



Events/PDS (Professional Development Scheduler) Administration

1. Login to your district's events page.
2. Once logged in, an **Administration** link should display; select the link to access Administrator options.
3. The following options appear at the top of the **Administration** page:
 - a. **Home**
 - b. **Manage Categories:** Categories allow you to group/display separate events under a broader category.
 - c. **Manage Events:** Details below
 - d. **Manage Distribution Lists:** Not utilized
 - e. **Manage Evaluation:** Not utilized
 - f. **View Archived Events:**
 - i. Events disappear from the events home page 2 days after the event end date has passed, at which point they are marked *expired* but not *archived*. Events move to the *archived* area once they are 28 days past the end date of the event. There is no way for the district to edit the event so that it would reappear on the home page.
 - ii. Once an event is archived, the event details and attendee information may be viewed, but not edited.
 - iii. **IMPORTANT:** Once an event is archived, there is no way for individuals to still register for an event; if they cannot register, then there is also no way to submit credit for those districts that integrate between Events/PDS and IPDP/PDMS.
 - iv. If you will want to create 'placeholder' events ahead of time to 'hold' and update later, you will want to set the start and end dates for those events well into the future so that they do not archive; again, once archived, no changes can be made.
 - g. **Log Out**
4. **Manage Events** (select the appropriate event category from the drop-down menu)
 - a. **Current Events:** Events will display here until ~28 days *after* the event *end date*. The following options will appear for current events:

Event Management - Control Panel

Date	Time	Event Name	Location	Attendees	Event Roster	View Event Info	Edit Event Info	Attendees	Wait List	# Waiting	Delete Event
4/30/2020 9:30:00 AM	9:30:00 AM - 11:30:00 AM	Progressbook new Special Services regional training	Online webinar (link to follow)	View	View	View	Edit	(58 / 75)	View	0	Delete

- i. **Attendees (link):** Lists all attendees with the option to view their details, edit their registration details, or delete their registration.
- ii. **Event Roster:** Lists all attendees and has option to submit credit. Submit credit should only be used by those districts that are setup with integration to the Professional Development Management Suite (PDMS aka IPDP Software). At the bottom of the Event Roster page the following options exist:
 1. **Evaluation Export:** Not utilized
 2. **Certificate Export:** Known to work in Firefox and not Chrome. Provides an export file that could be used for a mail merge to create individualized certificates. A *file format* error message may be received as the file attempts to open in Excel; click *Yes* to proceed and the file should open.

3. **Sign-in Sheet:** Known to work in Firefox and not Chrome. A *file format* error message may be received as the file attempts to open in Excel; click *Yes* to proceed and the file should open.
 4. **Email attendees:** This functionality has not been thoroughly tested. For districts interested in using it, please create a test event to test this function. Alternatively, to email all registered individuals, **use either the *Certificate Export* or *Sign-in Sheet* options above and copy/paste directly from the Excel file into the email recipient line.**
- iii. **View Event Info:** Allows a read-only view of event info.
 - iv. **Edit Event Info:** Allows an admin to edit existing event information. When information for an existing event is updated and saved, any individuals registered for that event will receive an email notification for each time **Submit** is selected to save the information. Be sure to submit changes to an event as few times as is necessary to prevent unwanted email notifications from going to those registered.
 - v. **Attendees (count)**
 - vi. **Wait List:** Provides details for anyone on the event *Wait List*. If an individual attempts to register for an event that has already reached its registration limit, an option will appear to be added to a wait list. The event coordinator should check the wait list and handle those individuals as needed. There is no functionality that will ‘move’ someone from the wait list if another registered individual cancels a registration.
 - vii. **# Waiting (count)**
 - viii. **Delete Event:** Provides the option to delete an existing event and include an (optional) reason/message. If an event is deleted, anyone registered will receive an email (to the address entered during the registration process) with the information entered in the reason/message.

b. **Create Event** (*link appears at the bottom of the page beneath the current events listing*)

Presenter(s):	<input type="text"/>
Category:	General
Target Audience:	<input type="text"/>
Start Date & Time:	<input type="text"/> 
End Date & Time:	<input type="text"/> 
Registration Deadline:	<input type="text"/> 
Payment Required:	No <input type="checkbox"/> Event Cost: \$ <input type="text"/> <i>*example: 15.00</i>
Evaluation:	No <input type="checkbox"/>
Amount of Credit:	<input type="text"/> Semester Hours <input type="text"/> Quarter Hours <input type="text"/> CEU Credit
Location:	<input type="text"/>
Event Type:	Restricted Registration <input type="button" value="v"/>
Attendees Limit:	Unlimited <input type="button" value="v"/>
Event Name:	<input type="text"/>
Event Description:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
Attachment:	<input type="button" value="Browse..."/> No file selected.
Email Distribution List :	<input type="button" value="^"/> <input type="button" value="v"/>
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

- i. **Presenter:** Who is presenting the event

- ii. **Category:** Displays the category selected previously
 - iii. **Target Audience:** Who should attend
 - iv. **Start Date & Time:** Use the field gadget/helper to ensure the proper format
 - v. **End Date & Time:** Use the field gadget/helper to ensure the proper format
 - vi. **Registration Deadline:** Use the field gadget/helper to ensure the proper format. Once the registration deadline has past, individuals will not be able to register for the event.
 - vii. **Payment Required:** Indicate any cost
 - viii. **Evaluation:** Not utilized
 - ix. **Amount of Credit:** Indicate the amount of CEUs (1 hour = 0.1 CEU)
 - x. **Location:** Location of the event
 - xi. **Event Type:**
 - 1. **Restricted Registration: Not utilized.** If the district wishes to limit registrations only to district staff who have Events/PDS accounts, then select this option. For districts that integrate with IPDP/PDMS, registrants will need to register with an account in order for the data to transfer from Events to the IPDP system.
 - 2. **Public Registration:** This option will let anyone register regardless of whether they have an Events/PDS account. The event registration page will include both a 'public registration (no account)' option and a 'register with an account' option in the upper left.
 - xii. **Attendees Limit:** Indicate if there is a limit to the number of attendees (depending upon number of devices or seating). See Wait List information further above.
 - xiii. **Event Name:** Name/Title of the event.
 - xiv. **Event Description:** Description/Agenda for the event.
 - xv. **Attachment:** Option to include an attachment.
 - xvi. **Email Distribution List:** Not utilized
 - xvii. **Submit:** Save the event information; as long as the event start date has not passed, it will now appear on the district's events page.
 - xviii. **Reset:** Clear the form above
5. **Email notifications:** When an individual registers for an event, s/he receives an email confirmation at the email address entered during the registration process. That notification includes a link where the registration can be canceled. Registered individuals will also receive an email reminder several days before the event takes place. As indicated above, registered individuals will also receive email notifications every time event information is updated.
6. **Note:** If desired, if the district wishes to send out a manual reminder for an upcoming event, it may be helpful to note that individuals can check whether or not they have already registered by navigating to the event information selecting the "Click here" link under the attendees information to view the current registrations.

[Public Registration \(No Account\)](#)
[Register with an Account](#)

Event Information	
Presenter(s):	Progressbook
Category:	Student
Target Audience :	Progressbook Special Ed Users & Admins
Start Date:	5/27/2020
End Date:	5/27/2020
Registration Deadline:	5/26/2020 5:00:00 PM
Time of Offering:	1:00:00 PM - 3:00:00 PM
Location:	Online webinar (link to follow)
Attendees:	(35 / 75) Seats Filled (Click here to view attendees that have signed up for this event.)
Class Name:	Progressbook new Special Services regional training