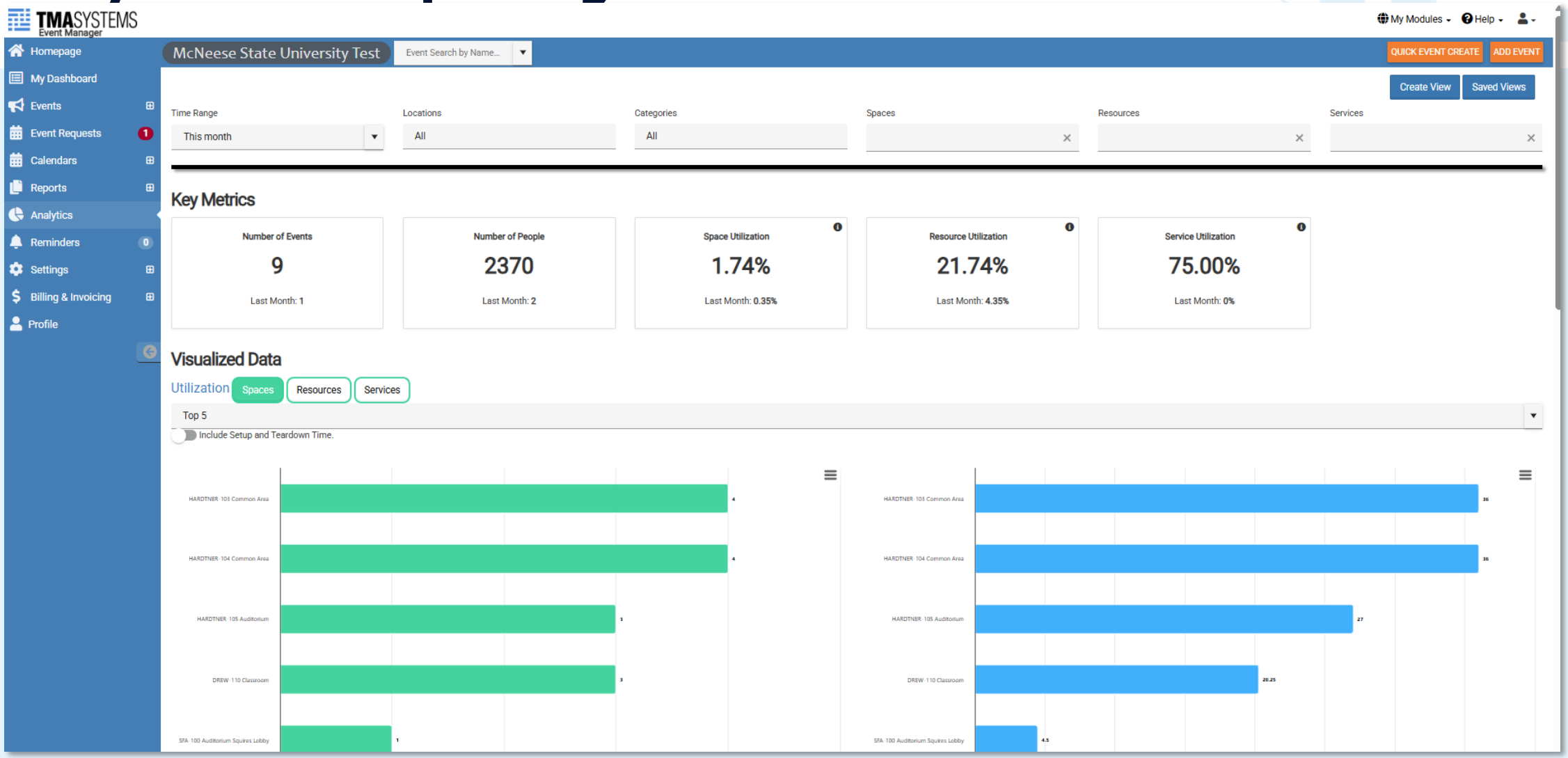
Analytics and Reporting



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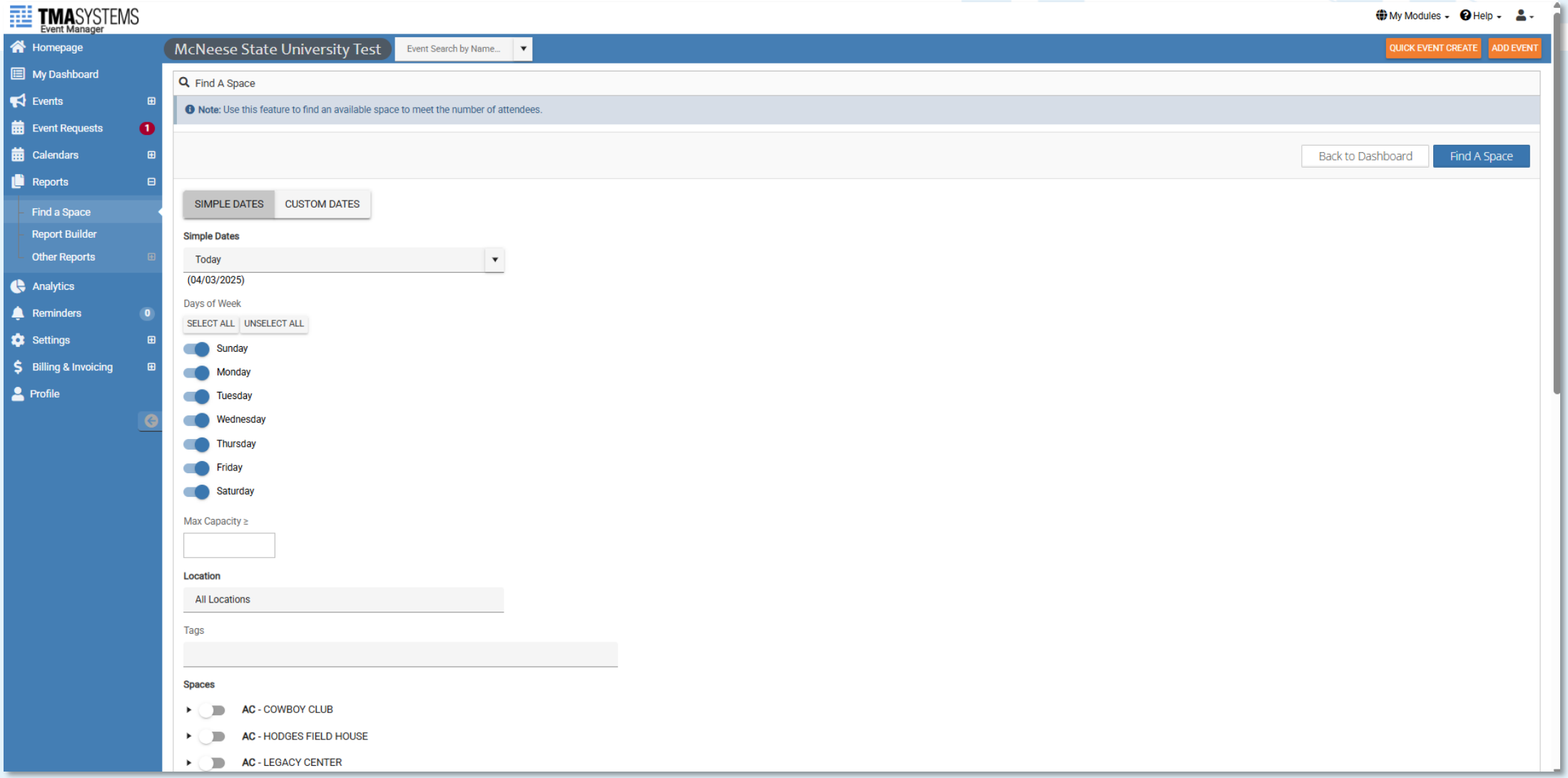
Analytics and Reporting



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Thank You / Q&A

matt.sunday@tmasystems.com | tmasystems.com

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