Downloads	1		
Store		Announcements 💉 🔂	
Events	<b>.</b>	Calendar	
Commercial Projects	T	Schools / Seminars	
About Us		Manage Events	
	100	Training .	

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

Manage Events		Type keywords	Sea	rch Site
Announcements 💌 Go				
Name	Start Date	End Date	A	dd Event
Computer Down Time	04/27/2009	04/27/2009	01:45	Ť
Computer Down Time	04/20/2009	04/20/2009	00:15	
Computer Down Time	04/12/2009	04/12/2009	01:00	Ť
🗹 Test Event	04/19/2009	08/12/2009	All Day	
COMPUTER DOWN TIME	08/08/2009	08/08/2009	All Day	Ť

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.

Event	
Main	Permissions
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:	E E E Stulac V Format V Font family V Font size V
	a A A E E E F # 4 2 ℃ ∞ 5 4 2 3 A • 2 •
🖬   🚍 🔳   🖀	'∃ ∋-   <sup>1</sup> / <sub>1</sub> , ,, <sup>1</sup> / <sub>1</sub> '    <u>  </u> <u>  </u>   − 2 <u>  </u>   ×, ×'   Ω <b>  </b> =   +1 11
말로 말 말 말 !	699 NOT ALL A A 🖀   ¶ 🕺 🖬 🕂   🙂 💷 🗋 🗟

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:m	nm) befo	re start tin	ne			
Details:							
B I U ABC	📰 🗃 🔳 Styles	•	Format	•	Font family	•	Font si
¥ 🗈 🙉 👘 🕯	🛍   🗛 🛝   := :=	(in sin	46 1 10	CH L	en 25 .f.	*	a1.

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 recurres, 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 whic	h company	(s) website will thi	s event appe	ar?	
			Click to /	dd	
			Remove	>>	
900 1 Sto 77	2530		0.00	20	
Which c	ompany(s)	have access to vie	ew this event	10	
			Click to /	dd	
			Click to /	Vdd	
			Click to / Remove	vdd >>	
			Click to A	\dd >>	
A/Isiala av			Click to / Remove	vdd >>	
Which g	roup(s) hav	ve access to view t	Click to / Remove his event?	vdd	
Nhich g	roup(s) hav	ve access to view t	Click to / Remove his event? Click to /	vdd >>	
Nhich g	roup(s) hav	ve access to view t	Click to / Remove	vdd >>	
/hich g	roup(s) hav	ve access to view t	Click to / Remove his event? Click to / Remove	vdd >>	

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.

Send reminder	•	UU 📉 : UU 📉 (hh:mm) before start time	
Daily Cost:	\$	100.00	
Full Cost:	\$	389.00	
PDF:		Browse January 2009.pdf 🖬	
Mail To:		Mountain States Supply - SLC Select	
		Tim Brandt	
Email Details:			
B <i>I</i> <u>U</u> ▲	BC	医 喜 重 ■ Styles ▼ Format ▼ Font family ▼ Font size ▼	
X 🖬 🕰 🕻	Ì	📓   番 🏭   田   田   田   田   田   田   田   田   田	
	13	<sup>1</sup> ∃ <sub>2</sub> ≩+   <sup>2</sup> <sub>11</sub> , , <sup>2</sup> , <sup>4</sup>   ⊞ ⊞   − 2 <u></u>   ×, × <sup>2</sup>   Ω <b> </b> =   ≠1 11	
	1	1639 AREE A.E. 🛧 🗛 🚰   ¶ 😣 🗊 🛏   🙂 💷 🗋 🗟	
Location:			-
The E Cen 3200 Sou	ter th D	ecker Lake Dr.	
West Vall	ey (	iity, Utah	
Recomme	ende	d Hotels:	
Cevetal Tr	5ta	<u>y America</u>	-

Display email details on web

Now, we will go over how to add a school. All the steps for adding an "Announcement" apply here as well, so I will not go over those. On the "Main" tab, there are a few extra options towards the bottom. You are able to specify a "Daily Cost", and a "Full Cost". This way, you can specify a different amount, for example, if you wish to give a price break for signing up for the entire school, rather than just part. You are also able to upload a PDF document for this school, if you wish, as well as the name and company for this event. This is the name and address that will be displayed to have the users "mail their submission/payment" to on the signup sheet. There is also a separate "Email Details" section, which is the information that will be sent to the user when they are signed up for the school. You also have the option to display this information on the website, as well. Simply check or uncheck "Display email details on web", depending on your preference.

Event	Classes	Users
Main	Permissi	ons Header

You will also notice there are additional tabs at the top of the page. The options on "Permissions" are identical to announcements, so I will not cover them here. There is a new "Classes" tab, a "Users" tab, and a "Headers" tab. I will begin with "Headers".

lame:			
rder:			
	Order	Default Color	Remove
General	1	Cyan 😽	
General Contractors	1	Cyan 👻 Yellow 💌	
General Contractors Nater Features	1 2 3	Cyan 👻 Yellow 👻 Green 👻	

You will notice a spot to add a new header. This is the header that will display at the top of the column when a user goes to sign up for classes. This is helpful, especially when there are multiple columns, and you wish to categorize them clearly. Order determines which order the columns will display. You can also specify a "Default Color", which can be overridden on a class by class basis, if you wish. This is simply the default, if no class color is specified.

Back		Update	Add Class Operating E	Expenses View Schedule
Event	Classes Users			
Registration				Delete Class
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" 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".

Event Clas	ses Users			
Tim Brandt				Delete From Class 🗌 Registered 🔲
E-Mail	Method	Amount	Туре	Paid
tbrandt@mtncom.net	PO#987665	\$ 200.00	2 Days Registration	Not Paid 👻

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".

	Update	Operating Expenses	View Schedule
Users			

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**

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

## **Operating Expenses**

Name	Description	Amount
🗆 <u>test</u>	test	\$ 100.00
		TOTAL: \$ -100.00
ation Expense	S	
Name	Description	Amount
test	test	\$ 10.00
test <u>test</u>	1001	
test t		TOTAL: \$ -10.00

## Net Earnings

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".

TOTAL: \$ -110.00

Туре:	Supplies	~
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.

JTAH GRIZZLIES HOCK	EY GAME		
)7:00 pm - 10:00 pm			
Doug Peterson 💌	Mountain Contractors Supply	801-613-3207	801-613-3229
Doug Peterson 💌	Mountain Contractors Supply Company	801-613-3207 Phone #	801-613-3229 Fax#
Doug Peterson 💌 Student PO BOX 127	Mountain Contractors Supply Company	801-613-3207 Phone # dpeterso@mtncom.net	801-613-3229 Fax#
Doug Peterson 💌 Student PO BOX 127 Address	Mountain Contractors Supply Company	801-613-3207 Phone # dpeterso@mtncom.net Attendee Email	801-613-3229 Fax #
Doug Peterson 💌 Student PO BOX 127 Address Orem	Mountain Contractors Supply Company UT 84059	801-613-3207 Phone # dpeterso@mtncom.net Attendee Email Method of Payment:	801-613-3229 Fax#

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 p	preferred class schedule.	
Design	Registration is: \$389.00 Full Seminar OR \$100.00 Per Day Mail the original form with paym arrangements to the address below. You will receive a confirmation by fax or email with 72 hours to verify your registratio the event. Please do not make a hotel or airline reservations unti have received your confirmation you do not receive a confirmation you are not registered.	ent in at iny I you I fon,
	Irrigation Technical Semina Registration Mountain States Supply - SLi 184 West 3300 South Salt Lake City, UT 84115	r C

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.