

## **Events database/What's on list - guide - version 3**

[http://hp1.gcal.ac.uk/pls/portal30/my\\_gcal.events\\_site\\_pkg.todaysevents](http://hp1.gcal.ac.uk/pls/portal30/my_gcal.events_site_pkg.todaysevents)

Jonathan Mitchell has designed this for MPR and SAS. There is overall listing of all university events. We will have a What's on link on the student home page which will take students to a list of events for students only. (There will be a link to the overall listing of university events from this page.) Students will see a list of all events for students for the next month and they will be able to choose to see events for the next 3 months. If these lists are too long, this can be reviewed.

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### **A) What does the system do?**

- Publicises events
- Takes events off the web once they have happened
- Takes online bookings for events
  - sends out booking confirmations and reminders to students,
  - handles cancellations – the confirmation e-mail gives a link if students want to cancel
  - handles a waiting list
  - tells services each time someone signs up
  - sets a cut off date for bookings (if you needed)
  - provides the sign-up list for the event and a poster for the venue door

### **Events include:**

- Seminars
- Workshops
- Talks
- Drop-ins
- Test sessions
- One-off events eg Mass for Feast of St Thomas
- Employer presentations
- Careers fairs – anywhere so long as Caledonian students can attend
- Any other event which you need to publicise to students

### **Students (and staff) can**

- Book online
  - Cancel online
  - Join the waiting list for an event if there are no spaces
- If a place becomes free, they are booked on and get confirmation

To do this, they need their my.Caledonian username and password

## Non-students

Can sign up too – if you allow this (see next section)

## Services

- Add and edit events
- Get an e-mail each time a student signs up or cancels
- Book students (and non-students if you allow this) onto an event directly
- Remove a student/non-student/member of staff from the sign-up list
- Cancel an event and send an automatic e-mail to students who've signed up
- Print an A4 poster with basic details about the event (to go on the venue door) – name of event, time, location.
- View or print a spreadsheet with details of students who have signed up or are on the waiting list:

<b>How to write a report</b>						
<b>09:00 27/07/2005 - 10:00 27/07/2005</b>						
<b>H222, Library</b>						
<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Matric No.</b>	<b>Programme</b>	<b>PG/UG</b>	<b>Year</b>

- Get data for the whole semester (or between any two dates) for your service – a spreadsheet showing how many students signed up in total, their programme, year and whether undergraduate or postgraduate, dates and titles of events, students on waiting lists. You will then be able to analyse this further in Excel eg how many students signed up for more than one event

## B) Service specific event listing

If you want to link to a list of events for your service from your own website, contact Jonathan Mitchell. He will send you the URL you need.

## C) How to use the system

### 1) Entering a new event

Go to the events page, log in to my.Caledonian and you can then add or edit an event.

Here is the information the system will ask you for. Individual services need to think about things in **bold** print. You don't have to put something in every field. Any field with no information will not be displayed.

Title	Should be short but clear. <b>If it's a drop-in, say which service</b> eg Funding drop-in, Wellbeing drop-in
Description	<b>Each service will need a bank of standard descriptions.</b> If the title says it all, you won't need much, if anything, here. But don't assume students know what drop-in is! If you want to include contact details, use the specific fields below.
School/Dept	Select Services for students – this opens a submenu where you can

	choose the name of your service. If your service is not on the list and you are running events, contact Jonathan Mitchell
Category	Who is the event for? This will normally be students. If you don't select 'students' or 'staff and students' here, your event will not display on the list of events for students.
Contact	Fill in this field if you want to include a contact name
Telephone	Fill in this field if you think students may need a telephone contact for your event. You need to include information here or in the e-mail field if you allow externals to sign up online eg graduates or prospective students. They need to contact you to cancel a place.
E-mail	Fill in this field if you think students may need an e-mail contact for your event. You need to include information here or in the telephone field if you allow externals to sign up online eg graduates or prospective students. They need to contact you to cancel a place.
Useful link	Try and include a link wherever possible. It could be: <ul style="list-style-type: none"> <li>○ your service's home page (that would give students a way to find your contact details);</li> <li>○ A page specific to the topic of the event eg the web page on report writing if you are running a workshop on that topic;</li> <li>○ The url for an employer running a presentation.</li> </ul> <b>This is something you need to think about in your service</b>
Submit details	This takes you into information about time/date of event
Start time End time	
Venue	Give the room number and building name eg H222, Library
Allow places to be booked online?	The default is No. Change to yes if you want online bookings
If you say yes, the next two fields appear	
Who can book places?	Tick anyone if you want graduates and prospective students to be able to book
Maximum places	<b>You can either put in the actual number of places or add on a few more because you know/expect there will be drop-out. That is up to individual services and you may have to experiment a little.</b>
Closing time	The latest time a student can book for the event. Only fill this in if you refuse bookings after a certain time eg students must book at least 24 hours in advance. If a student tries to book on a event where booking has closed, they will get a screen message saying that bookings are no longer accepted.

If you run an event more than once eg drop-ins, test sessions, you don't have to enter all the details each time. Just click on **Add details**, then **add new time**. Full information in the next section.

You can also find the details for an event you ran in the past, eg last semester, and add a new time. This saves you inputting all the details a second time. Full information in the next section.

## 2) Editing or checking an event you have already entered

Events can be edited by the users who created them. There are also groups of users, one group per service, who can edit any event entered for their service. These groups have been created to ensure that information can be kept up to date during staff absences. No-one else will be able to edit events entered by other services. Users enabled to edit an event will see a number of options which are not available to other people viewing the event details page. These options fall into two categories:

- Options for editing the event information.
- Options for editing event times.

### Event editing options

Edit this event	Clicking this option will open the event for editing. You can make changes to any of the event's properties. Use this as a quick check for typos. After your changes have been entered, click the "Update Details" button to enter the change into the database.
Delete this Event	Clicking this option will remove the event from the database entirely. Any times for this event will also be removed. <b>Be very careful with this!</b> If you just want to delete one instance of this event, eg drop-in next Tuesday rather than all the drop-ins on the database, use delete time instead. E-mail notification will be sent to any attendees of events which have yet to take place.
Add a new time	This option allows users to enter a new time for the event they are viewing. The form will already be populated with details of the last time entered for the event. Users can make any changes necessary and enter the new time into the database. Use this to enter repeat events If you want to add a new time for an event which has already happened eg last semester, use the search screen on the right side of the page, select Services for students in the School/department drop down and tick the 'any time' box. Make sure you check: date, time and venue.

### Time editing options

Edit time	This option is only available if nobody has booked a place on the event. It allows the user to change any of the event time's properties. If people have booked places, the event time must be deleted and re entered. This prevents the list of attendees from becoming invalid.
Delete time	This option removes the event time from the database. Anyone who booked a place on the event will receive an email notifying them of the cancellation.

### Bookings

Book/cancel attendance	This option allows users to book a place on an event, depending upon the settings entered for the particular event time. For users with editing rights it also allows them to book places for students and non-students, if relevant. See the <i>Booking a place for someone else</i> section
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View attendees	This option allows users to see who has booked a place on their event, or joined the waiting list. It also allows them to remove users from the list of attendees if necessary. Anyone removed from the list will receive an email notifying them of the cancellation. If there are users on the waiting list, the first to join will be given the vacant place and an email notification will be sent to them.
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### Publicity for outside the event venue

Print poster	This simply prints a poster containing basic information about the event – title of event, start and finish times, which service is running the event.
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### 3. Booking someone else onto an event

The events system hosts three different types of event, as far as bookings are concerned.

- A) Events which are not bookable.
- B) Events which are intended only for staff and students of Glasgow Caledonian University.
- C) Events which are intended for anyone.

To find out whether an event is bookable, find it in the database as follows :

- Access the database at [http://hp1.gcal.ac.uk/pls/portal30/my\\_gcal.Events\\_Site\\_Pkg.TodaysEvents](http://hp1.gcal.ac.uk/pls/portal30/my_gcal.Events_Site_Pkg.TodaysEvents)
- Click the Add or Edit link at the bottom right hand side of the page.
- Follow the link to My Caledonian and log in.
- Enter relevant search criteria.
- Click on the title of the event to view its details.

The time/s for the selected event will be listed in the right hand column. If the event is bookable there will be a link under the time which reads “Book/Cancel Attendance”. Click on this link to continue with the booking. The contents of the next screen will vary depending on who the event is intended for.

In all cases there will be an option you to book a place for yourself – this should be ignored for third party bookings. Provided you have access to make bookings for the service holding the event, an admin section should appear at the bottom of the page.

If the event is intended for anyone to be able to book then a number of text boxes will appear on screen. A message will tell you if there are places left and tell you whether the person will be added to the event, or to the waiting list.

## Admin

Enter a Student's Matric number below and submit to add them to the waiting list for this event. Or enter an external user's details in the fields below to add them to the waiting list.

Matric No:

Name (mandatory):

Email (mandatory):

Contact Telephone Number:

If the person wanting to book is a student, just enter their matric number and click the “Submit Student” button. If they are not a student, use the name/email and contact telephone number fields, then click on the “Submit External” button to make the booking.

If the event is intended only for students, then you will see a different screen which prevents external users from being added.

## Admin

Enter a Student's Matric number below and submit to add them to the waiting list for this event:

The booking process is the same whether or not there are places left on the event. If there are no places left then the system will add the user to the waiting list. The system will then allocate places made available by cancellations to members of the waiting list on a first come, first served basis.

Once the booking has been made confirmation emails will be sent to the person who has booked the place, and to the person who entered the event.

## D) E-mails which the system sends to students

1 – confirmation of a place on an event for students or staff

You have successfully booked a place at the following event:

Title: Plain English

Location: H222, Library

Date: 28/07/05

Time: 09:00-10:00

To cancel your booking follow the event link.

This is an automatically generated email, please do not reply to this address. If you need more information about this event, please check the Events website ([hyperlink](#)).

2 - Student cancels their place on an event or service removes them from the list

Your booking for the following event has been cancelled:

Title: Plain English

Location: H222, Library

Date: 28/07/05

Time: 09:00-10:00

This is an automatically generated email, please do not reply to this address. If you need more information about this event, please check the Events website ([hyperlink](#))

3 - Service cancels an event

Unfortunately, we have had to cancel the following event:

Title: How to write a report

Location: H222, Library

Date: 28/07/05

Time: 09:00-10:00

We apologise for any inconvenience this may cause you. Please check the Events Website for details of a replacement.

This is an automatically generated email, please do not reply to this address.

4 – Student signs up for an event which is full and joins waiting list

You have successfully joined the waiting list the following event:

Title: test 2

Location:

Date: 09/08/2005  
Time: 00:00-01:25

You will receive an email if a place becomes available for you.  
To cancel your booking follow the [Event Link](#).

This is an automatically generated email, please do not reply to this address. If you need more information about this event, please check the [Events Website](#).

5 – confirmation of a place for external person (graduate or prospective student)

You have successfully booked a place at the following event:

Title: test 2

Location:

Date: 09/08/2005

Time: 00:00-01:25

To cancel your booking please use the contact details provided on the [Events Website](#). This site also gives you more information about the event.

This is an automatically generated email, please do not reply to this address. If you need more information about this event, please check the [Events Website](#).