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.
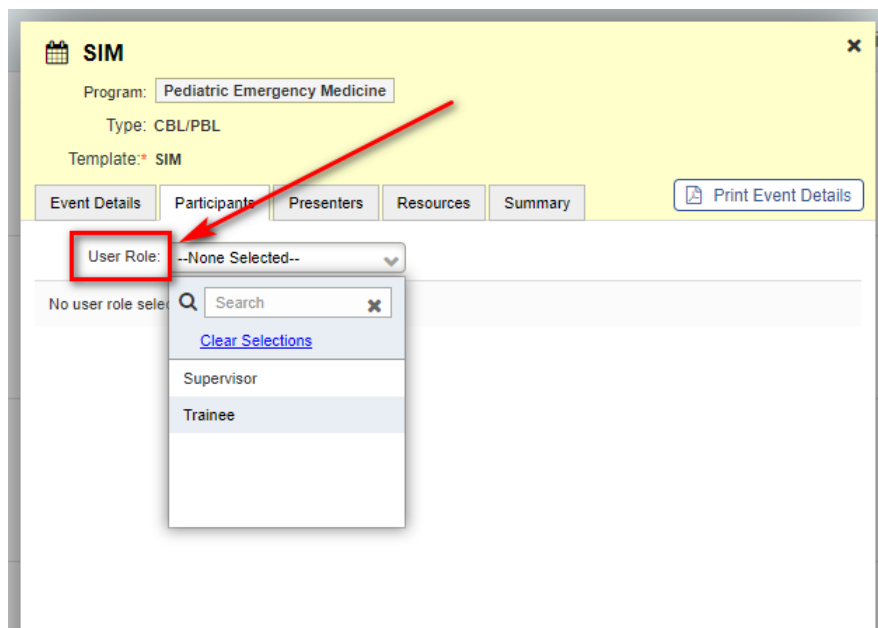
Click on the event manager module:
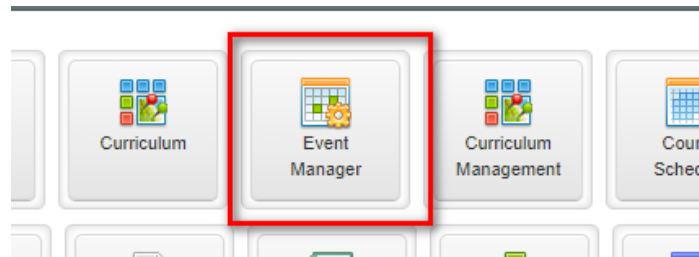
Double click on the event that you would like to add trainees to. Click on the "add" button:
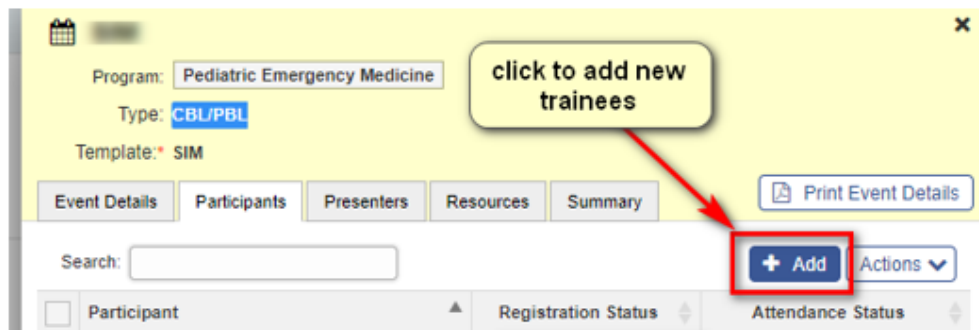
Click on the User Role to choose your participants. You can add both trainees and supervisors as participants for an event. **Note:** All participants will receive evaluations to complete on the presenter and/or event.

Select all trainees to attend the event and click on "add":
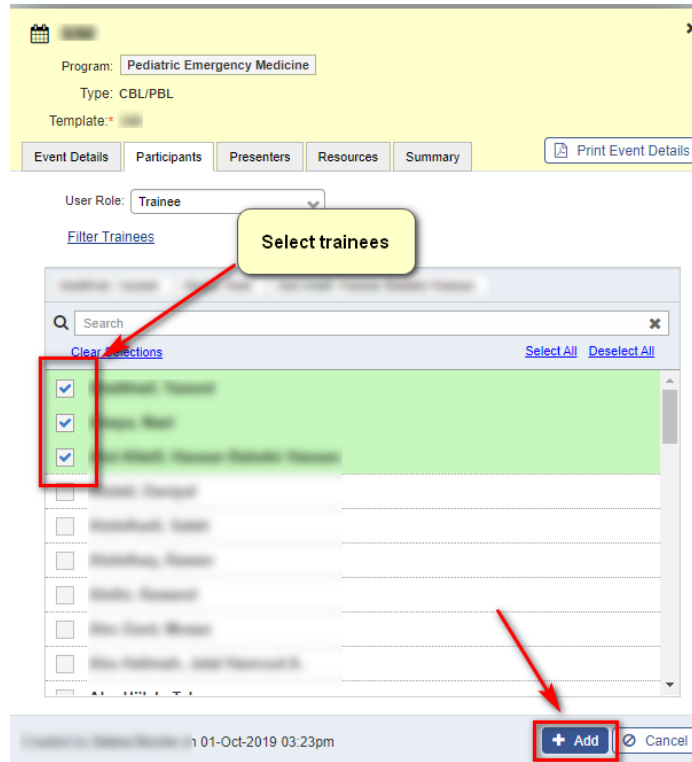
All trainees selected will appear as registered on the participants tab.
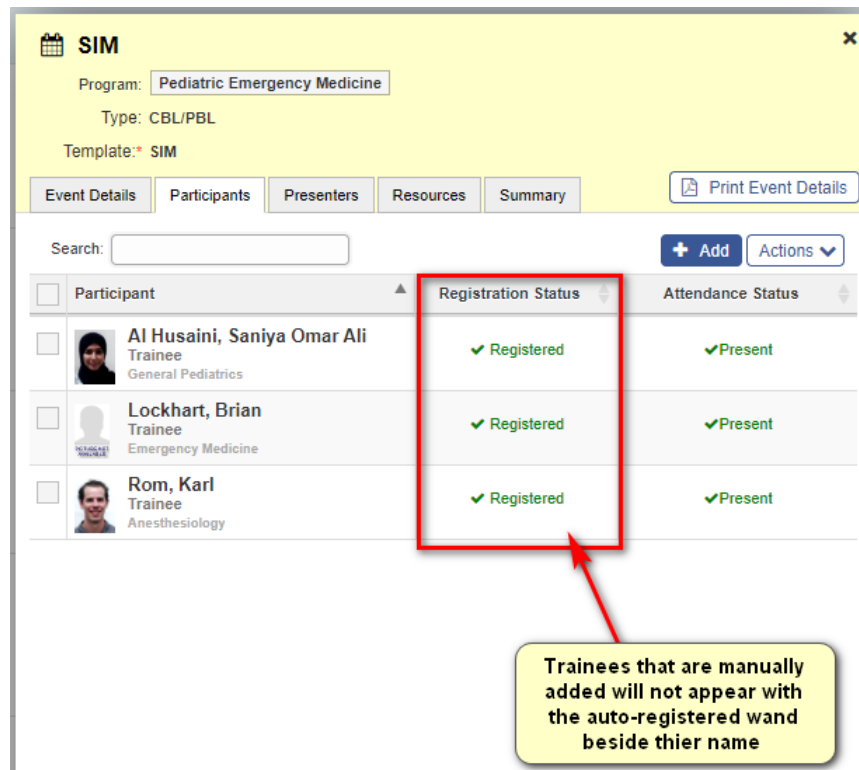
IMPORTANT NOTES

- 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