Events and Announcements Tool

Training Events Tool

For account access to the Events and Announcements Tool, please contact the UMMS Information Services Help Desk at umwhelpdesk@umassmed.edu.

Adding a New Training Event and Creating a Session

Access the Events and Announcements Tool one of two ways:

1. Clicking on Events Admin Tool link at the bottom of the UMMS Intranet Home page left nav.
2. Going to: http://i.umassmed.edu/EventsAdmin/welcome.aspx (you may wish to bookmark this page).
Add New Training Event

1. Click on the Training Event option.

2. Click Add a New Event

3. Select the Event Category that best describes the training event from the drop down list. After Selection is made the Program List associated to the Event Category will populate.

4. Select the Program(s) associated if one is available that relates to your training.

5. Select the Dept-Primary Sponsor (Department) that is hosting the event then enter a Title.
6. Enter training information in the Additional Information Section. This section does not allow hyperlinks.

7. Click the Arrow to move on to the next section

8. Enter your event information:

   **Course Prerequisites**: Is there another course associated to this training a person must attend? (Enter the Prereq here)

   **Course Type**: If this event is not part of a certificate program, please leave set to Elective

   **Course Number**: Use as needed

   **Survey URL**: Is there a survey link you would like to include in this training? Enter the URL Here. (example: Survey Money)

   **Survey Text**: This area is only used if you are including a link to a survey above.

   **Self Paced**: This is normally set to No. If this is self paced, you will need to proceed to STEP 3 to create a session and add the training website url. Registration is not required for self paced events.

   **Does this Event require Registration?** Select yes if you would like registration to occur.
9. **Use Thank You email?** This will allow you to send an email to participants of the event session. If yes is selected it will populate the E-Mail Information required. Enter the information required.

![Participant Thank You Email](image)

10. **Click** the Arrow to move on to the next section

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**Add a New Session**

1. Select the Add New Session(s) option

2. Select the instructional Format from the drop down list
   - **Classroom:** On Campus in classroom
   - **Online:** Online using an online meeting room application such as GoToMeeting or Adobe Connect.
   - **Other:** other

3. Select the Frequency
   - Once
   - Daily
   - Weekly
   - Monthly
4. Enter the Session Information; Date, Start and End Times, Campus, Building, Event Room and Capacity

| **Start Date** | 12/30/2016 |
| **Start Time** | 09:00 AM |
| **End Time** | 10:00 AM |
| **Campus** | Please Select |
| **Building** | Please Select |
| **Event Room** | Please Select |
| **Capacity** | 0 |

   If increasing the size and there are waitlisted users, you will need to re-register these users to remove their waitlisted status.

5. Enter the Optional Information as needed. This is not a required section.

   **Website:** Link to another page
   **Instructor:** Person hosting the session
   **Speaker:** Additional person Speaking at the event.
   **Speaker Affiliation:** More Speaker information.

6. Select who this session should be open to

   Please Select
   - All Employees
   - Faculty and Staff
   - Faculty Only
   - Managers Only
   - Other
   - Students
   - UMass Memorial Health Center

7. Choose the status from the drop down.
   - **Active:** Session will become visible
   - **Inactive:** Session will not be visible
   - **Cancelled:** Session will be visible and marked CANCELLED
8. Click the Save Session(s) button.

9. Select the Arrow to move forward and preview your session.

10. After reviewing the information, Select Published from the drop down menu to publish the Training Event and Sessions associated to it.

11. Click Finish.