Committee Webmaster Website Configuration Tutorial

“Calendar Management Tutorial”

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Calendar Management Tutorial

Committees can create dates and events on the Association’s and the Committee’s calendars. Typically dates and events are posted for committee activities like meetings, workshops and seminars, tours, webinars, etc. These events are configured and managed by committee administrators using the Calendar Management options.

A date is simply a date, time, name and short description placeholder on a calendar. An event is a date plus it includes location information (e.g. an address), contact information, RSVP and/or registration settings, possibly a logo and a detailed description that may include links or file attachments and money processing (i.e. tickets).

Both a date and an event can reoccur on a calendar. Recurrence can be useful for events such as committee meeting that “occur on the second Thursday of every month”.

There are two types of calendars on the AZ Water Association website:

- Association calendar. This calendar is accessed via the Association’s home page. Association level dates/events always appear on this calendar.
- Committee calendar. This calendar is accessed via the Committee’s home page. Committee dates/events always appear on the committee’s calendar and “may or may not” appear on the Association’s Calendar. To appear on the Association’s calendar they must be “promoted”.

Tip: The Committee calendar is really the Association calendar just filtered to only display committee events. See the ‘Filter’ drop down box at the top of the Association calendar.

While dates and events can be generated by any AZ Water Association member they are usually created by two different groups within the Association:

- Association Staff – Typically the Board or the Executive Manager.
- Committee Staff – Chairs, webmasters and other committee administrators.

Members can contact either the Executive Manager or a Committee and request an event be posted.

Note that the Association’s calendar can contain events for other water and wastewater organizations such as AWWA, WEF, Tri-State, Arizona Reuse, ADEQ, etc.

For committees there are two different methods for creating a date/event on the AZ Water website:

1. IT Help creates the date/event
2. A committee webmaster creates the date/event

Recommendation: It is strongly recommended that a committee webmaster creates the date/event as this gives the committee a lot of control over the configuration of the date/event.

A separate reference document, the “Event Configuration Flow Diagram”, details, in general terms, the event creation process for site and committee webmasters. This document can be downloaded from the Information Technology Committee’s ‘Resources’ web page. Committee webmaster should study and familiarize themselves with this flow diagram.

Sections 1 and 2 below detail the two different methods for creating a committee date/event.

1. IT Help Date/Event Creation Method

An IT Help date/event creation request is initiated by clicking the link to IT Help date/event creation request:

- At the top of the Association’s Calendar
- At the top of the Committee’s Calendar

The IT Help date/event creation request is an email containing a set of data fields to fill out. Figure 1 shows the IT Help date/event creation email.

Required information for the date/event creation via IT Help is listed on the request email.

Any images or flyers should be attached as files to the email.

Files that will be displayed on or downloaded from the website (e.g. event flyers) should be formatted as Adobe Acrobat PDF files. PDF files can be displayed on desktop and laptop computers as well as mobile devices such as tablets and smart phones. Other file formats such as Microsoft Word, Excel, PowerPoint, etc. are not web friendly and may not be able to be displayed on these devices.

Images should be formatted as JPEG or GIF files.
When the event creation request email is complete the committee webmaster sends the event creation request email to IT Help. *This email should be sent a minimum of 2 business days prior to the requested posting date.*

IT Help is a contractor that has been hired to provide IT support for the Association. IT Help will process the date/event creation request and actually create the date/event on the website.

As shown on the “Event Configuration Flow Diagram”, IT Help will configure the event, configure any tickets and sessions, setup the registration process, post the event to the Association calendar (if necessary) and activate the event.

After the event is created IT Help will send a notification email to the committee webmaster.

2. Committee Webmaster Date/Event Creation Method

The sections below describe how a committee administrator can use the Calendar Management options to create and manage committee dates and events.

**A. Sign-in**

If you not already signed-in as the committee administrator then:

a. Sign-in to the AZ Water Association website (www.azwater.org) using your committee administrator username and password.

b. Navigate to the committee’s home page on the website.

**B. Member Management Options**

a. Locate the ‘Group Admin Options’ menu near the top of the committee’s home page as shown in Figure 2.
b. Click on the ‘Group Admin Options’ menu. This will display the Group Admin Options popup menu as shown in Figure 3.

C. Add a New Date

A new date can be added by clicking on the ‘Calendar Management: Add a New Date’ menu on the Group Admin Options popup menu as shown in Figure 3. This will open the new date configuration page as shown in Figure 4.
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An alternative method to add a new date is to click on the ‘Calendar Management: View Dates & Events’ menu on the Group Admin Options popup menu. This will open the view dates and events configuration page as shown in Figure 8. Clicking the ‘Add a New Date’ menu located near the top of the view dates and events configuration page will open the new date configuration page.

The configuration data for creating a new date is described in the subsections below.

a. General Information

   Status: The active/inactive status for the date. Active dates are shown on the calendar. Inactive dates are not shown on the calendar.

   **Recommendation:** Always create a date as inactive. The date can be toggled to active once configuration of the date is complete and the date is ready to be made live.

   Name: The name associated with the date.

   Short Description: A short description of the date. The short description will appear as a pop-up when the mouse is hovered over the date on the calendar.

b. Date Settings

   GMT Offset: This is the offset from Greenwich Mean Time (GMT) for the time zone in which the date is going to occur. This setting is almost always left as the default value [(GMT -7:00) Mountain Time (US & Canada)] unless a date is going to occur outside of Arizona and it is desired to show the local time. Arizona does not observe daylight savings time so the “Event occurs during Daylight Savings / Summer Time, adjust the offset by 1 hour” check box should be left unchecked.

   Start Date: The start date for the date. Use the calendar button to select the date.

   Start Time: The start time for the date. Enter time formatted as hh:mm AM/PM format.

   End Date: The end date for the date. Use the calendar button to select the date.

   End Time: The end time for the date. Enter time formatted as hh:mm AM/PM format.

c. Recurrence Settings

   A date may be configured to occur only once (i.e. a one-shot date) or may be configured to reoccur.

   For recurring dates, you must specify an ‘End By’ date. The ‘End By’ date must be within one year of the date’s ‘Start Date’.

   Recurrence settings cannot be edited after a date is created.

   The recurrence configuration settings are:

   None: This date does not re-occur. This is the default setting.

   Daily: This date occurs daily. Enter the ‘Recur every’ value, use the calendar button to enter the ‘End by’ date and then click the ‘Use recurrence’ button.

   Weekly: This date occurs weekly. Enter the ‘Recur every’ value, select the recurrence day, use the calendar button to enter the ‘End by’ date and then click the ‘Use recurrence’ button.
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Monthly: This date occurs monthly. Select to recur on day and enter the day of the month or select recur on week/day of month and select the week, day and enter the month(s), use the calendar button to enter the ‘End by’ date and then click the ‘Use recurrence’ button.

![Monthly Recurrence Settings](image)

To create the date click the ‘Submit’ button or click the ‘Cancel’ button to cancel creation of the date. After creating the date you can re-edit the date’s configuration as described in Section F.

When configuration is complete:

- If the date is only to appear on the Committee’s calendar then set the date’s status as ‘active’.
- If the date is to appear on the Committee’s and the Association’s calendars send an email to IT Help requesting the date be added to the Association’s calendar. IT Help will add the date to the Association’s calendar, activate the date and send a confirmation email to the committee webmaster.

**Note**: When a date is added to the Association’s calendar it is automatically promoted to an event. The event’s location and contact information settings will be undefined and the event will be configured as a no registration, no ticket and no session event.

D. Add a New Event

A new event can be added by clicking on the ‘Calendar Management: Add a New Event’ menu on the Group Admin Options popup menu as shown in Figure 3. This will open the new event configuration page as shown in Figures 5A – 5D.

An alternative method to add a new date is to click on the ‘Calendar Management: View Dates & Events’ menu on the Group Admin Options popup menu. This will open the view dates and events configuration page as shown in Figure 8. Clicking the ‘Add a New Event’ menu located near the top of the view dates and events configuration page will open the new event configuration page.

![New Event Configuration Page – General Information, Date Settings, Recurrence Settings](image)
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The configuration data for creating a new event is described in the subsections below.

Tip: If a previous event is similar to the new event then use the previous event’s configuration as a source for the configuring new event. You can open the previous event in one tab and the new event in another tab in your web browser.

The majority of the data fields can be cut-and-pasted from the previous event to the new event thereby saving time.

### a. General Information

**Status:** The active/inactive status for the event. Active events are shown on the calendar. Inactive events are not shown on the calendar and the permalink to the event will not work (i.e. the event’s web page will not be displayed when the permalink address is entered into a web browser).

**Recommendation:** Always create an event as inactive. The event can be toggled to active once configuration of the event is complete and the event is ready to be made live.

**Name:** The name associated with the event.

**Short Description:** A short description of the event. The short description will appear as a pop-up when the mouse is hovered over the event on the calendar.

**Is event visible to signed-in members only?:** Check this box is the event is to only be displayed to signed-in members.

**Note:** If this option is checked then an event will not be visible on the calendars unless the member is signed-in.

Since many members routinely visit the AZ Water Association website but do not sign-in it is strongly recommended that this check box be left unchecked.

If an event is to be restricted as a members-only event this can be controlled via the online registration settings as discussed in Section E.

### b. Date Settings

**GMT Offset:** This is the offset from Greenwich Mean Time (GMT) for the time zone in which the event is going to occur. This setting is almost always left as the default value [(GMT -7:00) Mountain Time (US & Canada)] unless an event is going to occur outside of Arizona and it is desired to show the local time. Arizona does not observe daylight savings time so the “Event occurs during Daylight Savings / Summer Time, adjust the offset by 1 hour” check box should be left unchecked.

**Start Date:** The start date for the event. Use the calendar button to select the date.

**Start Time:** The start time for the event. Enter time formatted as hh:mm AM/PM format.

**End Date:** The end date for the event. Use the calendar button to select the date.

**End Time:** The end time for the event. Enter time formatted as hh:mm AM/PM format.

### c. Recurrence Settings

An event may be configured to occur only once (i.e. a one-shot event) or may be configured to reoccur.

For recurring events, you must specify an ‘End By’ date. The ‘End By’ date must be within one year of the event’s ‘Start Date’.

Recurrence settings cannot be edited after an event is created.

**Note:** Any Sessions created for an event will not be duplicated when recurrence is specified. Sessions must be created for each recurrence event if required.

Session management is a complex tool that allows you to both charge money and track registrations separately for different event “sessions” (e.g. similar to separate speaker talks or sessions at a conference). If the event requires Sessions please contact IT Help for assistance.

The recurrence configuration settings are:

**None:** This event does not re-occur. This is the default setting.
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Daily: This event occurs daily. Enter the ‘Recur every’ value, use the calendar button to enter the ‘End by’ date and then click the ‘Use recurrence’ button.

![Figure 5A-1: Daily Recurrence Settings](image)

Weekly: This event occurs weekly. Enter the ‘Recur every’ value, select the recurrence day, use the calendar button to enter the ‘End by’ date and then click the ‘Use recurrence’ button.

![Figure 5A-2: Weekly Recurrence Settings](image)

Monthly: This event occurs monthly. Select to recur on day and enter the day of the month or select recur on week/day of month and select the week, day and enter the month(s), use the calendar button to enter the ‘End by’ date and then click the ‘Use recurrence’ button.

![Figure 5A-3: Monthly Recurrence Settings](image)

d. Location Information
   
   **Location Name:** Enter the name of the location where the event is being held. For online events type in “Online”.

   **Presenter:** Enter the name of the presenter. This may be an individual’s or an organization’s name.
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Address: Enter the first line of the physical address for the event. Leave blank for online events.
Address Cont: Enter the second line of the physical address, if applicable, for the event. Leave blank for online events.
City: Enter the city where the event is being held. Leave blank for online events.
Country: Select the country where the event is being held. This is usually the United States. Leave blank for online events.
Location/State: Enter the location or State where the event is being held. Leave blank for online events.
Postal Code: Enter the postal code of the location where the event is being held. This is the ZIP Code for events held in the United States. Leave blank for online events.
Include link to Google Maps: Check this box to display a map for events that occur at a physical location. Do not check this box for online events.

Note: For events at a physical location make sure you enter the correct Address, City, State and Country information in the Location Information Section. If this information is missing or incorrect then Google Maps won’t work correctly. Also, make sure you check the resultant map on the event page to make sure it shows the correct location.

e. Contact Information

Contact Name: Enter the name of the person to contact for information about the event.
Contact Email: Enter the email address for the person to contact for information about the event.
Contact Phone: Enter the telephone number for the person to contact for information about the event.

f. Registration Settings

Enable online registration?: Select whether or not the event requires online registration. Answering ‘Yes’ (recommended) allows people to register through the website. This is mandatory if you want to do any payment processing and event attendee tracking through the website.

Note: If you enable online registration a number of registration configuration data fields and sections will appear on the screen. Please refer to Section E for instructions on how to configure these settings.

Enable Registrant RSVP?: Select whether or not the event requires RSVP confirmation.

Note: Enable online RSVP’ing for event only if you do not do online registration but still want to track attendees. Otherwise its duplicative functionality and adding an extra step will simply add confusion.
If required then the RSVP list can be displayed to all (site and group administrators as well as registrants) or only site and group administrators.
If RSVP confirmation is not required then the registration list can be displayed to all or only site administrators.
The registrant list is only generated and thereby visible if online registration is enabled or attendees are manually registered for the event by a site or group administrator (i.e. a webmaster).

Sharing an RSVP or registrant list with all registrants might be advantageous for certain events where attendees need to coordinate with one another in advance of the event (e.g. setting up carpooling to the event).

g. **Event Image/Logo**

If an image or logo is associated with the event then upload the image or logo file by clicking the ‘Choose File’ button and then browsing to and selecting the file in the file dialog.

**Note:** The image or logo should be a JPEG or GIF file and must be smaller than 3 MB in size. This image/logo is automatically sized and will be displayed on the event web page in two separate places:

1. A thumbnail image will be displayed on the event listing page.
2. A large version of the image, scaled to a width of 200 pixels with the aspect ratio preserved, will be displayed on the event detail page.

In general most events do not need to have an image or logo associated with them. An exception might be a logo for an event sponsor.

![Figure 5D: New Event Configuration Page – Description/Comments, Posting Options and Save/Cancel Buttons](image)

h. **Description/Comments**

The ‘Description/Comments Section’ allows additional information about the event to be entered. The description/comments information will appear at the bottom of the event screen.

The description/comments section should include a detailed description of the event and optionally an event flyer, member/non-member cost, detailed event description, event schedule and any special notes.
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The content included within this section is up to the webmaster. Links to files and other websites as well as embedded images and media can be included in the description/comments section.

The 'Description/Comments Section' is configured using the built-in Editor Tool. The Editor Tool is covered in a separate tutorial as using this tool is beyond what can be included within this tutorial.

The Editor Tool’s ‘Home Tab’ has a number of editing options for formatting the “look-and-feel” of the description/comments text.

![Figure 6A: Editor Tool – Home Tab](image)

These options include setting the font size, color and attributes such as bold, italics, underline, strikethrough, etc. The options also allow the layout of the text to be modified using indents, bullets, lists, left, center, right positioning and spacing tools (e.g. the ‘Style Builder’).

**Tip:** Type in your description/comments without any text formatting (font size, font color, bold, spacing, etc.). After you have entered the text you can format it for appearance.

The Editor Tool also supports pasting text from and external text source and formatted text from Microsoft Word®.

**Note:** The website uses a Google font called ‘Raleway’. This font is not installed by default in Microsoft Word. The Raleway font package can be downloaded from Google and installed in Word.

- If the Raleway font is not installed then the Editor will typically substitute a San Serif font when formatted text is cut-and-pasted to/from Word. This font substitution will change the “look-and-feel” of the text.
- Because of this limitation, it is recommended that webmasters forego using Word as a replacement to the Editor Tool.

The Editor Tool’s ‘Insert Tab’ has a number of editing options for creating links to resources (image, PDF, etc. files), other web pages and external websites, media (YouTube, Flash, etc. audio and video files) and embedding tables, horizontal dividers, images, components (e.g. date and time controls) and symbols.

![Figure 6B: Editor Tool – Insert Tab](image)

The most commonly used of these options is the Resource and Hyperlink Manager buttons. These options allow hyperlinks to resource files, other web pages and external websites to be created. Existing hyperlinks can be selected and subsequently edited at the bottom of the Editor Tool.

The ‘Design’, ‘HTML’ and ‘Preview’ tabs located at the bottom of the Editor Tool allow for different views of the description/comment. The ‘HTML’ view displays the Hypertext Mark-up Language code backing the text displayed in the ‘Design’ and ‘Preview’ views.

The ‘Upload A File’ menu located near the top right of the Editor Tool invokes the committee’s Resource Manager.
The Resource Manager is used to store all documents, files and other resources related to an event. The Resource Manager is effectively the committee’s disk drive.

The Resource Manager works very similar to Windows Explorer and allows for folder creation in a tree structure format. Folders and files can be created, renamed, copied, pasted and deleted within the Resource Manager.

When an event is created you should use the Resource Manager to create a new event subfolder under the ‘Resources->Events’ folder.

The new subfolder should be created with its name set to the date of the event in ‘YYYY-MM-DD’ format where ‘YYYY’ is the year, ‘MM’ is the month and ‘DD’ is the day (e.g. 2016-12-19). This allows for auto-sorting of the event subfolders based on their date.

All documents, files or resources related to the event should be uploaded to this subfolder. Once the files and resources have been uploaded then the built-in Editor Tool’s Insert Resource button can be used to create hyperlinks to these resources.

The Resource Manager Tool is covered in a separate tutorial as using this tool is beyond what can be included within this tutorial.

Some important notes concerning files and links related to an event:

- Files that will be displayed on or downloaded from the website (e.g. event flyers) should be in Adobe Acrobat PDF format. PDF files can be displayed on desktop and laptop computers as well as mobile devices such as tablets and smart phones. Other file formats such as Microsoft Word, Excel, PowerPoint, etc. are not web friendly and may not be able to be displayed on these devices.
- Images should be formatted as JPEG or GIF files.
- Flyers should be formatted as a link to a downloadable PDF file rather than an image. A downloadable file allows the flyer to be forwarded by registrants to interested parties. Images cannot be easily downloaded and distributed.
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- Files and links to ‘other’ (i.e. non-AZ Water Association) websites should be configured to open in a new window so as to clearly indicate to the user that he is leaving the AZ Water Association’s website.
- File name limitations: File names should be < 24 characters in length. Spaces are converted to underscores.
- File size limitation: Files must be < 30 MB in size.

i. Submit/Cancel an Event Configuration

The ‘Post to Mobile Feed’ and ‘Go to Session Management for this event’ checkboxes at the bottom of the event configuration screen should be unchecked prior to clicking the ‘Submit’ button to create the event.

Committee events do not need to be posted to the mobile feed and session management, if necessary, should be completed by IT Help rather than the committee webmaster.

Events that only appear on the committee calendar and do not required ticket creation or setting up sessions may be activated by the committee webmaster as no additional configuration is required. A typical event of this type is a committee meeting which is a free event and usually on appears on the committee’s calendar.

If an event requires ticket creation or setting up sessions then configuration of the event must be completed by IT Help before the event is activated.

To complete the configuration of the event the committee webmaster must send an email to IT Help requesting any tickets to be created, any sessions to be setup, a statement whether or not the event should appear on the Association’s calendar and the date the event should be activated.

The committee webmaster should provide supporting information such as member, non-member and/or sponsor ticket prices and a list of any sessions in the email.

The committee webmaster’s contact information should be included in this email. This email should be sent a minimum of 2 business days prior to the requested posting date.

IT Help will work with the committee webmaster to complete the configuration and send a confirmation email to the committee webmaster when the event’s configuration is complete.

To create the event click the ‘Submit’ button or click the ‘Cancel’ button to cancel creation of the event.

Important: If the event needs payment processing (i.e. tickets) or session setup, make sure the event is set as inactive prior to submitting the event.

After creating the event you can re-edit the event’s configuration as described in Section F.

E. Online Registration Configuration

When you enable online registration a number of configuration data fields will appear on the screen as well as the ‘Online Registration Instructions’, ‘Registration Thank You’ and ‘Online Check-in’ configuration sections as shown in Figures 7A – 7D.

a. Registration Configuration Data Fields

The following configuration data fields appear on the screen and are configured as follows:

![Figure 7A: Online Registration Configuration Data Fields]
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Auto Approve Registrations?: Select whether or not the event registrations should be automatically approved. Answering ‘Yes’ (recommended) auto-approves registration w/o further review.

Allow a member to register more than one attendee?: Select whether or not a member should be able to register multiple attendees. Answering ‘Yes’ (recommended) allows a single user to register multiple users. This will increase registration numbers.

Allow modifications to existing registrations?: Select whether or not an existing registration can be modified. Answering ‘No’ (recommended) does NOT allow users to submit incomplete registrations.

Show Registration Form for additional attendee registrations?: Select whether or not the Registration Form is shown for additional attendee registrations. Answering ‘No’ (recommended) will NOT show the entire registration form for each additional attendee added and will only require their names for registration. This makes the registration process easier and will increase the overall number of registrations.

Max. # of Registrants: Enter the maximum number of registrants allow for the event. The default is unlimited (i.e. blank).

Must Register By: The registration deadline date. Use the calendar button to enter the deadline for registrations.

Send Reminder: Select whether or not a reminder email should be sent. If a reminder is sent then enter the number of days in advance of the event’s start date to send the reminder. Answering ‘Yes’ (recommended) sends an event reminder email to all registered users at the specified time. The recommended time for sending a reminder is 1 day before event.

b. Online Registration Instructions

The ‘Online Registration Instructions’ section allows additional registration instructions to be added to the top of the Registration web page. Additional registration instruction are usually not required unless there is some special registration requirement for the event.

Figure 7B: Online Registration Instructions
The content of the online registration instructions is up to the webmaster. Links to files and other websites as well as embedded images and media can be included in the online registration instructions.

The online registration instructions are configured using the built-in Editor Tool. The Editor Tool is covered in a separate tutorial as using this tool is beyond what can be included within this tutorial.

c. Registration Thank You

The ‘Registration Thank You’ section allows any special instructions to be shown to the user after successful registration. In most cases the default thank you page can be used. If special instructions are required then the ‘Use the Thank You Note below on the Thank You Page’ option should be selected.

![Registration Thank You](image)

Figure 7C: Registration Thank You

The content of the registration thank you is up to the webmaster. Links to files and other websites as well as embedded images and media can be included in the description/comments section.

The registration thank you configured using the built-in Editor Tool. The Editor Tool is covered in a separate tutorial as using this tool is beyond what can be included within this tutorial.

d. Online Check-in

The ‘Online Check-in’ section allows users to check-in to or during an event. This option is not recommended as it will usually add unneeded complexity to an event.

This option can be useful if it is necessary to verify that users have actually attended the event. For example, this can be setup so that users will not be given the check-in link until they reach a certain physical location (or webpage). The user is then provided with the check-in address (URL) which they use to prove they attended the event.

![Online Check-in](image)

Figure 7D: Online Check-in

The online check-in configuration options are:

- **Display online check-in link on event details page?**: Select whether or not the online check-in link is visible on the registration page.

Note: The configuration option can be set initially as ‘No’ when the event was created and then subsequently changed to ‘Yes’ during an event so that the user can complete the online check-in process to verify that they have actually event.
Check-In Required Fields: Select the registration data you want to receive as part of the check-in process. Since membership IDs are usually not known, the OR option is the recommended choice.

F. View Dates and Events

Existing dates and events can be viewed by clicking on the ‘Calendar Management: View Dates & Events’ menu on the Group Admin Options popup menu as shown in Figure 4. This will open the view dates and events configuration page as shown in Figure 8.

![Figure 8: Typical View Dates and Events Configuration Page](image)

Clicking the ‘Add a New Date’ menu located near the top of the view dates and events configuration page will open the new date configuration page as shown in Figure 4. To configure a new date please refer to Section 2C.

Clicking the ‘Add a New Event’ menu located near the top of the view dates and events configuration page will open the new event configuration page as shown in Figures 5A – 5D. To configure a new date please refer to Section 2D.

The existing dates and event records are shown in a table on the view dates and events configuration page. The available configuration options, event flag, name, begins date and status are displayed for each date and event in this table.

The configuration options for an existing date or event are described in the subsections below.

- **Edit Entry**
  
  Clicking this icon opens the selected date/event’s configuration web page so that it be edited. Refer to Sections 2C and 2D respectively for configuring dates and events.

- **Manage Registrations**
  
  Clicking this icon opens the Manage Registration web page. This web page allows the webmaster to view pending, processed and all registrations and, for limited registration events, displays the number of available, processed and remaining registrations.

- **Manage Sessions**
  
  Clicking this icon opens the Manage Sessions web page. Session management is a complex tool that allows you to both charge money and track registrations separately for different event “sessions” (e.g. similar to separate speaker talks or sessions at a conference). Sessions should only be used for conferences/events of significant size as they take significant setup.

  If sessions are required for an event, please contact IT Help for assistance.
d. **Event Notification Configuration** -

Clicking this icon opens the Event Notification Configuration web page. The web page allows a webmaster to notify attendees of changes to the event via email. The notification email can be sent up to 10 recipients.

The content of the event notification email is up to the webmaster. Links to files and other websites as well as embedded images and media can be included in the event notification. Macros, as listed on the Event Notification Configuration web page, can be used to embed event configuration and registration information.

The notification email is configured using the built-in Editor Tool. The Editor Tool is covered in a separate tutorial as using this tool is beyond what can be included within this tutorial.

If an event notification e-mail for an event must be sent, please contact IT Help for assistance.

e. **Send Event Notification** -

Clicking this icon opens the Send Event Notification web page. This web page allows a webmaster to send a previously saved event notification email.