

SD 41 Event Calendar – Reports, Attendance and Email Communication



Log into the Event Calendar.

Select **My Offerings** tab. Find the event by scrolling through the list, use the **Search** or **Type** options.

My Bookings **My Offerings**

offered by you.
k on the 'Edit event' icon. You can offer new events by clicking on the 'New event' icon.

Search: Type: Current events

Start - Prev - 1 2 3 - Next - End 1-10/26

Thursday, August 26, 2010 at 09:00AM
Staff Development Team Leadership - Event Calendar
 Welcome to our new Staff Development Event Calendar on the web! This exciting hands-on session will provide you with the steps of how to book and retrieve information on staff development learning sessions. Gather insights from your registered participants through a handy survey. Print your list of registered participants for attendance or other purposes. Or send information out to your registrants.

2 60

To view a list of your registrants, click on the **Bookings** icon.

Events My Bookings **My Offerings**

Print Details Print List Download-CSV

Log Off Back Contact

Bookings

The following users have booked the event **Staff Development Team Leadership - Event Calendar**.

Name	Email	Date of booking	Booked spaces	Status
✘ Patricia Finlay	Patricia.Finlay@sd41.bc.ca	06/29/2010 11:50PM	1	●
✘ Janet	janet.chow@sd41.bc.ca	08/24/2010 10:04PM	1	●

● Participation assured ● Waitlist ● No space available

LOG OFF BACK CONTACT PRINT PRINT DOWNLOAD CSV-FILE **BOOK**

✓ **BOOK** unavailable

SD 41 Event Calendar – Email Communication

Send an email to a registrant by clicking on their email.

Events My Bookings My Offerings

Bookings

The following users have booked the event **Staff Development Team Leadership - Event Calendar**.

Name	Email	Date of booking	Booked spaces	Status
✘ Patricia Finlay	Patricia.Finlay@sd41.bc.ca	06/29/2010 11:50PM	1	●
✘ Janet	janet.chow@sd41.bc.ca	08/24/2010 10:04PM	1	●

● Participation assured ● Waitlist ● No space available

LOG OFF BACK CONTACT PRINT PRINT DOWNLOAD CSV-FILE BOOK

Send an email to everyone registered in your session by clicking **CONTACT**.

Enter your instructions or updated information in the box.

Press **SEND**.

Contact

Please fill in the message to the participants of **Staff Development Team Leadership - Event Calendar**.

(*The email will be sent to everyone who is registered in your session. Included will also be the event description, dates and a hyperlink back to the Event Calendar website.)

Just testing - please ignore this from the Event Calendar.
Jan

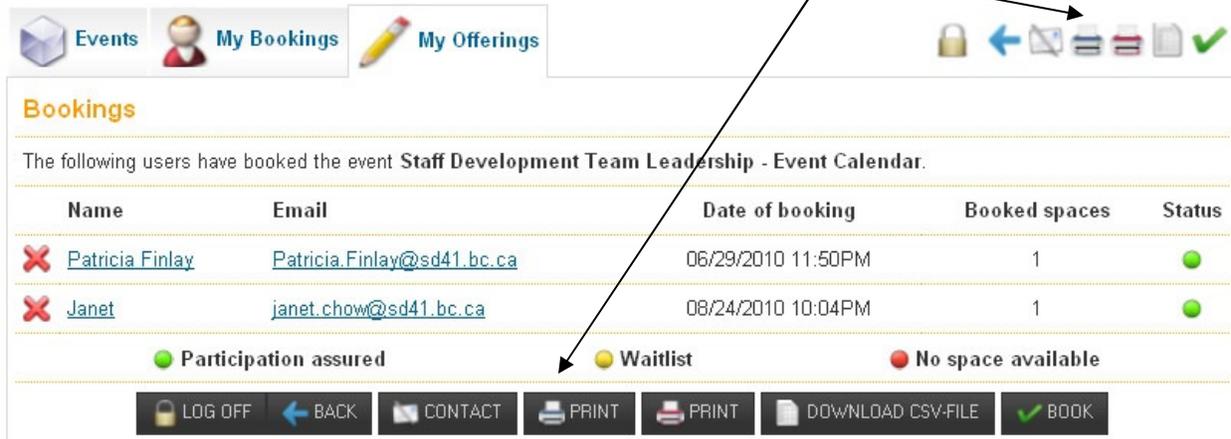
Name: Janet
Email: janet.chow@sd41.bc.ca
Booking ID: 9E6A55B6B4

Additional information
 Your Role? : trailblazer
 How do you best like to learn? :
 How would you best represent yourself?: sailboat

Staff Development Team Leadership - Event Calendar
 Welcome to our new Staff Development Event Calendar on the w
 book and retrieve information on staff development learning ses
 survey. Print your list of registered participants for attendance o

SD 41 Event Calendar — Reports and Attendance

To have a **detailed report** of your registrants, click on **blue PRINT icon**.



The screenshot shows the 'Bookings' section of the SD 41 Event Calendar. It lists two registrants: Patricia Finlay and Janet. A blue print icon in the toolbar is highlighted with an arrow. Below the table, there are status indicators: a green dot for 'Participation assured', a yellow dot for 'Waitlist', and a red dot for 'No space available'. The toolbar at the bottom includes buttons for LOG OFF, BACK, CONTACT, PRINT (blue), PRINT (red), DOWNLOAD CSV-FILE, and BOOK.

Name	Email	Date of booking	Booked spaces	Status
✘ Patricia Finlay	Patricia.Finlay@sd41.bc.ca	06/29/2010 11:50PM	1	●
✘ Janet	janet.chow@sd41.bc.ca	08/24/2010 10:04PM	1	●

● Participation assured ● Waitlist ● No space available

LOG OFF BACK CONTACT PRINT PRINT DOWNLOAD CSV-FILE BOOK

A popup window appears with a detailed list of your registrants.

Select the printer from the printer popup window that you wish to connect.

Press **OK**.

List of participants

Number: 58/10

Title: Staff Development Team Leadership - Event Calendar

Begin: Thursday, August 26, 2010 at 09:00AM

Name:	Janet
Email:	janet.chow@sd41.bc.ca
Booking ID:	9E6A55B6B4
Date of booking:	08/24/2010 10:04PM
Status:	Participation assured
Your Role?	trailblazer
How do you best like to learn?	
How would you best represent yourself?	sailboat

SD 41 Event Calendar –Attendance

To have an Attendance report, click on **red PRINT icon**.



The screenshot shows the 'Bookings' section of the SD 41 Event Calendar. It lists two bookings for the event 'Staff Development Team Leadership - Event Calendar'. The first booking is by Patricia Finlay on 06/29/2010 at 11:50PM, and the second is by Janet on 08/24/2010 at 10:04PM. Both have a status of 'Participation assured'. The interface includes navigation buttons at the bottom: LOG OFF, BACK, CONTACT, PRINT (grey), PRINT (red), DOWNLOAD CSV-FILE, and BOOK. A red arrow points from the text above to the red PRINT icon.

Name	Email	Date of booking	Booked spaces	Status
✘ Patricia Finlay	Patricia.Finlay@sd41.bc.ca	06/29/2010 11:50PM	1	●
✘ Janet	janet.chow@sd41.bc.ca	08/24/2010 10:04PM	1	●

● Participation assured ● Waitlist ● No space available

LOG OFF BACK CONTACT PRINT PRINT DOWNLOAD CSV-FILE BOOK

This report can be used for your Attendance.

List of participants

Number: 58/10
Title: Staff Development Team Leadership - Event Calendar
Begin: Thursday, August 26, 2010 at 09:00AM
End: Thursday, August 26, 2010 at 03:00PM

#	Booking ID	Name	Sign
1.	BD307A3EC3	Patricia Finlay	
2.	9E6A55B6B4	Janet	

SD 41 Event Calendar – More Reports - CSV

For advanced data collection, choose a CSV file by clicking on **Download-CSV File** icon.

Bookings

The following users have booked the event **Staff Development Team Leadership - Event Calendar**

Name	Email	Date of booking	Booked spaces	Status
✘ Patricia Finlay	Patricia.Finlay@sd41.bc.ca	06/29/2010 11:50PM	1	●
✘ Janet	janet.chow@sd41.bc.ca	08/24/2010 10:04PM	1	●

● Participation assured ● Waitlist ● No space available

LOG OFF BACK CONTACT PRINT PRINT **DOWNLOAD CSV-FILE** BOOK

Choose - **Open with Excel** or **Save File**.

Click **OK**.

Opening Staff Development Team Leadership - Event Calendar

You have chosen to open

Staff Development Team Leadership - Event Calendar
which is a: Microsoft Office Excel Comma Separated Value
from: <https://blogs.sd41.bc.ca>

What should Firefox do with this file?

Open with: Microsoft Office Excel (default)

Save File

Do this automatically for files like this from now on.

OK

Your file looks like this, which you can edit with all the features in Excel.

A	B	C	D	E	F	G	H	I	J	K	L
#	Booking ID	Name	Email	Date of booking	Time of booking	Booked spaces	Status	Your Role?	How do you best	How would you best	
1	BD307A3E0	Patricia Finlay	Patricia.Finlay@sd41	6/29/10	11:50PM	1	Participa	District Teacher	active, hands-on	kayak	
2	9E6A55B6E	Janet	janet.chow@sd41.bc	8/24/10	10:04PM	1	Participa	trailblazer		sailboat	