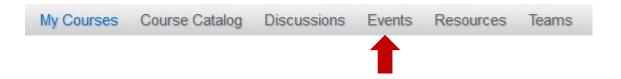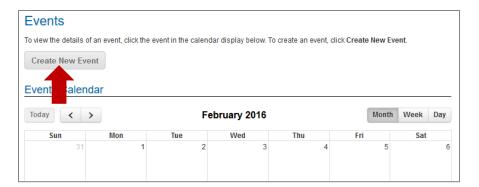**EVENTS – main menu**

How to create Public or Private Events

Invite all of your site members or a specific selection of members.
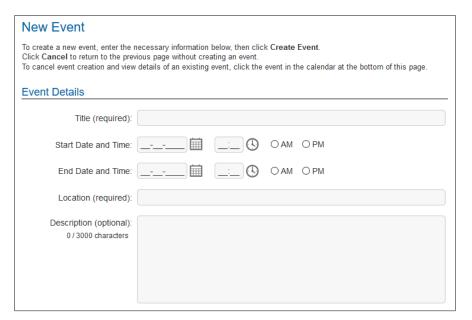
From the main menu across the top of the page, click on Events.

My Courses   Course Catalog   Discussions   Events   Resources   Teams

Events

To view the details of an event, click the event in the calendar display below. To create an event, click **Create New Event**.

Create New Event

Event Calendar

Today	< >		February 2016			Month Week Day
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6

Click the Create New Event button.

New Event

To create a new event, enter the necessary information below, then click **Create Event**.
Click **Cancel** to return to the previous page without creating an event.
To cancel event creation and view details of an existing event, click the event in the calendar at the bottom of this page.

Event Details

Title (required):

Start Date and Time: __-__-____ 🗓 __:__ 🕐 ○ AM ○ PM

End Date and Time: __-__-____ 🗓 __:__ 🕐 ○ AM ○ PM

Location (required):

Description (optional):
0 / 3000 characters

The Event Details form will always be the same. Fill it in and proceed to the Attendance Settings section.

As you make choices involving the 6 areas in the Attendance Settings section, different options will be made available to you.

Attendance Settings

Visibility: ⦿ Public. This event will be visible and open to your entire organization.
○ Private. Only specific people will be invited to this event.

Available Seats (required): [0 ▲▼] (Set to 0 for unlimited seating.)

For Public events, if Available Seats is set to a value greater than 0 (unlimited seating), all members of your organization will be notified of the event, and will be able to register for any unfilled seats. It will be up to you to accept or reject each registration.

Email Notifications: ⦿ Yes. An invitation will be emailed to all users in your organization.
○ No. Email notifications will not be sent.

Certificate: ☐ Attendees will receive a certificate upon completion of After-Event Reporting.

▸ Prerequisites

Drop files (or click) here to upload

Max files per upload: 10   Max file size: 20 MB per file

.doc, .docx, .pdf, .png, .jpg, .jpeg, .gif, .bmp, .ppt, .pptx, .pps, .xls, .xlsx, .csv, .tsv, .zip, .rar, .7z

[Create Event] [Cancel]

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Visibility and Available Seats

The default setting for Visibility is **Public** and for Available Seats is **0** (zero).

Choosing **Private** with *either* unlimited seating or limited seating will bring up the listing of all site members for you to search and select invitees.

Shown at left is an example of a search. Clicking on the site member name highlights (selects) and adds it to the list of invitees. Keep searching to add more invitees.

Limiting the available seats in both **Public** and **Private** Events will inject a question to answer about seat approval.

Answering Yes will prompt the system to send an email to all site administrators.

Email Notifications and Certificate

Email Notifications: ○ Yes. An invitation will be emailed to each invitee.
⊙ No. Email notifications will not be sent.

Certificate: ☐ Attendees will receive a certificate upon completion of After-Event Reporting.

The default settings are **No** and **no certificate** (blank).

Email Notifications: ⊙ Yes. An invitation will be emailed to each invitee.
○ No. Email notifications will not be sent.

Certificate: ☑ Attendees will receive a certificate upon completion of After-Event Reporting.
NOTE: Certificates cannot be given for Public events with unlimited seating.

⊙ Default Certificate
○ Browse... No file selected. *.jpg .jpeg .png .gif (792x534)*

If you choose Yes to Email Notifications regardless of a Public or Private status, an email will be sent to invitees.

If you choose to have a Certificate granted for completion of an event, you can choose the Default Certificate or upload one that you have created.

CollaborNation®   **Event Invitation**

CollaborNation® no_reply@experimentnation.collabornation.net via sendgrid.me
to me ▾

Suzie TestUser:

You have been invited to the following event by Chris Glenn:

sample for february

Starting at: Saturday, 02-27-2016, 8:00 am
Ending at: Saturday, 02-27-2016, 9:00 am
Location: conf room A
Organizer:strong> Chris Glenn

Description:
optional description

Please log in to your account on the **ExperimentNation Collaborative Learning Environment** at collabornation.net/login/experimentnation to accept or decline this invitation.

(Please do not reply directly to this message.)

Thank you!

To the left is a sample email to an invitee. The Inbox "from" column will read CollaborNation.

Invitees need to:
Click the link to go to the site
Click on the Events tab
Click on the Event (shown in the calendar)
Click to accept or decline

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▸ Prerequisites

▾ Prerequisites
Add mandatory requirements that a learner must complete before attending this event

| Event | Enter name of the event |

| Type | Name | Rule | Requirement |

▾ Prerequisites
Add mandatory requirements that a learner must complete before attending this event

| Event | test |

Event Info | Add Prerequisites

Title: **Test Event January 7,. 2016**
Organizer: **Chris Glenn**
Category: **Non-Training**
Location: **conference room**
Mastery Score: *None*
Certificate Awarded: **Yes**
Description: **a meeting to discuss training needs**

☐ Completed/Passed
☐ Score > ⌄ 0
☐ Clock Hours > ⌄ 0

Add Prereqs

| Type | Name | Rule | Requirement |

▾ Prerequisites
Add mandatory requirements that a learner must complete before attending this event

| Course | ble |

Blended Learning
Solving Behavioral Problems. Aggression – Its Causes and Solutions for
its Reduction

| Type | Name |

▾ Prerequisites
Add mandatory requirements that a learner must complete before attending this event

| Course | Blended Learning |

Course Info | Add Prerequisites

Title: **Blended Learning**
Price: **$0.00**
Clock Hours: **1.00**
Availability: **Open**
Certificate: **Yes**
Description:**How do you effectively take a tired old
lecture series or outdated formalized training and
turn it into a vibrant and engaging program perfect
for your learner audiences? For most organizations,
blended learning is a MUST. Follow our journey
from investigation to implementation of training for
a variety of volunteer assignments. Explore a
multitude of techniques to teach a broad range of
learners effectively and efficiently. Join us as we
share tips and techniques on implementing blended
learning.**

☐ Completed/Passed
☐ Score > ⌄ 0

Add Prereqs
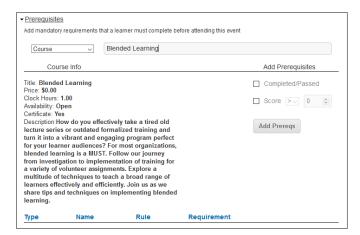
| Type | Name | Rule | Requirement |

Prerequisites

The default is for no prerequisites.

When you click to open the Prerequisites form you may choose an Event or a Course. For an event(s) enter the name of each previous event in the field and click to choose, then set up the completion status that is acceptable, if desired. Click the Add Prereqs button to complete set up.

If you choose a course or courses, select Course in the drop down field and type a part of the title, and click to make your selection(s) and set up the completion status that is acceptable. Click the Add Prereqs button to complete set up.

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Drop files (or click) here to upload

Max files per upload: 10   Max file size: 20 MB per file

.doc, .docx, .pdf, .png, .jpg, .jpeg, .gif, .bmp, .ppt, .pptx, .pps, .xls, .xlsx, .csv, .tsv, .zip, .rar, .7z

[Create Event] [Cancel]

Event: sample for february

View the details of this event below. To view a different event, click the event in the calendar at the bottom of this page.

[Download Sign-in Sheet]

Event Details

Title:	**sample for february**
Start Date and Time:	**02-27-2016, 08:00 am**
End Date and Time:	**02-27-2016, 09:00 am**
Location:	**conf room A**
Certificate:	🔒 *Certificate Available*
Visibility:	**Private**
Description:	optional description
Organizer:	**Chris Glenn**
Open Seats:	**9 / 10**
Invitees:	

Show [10 ▾] entries   [CSV] [Excel]   Search: [_____]

Name ▲	Response ⬍
Suzie TestUser	Accepted
tester1 forcg	Undecided

Showing 1 to 2 of 2 entries   First Previous **1** Next Last

---

sample for february

02-27-2016, 08:00 am - 09:00 am   Visibility: Private   Seat Count: 2/10   Organizer: Chris Glenn
conf room A
optional description

Name	Signature
Suzie TestUser	

Upload Documents

The final piece to consider when creating an event is whether or not you want to upload documents for invitees. This could be anything from agendas, driving directions, reading assignments, etc. Follow the instructions in the box to adhere to the types and sizes that you can upload.

When you are ready, click on the Create Event button.

Prepare for your Event

While in the site, click to open your Event to see the responses from the invitees and also to download a sign in sheet to use the day of the event.

Pictured is a Private Event **with limited seating** and one "accepted" response. The button to download the sign in sheet is toward the top left. Sample of the sign in sheet also shown.

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