Outdoor Spaces at the University of Manitoba
How to submit an application to reserve a space for your event
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1. Submitting an Outdoor Space Application in JUMP

To submit an Outdoor Space, application users must login to JUMP using the following URL:

https://jump.portal.umanitoba.ca/web/outdoor-spaces

2. JUMP login

To login enter your UMnetID and password:
3. Accessing the Outdoor Space Application Form

After successfully logging in the user will be taken directly to the Outdoor Space Application.

This screen includes the Outdoor Spaces permit application portlet that displays a link to "Begin a New Application":

The screen also includes a Forms and Information portlet that displays information to assist users prior to beginning a new application. Users can click on the main headings (for example “Events with Music and/or Dancing”) to see an expanded view with related information:
Click on the same heading to minimize the view:

To launch the Outdoor Space form click on “Begin a new application”: “

Outdoor Spaces UAT permit application

Outdoor Spaces permit application

Begin a new application
4. Terms and Conditions Screen

The first screen includes the U of M’s ‘Terms and Conditions for Use of Outdoor Space’ as well as a ‘Notice Regarding Collection, Use and Disclosure of Personal Information’.

The user must click the ‘I Agree’ button to proceed to the next screen.

Clicking on the ‘I Do Not Agree’ button takes the user to the U of M home page.
5. Event Details Screen

The applicant must fill in the mandatory fields:
- the proposed start/end date and time of the event
- their organization and university affiliation
- the event name and a description
- the proposed location
- the expected attendance.

Optional fields:
- alternate venue in the event of rain
- cancellation due to rain
- security firm

Note: prompts are provided when a user has not filled out a mandatory field:
• Once all mandatory fields are filled in the user can ‘Save and Continue’ to the next screen.
• Clicking on the ‘Previous screen’ will take the user back to the ‘Terms and Conditions’ screen.
• ‘Cancel’ will take the user to the U of M home page.
6. Contact Information Screen

- The applicant must fill in all fields for the primary contact.
- Alternate contact information is optional.

Once all mandatory fields are filled in the user can ‘Save and Continue’ to the next screen.
- Clicking on the ‘Previous screen’ will take the user back to the ‘Event Details’ screen.
- ‘Cancel’ will take the user to the U of M home page.
7. Questions Screen

- If the applicant answers ‘No’ to all the questions they will proceed to the ‘Summary’ screen when they click ‘Save and Continue’.
- If the applicant selects ‘Yes’ for any of the questions they will view additional screens relevant to their ‘Yes’ responses that will prompt them for more information.

Click ‘Save and Continue’ to the next screen.
Clicking on the ‘Previous screen’ will take the user back to the ‘Contact Information’ screen.
‘Cancel’ will take the user to the U of M home page.

8. Alcohol Screen

- The applicant must enter a 7 digit UMSAFE Certificate Number.
• Click ‘Save and Continue’ to the next screen.
• Clicking on the ‘Previous screen’ will take the user back to the ‘Questions’ screen.
• ‘Cancel’ will take the user to the U of M home page.

9. Bonfires Screen

• The applicant must check the fire permit and fire extinguisher checkboxes.

Outdoor Spaces Permit application

Bonfires


I understand that I will need to arrange for a fire permit.
I understand that I need to arrange for a fire extinguisher.

Next  |  Go Back

• Click ‘Next’ to go to the next screen.
• Click on the ‘Go Back’ button to go back to the ‘Questions’ screen

10. Barbecues Screen

• The applicant must check the fire extinguisher checkbox.

Outdoor Spaces Permit application

Barbecues


I understand that I will need to arrange for a fire extinguisher.

Next  |  Go Back

• Click ‘Next’ to go to the next screen.
• Click on the ‘Go Back’ button to go back to the ‘Questions’ screen
11. Events with Food Screen

- The applicant must check ‘Yes’ or ‘NO’ to indicate if a catering waiver is required.

- Click ‘Next’ to go to the next screen.
- Click on the ‘Go Back’ button to go back to the ‘Questions’ screen

12. Entertainment Screen

- The applicant must check ‘Yes’ or ‘NO’ to ‘Does this event include any music?’. 
- The applicant must check ‘Yes’ or ‘NO’ to ‘Will there be dancing?’.
- The applicant must check ‘Yes’ or ‘NO’ to ‘Does this event involve the signing of a contract for music or other services?’.

- Click ‘Next’ to go to the ‘Summary’ screen.
- Click on the ‘Go Back’ button to go back to the ‘Questions’ screen
13. Summary Screen

- The applicant can view all of the information they have entered into the form.
- The applicant will view the Application #.

After reviewing the information the applicant can click the 'Submit Application' button.
Click on the 'Go Back' button to go back and revise information in a previous screen.
When an applicant submits an application they will view the following prompt:

Click 'OK' to submit the application.
The applicant will then view the ‘Thank you’ message in a new browser tab:
• Close the ‘Thank you’ browser tab:

• Reload the Outdoor Spaces JUMP page:

• The status of the application is now ‘In Progress’:
14. Upload Forms

- If the application requires supporting forms click on the ‘event Application’ link:

<table>
<thead>
<tr>
<th>Event Application</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shinerama Fundraiser 2017-31186</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

- A new browser tab will open with ‘Choose File’ buttons for the required file uploads:

- After all the files are chosen select the ‘Upload Files’ button to upload the forms.