



Event Manager Instructor Start-Up Guide

Updated August 2016

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Getting Started

Welcome to Kalkomey's Event Manager! Event Manager is an easy-to-learn tool that will make it easier for you to schedule your events, invite students, manage your roster, and track your hours, all in one place.

This guide will help get you started. It covers:

1. Many of the screens that you will see.
2. Computer terms you will need to know.
3. How to start the Event Manager program.
4. How to use the features in the Event Manager.

Basic Computer Terms

This section is a quick refresher on some common computer terms.

What Is a Browser?

A browser is a program on your computer that you use to visit websites. When you turn on a computer, you see small graphic symbols on the screen. These symbols are called "icons." To get to your browser, you click its icon.

Here are the **icons** for several popular browsers.

Internet Explorer by Microsoft



Firefox by Mozilla



Chrome by Google



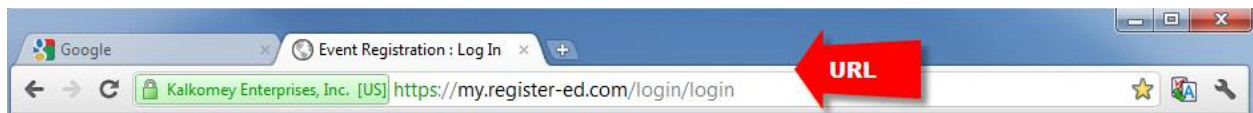
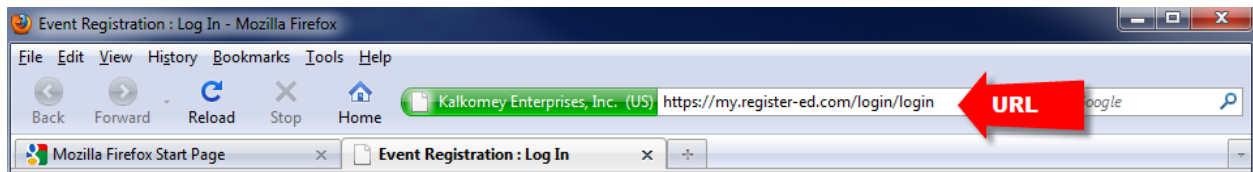
What Is the Address Bar?

After you click on a browser's icon, you see the homepage for that browser. At the top of the page is an area called the address bar. Here's one example.



What is a URL?

When you are driving a car, you use an address to find your destination. On computers, the URL is the address that takes you to a particular place on a website. For example, the URL (address) of the Event Manager login page is: <https://my.register-ed.com/login/login>.



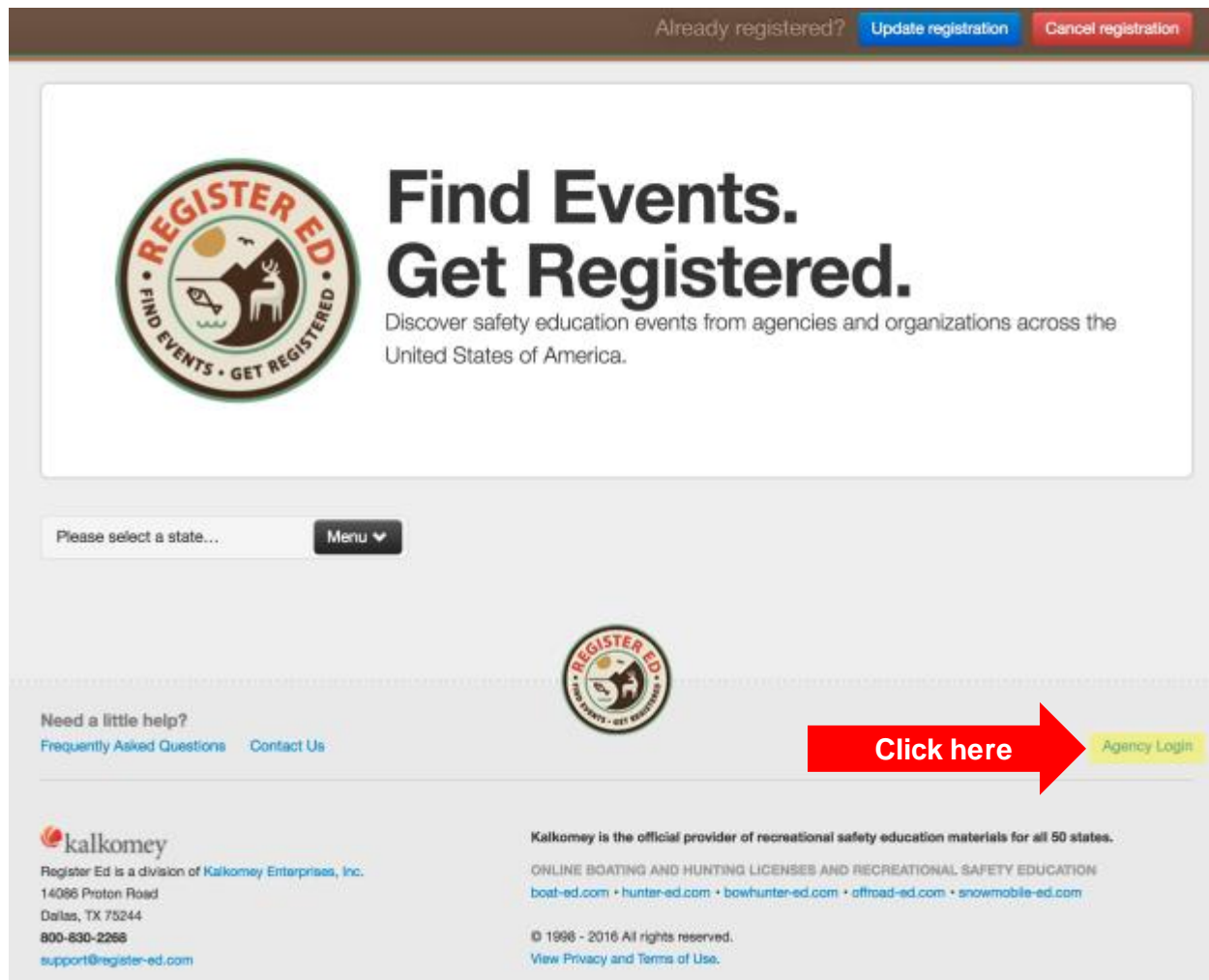
Starting Event Manager

To start using Event Manager, use your browser to access the login page. There are two ways to do this.

Method One: From Register Ed

Follow these steps.

- Click on your browser's icon to open your internet browser.
- Move the cursor to the address bar and click.
- Type in the URL for Register Ed (the visitor side of Event Manager): www.register-ed.com
- Press ENTER on your keyboard. Your browser will navigate to the public side of Event Manager, Register Ed. It should look like this, below.



- Click the **Agency Login** link in the bottom-right to navigate to the Event Manager login page.

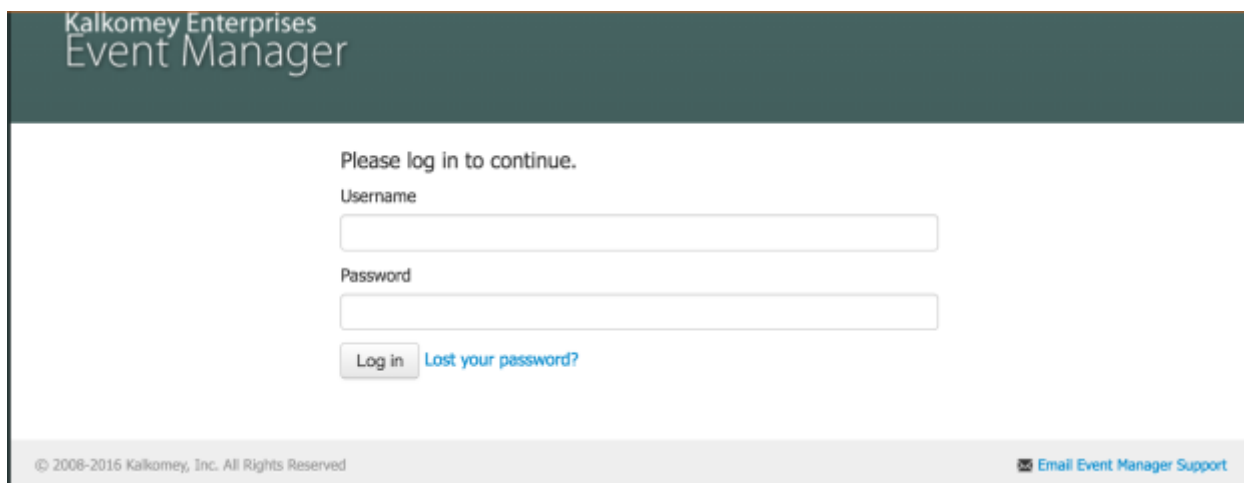


Figure 1 This is what the login page for Event Manager looks like.

Method Two: By Typing the URL

Follow these steps.

- Click on your browser's icon.
- Move the cursor to address bar and click.
- Type the URL for Event Manager: <https://my.register-ed.com/login/login>
- Press ENTER. The login page is the access point for Event Manager.

(If you are using a PDF or digital version of this guide, you can click the blue link above and you'll be routed to the login page automatically.)

Whichever method you choose, you may want to bookmark the URL on your browser for future reference.

Now that you are at the login page for Event Manager, type in your assigned username and password. Then click "Log In."

You're logged in to Event Manager! Keep reading to learn how to make the most of this resource.

Email Verification

Depending on your agency administrator's requirements, you may be asked to add or verify your email address. This is very easy to do in Event Manager.

First, log in as described above. If the system determines that you don't have a valid email address on record (and it is required by your agency administrator), you will be asked to enter an email address. If you don't have an email address, you can create one for free with many online providers (examples include Gmail and Yahoo).

If you have a valid email address, an email will be sent to you so you can verify your email.

Colorado Education Programs
Agency Administration

Logged in as JIM COLORADO
Log Out

Verify Your Email Address

✓ **Verification Email Sent**
We have sent a verification message to abitar@kalkomey.com. Please check your email and follow the instructions provided to log in to Event Manager. If you still haven't received your verification email, [request a new verification message](#) or enter your email address using the form below.

A valid email address is required. Please update your email address using the provided form.

After providing your email address, you will be sent a verification email with further instructions.

You will not be able to log in to Event Manager until your email address has been verified.

New Email Address

Email Address

Figure 2 An example of the screen that may appear if you are required to verify your email address.

You can see the email address that was used for verification in the green box at the top of the page. If you want to change your email address, you can do that on this page and an email will get sent to you to verify the new email address.

Once you receive the email, just click the blue link. You'll be returned to the site so you can log in and get back to work.

support+test@register-ed.com
Sent: Thursday, June 25, 2015 at 11:42 AM
To: Adonis Bitar

Hello, JIM T. COLORADO.

This e-mail is to let you know that your email address has been updated in Event Manager.

To verify your email address, just click the link: https://preview.wv.register-ed.com/password/email_reset/2e6c36e80176eace6c0c6b8943a14748

Thanks,
Register-Ed.com

Figure 3 An example of an email you may receive to verify your email address.

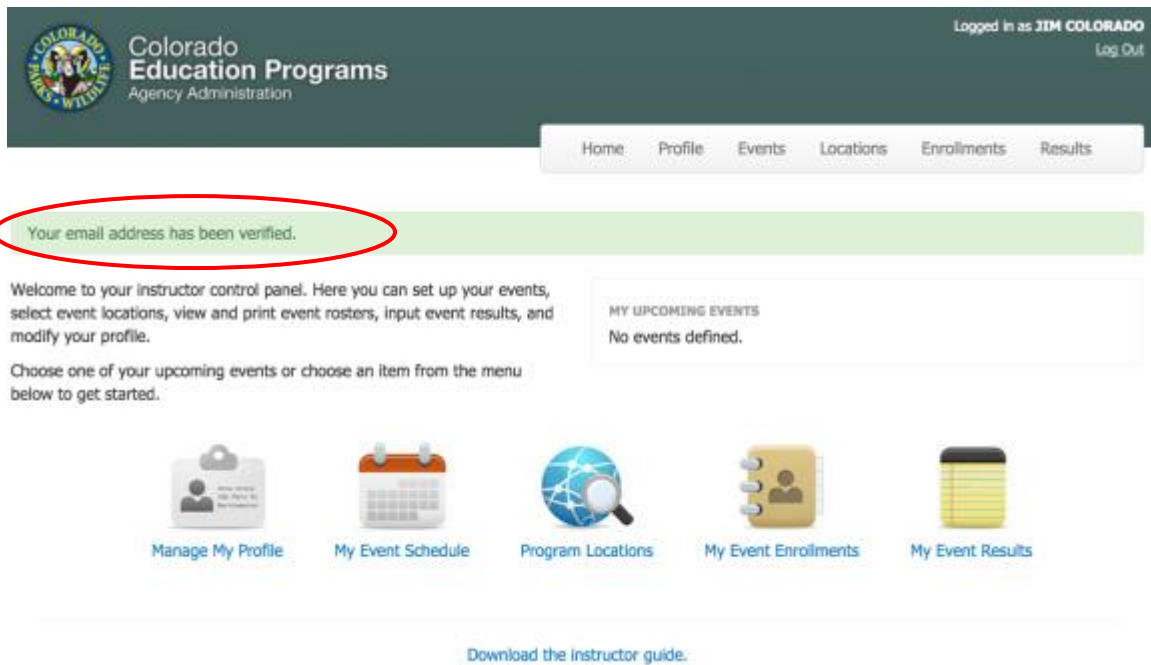
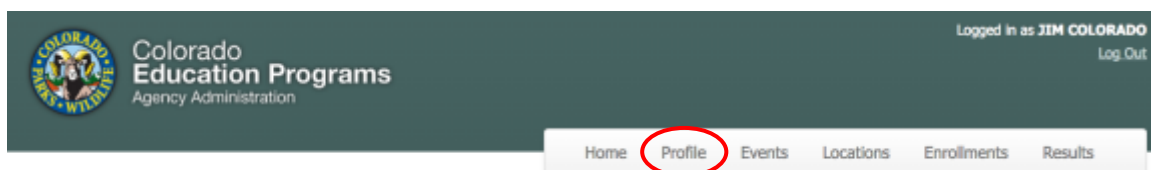


Figure 4 An example of the screen you will see after verifying your email address.

Establishing a PIN

Depending on your agency's settings, you may be required to establish a PIN before submitting results for your events. *Not all agencies require a PIN. If your agency does not, feel free to skip this section.*

You can easily create a PIN by clicking the **Profile** link in the menu on your instructor home page.

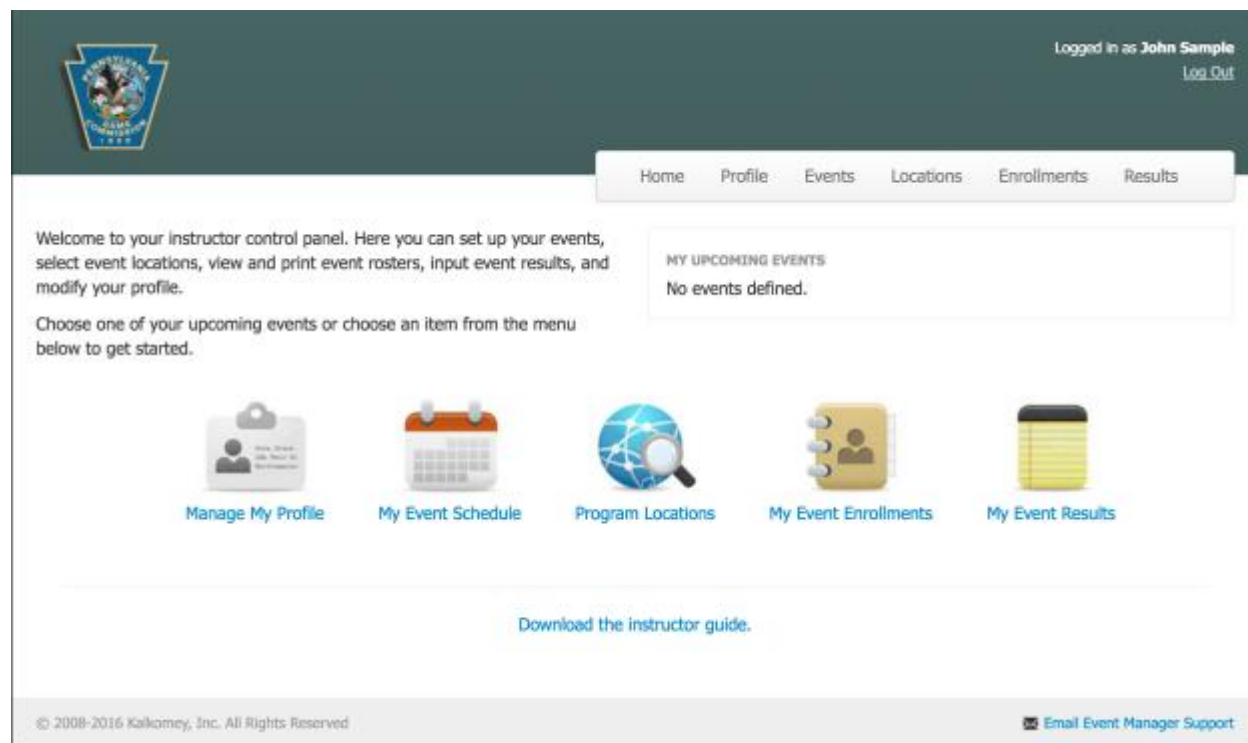


You can change your PIN and password whenever you want by accessing your profile page. To change your PIN, scroll down to the "Login Information" section, enter a PIN number you will remember, and then hit **Save**.

Your PIN will be ready for you to use immediately for submitting class results.

Understanding the Welcome Instructor Page

This is an example of what you will see the first time you successfully log in to Event Manager. In this example, user John Sample from the Pennsylvania Game Commission has just logged in.



This page contains the following information.

- **Agency logo** in the top-left shows your agency's identification logo.
- **Logged in as** in the top-right shows who is logged in—it should show your name.
- **Log Out** lets you click to exit Event Manager.
- **Menu bar**, on the edge of the dark-colored background, allows you to change pages within Event Manager.
- **My Upcoming Events** box displays a short list of your upcoming events.
- **Five large navigation icons** at the bottom of the screen provide another way to move about in Event Manager (just like the menu bar).

Using Event Manager

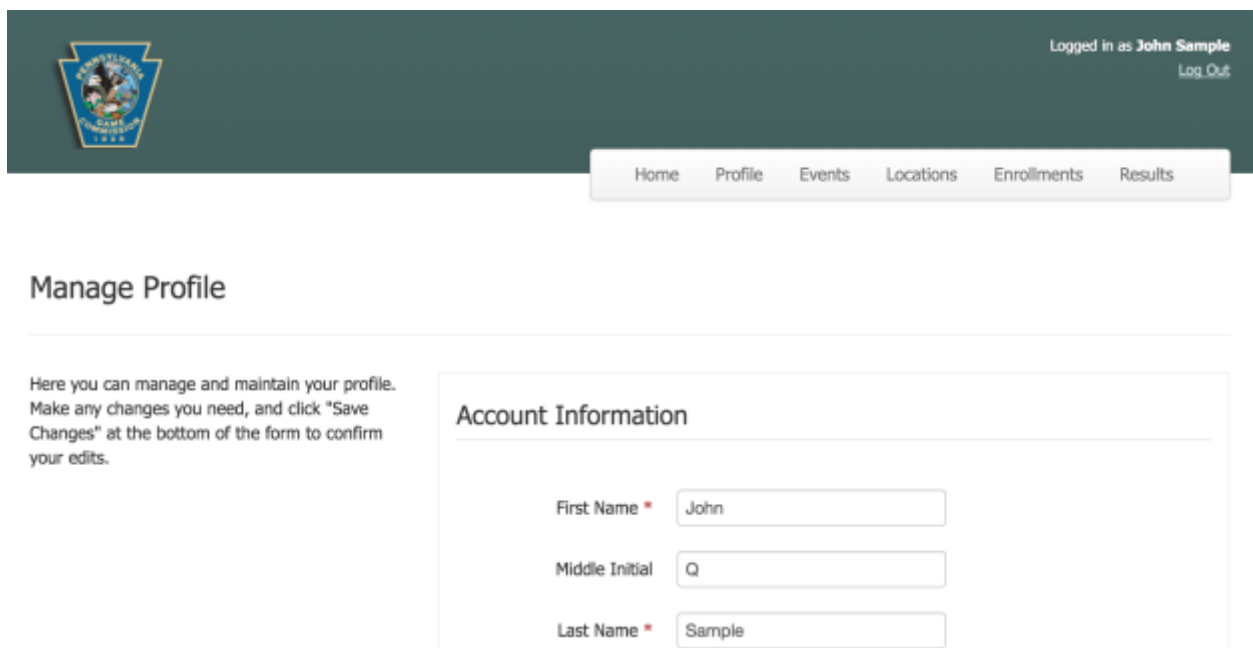
On the Welcome Instructor page, each of the features in Event Manager, except "Home," appears on the menu bar and as a navigation icon. In the list below, the name of the menu bar ("Profile") comes first; the name listed in the navigation icons ("Manage My Profile") comes second.

1. **Home:** Return to the Welcome Instructor page from any other screen.
2. **Profile or Manage My Profile:** View or update your personal information.
3. **Events or My Event Schedule:** View your calendar, or create events.
4. **Locations or Program Locations:** View available locations, or create new location.
5. **Enrollments or My Event Enrollments:** View enrollment and capacity for events.
6. **Results or the My Event Results:** Enter, review, and submit result data for events.

The following sections of this guide explain each of these features in more detail.

Profile

After you log in, you may update your personal information, such as your password, on the Manage Profile page. From the Welcome Instructor page, click on either the **Profile** option on the menu bar or the **Manage My Profile** navigation icon to get to this page.



The screenshot shows the 'Manage Profile' page. At the top, there is a dark green header with the University of Wisconsin-Superior logo on the left and 'Logged in as John Sample' with a 'Log Out' link on the right. Below the header is a navigation bar with buttons for 'Home', 'Profile', 'Events', 'Locations', 'Enrollments', and 'Results'. The main content area is titled 'Manage Profile' and contains a message: 'Here you can manage and maintain your profile. Make any changes you need, and click "Save Changes" at the bottom of the form to confirm your edits.' To the right of this message is a form titled 'Account Information' with three input fields: 'First Name' with the value 'John', 'Middle Initial' with the value 'Q', and 'Last Name' with the value 'Sample'.

Figure 5 This is an example of your profile page in Event Manager.

Figure 6 The profile page in Event Manager.



Logged in as **John Sample**
[Log Out](#)

[Home](#)
[Profile](#)
[Events](#)
[Locations](#)
[Enrollments](#)
[Results](#)

Manage Profile

Here you can manage and maintain your profile. Make any changes you need, and click "Save Changes" at the bottom of the form to confirm your edits.

Account Information

First Name *

Middle Initial

Last Name *

Suffix

Email Address

Gender *

Login Information

Username

Password

Confirm Password

Password Hint *

Secret Question *

Secret Answer *

Instructor Number*

Address 1

Address 2

City

State

Zip Code

Phone Number
(###) ###-####

Region Name*

County Name*

District Number*

Cable Restraint Certification

☐ Email (EMUser@takeemail.com)
☐ Instructor Phone Number ((972) 433-2342)

Hunter-Trapper Education

☐ Email (EMUser@takeemail.com)
☐ Instructor Phone Number ((972) 433-2342)

Hunter-Trapper Education Independent Study

☐ Email (EMUser@takeemail.com)
☐ Instructor Phone Number ((972) 433-2342)

Remedial Hunter-Trapper Education

☐ Email (EMUser@takeemail.com)
☐ Instructor Phone Number ((972) 433-2342)

Successful Bowhunting

☒ Email (EMUser@takeemail.com)
☐ Instructor Phone Number ((972) 433-2342)

Save Changes

Cancel

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Email Event Manager Support

When you have updated your profile information, click on “**Save Changes**” to save your changes.

Locations

Before an event may be created, you first must make sure its location is in the system.

From the Welcome Instructor page, click on either “**Locations**” on the menu bar OR the “**Program Locations**” icon to get to this page.

Displaying Locations

The locations depend on the program. To see a list of program locations:

- Click on the down arrow beside “Select a Program to Begin” to reveal a dropdown menu. This menu lists the programs for which you can create events.

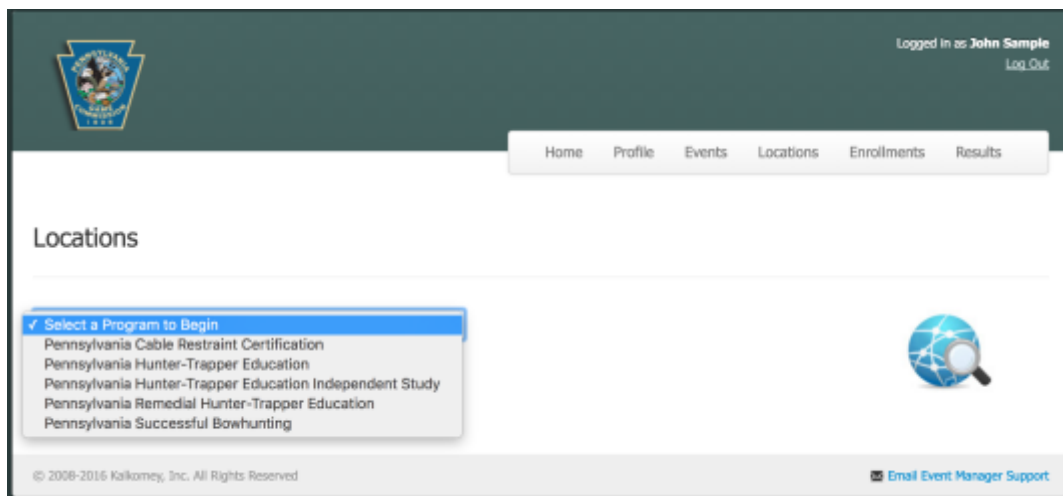
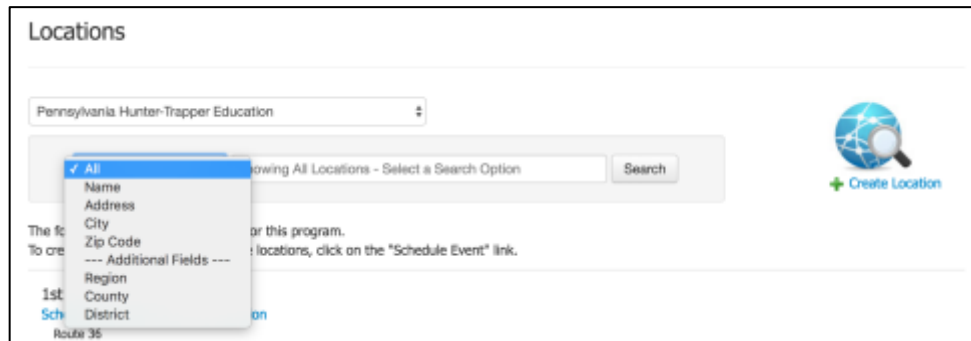


Figure 7 User John Sample can choose from a few programs.

- Click on the program you want to investigate. All locations that are available for the program will be displayed.
- Now you can search for a specific location. Click on the down arrow to display the dropdown menu.



- Click on the search option you want to see.
- Type in the requested information. Then click on “Search.”
- If your location is found, you can begin to create an event.
- If your location is NOT found, you can create the location by clicking on the “**Create Location**” link on the right-hand side of the Locations page.




Figure 8 Click this icon to create a new location for your program.

Creating a Location

To create a NEW location:

- Fill in ALL required fields. An asterisk (*) indicates a required field.
- (Optional) Manually position the red marker exactly where you want it on the map.
- When you are done, click on the “Submit” button to save your changes.

Figure 9 The Create a Location screen. Fill out all required information.



Logged in as **John Sample**
[Log Out](#)

HomeProfileEventsLocationsEnrollmentsResults

To create a new location, enter the required values in the form below.

Location Name*

Special Instructions

Address*

City*

State*

Pennsylvania

ZIP*

Phone

Room

Location Capacity (# of students)*


Region*

County*

District*

Map

Satellite




Map data ©2016 Google Terms of Use Report a map error

Refresh Map

Submit

Cancel

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 [Email Event Manager Support](#)

Events

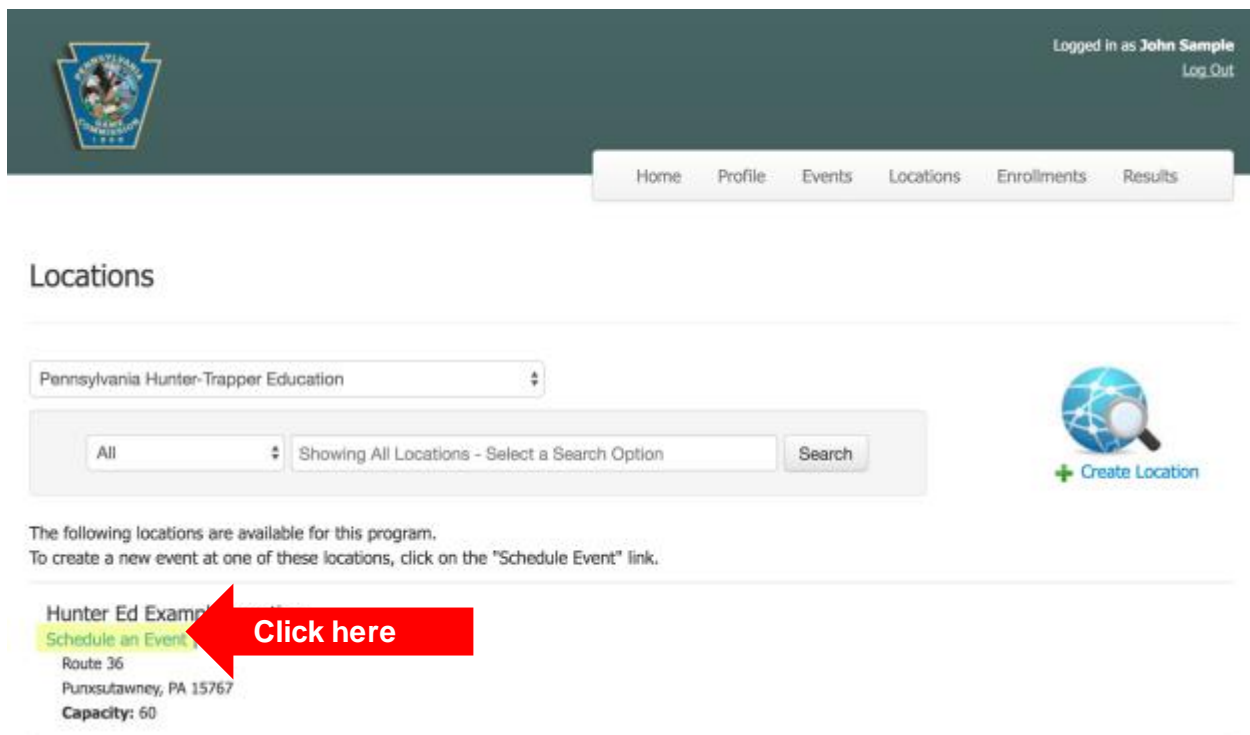
Creating an Event

You can get to the My Event Schedule page two ways:

1. From the Locations page
2. From the Welcome Instructor page

From the Locations page

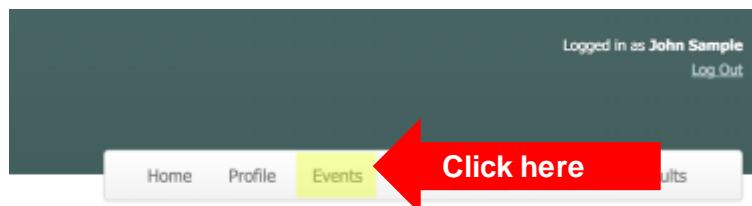
On the Locations page, you can search for an event location. When the location you want is displayed, click on **“Schedule an Event”** to schedule an event at that location.



From the Welcome Instructor page

The My Event Schedule page can be accessed from two places on the Welcome Instructor page.

1. Click on **“Events”** on the menu bar at the top of the page.



OR

- Click on the “**My Event Schedule**” navigation icon at the bottom of the page.



You will see the My Event Schedule page. This is a calendar of YOUR events.

The screenshot shows the 'My Event Schedule' page for a user logged in as John Sample. The page features a header with the Pennsylvania Department of Environmental Protection logo and a navigation bar with links: Home, Profile, Events, Locations, Enrollments, Results. Below the header, the page title 'My Event Schedule' is followed by a brief instruction: 'Your event schedule is shown below. Click on an event to view detailed information or make changes. To create a new event, select a calendar date that you wish to schedule.' A link to 'click here' is provided for viewing all events. The main content area displays '3 Events Found' and a calendar view for July 2016. The calendar shows three events: 'Pennsylvania Successful Bowhunting (3 Days)' on July 5th, 'Pennsylvania Hunter-Trapper Education Independent Study' on July 16th, and 'Pennsylvania Hunter-Trapper Education (2 Days)' on July 26th. The footer contains copyright information and a link to 'Email Event Manager Support'.

July 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 5:00 PM Pennsylvania Successful Bowhunting (3 Days) Pittsburgh, PA	6	7	8	9
10	11	12	13	14	15	16 8:00 AM Pennsylvania Hunter-Trapper Education Independent Study Montrose, PA
17	18	19	20	21	22	23
24	25	26 5:00 PM Pennsylvania Hunter-Trapper Education (2 Days) New Alexandria, PA	27	28	29	30
31						

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Figure 10 John Sample's schedule includes three events.

How to Create a New Event

- Display the correct month. Click on “Previous Month” or “Next Month,” if necessary.
- Click on the day you wish to create an event. This takes you to the **Create an Event** page.

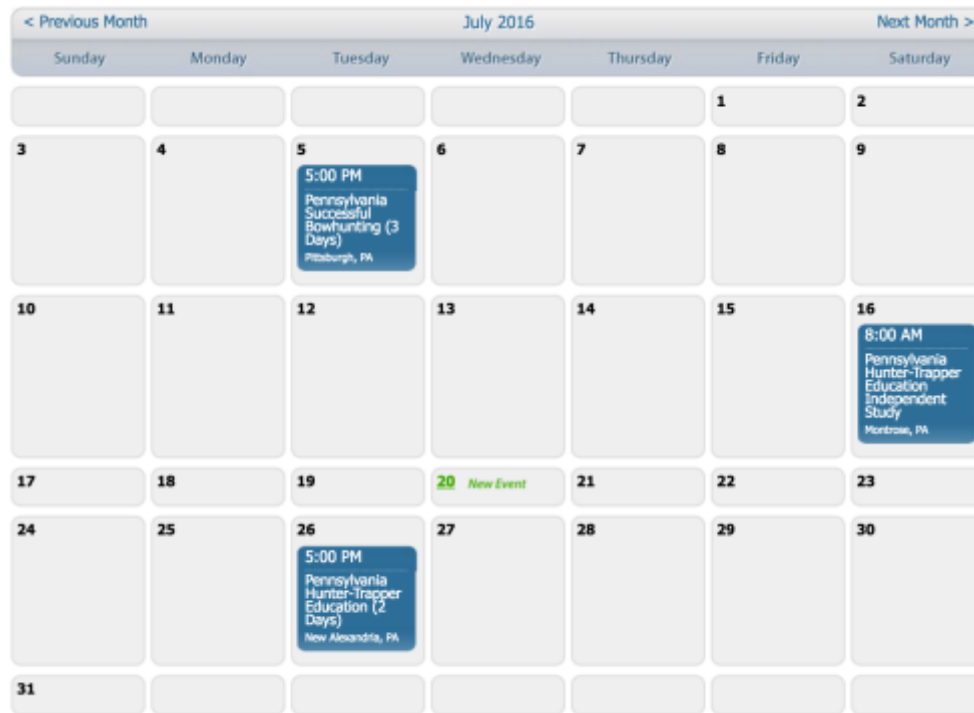


Figure 11 When you hover your mouse over a calendar square, the words “New Event” will appear. Click to create a new event.

- There are two parts to this page:
 - The Calendar side (on the left) for scheduling the dates and times for the event.
 - The Event Detail side (on the right) for defining the details of the event.



Logged in as **John Sample**

[Log Out](#)

[Home](#) [Profile](#) [Events](#) [Locations](#) [Enrollments](#) [Results](#)

Create an Event

To create an event, fill in any missing data for date, time, program and location. Web Registration Capacity defaults to the capacity that has been assigned to the selected location. However, if you wish to allow more or fewer online registrations for this event, you may edit the Web Registration Capacity.



<< July 2016 >>

S M T W T F S

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

START: : :

END: : :

Add Event Date

Current Schedule

None - Use the "Add Event Date" button

CALENDAR SIDE

Program

Pennsylvania Hunter-Trapper Education

Location

Start typing the location name(s), city, etc...

Event Capacity

Wait List Capacity

Special Instructions

Options

- This is a [public](#) event.
- This event will be visible to students: 6/13/2016 - 6/13/2016.
- Students can register for this event: 6/13/2016 - 6/13/2016.
- Students can cancel registrations: 6/13/2016 - 6/13/2016.
- Notifications are [disabled](#).
- Cancellation Notifications are [disabled](#).
- Wait list is [enabled](#). [How does wait list work?](#)

EVENT DETAIL SIDE

Cancel

Create Event

The Calendar Side of the Create an Event Page

<< July 2016 >>

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

START: [dropdown] : [dropdown] [dropdown]

END: [dropdown] : [dropdown] [dropdown]

Add Event Date

Current Schedule

None - Use the "Add Event Date" button

You can schedule one-day or multi-day events.

1. Click on a date on the calendar.
2. Use the dropdown menus to select the start time and end time for this date.
3. When you the date and time are correct, click on the **"Add Event Date"** button. You will see the event date displayed under **"Current Schedule."**
4. If this is a multi-day event, repeat steps 1-3 for each of the event dates. Each time you define the start and end times for a new date, click on **"Add Event Date"** button to add the new date to the event schedule.

Here is an example of the calendar side for a multi-day event.

<< July 2016 >>

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

START: 9 : 00 AM

END: 4 : 00 PM

Add Event Date

Current Schedule

7/20/2016 - 9:00 AM to 4:00 PM | [Remove](#)

7/21/2016 - 9:00 AM to 4:00 PM | [Remove](#)

7/22/2016 - 9:00 AM to 4:00 PM | [Remove](#)

Figure 12 A multi-day event in Event Manager. Notice how the Current Schedule section shows three days and times.

Below are the steps that were used to create this multi-day event example.

- **Select July 20 by clicking the number 20 (Day One of this event).**
 - Choose the Start Time for Day One.
 - Choose the End Time for Day One.
 - Click on the “Add Event Date” button.
- **Select July 21 by clicking the number 21 (Day Two of the event).**
 - Choose the Start Time for Day Two.
 - Choose the End Time for Day Two.
 - Click on the “Add Event Date” button.
- **Select July 22 by clicking the number 22 (Day Three of the event).**
 - Choose the Start Time for Day Three.
 - Choose the End Time for Day Three.
 - Click on the “Add Event Date” button.

The Event Detail Side of the Create an Event Page

After you complete the Calendar side, you must complete the Event Detail side.

The screenshot shows the 'Event Detail' section of a web form. It includes several input fields and a list of options. The 'Program' field is a dropdown menu with 'Pennsylvania Hunter-Trapper Education' selected. The 'Location' field is a text input with a placeholder 'Start typing the location name(s), city, etc...'. Below it are 'Event Capacity' and 'Wait List Capacity' text input fields. The 'Special Instructions' field is a larger text area. At the bottom, the 'Options' section contains a bulleted list of event settings, including visibility, registration dates, cancellation policies, and wait list status.

Program
Pennsylvania Hunter-Trapper Education

Location
Start typing the location name(s), city, etc...

Event Capacity

Wait List Capacity

Special Instructions

Options

- This is a [public](#) event.
- This event will be visible to students: 6/13/2016 - 7/20/2016.
- Students can register for this event: 6/13/2016 - 7/20/2016.
- Students can cancel registrations: 6/13/2016 - 7/20/2016.
- Notifications are [disabled](#).
- Cancellation Notifications are [disabled](#).
- Wait list is [enabled](#). [How does wait list work?](#)

To use this side of the page, start at the top.

1. **Program:** Select your program from the dropdown menu. The rest of the event detail fields on the right side of the page will display automatically.
2. **Location:** Place the cursor within the Location field and start typing the location name. After three characters have been typed, a list of locations will be displayed in a dropdown menu. Select a location.
3. **Event Capacity:** The location capacity is displayed automatically, based on the chosen location. Change the capacity, if necessary.
4. **Wait List Capacity:** If your event reaches capacity, how many people may sign up to be on the wait list? If you do not want a wait list for your event, you can click the blue “enabled” text and change the wait list to “disabled.” For more information about the wait list, click “How does wait list work?” (or read more information below).
5. **Special Instructions:** Enter any applicable event-specific instructions.

Event “Options”

The “**Options**” at the bottom of the Create an Event page allow you to customize event settings such as the event type, event visibility window, event registration window, event cancellation window, and wait list. You also can activate notifications and wait list options for an event. Each individual option can be opened by clicking on the associated blue link.

Options

- This is a [public](#) event.
- This event will be visible to students: 6/13/2016 - 7/20/2016.
- Students can register for this event: 6/13/2016 - 7/20/2016.
- Students can cancel registrations: 6/13/2016 - 7/20/2016.
- Notifications are [disabled](#).
- Cancellation Notifications are [disabled](#).
- Wait list is [disabled](#). [How does wait list work?](#)

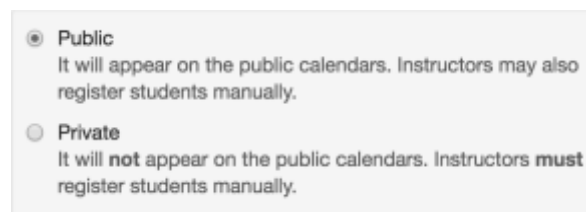
Note: If you are unable to click some or all of these options, contact your program administrator to discuss changing the approval settings for event creation.

Public versus Private Events

This setting allows you to define the event type as either public or private.

1. **Public:** The event is displayed on the public calendar.
2. **Private:** The event is NOT displayed on the public calendar.

Click on [public](#) to see the choices.



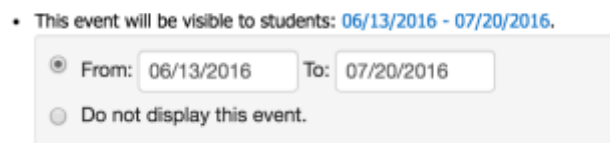
☒ **Public**
It will appear on the public calendars. Instructors may also register students manually.

☐ **Private**
It will **not** appear on the public calendars. Instructors **must** register students manually.

Visibility

The visibility setting lets you control WHEN the event will be displayed on the public calendar. This can be used to schedule future events without making them visible to the students.

Click on the dates to change them.



• This event will be visible to students: [06/13/2016 - 07/20/2016](#).

☒ From: To:

☐ Do not display this event.

Registration

The registration setting lets you define WHEN registration for an event is open.

Click on the dates to change them.

- Students can register for this event: [06/13/2016 - 07/20/2016](#).

☒ From: To:

☐ Special Registration
Students cannot register without being *manually* added or invited by an instructor. Please provide the student with appropriate registration instructions in the "Special Instructions" section above.

If your program includes the "Special Registration" option, you can enable this to limit program registration to manually invited students. Be sure to include instructions in the "Special Instructions" area to help students understand their event eligibility.

Cancellation

The cancellation setting lets you control WHEN cancellations for the event will be allowed.

Click on the dates to change them.

- Students can cancel registrations: [06/13/2016 - 07/17/2016](#).

☒ From: To:

☐ Do not allow cancellations.

You may also choose not to allow cancellations.

Notifications

This setting lets you enable or disable notifications for an event. When enabled, the primary instructor will receive an email when an online registration for the event is processed.

Click on [disabled](#) to choose whether or not an email will be sent.

- Cancellation Notifications are [disabled](#).

Receive an email when a student cancels their registration for this event?

- ☐ Yes, please send notifications by email.
(fake@email.com)
- ☒ No, disable notifications.

Wait List

This setting lets you enable or disable a Wait List for an event. When enabled, the public will be given the option to be added to a wait list when an event is full. In this case, invitations to register for the event can be sent to people on the wait list if seats become available due to cancellations.

Click on [Enabled](#) to choose whether or not a Wait List will be enabled for this event.

- Wait list is [enabled](#). [How does wait list work?](#)

Would you like to enable wait list?

- ☒ Yes, allow people to join a wait list.
- ☐ No, disable wait list.

If you have questions about the wait list, click "[How does wait list work?](#)" An information box will open to provide further information.

Wait List & Invitation Automation

Handling Wait List sign-up, sending out invitations to register, tracking invitations, and updating Wait List status are completely automated. No action is required on your part. Read below to learn how it works.



Wait List Becomes Active

When the last seat is filled for this event, Wait List automatically becomes **active***, and Wait List sign-up is displayed to students on the registration website.

*Once the Wait List is active it stays that way, even if students cancel their registrations.



Invitations Automatically Sent

Invitation emails are automatically sent to individuals on the Wait List, as seats become available, in the order they signed up. Each invitation is valid only for one registration for this event.



Invitation Expiration

If an invitation **expires***, or is explicitly declined by the recipient, a new invitation is automatically sent to the next person on the Wait List.

*Each invitation is only valid for the respective event and will expire after 24 hours.

Wait List Statuses

Invited = An invitation to register has been sent to the person's email address.

Declined = The invitation to register was explicitly declined by the person invited.

Expired = The invitation to register was not used within the allotted time period.

Completing the Process

When both sides of the Create an Event page are filled in the way you want, click on the “**Create Event**” button in the bottom-right corner of the page. This creates the event.

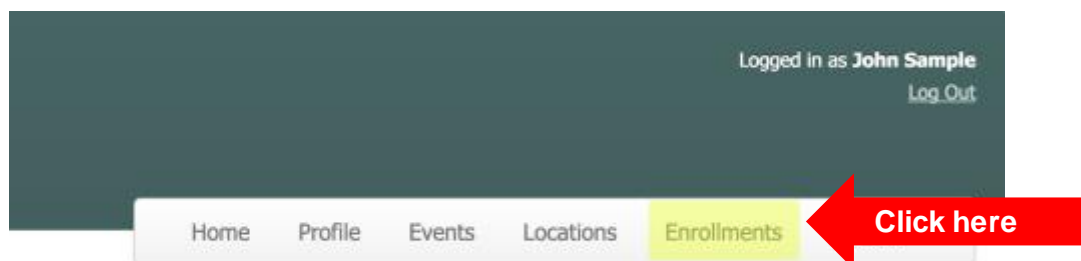
Cancel

Create Event

Enrollments

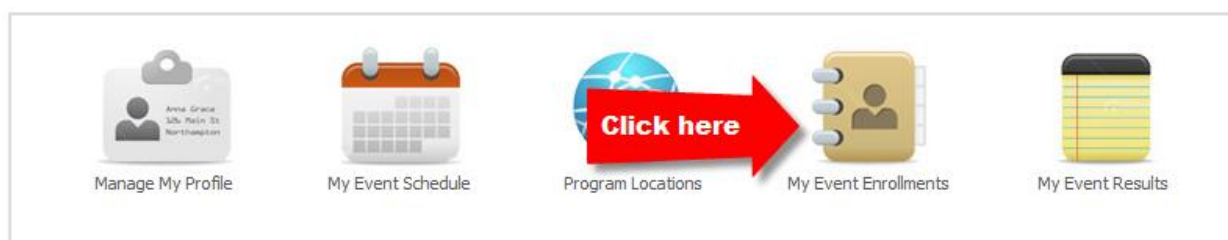
The Event Enrollment page can be accessed from two places on the Welcome Instructor page.

- Click on “**Enrollments**” on the menu bar at the top of the page.




OR

- Click on the “**My Event Enrollments**” navigation icon at the bottom of the page.



You will see the Event Enrollments page

Event Enrollments



This is a list of your scheduled events, including the enrollment count for each event.

ID	Action	Status	Event Information	Date and Time	Enrollment
70022	View	Transfer Complete	Demo Hunter Education Classroom Course Bass Pro Shops	10/31/2015 07:00 AM	
67858	View Edit Cancel	Results Submitted	Demo Hunter Education Classroom Course Bass Pro Shops	10/03/2015 10:00 AM	<div><div></div></div>
67905	View	Transfer Complete	Demo Hunter Education Classroom Course Bass Pro Shops	09/26/2015 07:00 AM	
63199	View	Transfer Complete	Demo Hunter Education Field Day Bass Pro Shop	06/30/2015 05:00 AM	<div><div></div></div>

Viewing the Roster for an Event

From the Welcome Instructor page, you can get to the roster three ways:

- My Upcoming Events:** If the event is listed, click on it to go to the roster.

MY UPCOMING EVENTS		
06/20/2016	Pennsylvania Hunter-Trapper Education	Breezewood Volunteer Fire Company
07/05/2016	Pennsylvania Successful Bowhunting	Allegheny Country Rifle Club
07/16/2016	Pennsylvania Hunter-Trapper Education Independent Study	Rush Township Fire Hall
07/26/2016	Pennsylvania Hunter-Trapper Education	Police Rod & Gun Club

Figure 13 Click the blue text to go to the roster for your event.

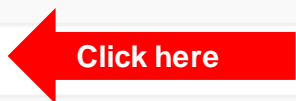
1. **Enrollments:** Click on “Enrollments” on the menu bar to display the Event Enrollments page. Then click on “**View**” to display the roster for a specific event.
2. **My Event Enrollments:** Click on the “My Event Enrollments” navigation icon to display the Event Enrollments page. Then click on “**View**” to display the roster for a specific event.

Event Enrollments



This is a list of your scheduled events, including the enrollment count for each event.

ID	Action	Status	Event Information	Date and Time	Enrollment
70022	View	Transfer Complete	Demo Hunter Education Classroom Course Bass Pro Shops	10/31/2015 07:00 AM	<div></div>
67858	View Edit Cancel	Results Submitted	Demo Hunter Education Classroom Course Bass Pro Shops	10/03/2015 10:00 AM	<div></div>
67905	View	Transfer Complete	Demo Hunter Education Classroom Course Bass Pro Shops	09/26/2015 07:00 AM	<div></div>
63199	View	Transfer Complete	Demo Hunter Education Field Day Bass Pro Shop	06/30/2015 05:00 AM	<div></div>
62495	View Edit Cancel	Active	Hunter Education Field Day Bass Pro Shop	06/06/2015 07:00 AM	<div></div>
60293	View	Transfer Complete	Demo Hunter Education Classroom Course Gibson Outpost-Shooting Range	03/02/2015 06:00 PM	<div></div>
54278	View Edit Cancel	Active	Hunter Education Field Day Addison Police Dept	02/07/2015 05:00 AM	<div></div>
53432	View Edit Cancel	Active	Demo Hunter Education Field Day Addison Police Dept	10/11/2014 01:00 AM	<div></div>
53035	View Edit Cancel	Active	Demo Hunter Education Field Day Addison Police Dept	10/04/2014 02:00 PM	<div></div>
52372	View Edit Cancel	Active	Demo Hunter Education Field Day Elm Fork Shooting Sports	09/27/2014 08:00 AM	<div></div>



Below is an example of an event roster.

Event Roster

7 / 7

0

Student View

CSV

PDF

Normal

Extended

63954

Pennsylvania Hunter-Trapper Education

Edit This Event

Unschedule & Remove

Location

Police Rod & Gun Club

Instructors

John Sample(primary)

Schedule

Tuesday, July 26, 2016

5:00pm - 7:00pm

Thursday, July 28, 2016

5:00pm - 7:00pm

Add Student

Invite Student

Add or Remove Instructors

Upload or Delete Files

Enter Results

<input type="checkbox"/>	Name (Last, First)	Address	City State Zip	Phone	DOB	PFI
<input type="checkbox"/>	Frederick, Madison	15712 Gramercy Terrace	Willard, PA 85242	(517) 803-1300	11-26-1976	
<input type="checkbox"/>	Gonzales, Aretha II	11603 Jolene Dr.	Chesterfield, PA 48600	(915) 666-0486	03-25-1983	
<input type="checkbox"/>	Hays, Otto	11578 Woodlawn Sta	Reeds Spring, PA 53864	(417) 871-3552	03-22-1958	
<input type="checkbox"/>	Hensley, Brynn	15412 Longpoint Terr	Scott City, PA 32402	(618) 722-9954	06-18-1953	
<input type="checkbox"/>	Hess, Ebony N	17174 Als Pl.	Morganville, PA 48919	(513) 966-8009	12-09-1994	
<input type="checkbox"/>	Lawrence, Quon O	5494 Diekamp Lane	Gilliam, PA 29096	(214) 384-3936	09-12-1993	
<input type="checkbox"/>	York, Iola	18636 Deerbrook Estates	Linn Creek, PA 76398	(312) 433-2634	02-07-1986	

With selected

Move to New Event

Remove from Event

Send E-mail

Go

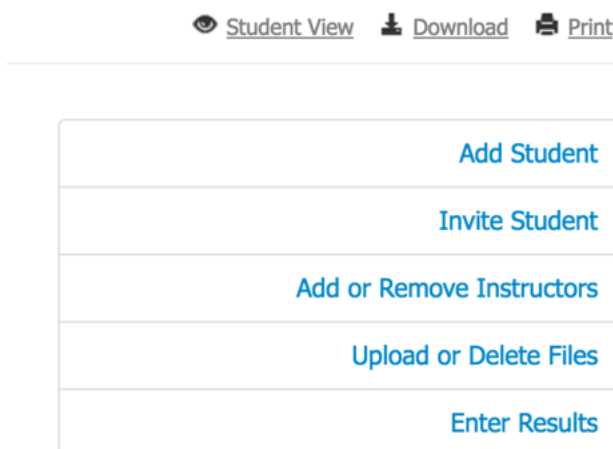
Figure 14 An example event roster filled with placeholder student information.

The event roster is where you will do most of your event management.

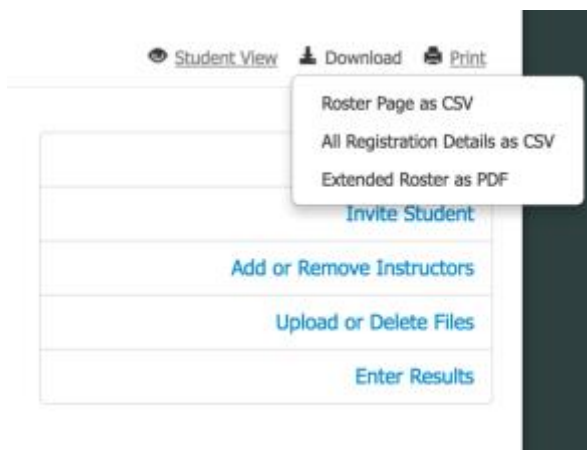
On the Event Roster page, you can:

- View information about each student.
- Edit a student's information.
- Remove a student from the event.
- Move a student to another event.
- Send an email to the students.

The links on the right side of the Event Roster page allow you to do many things.

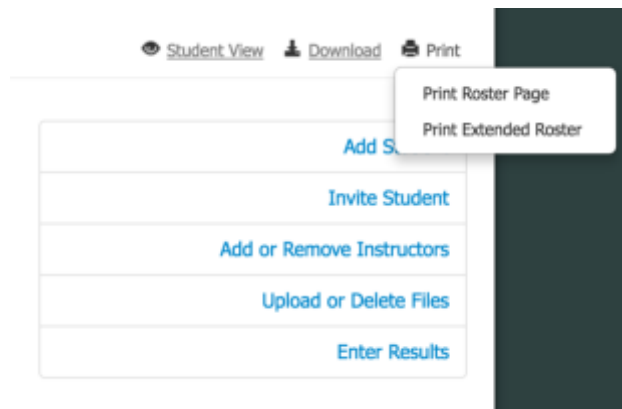


- **Student View** shows you the screen students see when they are signing up for an event.
- **Download** opens a menu of download options.



- **Roster Page as CSV** allows you to download your roster as a CSV file (editable in Microsoft Excel).
- **All Registration Details** allows you to download your roster with all registration information as a CSV file.
- **Extended Roster PDF** allows you to download the extended roster as a PDF file.

- **Print** opens a menu of printing options.

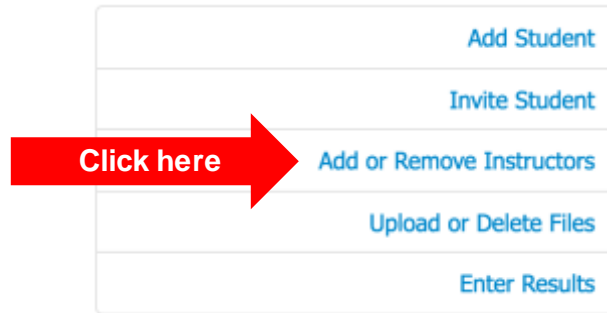


- **Print Roster Page** allows you to print your roster.
 - **Print Extended Roster** prints your roster with extended student information.
- **Add Student** allows you to manually add a student to your roster.
- **Invite Student** allows you to send emails to students inviting them to attend your event.
- **Add or Remove Instructors** lets you remove, assign, favorite, or email selected instructors.
- **Upload or Delete Files** lets you include files with your event. The files can be either:
 - Event Public Files—visible to students who register for the event.
 - Event Private Files—visible only to the instructors.
- **Enter Results** lets you upload results for your event. Depending on your agency's settings, you may input Event Information (such as completing a skills workshop), Instructor Information (such as hours volunteered), and/or Student Results (such as student grades). *This section is customized to meet your state agency's needs and will vary by state. If you have any questions, contact your program administrator.*

Adding an Instructor to an Event

To add an instructor to an event:

- Display the Event Roster page.
- On the Event Management menu, click on **Add or Remove Instructors**.



The Manage Instructors page will be displayed.

Manage Instructors

You can have more than one instructor per event but only one primary instructor. The primary instructor is listed as the contact for the event and listed as the primary instructor on the report sent to the state.

[Back to Event](#)

Current Instructors

	Role	Name	Email
<input type="checkbox"/>	Primary Instructor	Sample, John	fake@email.com

With Selected Instructors:

My Favorites ★

No favorite instructors set.

Available Instructors

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

This page has two sections.

- **Current Instructors** at the top portion of the page shows all instructors currently assigned to the event. In this example, only the primary instructor—John Sample—is on the Current Instructors list.

Current Instructors

	Role	Name	Email
<input type="checkbox"/>	Primary Instructor	Sample, John	fake@email.com

With Selected Instructors:

- **Available Instructors** at the bottom of the page lists those instructors who are “available” to be assigned to an event. There is a dropdown menu you can use to search the list of instructors

Available Instructors

All

Showing All Instructors - Select a Search (

Search

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

- With the list of instructor(s) displayed, click on the checkboxes to the left of each instructor’s name.
- On the dropdown menu at the bottom of the page, click on “**Assign Instructors.**”
- Click on the “**Go**” button to add the selected instructor(s) to the event.

Available Instructors

All Showing All Instructors - Select a Search Option Search

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

<input type="checkbox"/>	Name ^	Email
<input type="checkbox"/>	Ace, [REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	ADMIN, Hunter Education and Outreach Division	[REDACTED]
<input checked="" type="checkbox"/>	ADMIN, NCRO	[REDACTED]
<input type="checkbox"/>	ADMIN, NERO	[REDACTED]
<input checked="" type="checkbox"/>	ADMIN, NWRO	[REDACTED]
<input type="checkbox"/>	ADMIN, SCRO	[REDACTED]
<input type="checkbox"/>	ADMIN, SERO	[REDACTED]
<input type="checkbox"/>	ADMIN, SWRO	[REDACTED]
<input type="checkbox"/>	AHNER, [REDACTED]	[REDACTED]
<input type="checkbox"/>	ALLEGRO, [REDACTED]	[REDACTED]

< 1 2 3 4 5 6 7 >

With Selected Instructors: Select Action Go Click here

- Select Action
- Assign Instructors
- Add to Favorites
- Remove from Favorites
- Send E-mail

Back to Event

The **Current Instructors** list now displays the added instructors along with the primary instructor.

Current Instructors

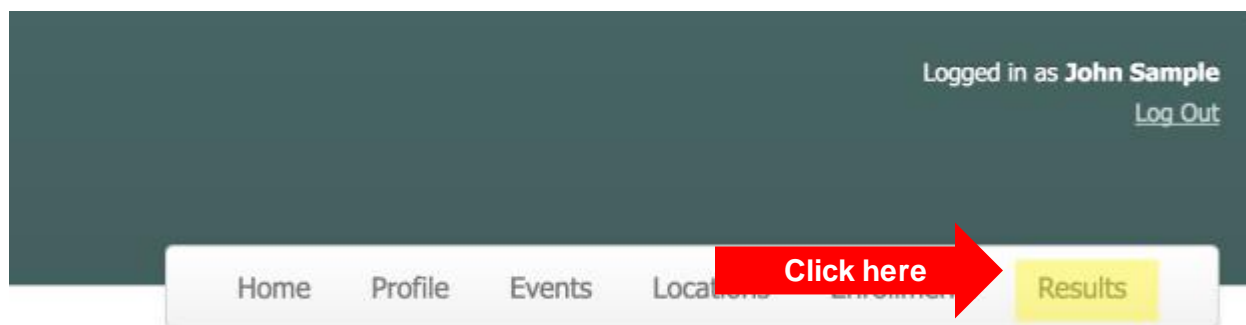
<input type="checkbox"/>	Role	Name	Email
<input type="checkbox"/>	Primary Instructor	Sample, John	fake@email.com
<input type="checkbox"/>	Make Primary	ADMIN, NWRO	fake@gmail.com
<input type="checkbox"/>	Make Primary	ADMIN, Hunter Education and Outreach Division	fake@state.gov
<input type="checkbox"/>	Make Primary	ADMIN, NCRO	fake@yahoo.com

With Selected Instructors: Select Action Go

Event Results

The Event Results page can be accessed from two places on the Welcome Instructor page.

1. Click on **“Results”** on the menu bar at the top of the page.




OR

2. Click on the “**My Event Results**” navigation icon at the bottom of the page.



You will see the Event Results page. Events listed as “Active” are the ones where you need to enter results.

You must submit results for the following events. Click on an event to enter results.

ID	Status	Event Name	Location	Date and Time	Instructor Form
63951	Active	Pennsylvania Hunter-Trapper Education	Breezewood Volunteer Fire Company	06/20/2016 at 06:00 PM	
63952	Active	Pennsylvania Successful Bowhunting	Allegheny Country Rifle Club	07/05/2016 at 05:00 PM	
63953	Active	Pennsylvania Hunter-Trapper Education Independent Study	Rush Township Fire Hall	07/16/2016 at 08:00 AM	
63954	Active	Pennsylvania Hunter-Trapper Education	Police Rod & Gun Club	07/26/2016 at 05:00 PM	

Entering Results

Entering the results for an event is a four-step process. *Note: Not every agency will require all four steps. If you have any questions, contact your agency administrator.*

- **Step 1: Event Information**
- **Step 2: Instructor Information**
- **Step 3: Student Results**
- **Step 4: Review & Submit Results**

To begin:

- Find the “Event Name” for the event that has results to be entered.
- Click on “Active” beside that name. A typical results page for an event may include some or all of the below boxes. (This is customized for your state; if you have questions, contact your state administrator.)

Please complete the following information

<p>Event Information</p> <p>Incomplete</p> <p>Edit</p>	<p>Instructor Information</p> <p>Incomplete</p> <p>Edit</p>	<p>Student Results</p> <p>Incomplete</p> <p>Edit</p>
---------------------------------------------------------------	--------------------------------------------------------------------	-------------------------------------------------------------

You must complete the requested information in all shown boxes for your event. To update the requested information, click “**Edit**” to access more detailed information.

Step 1: Event Information

For example, John Sample’s administrator requested some event information. This is what his Event Information page looks like:

Results

Print Results

63951

Pennsylvania Hunter-Trapper Education

Location	Breezewood Volunteer Fire Company	
Instructors	John Sample(primary)	
Schedule	Monday, June 20, 2016	6:00pm - 8:00pm
	Tuesday, June 21, 2016	6:00pm - 8:00pm

[Plus 1 more day. Show all.](#)

[Add Student](#)

[Add or Remove Instructors](#)

[Upload or Delete Files](#)

[Go to Roster](#)

Event Information

Conducted Skills Station*

✓

Yes

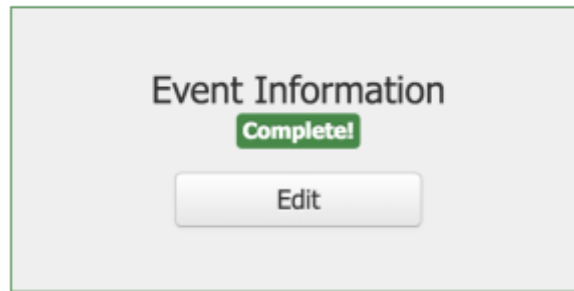
No

[Cancel](#) [Save](#)

John Sample will use the drop-down box to answer whether or not a skills station was conducted.

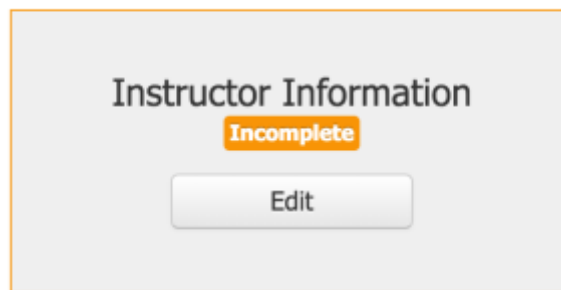
After you have entered the requested information, click the blue **Save** button to complete your results.

When the requested Event Information is completed, you will be returned to the Results page and the Event Information box will show **Complete!**. This means your changes have been saved.



Step 2: Instructor Information

If your agency administrator has requested detailed instructor information, this box will be available on the events page.



To complete the requested information, click **Edit**.

You may see a page that looks like this:

Results

 Print Results

63951

Pennsylvania Hunter-Trapper Education

Location [Breezewood Volunteer Fire Company](#)

Instructors [John Sample\(primary\)](#) [Show all instructors](#)

Schedule

Monday, June 20, 2016	6:00pm - 8:00pm
Tuesday, June 21, 2016	6:00pm - 8:00pm

[Plus 1 more day. Show all.](#)

[Add Student](#)

[Add or Remove Instructors](#)

[Upload or Delete Files](#)

[Go to Roster](#)

Instructor Information

Event instructors: [John Sample](#) [Sam Pretend](#)

John Sample

Primary Instructor, 12345678

Phone*

Total Hrs*

The number of hours the primary instructor devoted to this class.

[Clear form](#)

[Cancel](#)

Last saved on 06/14/2016 at 10:48am CDT

[Save](#)

In this example, the agency administrator has requested a phone number for each instructor as well as a total number of hours the instructor contributed to the class. John Sample's page is active (his name is listed above the grey box), so he can enter a number in the form here. If he has the additional permissions, he can also click the button for his co-instructor, Sam Pretend, and update her hours as well. *Note: instructor permissions may vary by agency.*

Be sure to read any on-screen instructions when entering your hours! Each state has different guidelines for reporting volunteer hours.

Entering a PIN

Your state agency may require you enter a Personal Identification Number (PIN) when completing your

instructor hour information. *Note: Not all agencies require this information. If your agency does not require a PIN, please skip ahead to the next step.*

If you are required to enter a PIN, your Instructor Information page may look like this:

Adonis Bitar
Primary Instructor

Download the daily hours report

Saturday, June 18, 2016 Clear form

Prep Hrs*

Class Hrs*

Range Hrs*

Trvl Time*

[+ Add Another Date](#)

PIN * **Enter PIN here**

By entering your PIN you certify that the information you have entered is correct.

☐ One or more instructors for this event **are not able** to submit event information electronically.

Cancel Save

If you have already created a PIN, type yours in the box marked **PIN**. This certifies that all the information you have entered is correct.

If you don't have a PIN, review the [Establishing a PIN](#) section to create a unique personal identification number.

After you have entered your PIN, click the blue **Save** button to save your input information and return to the Results page.

Instructor Information

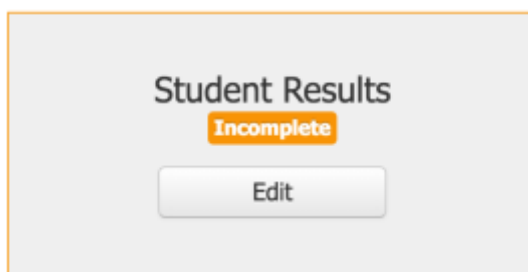
Complete!

Edit

The Instructor Information box will appear in green with the word **Complete!** when you have updated all the requested information.

Step 3: Student Results

If your agency administrator has requested that instructors complete student results, this box will appear on your results page.



To input Student Results, click the **Edit** button. You will be taken to the Student Results page. There, you will be asked to enter results for each student who attended your event.

Student Results

Enter results for each student. When finished, be sure to click the "Save" button.

Howard, Josh

[Edit Student](#) · [Remove Student](#)

Final Grade*

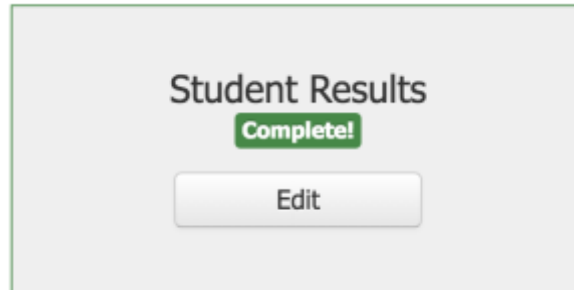
Comments

[Cancel](#)

[Save](#)

In this example, Instructor John Sample only has one student he needs to grade. He will use the drop-down box next to **Final Grade** to mark his student as Pass, Fail, or Incomplete. He can also add a comment in the empty field below. If needed, he can edit the student's information or remove the student from the event by clicking the words **Edit Student** or **Remove Student** on the right-hand side of the screen.

Fill in the fields requested by your state agency administrator and click the blue **Save** button to enter the results. This shows your changes have been saved. Then you will be returned to the Results page for your event.



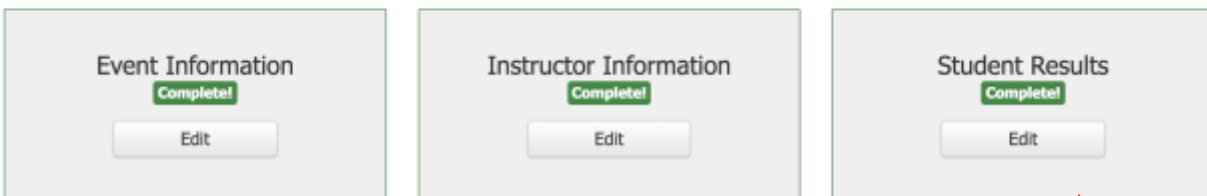
The Student Results box will appear in green with the word **Complete!** when you have updated all the requested information.

Step 4: Review & Submit Results

Note: Depending on your agency's requirements, you may have to establish a personal identification number (PIN) before submitting results. This topic will be covered in [the next section](#).

If the event is still in the future (for example, day one of a multi-day event has been completed, but there are two days remaining) and you have completed all requested information, your Results page will look like this. You can click the green **Review** button in the bottom-right of the Results page to review your results thus far.

Please complete the following information



You must complete all forms before submitting.

Click here

Review

When the event is completed and you have input all requested information, your Results page will look like this.

Please complete the following information

Event Information	Instructor Information	Student Results
Complete!	Complete!	Complete!
Edit	Edit	Edit

You must complete all forms before submitting.

Click here [Review & Submit](#)

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When you have completed all requested information, click the green **Review & Submit** button to review your data and then submit it to your agency administrator.

Review Results

Event Information

Conducted Skills Station

Instructor Information

John Sample (Primary)

Last Updated 6/14/16

Phone
Total Hrs

Sam Pretend

Last Updated 6/14/16

Total Hrs

Student Results

Howard, Josh

Final Grade
Comments

[Go Back](#)

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[Email Event Manager Support](#)

Figure 15 An example of what the Review Results page may look like.

If there are any errors, click the grey **Go Back** button in the bottom-right to return to the previous page and make your edits in the section that needs updating.

If everything is correct, click the green **Submit Results** button.

[Submit Results](#)  **Click here**

By clicking 'Submit Results' I confirm that, to the best of my knowledge, all information contained in this report is complete and accurate.

After you submit results, you will not be able to make changes to your event results. Depending on your agency's approval settings, the status next to your event may be "Results Submitted" or "Approved."

ID	Status	Event Name	Location	Date and Time	Instructor Form
63955	Approved	Pennsylvania Hunter-Trapper Education	Barrett Paradise Library	06/14/2016 at 08:00 AM	

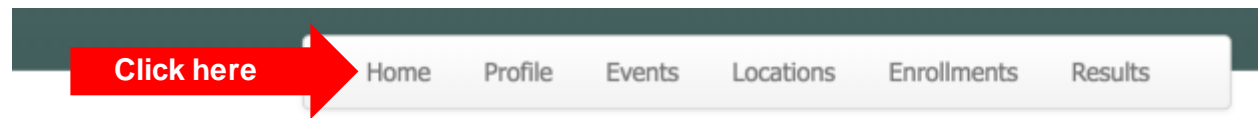
Your results are submitted!

Note: Each agency has different data on the result forms. Therefore, the examples below will be similar but will not look exactly like the result forms for your agency. If you need particular help for your agency, contact our Agency Support Services team.

Frequently Asked Questions

How do I get back to the Welcome Instructor page?

The menu bar is displayed at the top of most Event Manager pages. You can always get back to the Welcome Instructor page by clicking on “**Home.**”



Why can't I log in?

If you are on the login page and cannot log in, it is likely that either your username or password is incorrect.

If you are not yet on the login page, navigate to <https://my.register-ed.com/login/login> by clicking the underlined text on this guide or by typing the address into your browser's address bar. If you are having trouble locating the login page, you may want to reread the section [Getting Started](#).

How do I change my PIN?

If your agency administrator has required the use of personal identification numbers, you can change your PIN at any time in the Profile section of Event Manager. Review the [Establishing a PIN](#) section of this guide.

What can I access in Event Manager?

With Event Manager, you can access:

- Events that you have created
- Any events that you have been assigned to by another instructor or administrator.

What if you need access to an event, but you cannot see it? This means that you need to be added to the event by the primary instructor for that event or by an agency administrator. Once he/she has added you to the event, you will be able to access it. Instructors are added to an event by using the **Manage Instructors** menu option on the Event Roster page.

Why can't I find my event on the public calendar?

This could be an “Approval” issue. If your agency requires administrator approval to create an event, the event may be in a pending status. In this case, after the administrator approves it, the event will display on the public calendar. You may check the event roster for a detailed description of the event's status.



Other factors to check are:

- Is the event date in the past?
- Was the visibility window changed on the Edit an Event page?
- Is the event “Private”?

[I created the location, but it isn't available for me to create an event. Why not?](#)

This is likely an “Approval” issue. If your agency requires administrator approval to create a location, the location is in a pending status. When the administrator approves the location, it will be available for creating events.

[Why can't I delete my event?](#)

If you are unable to delete your event after someone has registered for it, you will need to contact an administrator to delete an event.

[Can I change the capacity for my event?](#)

Yes, capacity can be changed at the event level. The default capacity is defined on the location page. However, you can override the default capacity by changing it on the Edit an Event page.

[I want to add an instructor, but they aren't on the Manage Instructors list. Why not?](#)

Most of the time, this is because the instructor has not been given access to the specific program. As soon as an administrator gives the instructor access, he/she will be on the Manage Instructor list.

[What is the Status column on the Event Results page?](#)

Your Event Results page shows all of your events that have not been closed. The status will be one of the following.

- **Active:** The event is ready for the instructor to enter and submit the results.
- **Results Submitted:** The event's results have been submitted. An administrator will review and approve (or reject) the results.
- **Approved:** The event's results are approved.

I'm on the Event Roster page and can see all my students. How do I give them grades?

From the Event Roster, click "**Enter Results**" on the right menu bar. You may want to review the [Results](#) section of this guide.

Can I edit a location?

After a Location is created, there is a short time period when you can edit the location information. Once a location is used by an event, this becomes an administrator's task.

How do I make my email address available to students?

There are checkboxes at the bottom of your Profile page that you can check to make contact information available to students.

Can I print an event roster?

Yes. On the Event Roster page, there is a "**Print**" option on the Event Management menu.

Can I register a student?

Yes. On the Event Roster page, use the "**Add Student**" option on the Event Management menu.

Still have questions?

Call our Agency Support Services at
844-525-5603 or email agencysupport@kalkomey.com