

# Events and Announcements Tool

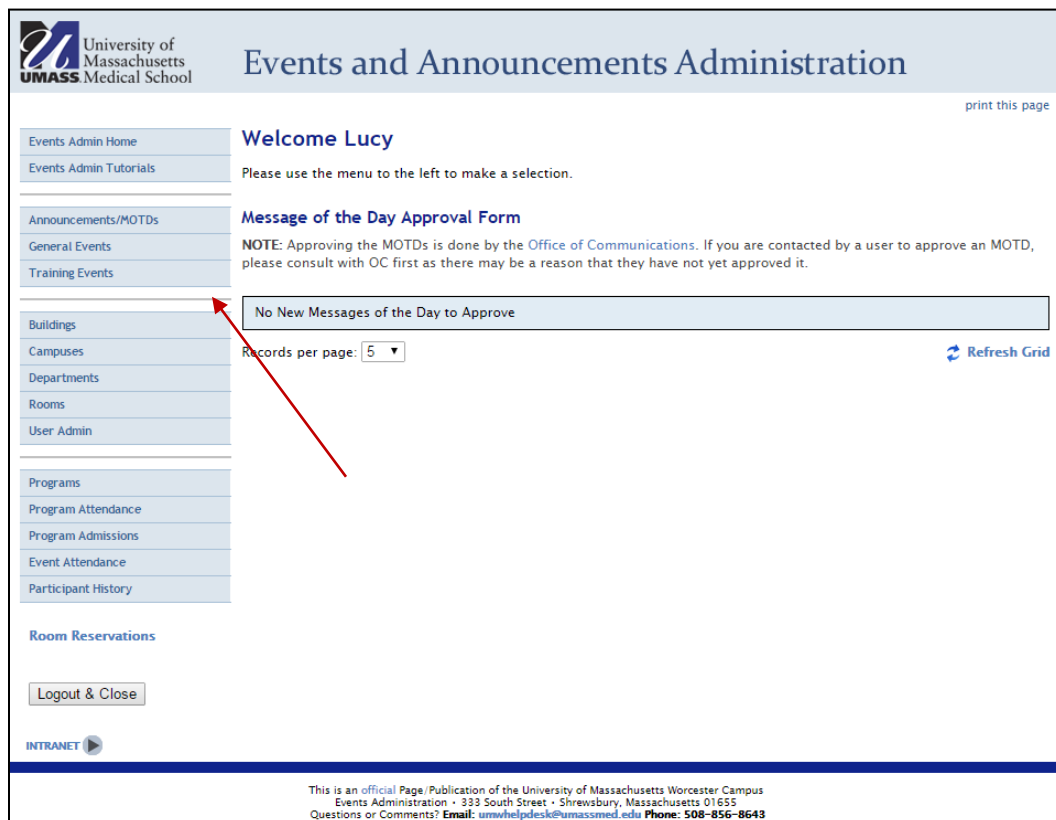
## Training Events Tool

For account access to the *Events and Announcements Tool*, please contact the UMMS Information Services Help Desk at [umwhelpdesk@umassmed.edu](mailto:umwhelpdesk@umassmed.edu).

### Adding a New Training Event and Creating a Session

Access the Events and Announcements Tool one of two ways:

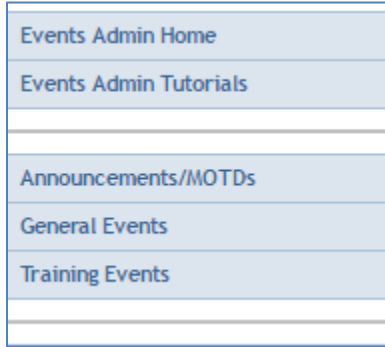
1. Clicking on **Events Admin Tool** link at the bottom of the UMMS Intranet Home page left nav.
2. Going to: <http://i.umassmed.edu/EventsAdmin/welcome.aspx> (you may wish to bookmark this page).



The screenshot shows the 'Events and Announcements Administration' web application. The header includes the University of Massachusetts Medical School logo and the title 'Events and Announcements Administration'. A navigation menu on the left lists various sections: Events Admin Home, Events Admin Tutorials, Announcements/MOTDs, General Events, Training Events, Buildings, Campuses, Departments, Rooms, User Admin, Programs, Program Attendance, Program Admissions, Event Attendance, Participant History, and Room Reservations. The main content area displays a 'Welcome Lucy' message, a 'Message of the Day Approval Form' with a note about MOTD approvals, and a message box stating 'No New Messages of the Day to Approve'. A red arrow points to the 'Training Events' link in the left navigation menu. The footer contains contact information for the Events Administration, including the address, email, and phone number.

## Add New Training Event

1. Click on the Training Event option.

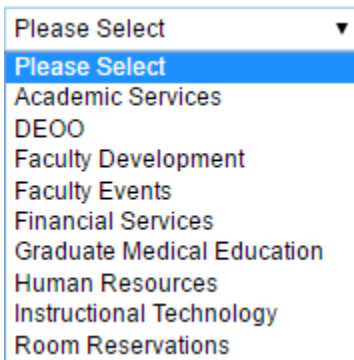


A vertical navigation menu with several items. The items are: 'Events Admin Home', 'Events Admin Tutorials', a separator line, 'Announcements/MOTDs', 'General Events', and 'Training Events'. The 'Training Events' item is highlighted with a blue background.

2. Click Add a New Event

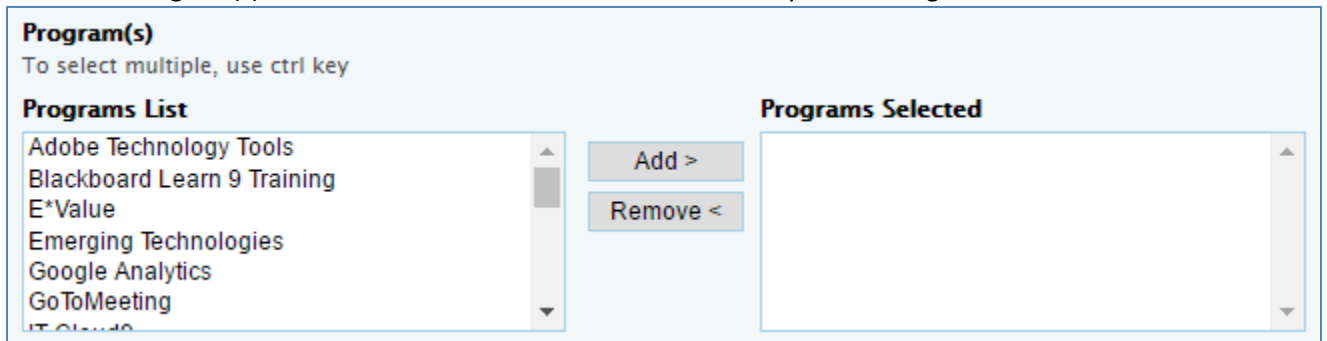
 A rectangular button with a blue border and a blue plus icon on the left, followed by the text 'Add a New Event'.

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.



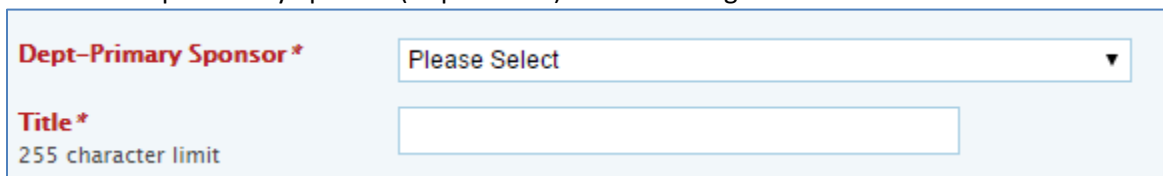
A dropdown menu with 'Please Select' at the top. The dropdown is open, showing a list of categories: 'Please Select', 'Academic Services', 'DEOO', 'Faculty Development', 'Faculty Events', 'Financial Services', 'Graduate Medical Education', 'Human Resources', 'Instructional Technology', and 'Room Reservations'. The 'Please Select' option is highlighted in blue.

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



The 'Program(s)' selection interface. It includes a title 'Program(s)', a subtitle 'To select multiple, use ctrl key', and two main sections: 'Programs List' and 'Programs Selected'. The 'Programs List' contains a scrollable list of programs: 'Adobe Technology Tools', 'Blackboard Learn 9 Training', 'E\*Value', 'Emerging Technologies', 'Google Analytics', 'GoToMeeting', and 'IT Class'. Between the two lists are 'Add >' and 'Remove <' buttons. The 'Programs Selected' list is currently empty.


5. Select the Dept-Primary Sponsor (Department) that is hosting the event then enter a Title.



The 'Dept-Primary Sponsor' and 'Title' fields. The 'Dept-Primary Sponsor' field is a dropdown menu with 'Please Select' as the current selection. The 'Title' field is a text input box with a '255 character limit' note below it.

6. Enter training information in the Additional Information Section. This section does not allow hyperlinks.

**Additional Information**  
HTML tags cannot be used in text fields



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)

*Event Information*

**Course Prerequisites**

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

**Course Number**

**Survey URL**   
Type or paste full URL (ex: http://www.link.com)

**Survey Text**

**Self Paced**  Yes  No  
If this is self paced, you will need to proceed to STEP 3 to create 1 session and add the website url. Registration is not required for self paced events.

**Does this Event require Registration?**  Yes

**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*

**Use Thank You email?**  Yes  
This will allow you to send an email to participants of the event session [see participant attendance]

**Subject for Thank You Email\***   
up to 300 characters, no HTML

**Email heading [optional]**   
up to 300 characters, no HTML

**Email body text\***   
up to 4000 characters, no HTML

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



## Add a New Session

1. Select the Add New Session(s) option

 + Add New Session(s)

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

Please Select ▼  
Please Select  
Classroom  
Online  
Other

3. Select the Frequency

Once ▼  
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  
Choose a campus for a list of buildings

**Building \*** Please Select  
Choose a building for a list of conference rooms

**Event Room \*** Please Select  
You must choose a campus and building to get the list of rooms

**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.

**Website**

**Instructor**

**Speaker**

**Speaker Affiliation**

6. Select who this session should be open to

Please Select

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

**Status \***

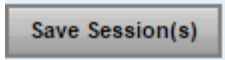
Active

Active

Cancelled

Inactive

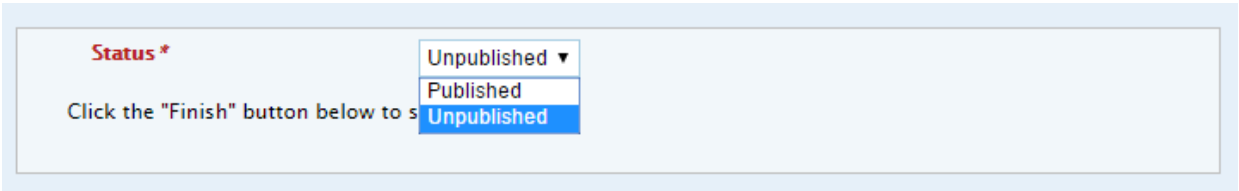
8. Click the Save Session(s) button



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

