Event Manager Training Exercises

How to get started using Event Manager

A non-production environment for Event Manager is available for training purposes. Once you have completed the training exercises below, feel free to explore the training site (don't worry – you won't break it).

Please note, ALL information will eventually be deleted from the training site.

Training Site URL: http://preview.register-ed.com/

Username Format: -- contact HE Staff --

Password format: -- contact HE Staff --

Your username and password can be updated and provided to you by a state administrator.

Example:

Name: -- contact HE

HEI#: Staff --

Username: -- contact HE

Password: Staff --

Log in to Event Manager

1) Open the following page in your web browser: http://preview.register-ed.com.
2) At the bottom-right of the page, click on "Agency Login".
3) Using the "Robert Smith" example above, enter your username and password. Your state agency administrators can assist you with this if needed. Then, click "Log in".
4) You might be required to verify your email address or enter an email address. Follow the on-screen directions to complete the email address verification.

Update your Profile

1) Choose "Manage My Profile" from your Instructor homepage.

2) Enter a new password in the “Password” and “Confirm Password” textboxes.
3) Enter a PIN for federal reporting in the “PIN” and “Confirm PIN” textboxes.
4) Enter a new password hint, secret question, and secret answer.
5) At the bottom of the page under “How Do You Want Students To Contact You?” make sure you are happy with the contact settings.
6) Click “Save Changes”. Then, click “Home” at the top of the page to go back to your Instructor homepage.

Use Event Manager to Schedule a Class

1) Choose “Program Locations” from your Instructor homepage.
2) Select the type of class (“program”) you normally teach. The page will refresh showing all of the locations available for this program.
3) Find the location where your classes are usually held using the location search form at the top of the page. You may search by location name, address, city, zip code, or county.
4) Select “Create Location” if your location does not appear in the list. If the map does not seem to show the location you want, check your address and press “Refresh Map.”
5) Schedule an Event for an upcoming Friday and Saturday by selecting “Schedule an Event” from the list of location results. Example:
   - 5:30 pm – 8:30 pm, October 23
   - 11:00 am – 5:00 pm, October 24
6) Configure the event settings:
   - Limit enrollment to 10 students.
   - Check the wait list size. A good waitlist may be about 50% of the desired enrollment.
   - Enter “special instructions” to tell students something important about your class.
7) Click “Create Event.”
8) Select the event by clicking on it in the calendar.

9) Note: Before your event is visible to students, an administrator must review and approve the event.

How do students register for the class?

1) Open a new browser window or tab to http://preview.register-ed.com.
2) Find your class by selecting California from the state dropdown, select the type of class ("program") you normally teach.
3) Locate your class by date (listed chronologically) or enter the event location zip code. If your location is new, the longitude and latitude may not have been calculated yet. This can easily be fixed by finding the location in the administration area and selecting "Refresh Map" and then pressing "Save Changes."
4) Review the event details and click on "Register Now."
5) Enter sample student details. You may want to enter a different physical address than mailing address for one or more of your students. Use your personal email address for at least one of your students.
6) When you click "Next," you're able to add another student to this registration. The system is configured to not allow more than one registration per email address. If a family wants to attend an event together, this is the best way for a family to register. This is called "Group Registration."
7) Click "Continue to step 2: Review & Confirm."
8) Group registration is still available from this subsequent page. To confirm registration, select the checkbox next to "I understand the policies listed above" and click "Complete registration."
9) After a few minutes, you should get a registration confirmation email.
10) Register as many students as you'd like.

How do I know students have registered for my class?

Instructors

1) From your instructor home page, select "My Event Enrollments" or browse your events from the Event Schedule (Events from the top menu).
2) On the left navigation, select "Search" in the Events section.

3) Select “Upcoming” from the Search for Events dropdown and press Search. If your event is not in the results, try to extend the number of days to include by entering a number larger than 30 in the text box and press search again. And select your event from the results.
4) On the Event Administration page, select “Event Roster” and review your class registrations.

Roster Management

1) Using the event roster, you may: view and edit students; remove students or move them to a different class; and send emails to students.
2) To view or edit a student, select their last name and click the view or edit buttons on the pop-up window.
3) To access the other functions, select one or more students from the roster by putting a checkbox next to their name (you may select the entire roster by putting a checkbox next to the “Last Name” header at the top of the roster. Select the function you’d like to preform from the “With selected” dropdown at the bottom of the roster and press “Go.”
4) Send an email to the entire roster.
5) Select all students by putting a check mark in the box next to the “Last Name” header at the top of the roster.
6) In the “With Selected” dropdown at the bottom of the roster, choose “Send Email” and press Go.
7) On the following page, enter a subject and message and press “Send Message.”
8) Selected students will get an email from your email address that includes the information you provided as well as a link to manage their class registration. Using the link, students may get directions to the event.
9) **Note:** it is very important to notify students if there are class changes such as a date or time change or a location change. The system will not automatically notify students of event changes.

How do I manually add a student to a class?

Instructor

1) Find your event as shown in the "How do I know students have registered for my class?"
2) From the Event Roster page, select "Add Student."
3) Enter student details. Note that when you type in a zip code, the city and state are automatically determined.
4) You may automatically send a student a registration confirmation email using the "Notify student via Email?" dropdown at the bottom of the form.
5) Press "Create New Registration" when you've entered all information.

Ho do I assign instructors to assist with my class?

1) Find your event as shown in the "How do I know students have registered for my class?"
2) From the Event Roster page, select "Add or Remove Instructors" from the event menu.
3) Search for the instructor(s) you'd like to add to your event using the Available Instructors table and search form.
4) Place a checkmark next to the instructor you'd like to add and select "Assign Instructor" from the "With Selected Instructors" dropdown at the bottom of the page. Press "Go." The selected instructor has been added to the "Current Instructors" list at the top of the page. Repeat until you have added all of the assistant instructors you'd like to add.
5) Note that you may build a favorite list from available instructors. If you generally teach with certain instructors, you may find it convenient to build a favorite list and add instructors to your event from your favorite list.

How do I record hours for my instructors and myself?

1) Find your event as shown in the "How do I know students have registered for my class?"
2) From the event roster, select "Enter Results" from the event navigation on the right side of the page.

3) The results page shows tabs where you may enter instructor result information and another tab for student results. Press the "Edit" button on the "Instructor Information" tab.

4) Each instructor (primary and assistants) must enter his or her own event information for every day of the event. Each instructor may see the details entered by other instructors but only a person logged in with the assigned instructor username and password may enter or edit his or her details.

5) Enter hours for each field on the form for each day of the event. Enter your pin number and press "Save."

6) If you need to record time for a day that is not on the form, add another day using the "Add Another Date" link at the bottom of the form.

7) If you don't remember your PIN number, you may easily reset it at any time through your profile which may be accessed through the "Profile" menu item.

8) If the Instructor Information tab shows "incomplete" after you've entered all of your information, select "Edit" again and check to see if there are any error messages for any of the instructors on the event.

9) **Note:** if one or more instructors assigned to the event cannot enter information electronically, all instructors must submit a signed paper form to be scanned and uploaded to the event.

How do I record grades for my students?

1) Find your event as shown in the "How do I know students have registered for my class?"

2) From the event roster, select "Enter Results" from the event navigation on the right side of the page.

3) The results page shows tabs where you may enter instructor result information and another tab for student results. Press the "Edit" button on the "Student Results" tab.

4) Enter a final result for each student on the roster. If a student did not attend all days of an event, left early or never showed up, select the appropriate value from the dropdown.

5) You may enter additional information in the "Comments" box for students.

6) Once you have entered all necessary information, select "Save" at the bottom of the page.

7) If the Student Results tab still shows “incomplete” after entering results, select “Edit” again and check to see if there are any error messages for any of the students.

8) After you have successfully entered instructor information and student results and both tabs show “Completed” (and the last day of the event is today or in the past), you will be able to Review and Submit your results. At the bottom of the results page, click the “Review & Submit” button.

9) Review all information for accuracy and make updates as necessary by going back to the event roster and selecting enter results.

10) Once you are satisfied will all information, select an Agency employee who should review the event results and press “Submit Results.”

11) For training purposes, Kalkomey Support is an option in the dropdown list.

12) The selected employee will receive an email asking them to review and approve results.