



USER MANUAL – HOW TO MANUALLY ADD TRAINEES TO EVENTS

TARGET AUDIENCE: ADMINISTRATORS

Updated October 11, 2019





EVENT MANAGER - ADD TRAINEES TO AN EVENT

Events are created based on an event template. All details entered in the template will be transferred into the events created using the template. If you do not have trainees listed in the event template, they will need to be manually added into events.

Click on the event manager module:



Double click on the event that you would like to add trainees to. Click on the "add" button:

Program: Pediatric Emergency Medicine Type: CBL/PBL Template:* SIM			
Event Details Participants Presenter	s Resources Summary	Print Event Details	
Search: + Add Actions >			
Participant	A Registration Status	Attendance Status	

Click on the User Role to choose your participants. You can add both trainees and supervisors as participants for an event. **Note:** All participants will receive evaluations to complete on the presenter and/or event.

🛗 SIM	×
Program:	Pediatric Emergency Medicine
Type: C	BL/PBL
Template:* S	Μ
Event Details	Participante Presenters Resources Summary Print Event Details
User Role:	None Selected
No user role sele	Q Search X
	Clear Selections
	Supervisor
	Trainee
	Trainee





Select all trainees to attend the event and click on "add":

_		
	Program: Pediatric Emergency Medicine Type: CBL/PBL Template:*	×
	Event Details Participants Presenters Resources Summ	nary Print Event Details
	User Role: Trainee	
	Q Search	×
	Clear Adjustions	Select All Deselect All
		•
	· • • • • • •	
	1 01-Oct-2019 03:23pm	+ Add O Cancel

All trainees selected will appear as registered on the participants tab.







IMPORTANT NOTES

- All trainees and supervisors registered into events will receive evaluations to complete on the presenter and/or event after the event takes place.
- Participants will have 14 days to complete the evaluations from the day of the event.
- If you have the same group of participants for consecutive events, please see documentation called "How to Re-Occur Events".

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca