



WELCOME CCPS Community Users to Event Manager (EVM)

WHAT IS EVENT MANAGER (EVM)?

Carroll County Public Schools Event & Calendar Management On-Line for Community Events.

ALL COMMUNITY USERS:

- Sign up as an Individual user
- Organizations only use CCPS community event calendar
- All users required to be associated with an approved Organization
- No use of CCPS for individuals.

GUIDE TO BECOMING A CCPS COMMUNITY USER

(Click and Follow Step 1 to Step 4 to become a Community User)

- Step 1** [*Community Users-New to EVM/Setup Account](#)
- Step 2** [*Community User-Organization Information](#)
- Step 3** [*Community User-Certificate of Insurance](#)
- Step 4** [*Community User- Request Event](#)

*Each step may take up to 48 hours before receiving a response.

CLICK THE HELP BUTTON IF ASSISTANCE IS NEEDED

