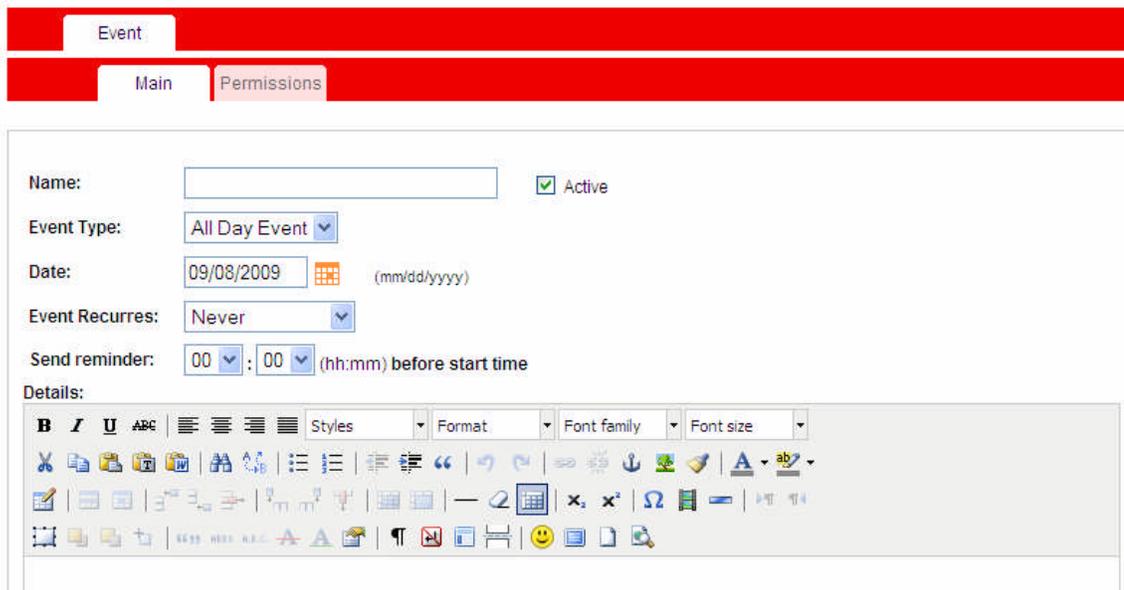


To create a new announcement / school, log into your respective website, hover over “Events”, and click on “Manage Events”.



That should bring you to something that resembles the above screenshot. There should be a dropdown box with the options “Announcements”, and “Schools”. There should also be the option to “Add Event”, and below that, all events will be listed, with their start date, end date, and duration. To edit an existing event, click on the pencil/paper to the left of the name of the event. To delete an event, click on the garbage can on the right of the respective event you wish to delete.



We’ll start by adding a simple “Announcement”. This can be anything from “Merry Christmas” that is displayed to EVERYONE, to computer maintenance announcements that are only displayed to employees. Click on “Add Event”, and you will be brought to a screen that resembles the above screenshot. There will be a tab that says “Event”, and below that, there will be 2 more tabs, one that says “Main”, and another that says “Permissions”. Main is where you specify basic information, such as duration, date, reminder preferences, and any details that are displayed about the event.

Name: Active

Event Type: All Day Event ▾

Date: 09/08/2009  (mm/dd/yyyy)

Event Recurres: Never ▾

Send reminder: 00 ▾ : 00 ▾ (hh:mm) before start time

Details:



In the “name” box, enter whatever you wish to name the event. “Active” is checked by default, and is required if you wish to publish the event. “Event Type” is where you can specify if it is an “All Day Event” (useful for things such as holidays, that do not have a specific start/stop time), or a “Timed Event”. “Date” is the start date the event will begin. “Event Recurres” is where you specify if the event recurs, or not. By default, the event is only set to occur 1 time, but if it is something that happens more than once, or spans more than 1 day, you can click on the drop down box, and change it to “Daily”, “Weekly”, “Monthly”, “Yearly”, or “Specified Days”. For weekly, you can specify any combination of days of the week. For monthly, you can specify any combination of days of the month, and for specified days, you can specify any number of days (it will ONLY be valid on those days). When changing the “Event Recurres” option from “Never”, you will also be given the option to specify “Exceptions”. You will also be given the option to specify when the recurring ends (“Never”, “On Specified Date”, and “After Specified Number”). The last option then requires you to enter a number, and specify “Days”, “Weeks”, “Months” and “Years” (NOTE: Depending on your “Event Recurres” option, only some of these options may be available).

Main Permissions

On which company(s) website will this event appear?

Which company(s) have access to view this event?

Which group(s) have access to view this event?

To specify who has access to see this event, click on the “Permissions” tab at the top. You will then be able to specify on which website(s) this event appears, which company(s) within those websites, and which group(s) within those companies will have access to view them. The procedure to add these options is the same as granting permissions to users, or specifying permissions on downloadable files. If you are unfamiliar with how to do this, refer to those guides on the website.

Registration Delete Class <input type="checkbox"/>				
Room	Start Day	Start Time	End Day	End Time
VIP Entrance	Mon Feb 08	4:00 am	Mon Feb 08	4:15 pm

Lets move to the “Classes” tab at the top of the page. This is where you can create classes for this school. You will see all existing classes displayed below, along with the specified room, the start date/time and end date/time. You can edit the class by clicking on the pencil/paper, or you can delete it by clicking on the “Delete Class” checkbox to the right, and clicking on “Update” at the top or bottom of the screen.

To add a new class, click on “Add Class” at the top or bottom of the screen.

Name:

Instructor:

Company:

Host:

Room:

Times: Click to Add
Remove >>

Category: General Contractors Water Features

Max Students:

Color: Default

Users Can Signup:

A/V Supplies: Projector Whiteboard / Markers
 Laptop Handouts

Details:

“Name” is where you specify the name of this specific class.

“Instructor” is where you specify the instructor, and “Company”, is to which company the instructor belongs. “Host” is where you can specify a host company, “Room” specifies in which room this class happens. You can then specify start / end time(s) for this class. To add a new time range, click on “Click to Add”.

You may notice the header categories you created at the beginning. This is where you specify under which header(s) this class displays. To select more than 1, hold down ctrl, and left click on the name (removing works the same way).

You can also specify a max number of students for the class. Below, where it says “Color”, you can specify which color this class will appear. If you wish it to match the header color, simply leave it as “Default”.

In order for users to be able to sign up for a class, make sure “Users Can Signup” is checked. If not (for lunch example), leave it unchecked.

You can also specify any A/V supplies required, as well as any details specific to this class (it will display to users, as well).

Once it is the way you like it, simply click on “Add Class”.

[Tim Brandt](#) Delete From Class
Registered

E-Mail	Method	Amount	Type	Paid
tbrandt@mtncom.net	PO # 987665	\$ 200.00	2 Days Registration	Not Paid <input type="button" value="v"/>

When clicking on the “Users” tab, this is where all people who are signed up for any number of classes are displayed. You will see their name (clicking on the name will display their full schedule for this school), their email address, their payment method, the amount they paid, the “type (full registration or “x” days registration), and whether they’ve paid or not (if applicable).

You will also see the option to “Delete From Class”, or “Registered”. To register a user, simply click on “Registered”, and hit “Update”. This will then send them an email, stating they are registered (along with any email details you have entered). You will likely not want to register them, until payment has been received. To change them to “Paid”, or “N/A”, click on the drop down box under “Paid”.

You may have also noticed some extra buttons at the top of the screen: “Operating Expenses”, and “View Schedule”. “View Schedule” simply gives you a preview of what the form will look like when a user goes to signup for classes for this school.

Mountain States Supply, Inc.

Irrigation Technical Seminar Statement of Revenues, Expenses, and Retained Earnings

Operating Income

Registrations

Name	Company	Phone	Status	Total	Payment
Tim Brandt	Mountain States Supply - SLC	801-484-8885	Not Paid	\$ 200.00	PO #987665
Doug Peterson	Mountain Contractors Supply	801-224-6050	Not Paid	\$ 389.00	Credit Card

TOTAL: \$ 0.00

Operating Expenses

Supplies

Name	Description	Amount
<input type="checkbox"/> test	test	\$ 100.00

TOTAL: \$ -100.00

Location Expenses

Name	Description	Amount
<input type="checkbox"/> test	test	\$ 10.00

TOTAL: \$ -10.00

Net Earnings

TOTAL: \$ -110.00

When clicking on “Operating Expenses”, you will see something that resembles the above screenshot. You will see a list of all people signed up for this school. You will also see a section for “Operating Expenses”. To add a new expense/donation, click on “Add”. To delete, click on all applicable checkboxes, and click on “Delete”.

Type:

Name:

Description:

Amount: \$

When clicking on "Add" for an expense / donation, you will see a screen with this information. You can specify which "Type" (Supplies, Location Expenses, or Sponsorship / Donation). The first 2 are deductions, while the last increments.

UTAH GRIZZLIES HOCKEY GAME

07:00 pm - 10:00 pm

<input type="text" value="Doug Peterson"/> <input type="button" value="v"/>	Mountain Contractors Supply	801-613-3207	801-613-3229
Student	Company	Phone #	Fax #
PO BOX 127		dpeterso@mtnc.com.net	
Attendee Email			
Method of Payment:			
<input checked="" type="radio"/> Credit Card		<input type="radio"/> Check # _____	
		<input type="radio"/> P.O. # _____	

When you click on "View Schedule", or you click on of the student's names within the "Users" tab, you will see something that resembles the above shot. At the bottom, you will see the student information. Most of this is filled out automatically. To change the student name, click on drop down box above where it says "Student". The email will change accordingly. To change the entire company, click on "Select Company". A new window will open, and you can either search or navigate to the desired company. Once it has been selected, all the information will change to reflect the specified company (including the student drop-down box). The only information that can be filled out (other than the classes themselves) is the "Method of Payment" section in the bottom right corner.

with your preferred class schedule.



Registration is:
 \$389.00 Full Seminar
 OR
 \$100.00 Per Day

Mail the original form with payment arrangements to the address below. You will receive a confirmation by fax or email within 72 hours to verify your registration at the event. Please do not make any hotel or airline reservations until you have received your confirmation. **If you do not receive a confirmation, you are not registered.**

Irrigation Technical Seminar
 Registration
 Mountain States Supply - SLC
 184 West 3300 South
 Salt Lake City, UT 84115

All shipping / payment information should automatically be filled in at the top-right box.

To view any class information, simply hover over the respective class. The first 200 letters or so should display, with the option to display "more", if necessary.

This concludes the tutorial on how to add announcements / schools!