



Block Party Application
User Manual



QUEEN CREEK
PARKS & RECREATION

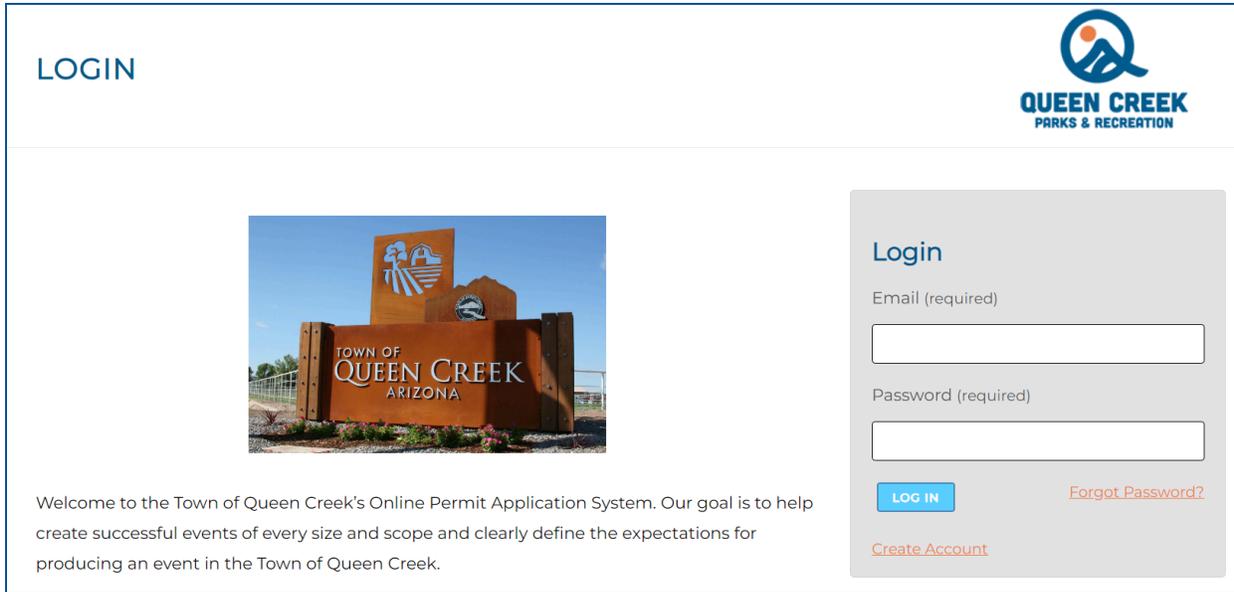
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Getting Started

Welcome to the Town of Queen Creek Office - Special Events online permitting process. Please review the initial instructions on the homepage of [Eproval](#). To proceed with the application, an account is required.



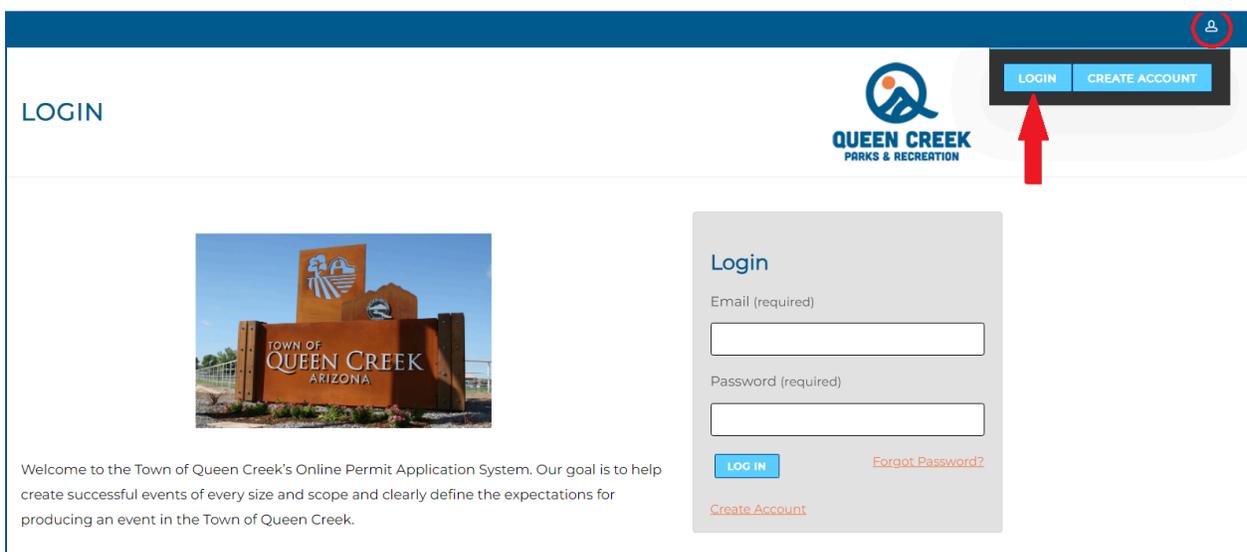
The screenshot shows the login page for the Town of Queen Creek's Online Permit Application System. The page features a header with the word "LOGIN" on the left and the "QUEEN CREEK PARKS & RECREATION" logo on the right. Below the header, there is a large image of a sign that reads "TOWN OF QUEEN CREEK ARIZONA". To the right of the sign is a login form with the following elements:

- A "Login" heading.
- An "Email (required)" label above an empty text input field.
- A "Password (required)" label above another empty text input field.
- A blue "LOG IN" button.
- A red link for "Forgot Password?".
- A red link for "Create Account" below the button.

Below the sign image, there is a welcome message: "Welcome to the Town of Queen Creek's Online Permit Application System. Our goal is to help create successful events of every size and scope and clearly define the expectations for producing an event in the Town of Queen Creek."

Account

An account must be created to apply for a Special Event or Block Party. Once the account is created, select the account button at the top to open the drop-down option and select 'Login.'



This screenshot shows the same login page as above, but with a user account menu visible in the top right corner. The menu is a dark blue box containing two buttons: "LOGIN" and "CREATE ACCOUNT". A red arrow points to the "LOGIN" button. The rest of the page content, including the sign image and the login form, is identical to the previous screenshot.

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All new accounts must verify the associated email address. It is important to note that automated email notifications will be sent throughout the application process. Follow the prompts in the email to verify the account. After the account is created, enter the email and password to log in. If the password is forgotten, there is an option to reset it.



Welcome to the Town of Queen Creek's Online Permit Application System. Our goal is to help create successful events of every size and scope and clearly define the expectations for producing an event in the Town of Queen Creek.

A login form with the following elements:

- Section header: "Login"
- Field: "Email (required)" with an input box.
- Field: "Password (required)" with an input box.
- Button: "LOG IN" (blue)
- Link: "Forgot Password?" (red text, with a red arrow pointing to it)
- Link: "Create Account" (red text)

Dashboard

The dashboard is the primary location for managing applications

1. Find the dashboard using the menu navigation at the top
2. Create new applications
3. View existing applications
4. Check the status of applications

A screenshot of the "eapproval" Applicant Dashboard. The top navigation bar has "DASHBOARD" and "APPLICATIONS" tabs. The main header says "APPLICANT DASHBOARD" with a red arrow labeled "1" pointing to the "DASHBOARD" tab. On the right is the "QUEEN CREEK PARKS & RECREATION" logo. Below the header, there are two buttons: "Create Application" (green) and "Older Applications" (blue), with a red arrow labeled "2" pointing to the "Create Application" button. A table titled "My Applications" contains three rows of application data. A red arrow labeled "3" points to the first row. A red arrow labeled "4" points to the "Status" column of the second row.

ID#	Application	Start Date	End Date	Last Updated	Status	Actions
1198	Block Party Application: Sun Valley	Dec 23, 2024	Dec 23, 2024	Aug 06, 2024	Under Review	
1202	Intent to Apply: Sun Valley Parade	Jan 01, 2025	Jan 01, 2025	Aug 05, 2024	Submitted	
1201	Intent to Apply: Intent to Apply	N/A	N/A	Aug 05, 2024	Draft	

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Selecting “Create Application” provides the option to select the type of permit to apply for. Block Party Permits will start by selecting the “Block Party Application”.

APPLICANT DASHBOARD



My Applications

[Create Application](#) [Older Applications](#)

ID#	Application	Start Date	End Date	Submitted	Status	Actions
1229	Intent to Apply: Intent to Apply	N/A	N/A	Sep 18, 2024	Draft	
1201	Intent to Apply: Puppy Roundup	Oct 01, 2024	Oct 02, 2024	Sep 18, 2024	Under Review	
1221	Special Event Permit Application: Puppy Roundup	Oct 01, 2024	Oct 02, 2024	Sep 05, 2024	Under Review	
1220	Intent to Apply: Intent to Apply	N/A	N/A	Sep 05, 2024	Draft	

Review the instructions, and select the large button at the bottom of the page to start the process.

Business Hours
Monday-Thursday, 8 a.m. - 7 p.m.
Friday, 8 a.m. - 3 p.m.
Closed Saturday and Sunday

 [Block Party Application](#) 
Click Here to Apply!

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Application Basics

Applications are organized into sections for collecting information. Each section can be viewed on the left-hand “Application Menu”. The menu allows skipping between sections and completing them in any preferred order. Sections of the application that still need to be completed are indicated with an orange exclamation point (!). A gray box at the top of each section may provide additional information to assist with completing the application.

APPLICATION MENU

- ! Applicant Information
- ! **Event Date And Location**
- ! Barricade Usage
- ! Acknowledgement And Signature
- Summary

BLOCK PARTY APPLICATION: BLOCK PARTY APPLICATION

Event Date and Location

Total Attendance
There can be no more than 100 people participating in this event.

All fields are required unless otherwise specified.

Subdivision Name

When a section is complete the orange exclamation point will change to a green check mark (✓).

APPLICATION MENU

- ✓ Applicant Information
- ✓ Event Date And Location
- ✓ Barricade Usage
- ✓ Acknowledgement And Signature
- Summary**

BLOCK PARTY APPLICATION: SUN VALLEY

Summary

Type	Block Party Application
Category	Block Party Application

▲ Applicant Information Required

Primary Contact First Name	Test
Primary Contact Last Name	Organization
Primary Contact Email	qccreation@queencreekaz.gov

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Submitted applications and their statuses can be viewed under the Application Review tool.

APPLICATION TOOLS

- Application Review
- Communication Log
- Activity Log
- Documents Log

BLOCK PARTY APPLICATION: BLOCK PARTY APPLICATION
Application Review
Sun Valley
Wednesday December 25, 2024
● Submitted

Status Labels

The application status will be updated during the various stages of the application process.

The application status references the overall progress of the application. The options include:

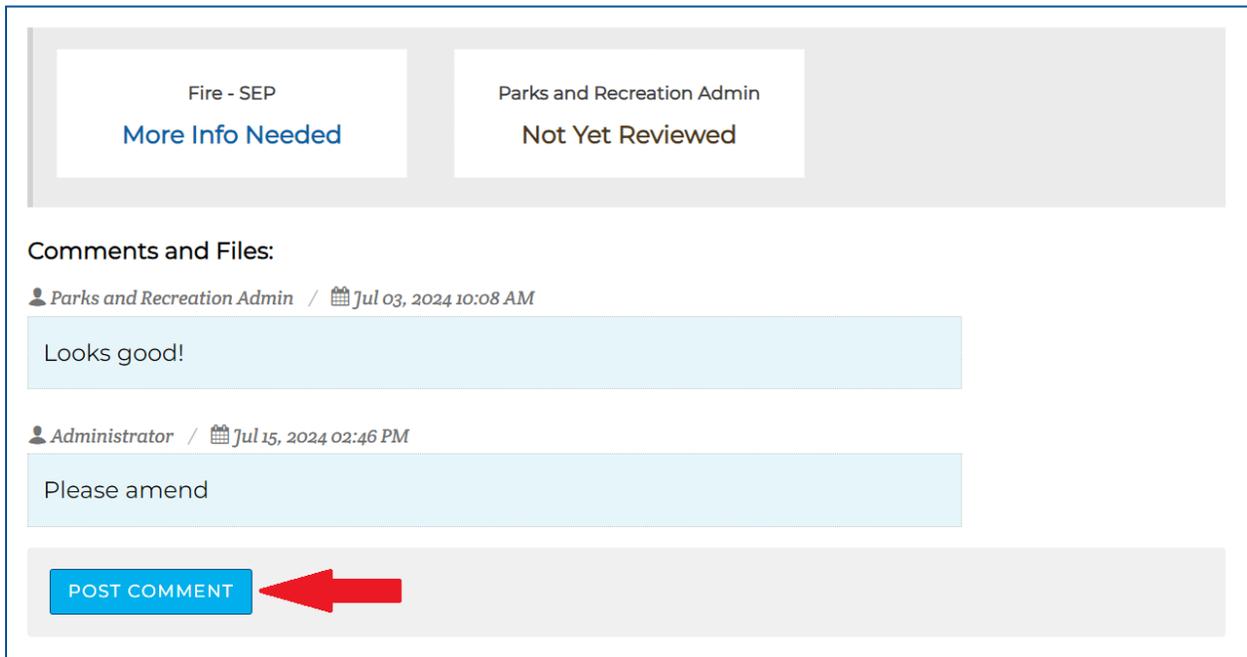
- **Draft (Grey)**: The application has been started but not submitted.
- **Submitted (Brown)**: The application has been submitted, and additional changes cannot be made. Staff have not yet started the review process.
- **More Info Needed (Blue)**: Staff needs additional information, which may require sharing further documents or details.
- **Under Review (Orange)**: Staff review is in progress.
- **Declined (Red)**: The application has been denied.
- **Approved (Green)**: The application is approved and permitted.
 - **Tentatively Approved (Green)**: The reservation of space is tentatively confirmed, submission of the full application is still required.

The individual sections of an application will also use status labels. The options include:

- **Not Yet Reviewed (Brown)**: Staff representatives have not yet reviewed the section.
- **More Info Needed (Blue)**: Staff need additional information. A comment must be provided, or the section must be resubmitted (when applicable).
- **Under Review (Orange)**: Staff review in progress.
- **Declined (Red)**: A section of the application or event component has not been approved. The rest of the event may still be approved and receive a permit.
- **Approved (Green)**: The section is approved and will be noted on the permit.

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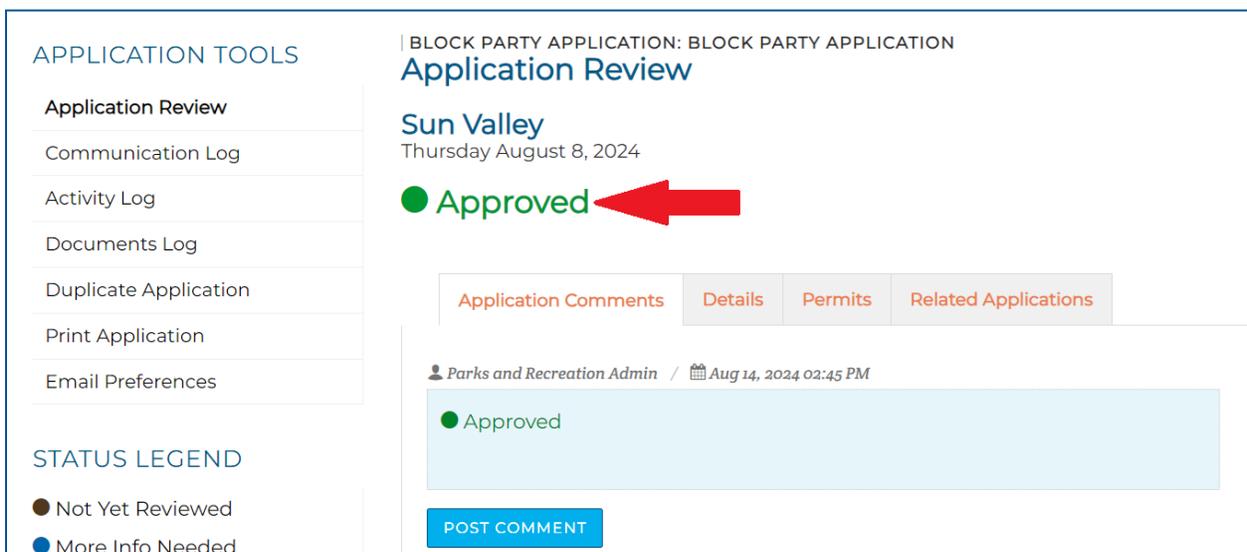
Under each section of the application, the departments that need to review it and their current status can be seen. Communication with the Town can be managed through comments.



The screenshot shows a review interface with two status boxes: "Fire - SEP" with "More Info Needed" and "Parks and Recreation Admin" with "Not Yet Reviewed". Below is a "Comments and Files:" section with two comments: "Looks good!" from Parks and Recreation Admin (Jul 03, 2024 10:08 AM) and "Please amend" from Administrator (Jul 15, 2024 02:46 PM). A "POST COMMENT" button is highlighted with a red arrow.

Permit

Once the application review is complete, the permit will be issued. To view the permit, select the "Permits" tab.



The screenshot shows the "Application Review" page for "Sun Valley" on Thursday August 8, 2024. The status is "Approved", indicated by a green circle and a red arrow. The "Permits" tab is selected in the navigation bar. A "POST COMMENT" button is visible at the bottom.

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Contact Us!

Contact the Special Event Division with any questions regarding your Block Party Application or Facility Reservation.

Marianne Fulton - Senior Management Support Technician

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Website: QueenCreekAZ.gov/SpecialEvents

Facebook: Facebook.com/QCRecreation

Queen Creek Parks and Recreation

Library Recreation Annex

(The entrance is on the SE corner of the QC Library building)

21802 S. Ellsworth Road

Queen Creek, AZ 85142

Phone: (480) 358-3700

Business Hours

Monday-Thursday, 8 a.m. - 7 p.m.

Friday, 8 a.m. - 3 p.m.

Closed Saturday and Sunday