

Event Manager Instructor Start-Up Guide

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What's Included in This Guide

To help you learn how to use Kalkomey's Event Manager to schedule classes, this Guide:

- Shows you many of the screens that you will see.
- Explains computer terms that you will need to know.
- Tells how to start the Event Manager program.
- Gives instructions for using the features in the Event Manager program.

Learning Computer Terms

What Is a Browser?

A browser is a program on your computer that you use to visit websites. When you turn on a computer, you see small graphic symbols on the screen. These symbols are called icons. To get to your browser you click its icon.

Here are the **icons** for several popular browsers.

Internet Explorer by Microsoft



Firefox by Mozilla



Chrome by Google



What Is the Address Bar?

After you click on a browser's icon, you see the homepage for that browser. At the top of the page is an area called the address bar. Below are examples of what you might see there.

What is a URL?

You use an address to find a location when you are driving. On computers, the URL is the address that takes you to a particular place on a website. For example, the URL (address) of the Event Manager login page is: <https://my.register-ed.com/login/login>.

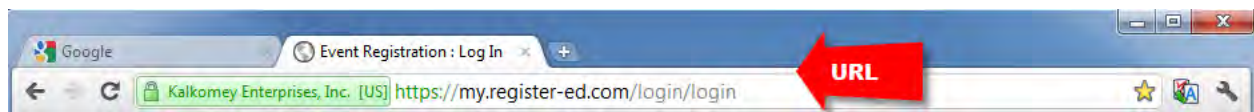
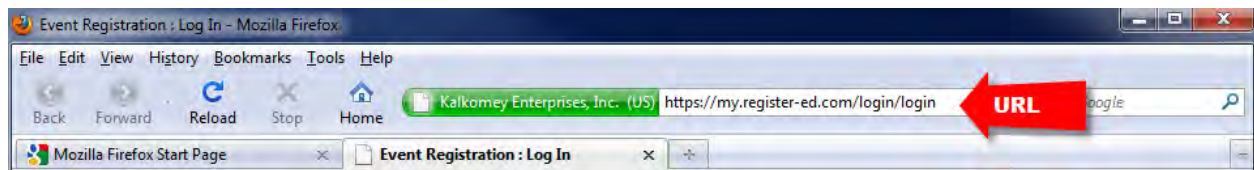
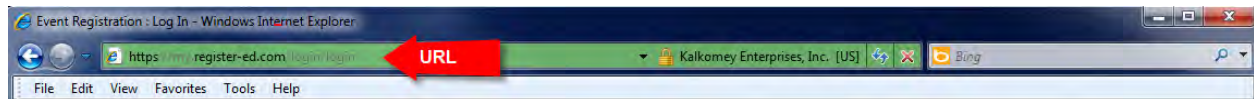
Starting Event Manager

To start using Event Manager, use your browser to access the login page.

Follow these steps.

1. Click on your browser's icon.
2. Move the cursor to address bar and click.
3. Type the URL for Event Manager: <https://my.register-ed.com/login/login>

Here are examples of the Event Manager login URL in the address bar of three different browsers.



4. Press ENTER. The login page is the access point for Event Manager.

Event Manager Login Page



The screenshot shows the login interface for Kalkomey Enterprises Event Manager. At the top, there is a dark teal header bar. On the left side of this bar, the text "Kalkomey Enterprises Event Manager" is displayed in white. On the right side, there are two input fields: the top one is labeled "Username:" and the bottom one is labeled "Password:". To the right of these fields is a "Sign In" button. Below the header bar, the main content area is white. It features a "Log In" heading followed by a horizontal line. Below this line, the text "Please log in to continue." is shown. A link labeled "Lost your password?" is positioned below the previous text. At the bottom of the page, there is a grey footer bar containing the copyright notice "© 2008-2011 Kalkomey, Inc. All Rights Reserved" on the left and the text "Email Event Manager Support" on the right.

Kalkomey Enterprises
Event Manager

Username:

Password:

Sign In

Log In

Please log in to continue.

[Lost your password?](#)

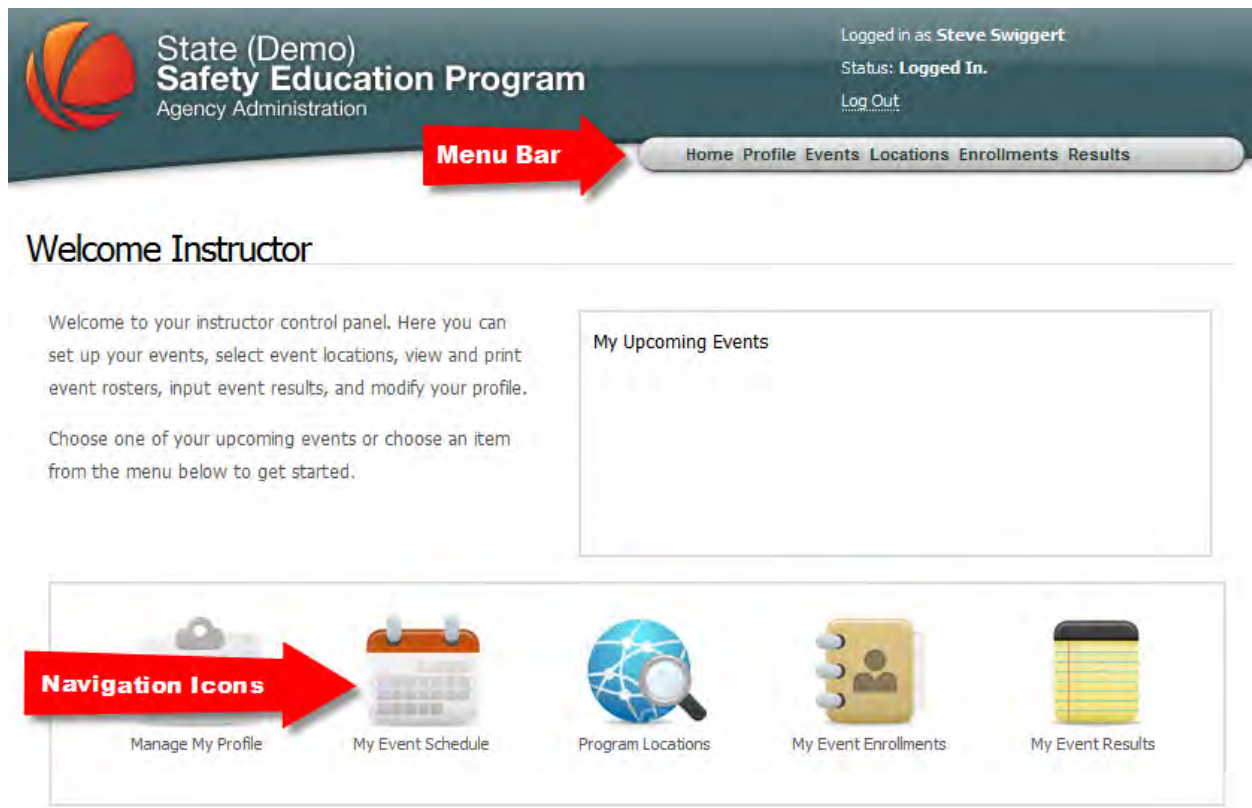
© 2008-2011 Kalkomey, Inc. All Rights Reserved

Email Event Manager Support

5. Type in your assigned username and password. Then click on Sign In.

Understanding the Welcome Instructor Page

This is an example of what you will see the first time you successfully log in to Event Manager.



This page contains the following information.

- **Agency logo** shows your agency's identification logo.
- **"Logged in as"** shows who is logged in.
- **"Status"** shows that you are "logged in".
- **"Log Out"** lets you click to exit Event Manager.
- **Menu bar** allows you to move about in Event Manager.
- **"My Upcoming Events"** box displays a short list of your upcoming events.
- **Five large navigation icons** provide another way to move about in Event Manager (same as the menu bar).

Using Event Manager


On the Welcome Instructor page, each of the features in Event Manager, except “Home,” appears on the menu bar and as a navigation icon.

- **“Home”**: Return to the Welcome Instructor page from any other screen.
- **“Profile” or “Manage My Profile”**: View or update your personal information.
- **“Events” or “My Event Schedule”**: View your calendar, or create events.
- **“Locations” or “Program Locations”**: View available locations, or create new location.
- **“Enrollments” or “My Event Enrollments”**: View enrollment and capacity for events.
- **“Results” or the “My Event Results”**: Enter, review, and submit result data for events.

The following sections of this Guide explain each of these features in more detail.

Profile

After you log in, you may update your personal information, such as password, on the Manage Profile page. From the Welcome Instructor page, click on either the **“Profile”** option on the menu bar or the **“Manage My Profile”** navigation icon to get to this page.




State (Demo)
Safety Education Program
Agency Administration

Logged in as [redacted]
Status: Acting as **Erin Michaels**
[Back to Admin Panel](#) | [Log Out](#)

Home | Profile | Events | Locations | Enrollments | Results

Manage Profile

Here you can manage and maintain your profile. Make any changes you need, and click "Save Changes" at the bottom of the page to confirm your edits.



Erin Michaels
Safety Education Program

Login Information

Username*:	<input type="text" value="ErinMichaels"/>
Password*:	<input type="password"/>
Confirm Password*:	<input type="password"/>
Password Hint*:	<input type="text" value="testing"/>
Secret Question*:	<input type="text" value="What is your favorite color?"/>
Secret Answer*:	<input type="text" value="Blue"/>

Account Information

First Name*:	<input type="text" value="Erin"/>
Middle Initial:	<input type="text" value="L"/>
Last Name*:	<input type="text" value="Michaels"/>
Suffix:	<input type="text" value=""/>
Email:	<input type="text" value="Erin.Michaels@state.edu"/>
Gender*:	<input type="text" value="Female"/>
Date of Birth:	<input type="text" value="February"/> <input type="text" value="17"/> <input type="text" value="1955"/>

Additional Information

City*:	<input type="text" value="Dallas"/>
Instructor Number*:	<input type="text" value="1234"/>
SSN (9 digits, no dashes)*:	<input type="text" value="*****"/>
Instructor Type*:	<input type="text" value="Staff"/>
Ethnicity:	<input type="text" value=""/>
Home Phone*:	<input type="text" value=""/>
Mobile Phone:	<input type="text" value=""/>
Work Phone:	<input type="text" value=""/>
Region*:	<input type="text" value="North"/>
County:	<input type="text" value=""/>

How Should Students Contact This User?

Email:	<input checked="" type="checkbox"/>	[Redacted]
Home Phone:	<input checked="" type="checkbox"/>	[Redacted]
Mobile Phone:	<input type="checkbox"/>	(No information available for this field.)
Work Phone:	<input type="checkbox"/>	(No information available for this field.)

Cancel

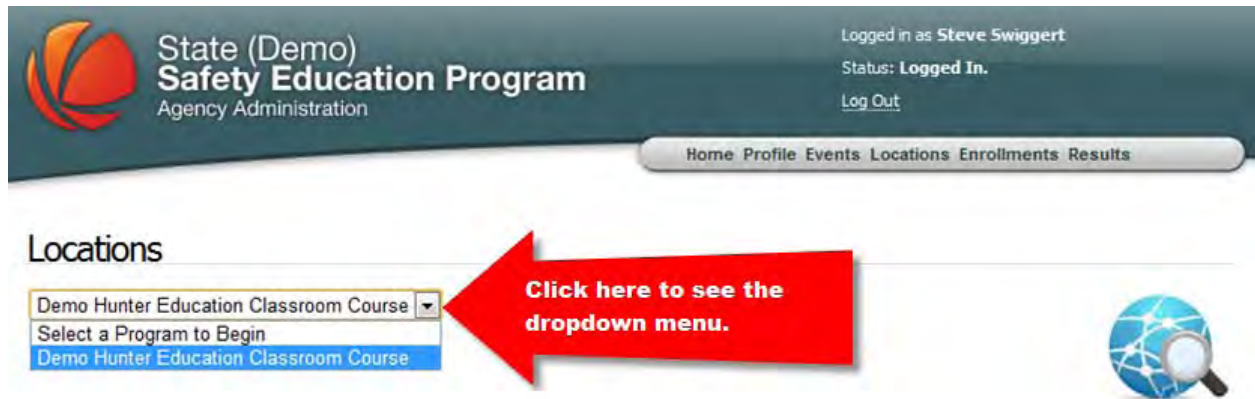
Save Changes

When you have updated your profile information, click on **“Save Changes”** to save your changes.

Locations

Before an event may be created, you first must make sure its Location is in the system.

From the Welcome Instructor page, click on either “**Locations**” on the menu bar OR the “**Program Locations**” icon to get to this page.



Displaying Locations

The locations depend on the program. To see a list of program locations:

1. Click on the down arrow beside “Select a Program to Begin”. A dropdown menu lists the programs.
2. Click on the program you want. All locations that are available for the program are displayed.
3. Now you can search for a specific location. Click on the down arrow to display the dropdown menu.
4. Click on the search option you want to see.


Locations

Demo Hunter Education Classroom Course

Name

All
 Name
 Address
 City
 Zip Code
 --- Additional Fields ---
 Region
 County

Search



 + Create Location

1000 Belt Line Road

- Type in the requested information. Then click on “Search”.
 - If your Location is found, you can begin to create an event.
 - If your Location is NOT found, you can create the Location by clicking on the “**Create Location**” link on the right-hand side of the Locations page.

Locations

Demo Hunter Education Classroom Course

Name

Dallas

Search



 + Create Location

Click HERE to create a NEW Location.

Creating a Location

To create a NEW location:

1. FILL in ALL required fields.
2. (Optional) Manually position the red marker exactly where you want it on the map.
3. When you are done, click on "Submit" button to save your changes.



Create Location

To create a new location, enter the required values in the form below. Your Agency Administrator will have to approve the event and associate it with the appropriate program before it is available for use.

Location Name*

Special Instructions

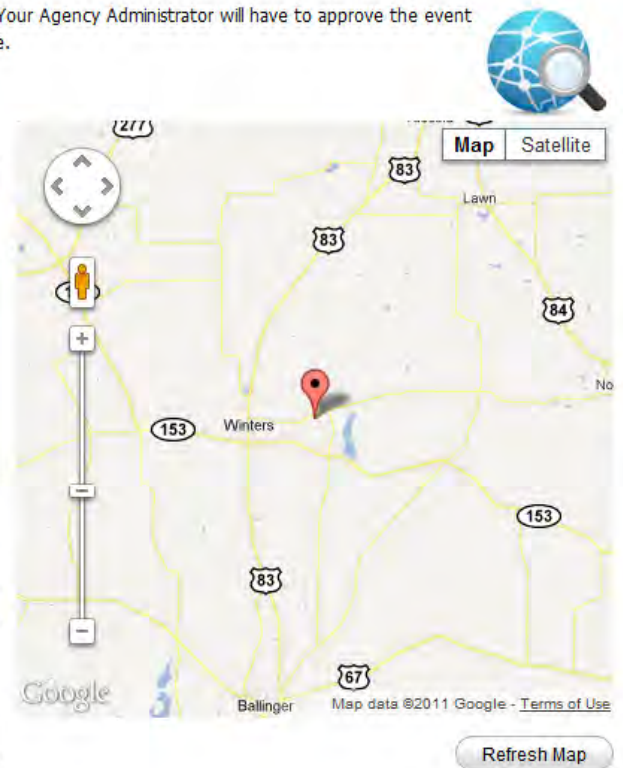
Address*

City*

State*

ZIP*

Red asterisk means a "required" field.



EVENTS

Creating an Event

You can get the My Event Schedule page two ways:

- From the Locations page
- From the Welcome Instructor page

From the Locations page: On the Locations page, you can search for an event location. When the location you want is found and displayed, click on **“Schedule an Event”** to schedule an event at that location.

State (Demo)
Safety Education Program
Agency Administration

Logged in as Steve Swiggert
Status: **Logged In.**
[Log Out](#)

[Home](#) [Profile](#) [Events](#) [Locations](#) [Enrollments](#) [Results](#)

Locations

Demo Hunter Education Classroom Course ▼

All ▼ Showing All Locations - Select a Search Option [Search](#)

[+ Create Location](#)

The following locations are available for this program.
To create a new event at one of these locations, click on the "Schedule Event" link.

Addison Police Dept
[Schedule an Event](#)

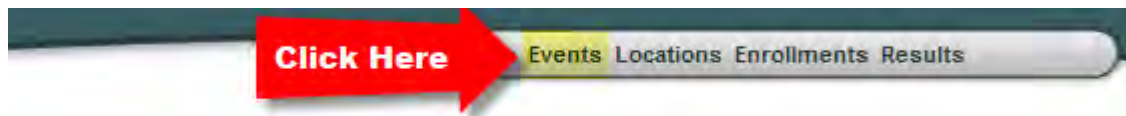
1000 Belt Line Road
Addison, TX 75244
Capacity: 30
Lunch break noon-1PM. Location is on the south side of Belt Line Road just west of the Tollway. For questions call the Demo Agency Office at 555-456-3333.

Addison Recreation Center
[Schedule an Event](#) | [More Information](#)

3900 Beltway Drive
Addison, TX 75001
Capacity: 40

From the Welcome Instructor page: The My Event Schedule page can be accessed from two places on the Welcome Instructor page.

1. Click on “**Events**” on the menu bar at the top of the page.



OR

2. Click on the “**My Event Schedule**” navigation icon at the bottom of the page.



You will see the My Event Schedule page. This is a calendar of YOUR events.

The screenshot shows the 'State (Demo) Safety Education Program Agency Administration' interface. At the top, a dark blue header contains the logo on the left, the program name in the center, and user information on the right: 'Logged in as Steve Swiggert', 'Status: Logged In.', and a 'Log Out' link. Below the header is a navigation bar with links: Home, Profile, Events, Locations, Enrollments, and Results. The main content area is titled 'My Event Schedule' and includes instructions: 'Your event schedule is shown below. Click on an event to view detailed information or make changes. To create a new event, select a calendar date that you wish to schedule.' and a link to 'view a list of all events for all instructors'. A small calendar icon is on the right. Below the instructions, it says '5 Events Found' and provides 'Calendar View' and 'List View' options. The calendar itself is for November 2011, with days of the week as headers. Events are shown as blue boxes on specific dates: Friday, Nov 4 (2 Events, Click to view), Saturday, Nov 5 (8:00 AM Traditional Classroom Course (2 Days) Sherman, TX), Tuesday, Nov 22 (6:00 PM Traditional Classroom Course (3 Days) Addison, TX), and Wednesday, Nov 23 (6:00 PM Traditional Classroom Course (2 Days) Pilot Point, TX).

State (Demo)
Safety Education Program
Agency Administration

Logged in as Steve Swiggert
Status: Logged In.
Log Out

Home Profile Events Locations Enrollments Results

My Event Schedule

Your event schedule is shown below. Click on an event to view detailed information or make changes.
To create a new event, select a calendar date that you wish to schedule.

To view a list of all events for all instructors, [click here](#).

5 Events Found Calendar View List View

< Previous Month November 2011 Next Month >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Today 2 Events Click to view	5 8:00 AM Traditional Classroom Course (2 Days) Sherman, TX
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 6:00 PM Traditional Classroom Course (3 Days) Addison, TX	23 6:00 PM Traditional Classroom Course (2 Days) Pilot Point, TX	24	25	26
27	28	29	30			

To create a new event:

1. Display the correct month. Click on "Previous Month" or "Next Month", if necessary.
2. Click on the date. This takes you to the **Create an Event** page. There are two parts to this page:
 - The Calendar side (on the left) for scheduling the dates and times for the event
 - The Event Detail side (on the right) for defining the details of the event



Create an Event

To create an event, fill in any missing data for date, time, program and location. Web Registration Capacity defaults to the capacity that has been assigned to the selected location. However, if you wish to allow more or fewer online registrations for this event, you may edit the Web Registration Capacity.

<< December 2011 >>

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

START: : :

END: : :

Add Event Date

Current Schedule
None - Use the "Add Event Date" button

CALENDAR SIDE

Program
Demo Hunter Education Classroom Course

Event Name
Traditional Classroom Course

Location
Start typing the location name(s), city, etc...

Capacity

Special Instructions

Options

- This is a [public](#) event.
- This event will be visible to students: [11/15/2011 - 12/12/2011](#).
- Students can register for this event: [11/15/2011 - 12/12/2011](#).
- Students can cancel registrations: [11/15/2011 - 12/12/2011](#).
- Notifications are [disabled](#).
- Wait list is [enabled](#).

EVENT DETAIL SIDE

[Cancel](#)

[Create Event](#)

The Calendar Side of the Create an Event Page

You can schedule one-day or multi-day events.

The screenshot shows a web interface for scheduling events. At the top, there are navigation arrows '<<' and '>>' flanking the text 'December 2011'. Below this is a row of day-of-the-week abbreviations: S, M, T, W, T, F, S. Underneath is a calendar grid for December 2011. The dates are arranged in a 5x7 grid. The 12th is highlighted with a bold black font. Below the calendar grid are two time selection fields. The first is labeled 'START:' and the second is labeled 'END:'. Each field consists of a dropdown menu for the hour, followed by a colon, and another dropdown menu for the minute. Below these fields is a rounded rectangular button labeled 'Add Event Date'.

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

START: [dropdown]:[dropdown]

END: [dropdown]:[dropdown]

Add Event Date

Current Schedule

None - Use the "Add Event Date" button

1. Click on a date on the calendar.
2. Use the dropdown menus to select the start time and end time for this date.
3. When you have the date and time correct, click on the **"Add Event Date"** button. You will see the event date displayed under **"Current Schedule"**.
4. If this is a multi-day event, repeat steps 1-3 for each of the event dates. Each time you define the start and end times for a new date, click on **"Add Event Date"** button to add the new date to the event schedule.

Here is an example of the calendar side for a multi-day event.

<< December 2011 >>

S	M	T	W	T	F	S
---	---	---	---	---	---	---

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

START: 9 : 00 AM

END: 4 : 00 PM

Add Event Date

Current Schedule

12/12/2011 - 9:00 AM to 4:00 PM | [Remove](#)
12/13/2011 - 9:00 AM to 4:00 PM | [Remove](#)
12/14/2011 - 9:00 AM to 4:00 PM | [Remove](#)

Below are the steps that were used to create this multi-day event example.

1. **Select December 12 by clicking “12” (Day One of this event).**
2. Choose the Start Time for Day One.
3. Choose the End Time for Day One.
4. Click on the “Add Event Date” button.
5. **Select December 13 by clicking “13” (Day Two of the event).**
6. Choose the Start Time for Day Two.
7. Choose the End Time for Day Two.
8. Click on the “Add Event Date” button.
9. **Select December 14 by clicking “14” (Day Three of the event).**
10. Choose the Start Time for Day Three.
11. Choose the End Time for Day Three.
12. Click on the “Add Event Date” button.

The Event Detail Side of the Create an Event Page

After you complete the Calendar side, you must complete the Event Detail side.

Program

Demo Hunter Education Classroom Course ▼

Event Name

Traditional Classroom Course ▼

Location

Start typing the location name(s), city, etc...

Capacity

Special Instructions

Options

- This is a [public](#) event.
- This event will be visible to students: [11/15/2011 - 12/12/2011](#).
- Students can register for this event: [11/15/2011 - 12/12/2011](#).
- Students can cancel registrations: [11/15/2011 - 12/12/2011](#).
- Notifications are [disabled](#).
- Wait list is [enabled](#).

To use this side of the page, start at the top.

- **Program:** Select your program from the dropdown menu. The rest of the event detail fields on the right side of the page will display automatically.
- **Event Name:** Select the event from the dropdown menu.
- **Location:** Place the cursor within the Location field and start typing the location name. After three characters have been typed, a list of locations will be displayed in a dropdown menu. Select a location.
- **Capacity:** The location capacity is displayed automatically, based on the chosen location. Change the capacity, if necessary.
- **Special Instructions:** Enter any applicable event-specific instructions.

Event “Options”

The “**Options**” at the bottom of the Create an Event page allow you to customize event settings such as the event type, event visibility window, event registration window, and event cancellation window. You also can activate notifications and wait list options for an event. Each individual “option” can be opened by clicking on the associated blue “option” link.

Options

- This is a [public](#) event.
- This event will be visible to students: [11/15/2011 - 12/12/2011](#).
- Students can register for this event: [11/15/2011 - 12/12/2011](#).
- Students can cancel registrations: [11/15/2011 - 12/12/2011](#).
- Notifications are [disabled](#).
- Wait list is [enabled](#).

Public/Private

This setting allows you to define the event type as either public or private.

- **Public:** The event is displayed on the public calendar.
- **Private:** The event is NOT displayed on the public calendar.

Click on [public](#) to see the choices.

- This is a [public](#) event.
 - ☒ Public - It will appear on the public calendars. Instructors may also register students manually.
 - ☐ Private - It will not appear on the public calendars. Instructors must register students manually.

Visibility

The visibility setting lets you control WHEN the event will be displayed on the public calendar. This can be used to schedule future events without making them visible to the students.

Click on the dates to change them.

- This event will be visible to students: [11/15/2011 - 12/12/2011](#).
 - ☒ From: To:
 - ☐ Never

Registration

The registration setting lets you define WHEN registration for an event is open.

Click on the dates to change them.

- Students can register for this event: [11/15/2011 - 12/12/2011](#).
 - ☒ From: To:
 - ☐ Never

Cancellation

The cancellation setting lets you control WHEN cancellations for the event will be allowed.

Click on the dates to change them.

- Students can cancel registrations: [11/15/2011 - 12/12/2011](#).
☒ From: To:
☐ Never

Notifications

This setting lets you enable or disable notifications for an event. When enabled, the primary instructor will receive an e-mail when an online registration for the event is processed.

Click on [disabled](#) or [enabled](#) to choose whether or not an e-mail will be sent.

- Notifications are [disabled](#).
Receive an email when a student registers for this event
Enabled ☐ Disabled ☒

Wait List

This setting lets you enable or disable a Wait List for an event. When enabled, the public will be given the option to be added to a Wait list when an event is full. In this case, invitations to register for the event can be sent to people on the wait list if seats become available due to cancellations.

Click on [No](#) or [Yes](#) to choose whether or not a Wait List will be enabled for this event.

- Wait list is [enabled](#).

If a wait list is enabled, students can show interest in a full event by providing some contact information. Here's how it works:

- When the event is full, the wait list will start;
- Once the wait list is on, **it is ON**. Even if cancellations occur, the event will only allow students to join a wait list;
- Instructors are responsible for managing the wait list and contacting interested students;
- To get students into the class, instructors must add them manually or send an invitation. Students that get an invitation must follow the link and complete the registration.

Would you like to enable wait list?

☐ **No.**

☒ **Yes.** Once full, allow students to join a wait list.

Completing the Process

When both sides of the Create an Event page are filled in the way you want, click on the “**Create Event**” button in the bottom right corner of the page. This creates the event.

Enrollments

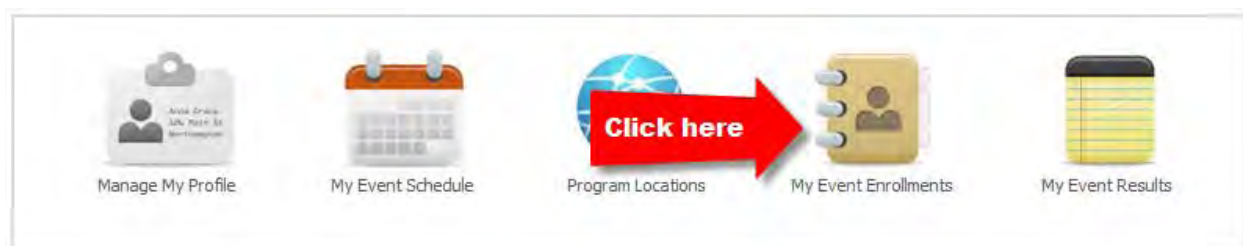
The Event Enrollment page can be accessed from two places on the Welcome Instructor page.

1. Click on “**Enrollments**” on the menu bar at the top of the page.



OR

2. Click on the “**My Event Enrollments**” navigation icon at the bottom of the page.



You will see the Event Enrollments page.

Event Enrollments

Below is a list of your scheduled events, including enrollment for each event. Click on an event action to view a roster of currently registered students. You also may edit or delete events that do not have any students currently registered. However, if students have already registered for an event and you need to edit or delete that event, you must contact your program's Administrator.

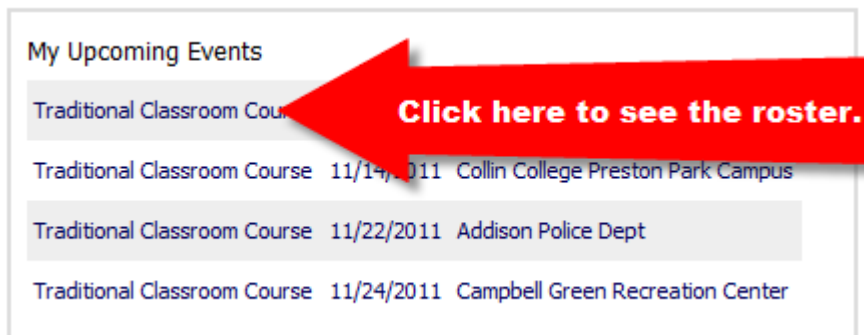


ID	Action	Status	Event Information	Date and Time	Enrollment
16798	View Edit Delete	Active	Traditional Classroom Course Addison Police Dept	12/10/2011 07:30 AM	<div></div>
16232	View Edit Cancel	Active	Traditional Classroom Course Addison Recreation Center	12/03/2011 08:00 AM	<div></div>
15845	View Edit Cancel	Active	Traditional Classroom Course Lake Ray Roberts	11/24/2011 06:00 PM	<div></div>
15879	View Edit Cancel	Active	Traditional Classroom Course Campbell Green Recreation Center	11/24/2011 09:00 AM	<div></div>
15848	View Edit Cancel	Active	Traditional Classroom Course Addison Police Dept	11/22/2011 06:00 PM	<div></div>
15881	View Edit Cancel	Active	Traditional Classroom Course Collin College Preston Park Campus	11/14/2011 06:00 PM	<div></div>
15889	View Edit Cancel	Active	Traditional Classroom Course Arlington Sportsman's Club	11/12/2011 07:30 AM	<div></div>
15852	View Edit Cancel	Active	Traditional Classroom Course Lake Texoma	11/05/2011 08:00 AM	<div></div>
15846	View Edit Cancel	Active	Traditional Classroom Course Addison Police Dept	11/04/2011 09:00 AM	<div></div>
15882	View Edit Cancel	Active	Traditional Classroom Course Addison Recreation Center	11/04/2011 09:00 AM	<div></div>

Viewing the Roster for an Event

From the Welcome Instructor page, you can get to the roster three ways:

- **My Upcoming Events:** If the event is listed, click on it to go to the roster.



My Upcoming Events

Traditional Classroom Course **Click here to see the roster.**

Traditional Classroom Course 11/14/2011 Collin College Preston Park Campus

Traditional Classroom Course 11/22/2011 Addison Police Dept

Traditional Classroom Course 11/24/2011 Campbell Green Recreation Center

- **Enrollments:** Click on “Enrollments” on the menu bar to display the Event Enrollments page. Then click on “**View**” to display the roster for a specific event.
- **My Event Enrollments:** Click on the “My Event Enrollments” navigation icon to display the Event Enrollments page. Then click on “**View**” to display the roster for a specific event.

Event Enrollments

Below is a list of your scheduled events, including enrollment for each event. Click on an event action to view a roster of currently registered students. You also may edit or delete events that do not have any students currently registered. However, if students have already registered for an event and you need to edit or delete that event, you must contact your program's Administrator.



ID	Action	Status	Event Information	Date and Time	Enrollment
16798	View Edit Delete	Active	Traditional Classroom Course Addison Police Dept	12/10/2011 07:30 AM	<div></div>
16232	View Edit Cancel	Active	Traditional Classroom Course Addison Recreation Center	12/03/2011 08:00 AM	<div></div>
15845	View Edit Cancel	Active	Traditional Classroom Course Lake Ray Roberts	11/24/2011 06:00 PM	<div></div>
15879	View Edit Cancel	Active	Traditional Classroom Course Campbell Green Recreation Center	11/24/2011 09:00 AM	<div></div>
15848	View Edit Cancel	Active	Traditional Classroom Course Addison Police Dept	11/22/2011 06:00 PM	<div></div>
15881	View Edit Cancel	Active	Traditional Classroom Course Collin College Preston Park Campus	11/14/2011 06:00 PM	<div></div>
15889	View Edit Cancel	Active	Traditional Classroom Course Woman's Club	11/12/2011 07:30 AM	<div></div>
15852	View Edit Cancel	Active	Traditional Classroom Course Lake Texoma	11/05/2011 08:00 AM	<div></div>
15846	View Edit Cancel	Active	Traditional Classroom Course Addison Police Dept	11/04/2011 09:00 AM	<div></div>
15882	View Edit Cancel	Active	Traditional Classroom Course Addison Recreation Center	11/04/2011 09:00 AM	<div></div>

Here is an example of an event roster.

Event Roster

ID 15889
Event Traditional Classroom Course
Location Arlington Sportsman's Club [\[Details\]](#)
Instructor Steve Swiggert
Schedule 11/12/2011 - 07:30 AM to 06:00 PM (Saturday)
Enrollment 6/8 (75%) 

Event Management
[Student View](#)
This Event: [Edit](#) | [Cancel](#)
Manage: [Instructors](#) | [Files](#)
Students: [Create](#) | [Invite](#)
Print: [Normal](#) | [Extended](#)
Download as: [CSV](#) | [PDF](#)

Select an Event Management action or select individual students and the type of action from the bottom of the page.

<input type="checkbox"/>	Action	Last	First Name	MI	Suffix	Email	City	State	Zip	Phone	DOB	Gender
<input type="checkbox"/>	View Edit	Anderson	Christopher	L		anderson@blackberry.com	Arlington	TX	76012	(555)555-5555	03-09-1995	Male
<input type="checkbox"/>	View Edit	Kinsler	Michael	L		kinsler@blackberry.com	Carrollton	TX	75007	(555)555-5555	09-09-1970	Male
<input type="checkbox"/>	View Edit	Miller	Brandon	L		miller@blackberry.com	Arlington	TX	76012	(555)555-5555	01-10-1995	Male
<input type="checkbox"/>	View Edit	Nelson	David	L		nelson@blackberry.com	Arlington	TX	76012	(555)555-5555	07-26-1995	Male
<input type="checkbox"/>	View Edit	Smith	Rachel	M		smith@blackberry.com	Arlington	TX	76012	(555)555-5555	09-22-1995	Female
<input type="checkbox"/>	View Edit	White	William	L		white@blackberry.com	Arlington	TX	76012	(555)555-5555	06-23-1995	Male

With Selected Students:

[Select Action](#)
[Move to New Event](#)
[Remove from Event](#)
[Send E-mail](#)

The event roster is where you will do most of your event management.

On the Event Roster page, you can:

- View information about each student.
- Edit a student's information.
- Remove a student from the event.
- Move a student to another event.
- Send an e-mail to the students.

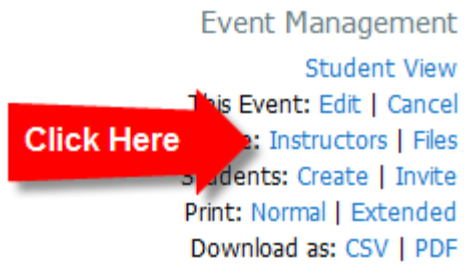
By clicking on the blue links on the Event Management menu on the Event Roster page, you can do the following.

- **Student View** shows you the screen students see when they are signing up for an event.
- **The Event: Edit** lets you change the information for an event.
- **This Event: Cancel** lets you cancel an event.
- **Manage: Instructors** lets you remove, assign, or e-mail selected instructors.
- **Manage: Files** lets you include files with your event. The files can be either:
 - Public: visible to students who register for the event.
 - Private: visible only to the instructors.
- **Students: Create** lets you register a new student.
- **Students: Invite** lets you send an e-mail to invite students to register for an event. You also can see a list of people to whom you have sent invitations.
- **Print** lets you choose to print the roster in normal or extended format.
- **Download** lets you download the roster as either a CSV or PDF file.

Adding an Instructor to an Event

To add an instructor to an event:


1. Display the Event Roster page.
2. On the Event Management menu, click on “**Manage: Instructors.**”



The Manage Instructors page is displayed.

Manage Instructors

You can have more than one instructor per event, but only one primary instructor. All instructors have the same rights and privileges with regard to the event, but the primary instructor is listed as the contact for the event and listed as the primary instructor on the report sent to the state.

Indicates Primary Instructor (P/I) 

Current Instructors

<input type="checkbox"/> P/I	Action	Instructor Name (Last, First MI)	Email
<input checked="" type="checkbox"/>	MAKE PRIMARY	Swiggert, Steve L	[REDACTED]

With Selected Instructors:

Available Instructors

Showing All Instructors - Select a Search Option

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

<input type="checkbox"/> Instructor Name (Last, First MI) ▲	Email
<input type="checkbox"/> Abercrombie, Joann	[REDACTED]
<input type="checkbox"/> Halsted, Thomas	[REDACTED]
<input type="checkbox"/> Ke-Testing, Cedlia	[REDACTED]
<input type="checkbox"/> Kesler, Mark L	[REDACTED]
<input type="checkbox"/> Kirkpatrick, Dale L	[REDACTED]
<input type="checkbox"/> Lamberts, Brad L	[REDACTED]
<input type="checkbox"/> Michaels, Erin L	[REDACTED]
<input type="checkbox"/> Pearson, Joseph	[REDACTED]
<input type="checkbox"/> Sanger, John L	[REDACTED]
<input type="checkbox"/> Schafer, John L	[REDACTED]

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With Selected Instructors:

This page has two sections.

- **Current Instructors** at the top portion of the page shows all instructors currently assigned to the event. In this example, only the primary instructor – Steve Swiggert – is on the Current Instructors list.

Current Instructors

<input type="checkbox"/> P/I	Action	Instructor Name (Last, First MI)	Email
<input checked="" type="checkbox"/>	MAKE PRIMARY	Swiggert, Steve L	[REDACTED]

With Selected Instructors:

- **Available Instructors** at the bottom of the page lists those instructors who are “available” to be assigned to an event. There is a dropdown menu you can use to search the list of instructors.

Available Instructors

All

Showing All Instructors - Select a Search Option

Search

[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

3. With the list of instructor(s) displayed, click on the checkboxes to the left of each instructor’s name.
4. On the dropdown menu at the bottom of the page, click on “**Assign Instructors**”
5. Click on the “**Go**” button to add the selected instructor(s) to the event.

<input type="checkbox"/>	Instructor Name (Last, First MI) ▲	Email
<input type="checkbox"/>	Abercrombie, Joann	joann.abc@duke.edu
<input type="checkbox"/>	Halsted, Thomas	thomas.hal@duke.edu
<input type="checkbox"/>	Ke-Testing, Cecilia	cecilia.ke@duke.edu
<input checked="" type="checkbox"/>	Kesler, Mark L	mark.kes@duke.edu
<input type="checkbox"/>	Kirkpatrick, Dale L	dale.kir@duke.edu
<input type="checkbox"/>	Lamberts, Brad L	brad.lam@duke.edu
<input checked="" type="checkbox"/>	Michaels, Erin L	erin.mic@duke.edu
<input type="checkbox"/>	Pearson, Joseph	joseph.pear@duke.edu
<input type="checkbox"/>	Sanger, John L	john.san@duke.edu
<input checked="" type="checkbox"/>	Schafer, John L	john.sch@duke.edu

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With Selected Instructors:

Assign Instructors
Select Action
Remove Instructors
Assign Instructors
Send E-mail

Go

Click "Go"

View Events

Back to Event

The **Current Instructors** list now displays the added instructors along with the primary instructor.

Current Instructors

<input type="checkbox"/>	P/I	Action	Instructor Name (Last, First MI)	Email
<input checked="" type="checkbox"/>	✓	MAKE PRIMARY	Swiggert, Steve L	steve.swi@duke.edu
<input type="checkbox"/>		MAKE PRIMARY	Kesler, Mark L	mark.kes@duke.edu
<input type="checkbox"/>		MAKE PRIMARY	Michaels, Erin L	erin.mic@duke.edu
<input type="checkbox"/>		MAKE PRIMARY	Schafer, John L	john.sch@duke.edu

With Selected Instructors:

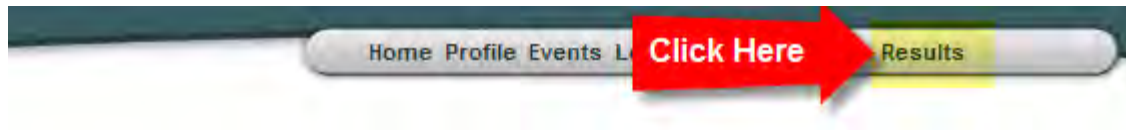
Select Action

Go

Results

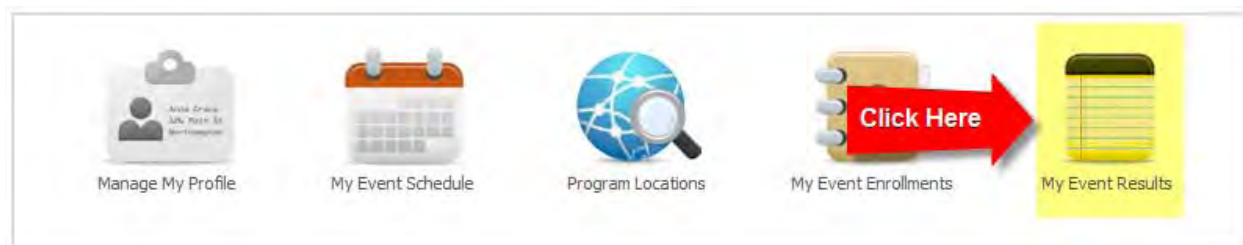
The Event Results page can be accessed from two places on the Welcome Instructor page.

1. Click on **“Results”** on the menu bar at the top of the page.



OR

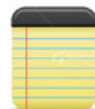
2. Click on the **“My Event Results”** navigation icon at the bottom of the page.



You will see the Event Results page. Events listed as **“Active”** are the ones where you need to enter results.

Event Results

You must submit results for the following events. Click on an event to enter results.



ID	Status	Event Name	Location	Date and Time
15891	Results Submitted	Demo Hunter Education Classroom Course	Addison Police Dept	09/13/2011 at 09:00 AM
15882	Active	Traditional Classroom Course	Addison Recreation Center	11/04/2011 at 09:00 AM
15852	Active	Traditional Classroom Course	Lake Texoma	11/05/2011 at 08:00 AM
15889	Active	Traditional Classroom Course	Arlington Sportsman's Club	11/12/2011 at 07:30 AM
15881	Active	Traditional Classroom Course	Collin College Preston Park Campus	11/14/2011 at 06:00 PM
15846	Active	Traditional Classroom Course	Addison Police Dept	11/14/2011 at 06:00 PM
15848	Active	Traditional Classroom Course	Addison Police Dept	11/22/2011 at 06:00 PM
15879	Active	Traditional Classroom Course	Campbell Green Recreation Center	11/24/2011 at 09:00 AM
15845	Active	Traditional Classroom Course	Lake Ray Roberts	11/24/2011 at 06:00 PM
16232	Active	Traditional Classroom Course	Addison Recreation Center	12/03/2011 at 08:00 AM
16798	Active	Traditional Classroom Course	Addison Police Dept	12/10/2011 at 07:30 AM

Entering Results

Entering the results for an event is a five-step process.

Step 1: Event Data

Step 2: Instructor Data

Step 3: Student Results

Step 4: Review/Print Report

Step 5: Acknowledge/Submit Results

Results

ID	Event Name	Location	Date and Time
15889	Traditional Classroom Course	Arlington Sportsman's Club	11/12/2011 07:30



Entering Results

Follow the steps below to enter results for this event and submit it to your agency.

Step 1: Event	Date/Time Stamp	Last Saved: 08/16/2011 13:56	Go
Step 2: Instructor Data		Last Saved: 11/08/2011	Go
Step 3: Student Results	Red Error Indicator	Last Saved: 08/16/2011 13:58 1 Errors	Go
Step 4: Review/Print Report			Review/Print
Step 5: Acknowledge/Submit Results	<p>By selecting "Submit Results," I acknowledge all of the information contained in this report is true and correct to the best of my knowledge and belief. Important Note: Once results are submitted, this event will be locked!</p> <p>Select an Administrator to approve these results (Required): Select an Administrator <input type="text"/></p> <p>Click to Submit Results for an event.</p> <p>Submit Results</p>		

To begin:

1. Find the “Event Name” for the event that has results to be entered.
2. Click on “Active” beside that name. A typical results page for an event will look similar to the example.
 - Each result step is accessed by clicking on its associated “Go” button.
 - As each step is completed, a “**Last Saved**” date/time stamp will be displayed for that step. This shows that your changes have been saved.
 - If any errors have occurred, a red “**errors**” indicator will be displayed under the date/time stamp.
 - The “**Submit Results**” button is used to submit the event results. This closes and locks the event.

The Results page is displayed. The Entering Results section looks similar to this.

Entering Results

Follow the steps below to enter results for this event and submit it to your agency.

Step 1: Event Data	Go
Step 2: Instructor Data	Go
Step 3: Student Results	Go
Step 4: Review/Print Report	Review/Print
Step 5: Acknowledge/Submit Results	
By selecting "Submit Results," I acknowledge all of the information contained in this report is true and correct to the best of my knowledge and belief. Important Note: Once results are submitted, this event will be locked!	
Select an Administrator to approve these results (Required): Select an Administrator ▼	
Submit Results	

- At this point, there are no date/time stamps or error indicators.
- Each of the five steps has a Go button that you click.
- Note: Each agency has different data they want on the result forms. Therefore, the examples below will be similar but will not look exactly like the result forms for your agency.

Step 1: Event Data

This step is used to enter agency-defined event data.

1. Enter your data. Required fields are indicated with a red asterisk.
2. When all of the data is entered, click on the **“Save Report”** button to save your work.

Event Data

ID	Event	Location	Date and Time
15889	Traditional Classroom Course	Arlington Sportsman's Club	11/12/2011 07:30



Your Agency requires you to supply the following information with your report. Please fill out the information below and click "Save Report."

Event Information

Class Start Date (MM-DD-YYYY)*	Class End Date (MM-DD-YYYY)*	
<input type="text" value="11-12-2011"/>	<input type="text" value="11-12-2011"/>	
Classroom Hours *	Range Hours*	Taught by:*
<input type="text" value="14"/>	<input type="text" value="4"/>	<div><div>Required field</div><div><div></div><div>DOW Employee</div><div>School Teacher in School</div><div>Volunteer Instructor</div></div></div>
Notes		
<input type="text" value="Students all passed with no issues to report."/>		

Click here to save your work.

Save Report

Go Back

Step 2: Instructor Data

This step is used to enter agency-defined instructor data.

1. Enter your data. Required fields are indicated with a red asterisk.
2. When all of the data is entered, click on the **“Save”** button to save your work.

Instructor Data

ID	Event	Location	Date and Time
15889	Traditional Classroom Course	Arlington Sportsman's Club	11/12/2011 07:30



Please fill out the information below and click "Save"

Lead Instructor

Name	Number *	Type *	Training Hrs *	Prep. Hrs *	In-Class Hrs *	Admin. Hrs *	Field Hrs *	Travel Hrs *
Steve Swiggert	73702	Staff	14	2	14	2	4	10

Assistant Instructors

Name	Number *	Type *	Training Hrs *	Prep. Hrs *	In-Class Hrs *	Admin. Hrs *	Field Hrs *	Travel Hrs *
Mark Kesler	73705	Staff	14	2	8	0	4	20
Erin Michaels	1234	Staff	14	2	8	0	4	12
John Schafer	73703	Staff	14	2	8	0	4	8

Start Over?

Click here to save your work.

Save

Step 3: Student Results

This step is used to enter agency-defined student results.

1. Enter your results. Required fields are indicated with a red asterisk.
2. When all of the results are entered, click on the **“Save”** button to save your work.

Correcting Errors

Step 3: Student Results

Error

Last Saved: 08/16/2011 13:58
1 Errors

Go


Any errors found will be displayed in red on the Results page. Click on the “Go” for that step.

A red box shows you where the error occurred. In this example, the error condition is caused by a missing student result.

- Please correct the highlighted fields.

Student Results Report

Enter results for each student. When finished, be sure to click the "Save" button.
Click [HERE](#) to show or hide the Results Legend.



* Indicates Required Field

Student Name (Last, First)	Score
Anderson, Christopher L	Final Grade <input type="text" value="Pass"/>
Kinsler, Michael L	Final Grade <div><div></div></div>
Miller, Brandon L	Final Grade <input type="text" value="Pass"/>
Nelson, David L	Final Grade <input type="text" value="Pass"/>
Smith, Rachel M	Final Grade <input type="text" value="Pass"/>
White, William L	Final Grade <input type="text" value="Pass"/>

Go Back

Save

To correct this error, enter a grade and click on the “Save” button. The error condition is no longer displayed on the Results page.

Step 3: Student Results

Last Saved: 11/08/2011 17:14

Go

Step 4: Review/Print Report

This step is used to print a summary of the results entered for the event.

1. Click on the “Review/Print” button. This information in the Instructor Report is displayed for your review.
2. To print the report, click on the “Print” button at the bottom of the page.
3. Complete the printing information shown on the screen.

Step 5: Acknowledge/Submit Results

This step is used to close out the event and submit your results. This locks the event.

1. Read the acknowledgement.
2. Click on the “Submit Results” button.

Step 5: Acknowledge/Submit Results

By selecting "Submit Results," I acknowledge all of the information contained in this report is true and correct to the best of my knowledge and belief.

Important Note: Once results are submitted, this event will be locked!

Select an Administrator to approve these results (Required):

Select an Administrator

Click to Submit

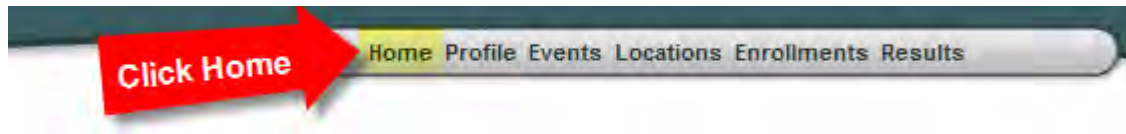
Submit Results

After an event has been submitted, it will no longer be displayed on your Results page. You can see historical data on your Event Enrollments page.

Frequently Asked Questions

How do I get back to the Welcome Instructor page?

The menu bar is displayed at the top of most Event Manager pages. You can always get back to the Welcome Instructor page by clicking on “**Home.**”



Why can't I log in?

If you are on the login page, it is likely that either your username or password is incorrect.

What can I access in Event Manager?

With Event Manager, you can access:

- Event that you have created
- Any events that you have been assigned to by another instructor.

What if you need access to an event, but you cannot see it? This means that you need to be added to the event by the primary instructor for that event. Once he/she has added you to the event, you will be able to access it. Instructors are added to an event by using the “**Manage Instructors**” menu option on the Event Roster page.

Why can't I find my event on the public calendar?

This could be an “Approval” issue. If your agency requires administrator approval to create an event, the event may be in a pending status. In this case, after the administrator “approves” it, the event will display on the public calendar.

Other factors to check are:

- Is the event date in the past?
- Was the visibility window changed on the Edit an Event page?
- Is the event “Private”?

I created the Location, but it isn't available for me to create an event. Why not?

This is likely an "Approval" issue. If your agency requires administrator approval to create a Location, the Location is in a pending status. When the administrator "approves" the Location, it will be available for creating events.

Why can't I delete my event?

As an instructor, you can delete your event until someone registers for it. Once students have registered for an event, you will need to contact an administrator to delete an event.

Can I change the capacity for MY event?

Yes, capacity can be changed at the event level. The default capacity is defined on the Location page. However, you can override the default capacity by changing it on the Edit an Event page.

I want to add an instructor, but he isn't on the Manage Instructors list. Why not?

Most of the time, this is because the instructor has not been given access to the specific program. As soon as an administrator gives the instructor access, he/she will be on the Manage Instructor list.

What is the Status column on the Event Results page?

Your Event Results page shows all of your events that are have not been closed. The status will be one of the following.

- **Active:**
 - Event is ready for results to be entered.
 - Event is in the process of results being entered.
- **Results Submitted:** Event has been submitted but hasn't been transferred to the state. As soon as the transfer happens, the event will not be listed on this page.
- **Approved:** Event is approved and ready for transfer.

I'm on the Event Roster page and can see all my students. How do I give them grades?

This requires you to go to the Results page for the event rather than the Event Roster page. Click on **"Results"** on the menu bar. Then click on **"Active"** beside your event to go to the Results page. Remember that entering results is a five-step process.

Can I edit a location?

After a Location is created, there is a short time period when you can edit the Location information. Once a Location is used by an event, this becomes an administrator's task.

How do I make my e-mail address available to students?

There are checkboxes at the bottom of your Profile page that you can check to make contact information available to students.

Can I print an event roster?

Yes. On the Event Roster page, there is a **"Print"** option on the Event Management menu.

Can I register a student?

Yes. On the Event Roster page, use the **"Students: Create"** option on the Event Management menu.

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