USER GUIDE

Event Scheduler

Administration User Guide

SYSTEMS24-7

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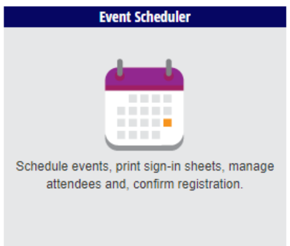
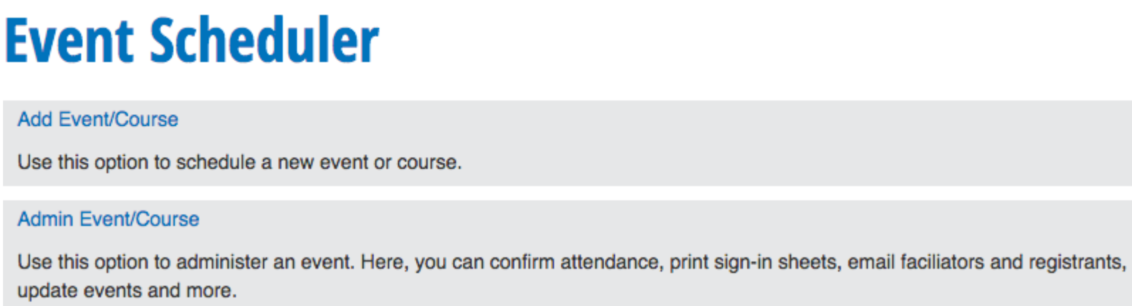
As an **Administrator** for your company; you are able to manage the Event Scheduler. The Event Scheduler allows you to add events and courses to the company calendar, confirm attendance, print sign-in sheets, email facilitators and registrants, and more.

To access the **Event Scheduler**, we start off with accessing the **Admin** section via the **Admin** button at the top right corner of your website. If you do not see this button, you may not have the proper administration privileges in the system.



Once you are in the **Administration** section, click on **Event Scheduler** to see the Event Scheduler functions.

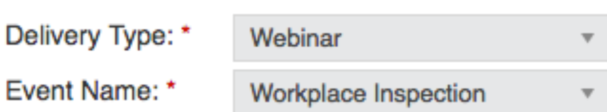


Add Event/Course

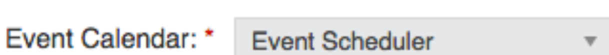
Use the Add Event/Course function to schedule a new event or course in the Event Scheduler. To get started, click on **Add Event/Course** found on the **Event Scheduler** page.

Start off by selecting the **Delivery Type** from the dropdown menu, followed by the **Event Name**.

> If you need to add a new delivery type or event name, see the **Add Delivery Type** and **Add Event Name** sections in this user guide for step by step instructions.



Select the **Event Calendar** you would like to add the event to.



Now it's time to provide the system with all your event details. In our example, we are scheduling a webinar called Workplace Inspection. Below breaks down all the event information.

Enable Daily Participant Limit: This setting causes the event to follow the daily or weekly global limits set up in the **Manage Participant Daily Limits** section.

> For further details on how these limits work and how to set them up, please see the **Manage Participant Daily Limits** section in this user guide for instructions.

Event Language: Select the language the event will be offered in.

Subtitle: Insert a subtitle that provides additional information about the event.

Description: The description should provide detailed information about the event such as topics covered or what to expect.

Event Location Type: There are two options for Event Location, Fill in Text Box or Company Entity. **Fill in Text Box** allows you to type in a physical address. **Company Entity** allows you to choose the company location of the event.

Start Date: The date the event starts.

End Date: The date the event ends.

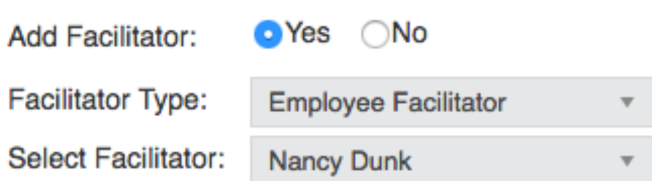
Start Time: The time your event starts.

End Time: The time your event ends.

Time Zone: Select the time zone where your event will be held.

Add Facilitator: If you have someone facilitating the event you are able to add them to the event through this option. Select **Yes**, choose the **Facilitator Type** followed by the **Facilitator.**

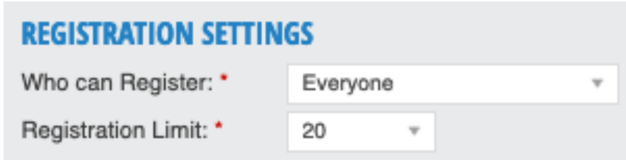
In our example, we have selected the employee who will be facilitating the webinar.



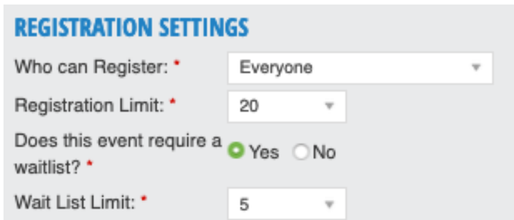
Now that all the event details have been selected, it's time to select the **Registration Settings**. Below is a breakdown for all registration settings.

Who can Register: You can control who is able to register for each event by selecting **Everyone** or **Certain Groups** of the company. For example, if the training only applied to a specific department.

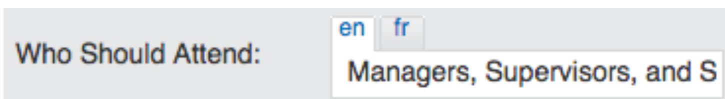
Registration Limit: You can control how many people are able to register for each event. For example, if you are hosting an online webinar then you may not have a limit for attendees, but say you are in a classroom which only holds 20 people, then you would want to set the limit to 20.



Wait List: If there is a registration limit enabled, the admin will have the option of adding a wait list onto the event. If the number of spaces fills, users will be able to join a wait list. If there is a cancellation, users in the waitlist can become registered for the event. Users in the wait list are added to the event based on the time in which they were added to the waitlist.



Who Should Attend: This is an opportunity to target your intended audience. In our example, we are hosting a Workplace Inspection Webinar. People who should attend this webinar would most likely be Managers, Supervisors, and Safety Committee Members.



Start Displaying: This is the date your event will be displayed in the Event Scheduler.

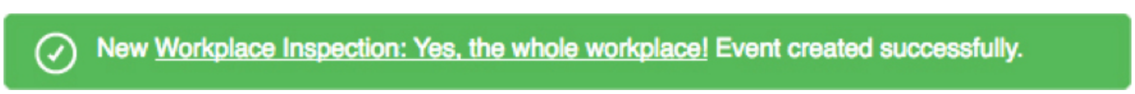
Stop Displaying: This is the date your event will be removed from the Event Scheduler. This date must fall between today's date and the end date selected.

Registration/Cancellation Close Date: This will set the cut-off date for when people can register for the event. It also controls the cancellation deadline, for example if someone registered for an event, they have until X date to cancel their registration without penalty.

Send Generic Completion Certificate: This will provide each attendee with a completion certificate for the event they attended.

Add Expiry Date: If the training that happens in the event is only good for a specific timeframe then you can set the expiry date here. For example, if you took First Aid Training, it needs to be renewed every 3 years.

Once you have made all your selections, select **Add New Event**. Your event will be added to the Event Scheduler. The system will notify you that your event was created successfully.



Now that you have created your event and added it to the Event Scheduler, your next step will be to administer the event.

To learn more about administering an event, please refer to the **Admin Event/Course** section of this user guide for step by step instructions.

Admin Event/Course

As an administrator, you are able to administer events. You can update event details, confirm attendance, print sign-in sheets, email facilitators and registrants, and more. To get started, click on **Admin Event/Course** found on the **Event Scheduler** page.

You will see a full list of company events, past and present. By default, the system will provide different filters to help you narrow your search to find a particular event. If you do not need to use the search filters, you can select the **No** radio button to hide them from view.

Would you like to apply filters to narrow your search?

(•) Yes ( ) No

Location:	All
Delivery Type:	All ×
Event Name:	All ×
From Date:	July 18, 2018
To Date:	August 17, 2018
Status	All ×

As you make a filter selection, your list of events will update. To complete a new search, select the **New Search** button found under the **Status** filter to reset your filters and start from the beginning.

Status: All ×

New Search

Looking at your list of events you can see the status of an event, it's delivery type, event name and time, the location, how many participants either attended or have registered for the event, and the number of employees on the waitlist (if applicable).

Status	Subtitle	Delivery Type	Event Name	Event Date	Event Time	Time Zone	Location	Participants	Waitlist	Options
Pending	The Journey to Safety	Professional Development	Safe Supervisors	November 25, 2019	1:00pm - 3:00pm	Eastern Standard Time	Main Office : Technology	1/Unlimited		Preview Edit Copy Add Cancel Delete

There are a number of admin options for each event so let's go over each icon located in the **Options** column.

This is the **Preview** icon. By clicking on this icon, a new window will open displaying the event details and any registered participants.

This is the **Edit** icon. It allows you to edit the event details and registration settings laid out when you originally created the event.

This is the **Copy** icon. It allows you to duplicate an event and update any event details or registration settings that may change.

This is the **Add** icon. It allows you to view registered participants for an event, as well as add participants, print or email sign-in sheets, and export the participant list.

This is the **Cancel** icon. It allows you to cancel the event if needed. Participants would be emailed and informed of the cancellation.

This is the **Delete** icon. It allows you to permanently delete the event from the system and the information cannot come back.

Edit an Event

To edit an event, select **Admin Event/Course** from the **Event Scheduler** page. Find the event you wish to edit and select the **Edit** icon.

Simply, make any necessary changes and then click **Update Event** to save the changes. You will be notified by the system the changes were updated successfully.

To learn more about the event settings and what they control, please refer to the **Add Event/Course** section of this user guide for step by step instructions.

Duplicate an Event

To duplicate an event, select **Admin Event/Course** from the **Event Scheduler** page. Find the event you wish to duplicate and select the **Copy** icon.

Simply, make any necessary changes such as start date, end date, and registration dates, and then click **Add New Event**. Your new event will be added to the Event Scheduler and you will be notified by the system the changes were updated successfully.

To learn more about the event settings and what they control, please refer to the **Add Event/Course** section of this user guide for step by step instructions.

Cancel an Event

To cancel an event, select **Admin Event/Course** from the **Event Scheduler** page. Find the event you wish to cancel and select the **Cancel** icon.

You will be asked to confirm the cancellation. When the event is cancelled, an email will be sent to inform users that the event is cancelled. The event will not be deleted and will still be visible under the **Admin/Event Course** page. The status of the event will be displayed as cancelled. You cannot uncancel an event once it has been cancelled.

Status	Subtitle	Delivery Type	Event Name	Event Date	Event Time	Time Zone	Location	Participants	Waitlist	Options
Cancelled	The Journey to Safety	Professional Development	Safe Supervisors	November 25, 2019	1:00pm - 3:00pm	Eastern Standard Time	Main Office : Technology	1/Unlimited		Preview

View or Cancel Registered Participants, and Access Sign-In Sheets

To access a list of registered participants and the event sign-in sheet, start by selecting **Admin Event/Course** from the **Event Scheduler** page.

Find the event you would like to access and select the **Add** icon. Remember, you can use the filters located at the top of the page to narrow your search.

This is the **Event Participants** page and it displays all information relating to the event. At the top of the page is the event name, subtitle, description, location, and the number of spaces available for registration and the waitlist (if enabled), and also the daily limit (if enabled).

Participants

Weekly Department Update

November 29, 2021 1:00:00 PM - November 29, 2021 4:00:00 PM
Delivery Type & Event Type: In Person: Weekly Training
Event Location: Ontario : Location #1
Description: Weekly update on department task progress
Number of Spaces Available: Unlimited
Number of Spaces Left Available: Unlimited
Number of Wait List Spots Available: 0
Number of Spaces Daily Limit Available: 5
Registration/Cancellation Close Date: November 26, 2021

1 Participant(s) Add Participant Print Sign-In Sheet Email Sign-In Sheet Export List Email All

Registered Participants

First Name	Last Name	Username	Employee Number	Location	Department	Registered By	Date Registered	Prerequisite Complete	Use Daily Limit	Options
Jessica	Peters	CompanyAdmin01		Location #1	Office	Jessica Peters	November 19, 2021	No	No	

Below the event details is a list of registered participants for the event. At a glance, you can view participant information such as location, department, who registered them and on which date, and if the pre-requisite course(s) have been completed (if applicable).

If you need to cancel a registration for a participant, select the **X** icon located under **Options.** The system will prompt you to confirm your request, select **OK.** The participant will be sent an email to inform them of the cancellation from the event.

From this page, you are able to add participants, print or email sign-in sheets, and export the participants list. Let's go through each function.

Add Participant Print Sign-In Sheet Email Sign-In Sheet Export List Email All

ADD PARTICIPANT

To add a participant to an event, select **Add Participant** from the **Event Participants** page. This will redirect you to the **Register for Event/Course** page. They will be notified via email regarding their registration.

> To learn how to register users for an event, please refer to the **Registration** section of this user guide for step by step instructions.

PRINT SIGN-IN SHEET

To print the sign-in sheet for an event, select **Print Sign-In Sheet** from the **Event Participants** page. This will open a print preview window and your print dialogue box. Review the print preview and select **Print.**

EMAIL SIGN-IN SHEET

To email the sign-in sheet for an event, select **Email Sign-In Sheet** from the **Event Participants** page. This will automatically send a copy via email to the Event Facilitator.

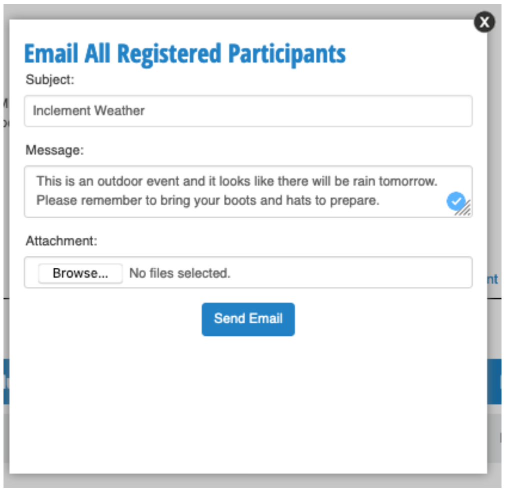
> To learn how to manage your email settings and who receives them, please refer to the **Manage Email Settings** section of this user guide for step by step instructions.

EXPORT PARTICIPANT LIST

To export the participant list for an event, select **Export List** from the **Event Participants** page. This will generate a CSV file which is an Excel file. The same information displayed on the Registered Participants list will appear in the Excel sheet.

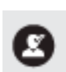
EMAIL ALL

If you need to email all registered participants in an event, select the **Email All** option. This opens an email dialogue box to communicate with those registered. Perhaps you want to email them regarding things they need to bring for the event, or reminders about weather? Whatever the reason, email them quickly from this option.



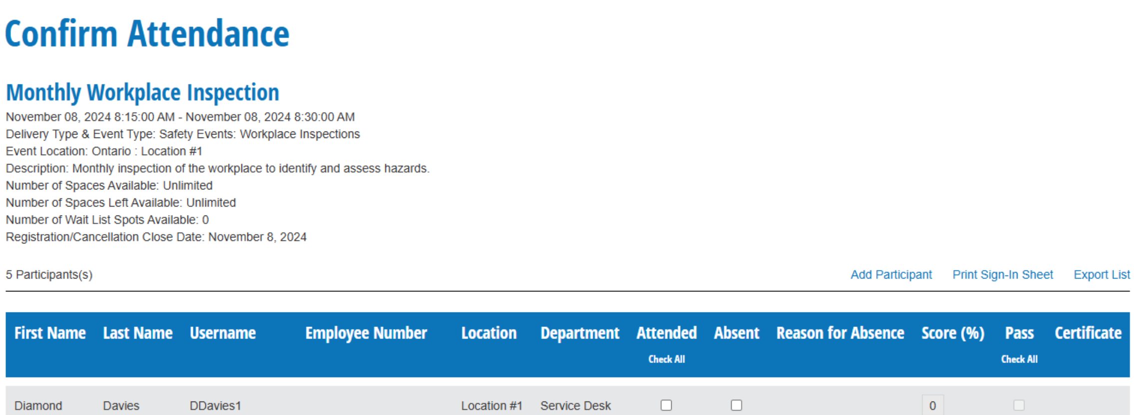
Confirming Attendance

After an event has completed, you will have the ability to confirm the attendance for the registered users, mark them as passed or failed, and give scores and certificates for completion. Once the event has passed, the **Confirm** button will be available under **Options**.



To confirm attendance fo an event, select **Admin Event/Course** from the **Event Scheduler** page. Find the event you wish to confirm attendance for and select the **Confirm** icon.

This is the **Confirm Attendance** page and it displays all information relating to the event. At the top of the page is the event name, subtitle, description, location, and the number of spaces available for registration and the waitlist (if enabled), and also the daily limit (if enabled).



Confirm Attendance

Monthly Workplace Inspection

November 08, 2024 8:15:00 AM - November 08, 2024 8:30:00 AM
Delivery Type & Event Type: Safety Events: Workplace Inspections
Event Location: Ontario : Location #1
Description: Monthly inspection of the workplace to identify and assess hazards.
Number of Spaces Available: Unlimited
Number of Spaces Left Available: Unlimited
Number of Wait List Spots Available: 0
Registration/Cancellation Close Date: November 8, 2024

5 Participants(s) Add Participant Print Sign-In Sheet Export List

First Name	Last Name	Username	Employee Number	Location	Department	Attended Check All	Absent	Reason for Absence	Score (%)	Pass Check All	Certificate
Diamond	Davies	DDavies1		Location #1	Service Desk				0		

Below the event details is a list of registered participants for the event. For each participant, you can mark whether they attended or were absent. If they were absent, you can record whether their absence was excused or not.

Enter a score out of 100 for the user in the Score column. In the Pass column, check the box for any participants that passed the course, and leave this blank if they did not pass. You can attach certificate files in the last column (if applicable).

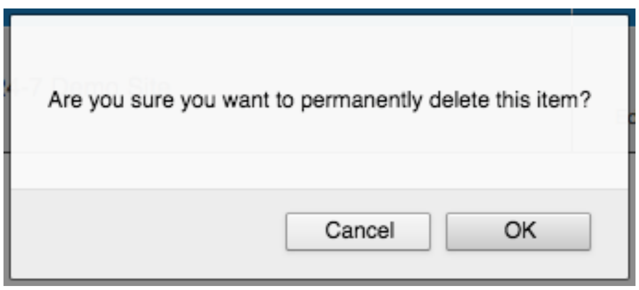
You can also attach a sign-in record of the attendees if you have it. When you have marked the attendance for all registered participants, click **Save Attendance**.

From this page you can also add any last-minute participants, print off a sign-in sheet, or export the participant list. These functions mirror the corresponding functions on the **Event Participants** page above.

Deleting an Event

To delete an event, select **Admin Event/Course** from the **Event Scheduler** page. Find the event you wish to delete and select the **Delete** icon.

After selecting the delete icon, the system will prompt you to confirm your selection. Select **OK** to delete the event or **Cancel** to stop the request.



The page will reload and the event will be removed from the company event list.

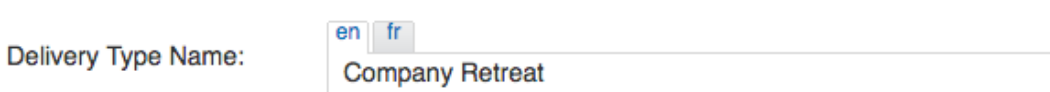
Add Delivery Type

A delivery type is a way of grouping similar learning types, for example, a webinar or classroom training. It is the description of the type of event or course that is taking place.

The system has the following default delivery types:

- Classroom Training
- Webinar
- Distance Learning
- Conference

As an administrator, you have the ability to add new delivery types that better suit your company's events. To add a new delivery type, select **Add Delivery Type** from the **Event Scheduler** page. Start by entering in your **Delivery Type Name**.



The system will ask you, does progress and completion records under this category appear on the training page? Select **Yes**, if you would like the event to show up as incomplete or completed training. This can be handy for classroom training delivery types. For example, if someone is scheduled for a First Aid course, it would show up as incomplete training. Once the employee has completed their training, then the course would be flagged as completed and can be set to have an expiry date.

Outstanding Training

Course Name	Delivery Type	Mandatory	Complete By	Progress	Date Completed	Score	Expiry Date	Certificate
Workplace Inspections	Webinar	Yes	August 11, 2018	0%				
WHMIS 2015	Online Training	Yes	n/a	0%				

In our example, we are going to select **No**. Once you have made your selection, click **Add New Event Category**. The system will notify you that your delivery type was successfully added.

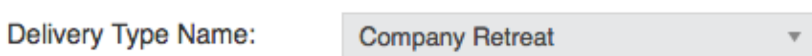
Now it's time to add your **Event Name** to your newly added **Delivery Type**.

> To add an event name to a delivery type, please refer to the **Add Event Name** section of this user guide for step by step instructions.

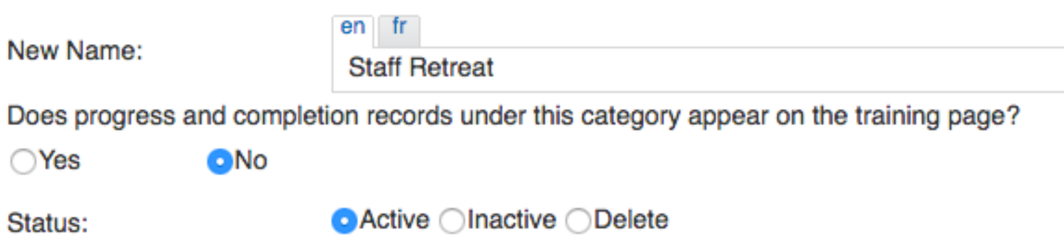
Edit Delivery Type

After a delivery type has been added to the system, you can use this option to edit the **Delivery Type Name** and its settings. You can only edit delivery types added by the company; the default categories are off limits.

Start by selecting **Edit Delivery Type** from the **Event Scheduler** page. Select the **Delivery Type Name** you wish to edit from the dropdown.



Make any changes necessary and click **Update Event Category**. From here, you can also change the status of the delivery type. If you were to make the delivery type inactive, it would be hidden from the Event Scheduler and no events can be added to that delivery type.



If you need to delete a delivery type, select the **Delete** radio button from **Status** and click **Update Event Category**.

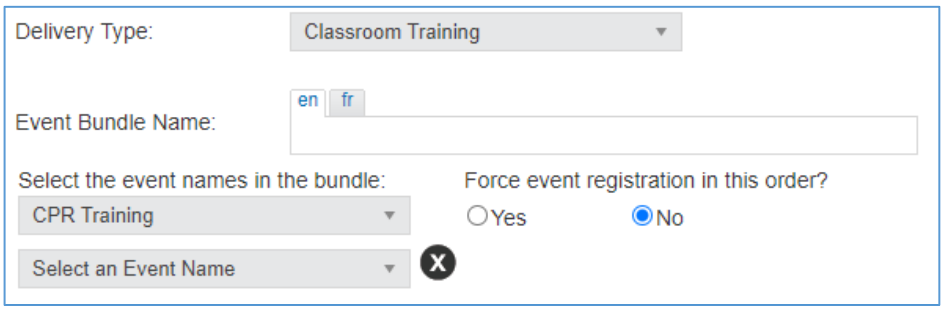
The system will notify you that your delivery type was successfully updated.

Add Event Bundle

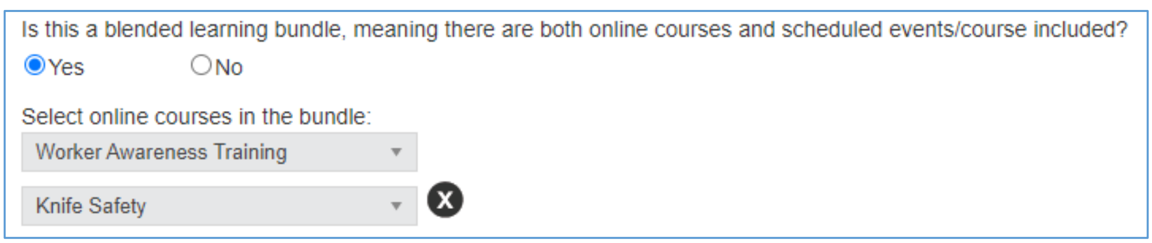
If you would like to schedule an event that has more than one session, or multiple related components then you can add an 'event bundle' to link the events for efficient tracking and reporting purposes. Start by selecting **Add Event Bundle** from the **Event Scheduler** page.

Select the appropriate **Delivery Type** then add the event name. Delivery types are like event categories so choose the one that best suits the event. If you need to add a new delivery type, please refer to the **Add Delivery Type** section of this user guide.

Next you will build the list of existing events that form the bundle. To do this click on the **Select an Event Name** dropdown list, click to select, or begin typing a course name to search then click to save your selection. You will see a button appear to **Add Another**, click here to reveal an additional drop-down box and repeat the process for as many courses required for the bundle. Press the black X button to remove an incorrect selection and choose if the event registration has to match the list order but selecting the appropriate radio button to the right.



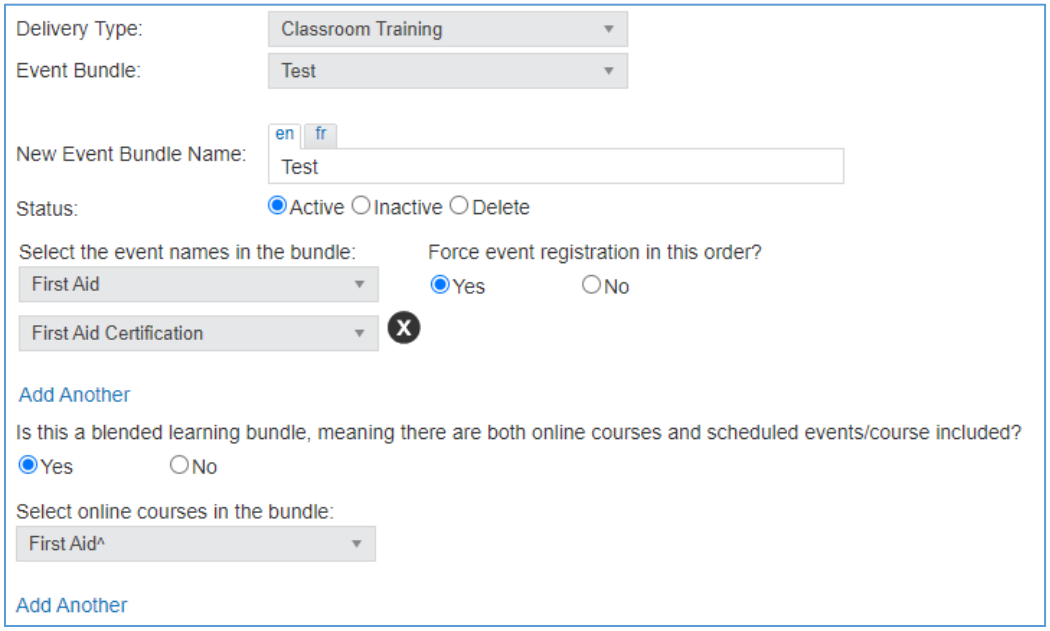
If you will include an online course within the bundle, select yes to the question and then use the drop-down list to select it. You can follow a similar process to event selection if you will be adding multiple online courses.



Edit Event Bundle

If you need to make any change to an existing event bundle, select **Edit Event Bundle** from the **Event Scheduler** page. Select the Delivery Type and Event Bundle name that you would like to edit in the relative drop-down lists. You will then see the saved settings that can be changed as needed.

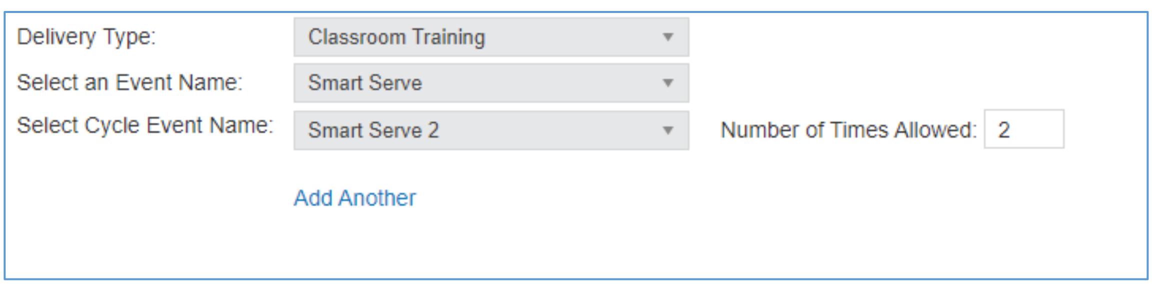
You will now have the ability to change the status of the bundle by selecting activate, deactivate or delete. To reactivate an event bundle simply return to this page and adjust the setting again. A deleted bundle cannot be recovered so take care when making your selection. Save your changes by clicking **Update Event Bundle.**



Add Event Cycle

If you have an event that has a related follow up event you can create an event cycle to link them together. An example of where these would be use full would be a course that would later require a refresher course to compliment or update the prior learning. An event cycle would help you to organize and record learner's attendance and progress across multiple courses. Start by selecting **Add Event Cycle** from the **Event Scheduler** page.

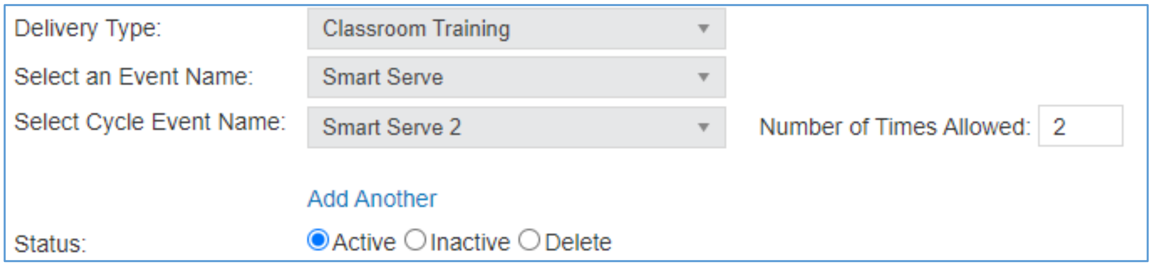
Start by selecting the relevant delivery type from the drop-down list. Then choose the first event name and then the corresponding cycle event that you would like to follow with. You can also choose the number of repeats allowed for the cycle event. Use **Add Another** if necessary, to add as many subsequent event you require. When the cycle has been set click **on Add New Event** to save the settings.



Edit Event Cycle

If you need to make any change to an existing event cycle, select **Edit Event Cycle** from the **Event Scheduler** page. Select the Event Name and Cycle event name that you would like to edit in the relative drop-down lists. You will then see the saved settings that can be changed as needed.

You will also have the ability to activate, deactivate or delete an event cycle using the status options. To reactivate an event cycle simply return to this page and adjust the setting again. A deleted cycle can not be recovered so take care when making your selection. Save your changes by pressing **Update Event Cycle**.

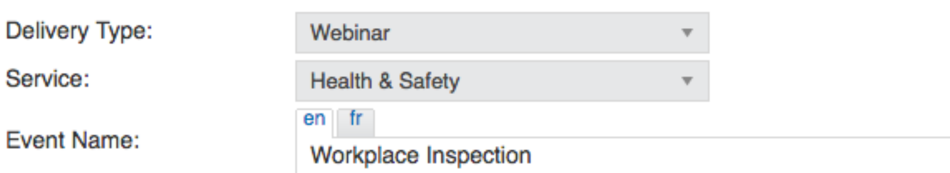


Add Event Name

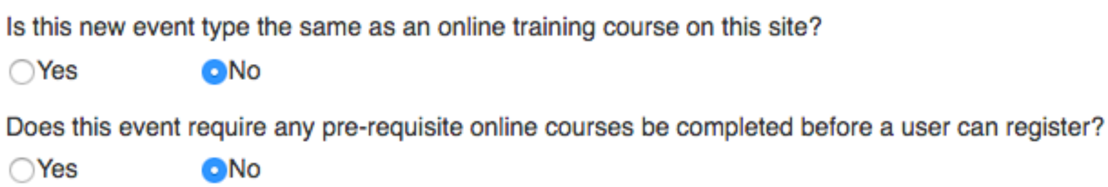
Before you can add an event or course, you must add an event name to the system. Start by selecting **Add Event Name** from the **Event Scheduler** page.

Select the appropriate **Delivery Type** to add the event name to. Remember, delivery types are like event categories so choose the one that best suits the event. If you need to add a new delivery type, please refer to the **Add Delivery Type** section of this user guide.

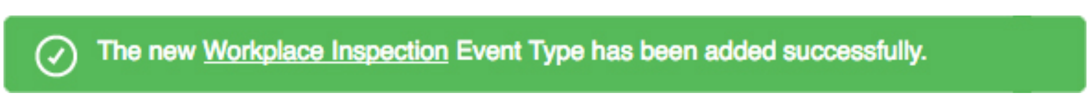
After you have selected the appropriate delivery type, select the **Service** relating to the event and then name your event. In our example, we are adding a Workplace Inspection Webinar.



Next you will have to choose whether or not your event is the same as an online training course and/or if it requires any online courses to be completed before a user can register. If the event is the same as an online training course, by selecting **Yes,** the admin will be able to apply a passing score to the online training course upon completion of the event. In some cases, an event may require a pre-requisite online course. For example, if this event was hands on (practical) training for Lift Trucks then the online course, Lift Truck Operator Training – Theory, should be a pre-requisite before the user can register.



Once you have finished making your selections, click **Add New Event Type**. The system will notify you the new event type has been successfully added.



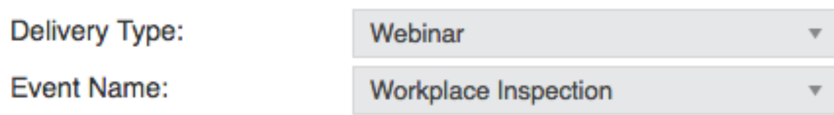
Now it's time to schedule your **Event/Course** in the **Event Scheduler**.

To schedule an event in the Event Scheduler, please refer to the **Add Event/Course** section of this user guide for step by step instructions.

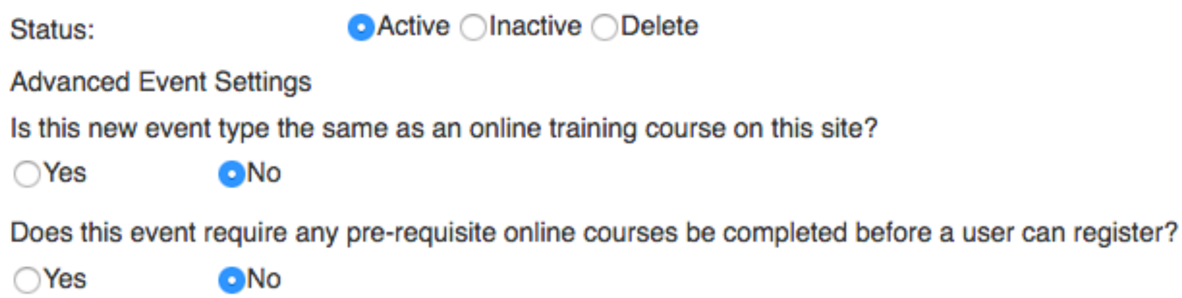
Edit Event Name

After an event name has been added to the system, you can use this option to edit the event name and its settings.

Start by selecting **Edit Event Name** from the **Event Scheduler** page. Select the **Delivery Type** your event name was added to; followed by the event name you wish to edit.



Make any changes necessary and click **Update Event Type**. From here, you can also change the status of the event name. If you were to make the event name inactive, it would be hidden from the Event Scheduler and no events can be scheduled for this **Event Name**.



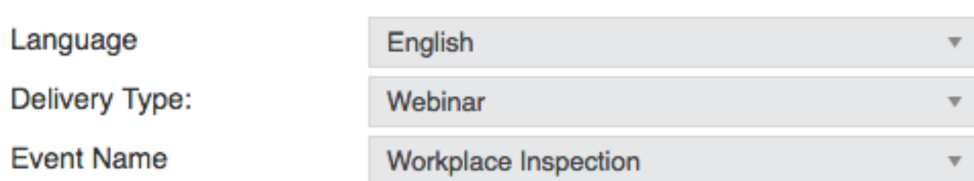
If you need to delete an event name, select the **Delete** radio button from **Status** and click **Update Event Type**.

The system will notify you that your event name was successfully updated.

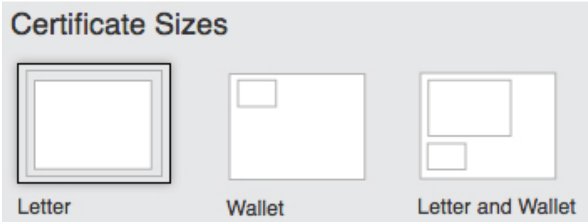
Manage Certificates

As an administrator, you are able to manage the certificates for each event. You can update existing certificates or add new ones to the system. To get started, click on **Manage Certificates** found on the **Event Scheduler** page.

Start by selecting the **Language**, **Deliver Type**, and **Event Name** from the dropdown menus to find the event certificate you would like to manage.

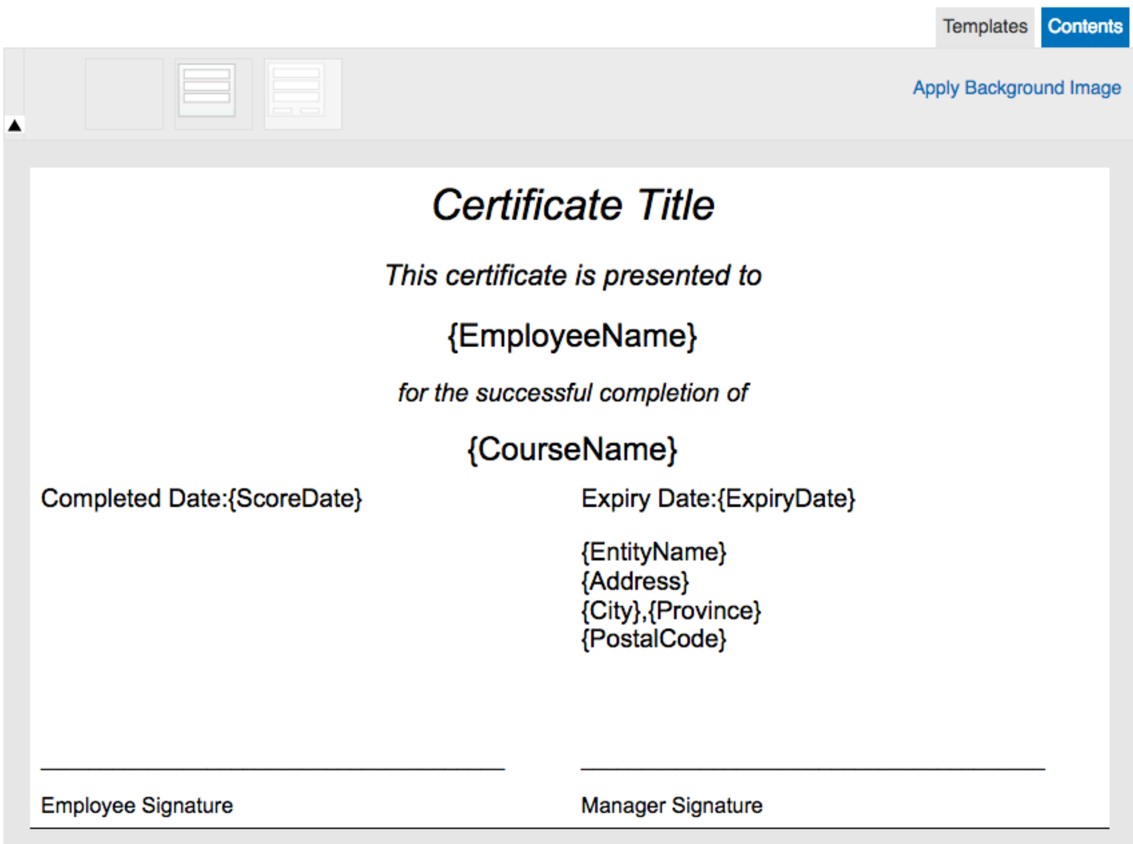


Enable the **Event Certificate** by selecting the **On** radio button. The certificate content builder will load on the page and now you must choose **Certificate Sizes**. On the left-hand side, select the certificate size you wish to create, such as a letter size, wallet or letter and wallet.

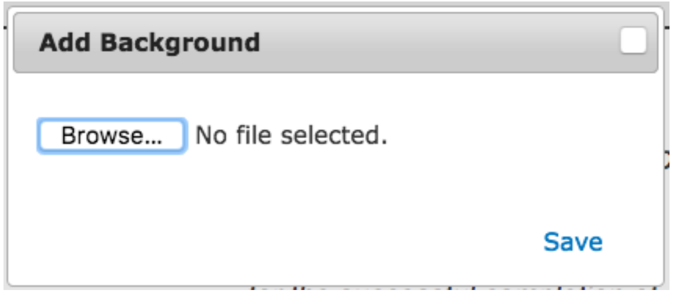


Next, select the template you wish to work with. There are two templates to choose from: Certificate without signature fields (left icon) and certificate with signature fields (right icon).

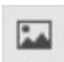
In the example below, we have selected the second signature template which provides a template certificate with a signature line.



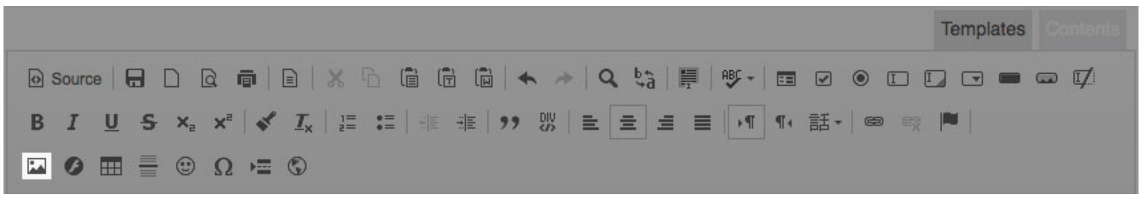
If you wish to upload a background image, select **Apply Background Image** which can be found just under the templates and contents tabs. Select the **Browse** button, find your background image, and select **Save** to have it applied to the certificate. In our example, we are not going to add a background image.



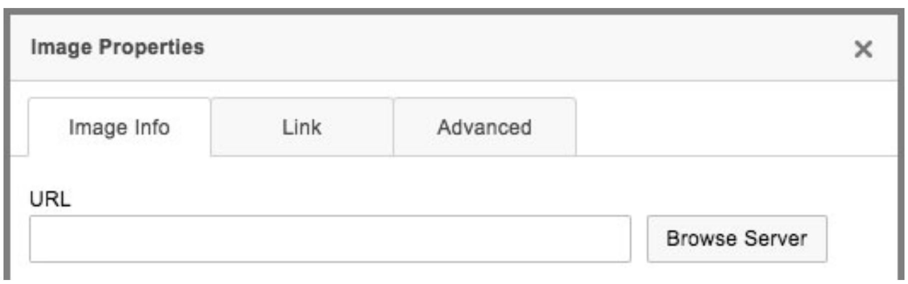
Next, select the **Contents** tab to edit the contents within the certificate. You can change the text within the certificate and upload images as needed. If you want to add an image, such as a company logo, click within the certificate where you would like your image to go.



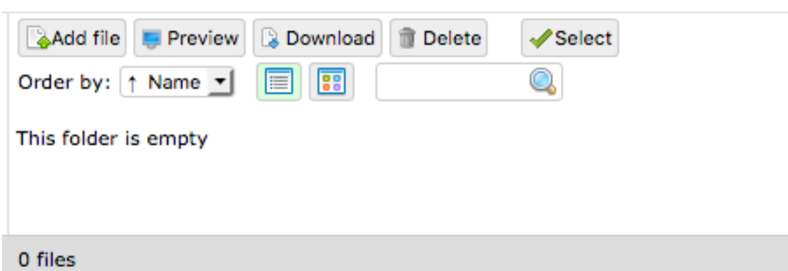
Select the **Image Upload icon** from the contents toolbar (location shown below). Doing so will open the image properties box.



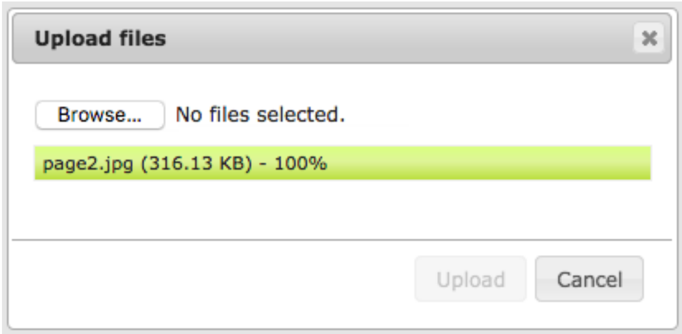
Click **Browse Server** to access the images folder.



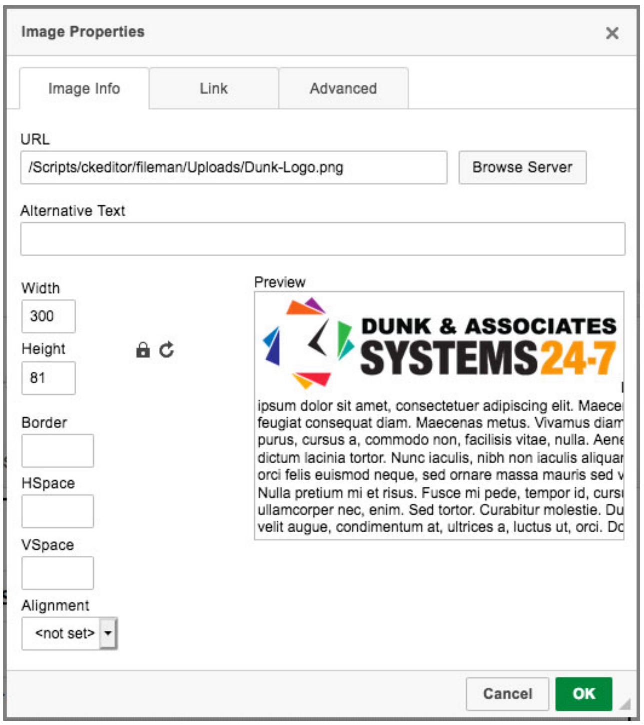
To add an image to the folder from your computer, select **Add File** and then click the **Browse** button. You can upload a single image or multiple images at a time.



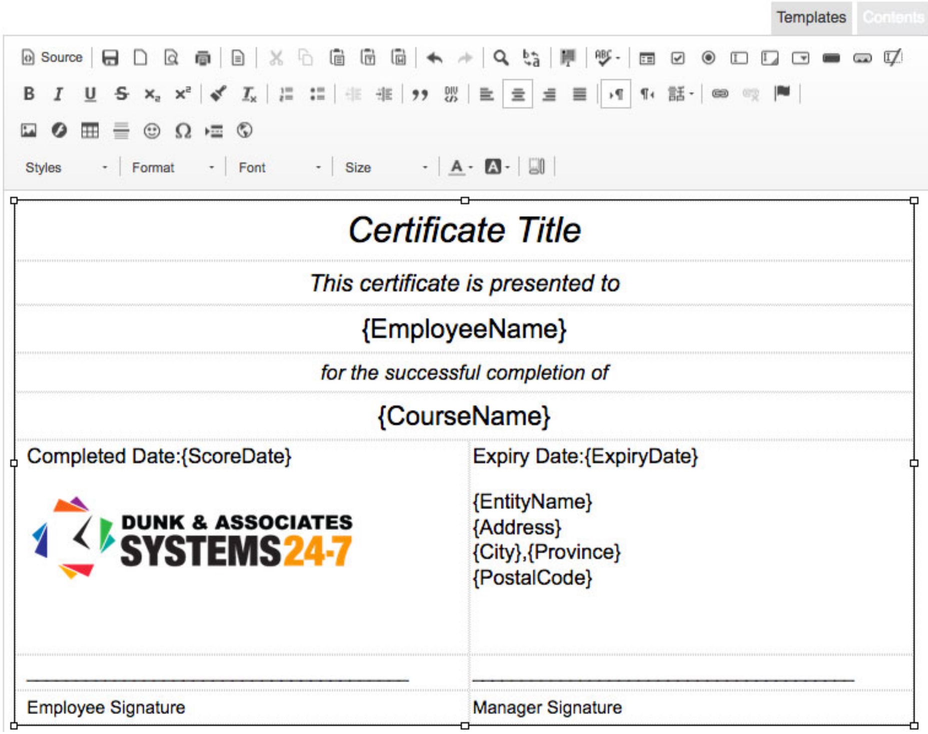
After selecting the image(s) you want to add, click **Upload** to have them added to the images folder. Your image has been successfully added once it turns green and says 100%. Click **Cancel** or the **X** in the top right corner to exit out of the upload file window.



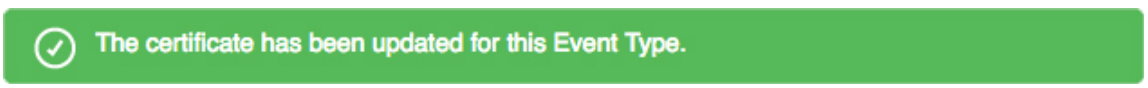
Double click on the image from the list of uploaded images to be brought back to the **Image Properties** box. From here you can adjust the size of the image by adjusting the width and/or height dimensions. You can also update the **Alignment** and determine if you want the image left or right adjusted. Select **OK** from the image properties box to add the image to the page.



You can also resize the image after it has been inserted by clicking on the image. Once selected the image will be highlighted with a bounding box. Using your mouse, click and drag the corners to shrink or expand your image as needed to fill the necessary space.



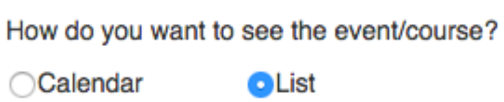
Once you have made the required changes, select **Save**. The system will notify you that your certificate has been successfully updated.



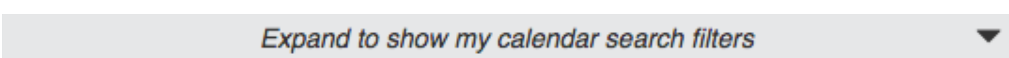
Registration

As an administrator, you are able to register users for events and courses in the Event Scheduler. To get started, click on **Registration** found on the **Event Scheduler** page.

By default, you will land on **List** view but you can also change the registration page to **Calendar** view by selecting either radio button at the top of the page.



By default, you will view the events in a list. In list view, you will see a list of all scheduled events for the company. If you need to narrow down the list, select **Expand to show my calendar search filters**. By doing so, you will be able to search for a specific Delivery Type, Event Name, From and To Date, and Event Language.

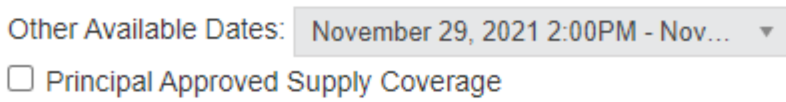


Once you have found the event/course you would like to register users for, select the **Registration** button.

This brings you to the **Register for Event/Course** page, on the left side of the page is event information and on the right side of the page is where you select the users you would like to register for this particular event.

Modify Date

If you are viewing an event or course that has several dates, you can click the **Modify Date** button. This activates the **Other Available Dates** field so you can select the same event but on a different day. Choose the new date and click **Select**.



If the event has been configured to follow the global daily limits set up for the company under **Manage Daily Participant Limits**, you will see a **Principal Approved Supply Coverage** checkbox. Selecting this will indicate that the user is to be counted towards the daily limits. Do not select this checkbox for the user unless they are to count towards the daily limit.

The system will prompt you to confirm your selection. Select **OK** to confirm your request or **Cancel** to stop the request.

The page will reload and display the new event date.

Register Users

When on the **Register for Event/Course** page, on the right-hand side is where you can select users to register for the event. The event will automatically populate a list of users of who can register for the event which is determined by the **Registration Settings**. If you need to you can use the search fields to find specific users.

Once you have found the user(s) you are looking for, check the box located next to the user's name. If you want to register all users, select **Check All**.

If the event has been configured to follow the global daily limits set up for the company under **Manage Daily Participant Limits**, you will see a **Principal Approved Supply Coverage** checkbox next to each user. Selecting this will indicate that the user is to be counted towards the daily limits. Do not select this checkbox for the user unless they are to count towards the daily limit.

To complete the registration process, click the **Register** button. The system will notify you that the registration has been completed for the event/course and remind you of any pre-requisites required before attending the event/course.

Manage Email Settings

To ensure that event information is passed to registered attendees you have a range of email settings that allows you to send system generated emails that cover a range of possible notifications or updates related to an upcoming event.

View the list of email names to see what the content would be. Examples include a reminder before event/course start date, an email confirmation of excused absence or email when registered for an event and many more. Simply turn on any email setting that you would like to use.

Email Name	On/Off	
Reminder before event/course start date	○On	◉Off
Email when added to waitlist	○On	◉Off
Email when removed from waitlist and registered	○On	◉Off

If a time from is relevant, for an email that would be sent a day or more before the event you can specify the time frame using the drop-down list.

Reminder about incomplete pre-requisite courses	◉On	○Off	7 ▾	days before event start date

Finally use the **Send Email To** column which allows you to select job roles that you determine the email to be relevant to. You can select multiple options here if needed. When the settings have been chosen, remember to save by selecting **Save Settings** at the bottom of the page.

Send Email to
Province Administrator ✖ Site Administrator ✖ Country Administrator ✖

Manage Participant Daily Limits

The following is an additional permission setting on the Event Scheduler. If you do not see this setting and wish to use it, please contact your Systems 24-7 provider.

Does your organization need to control the number of employees that can register on a specific day of the week to allow for adequate internal staffing? This tool allows you to set limits for how many employees can register for events with this setting enabled. *For example, perhaps you only have 15 staff working on Mondays, so you want to ensure no more than 5 employees can register for events that fall on Mondays.*

Participant daily limits apply to all events on the same day which have the limit enabled. Users that register are counted toward the usual registration and waitlist limits but are also counted towards the global daily limit for that day. *For example, if on Tuesdays, the daily limit is 50, only 50 users that fall under the daily limit criteria can be registered for any events with this setting enabled, on any one Tuesday.*

To add a limit, click on **Manage Event Participant Daily Limits** on the **Event Scheduler** admin page. You will see the page split into two sections; **Global Daily Limits** and **Specific Date Limits**. To set a global limit on a specific day of the week, enter in a limit in the field and select update global limits to save your setting.

Global Daily Limits

	All
Monday: *	50
Tuesday: *	50
Wednesday: *	50
Thursday: *	50
Friday: *	0
Saturday: *	0
Sunday: *	0

Update Global Limits

If there are specific periods of time that you need to accommodate for more or less participants than the Global Limit allows, then you can use **Specific Date Limits**. These limits override the Global Daily Limits for the selected time frame. Select the date range by a ‘from’ and ‘to’ date, and then enter in the participant limit.

Specific Date Limits

	All
From Date: *	July 31, 2020
To Date: *	August 7, 2020
Participant Limit: *	20

Save Specific Date Limit

Select save to override the Global Daily limit for the specified dates. The custom limit will be listed in the table at the bottom of the page. If you need to delete a saved limit press the X (delete) button to remove it.

From Date	To Date	Participant Limit	Options
July 31, 2020	August 7, 2020	20	X Delete