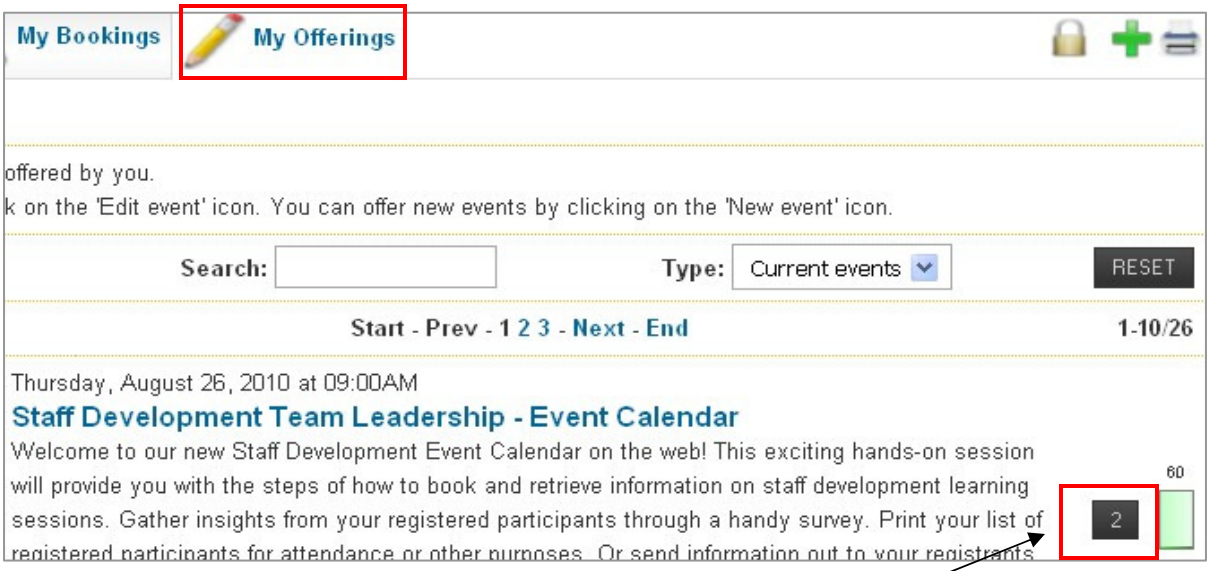
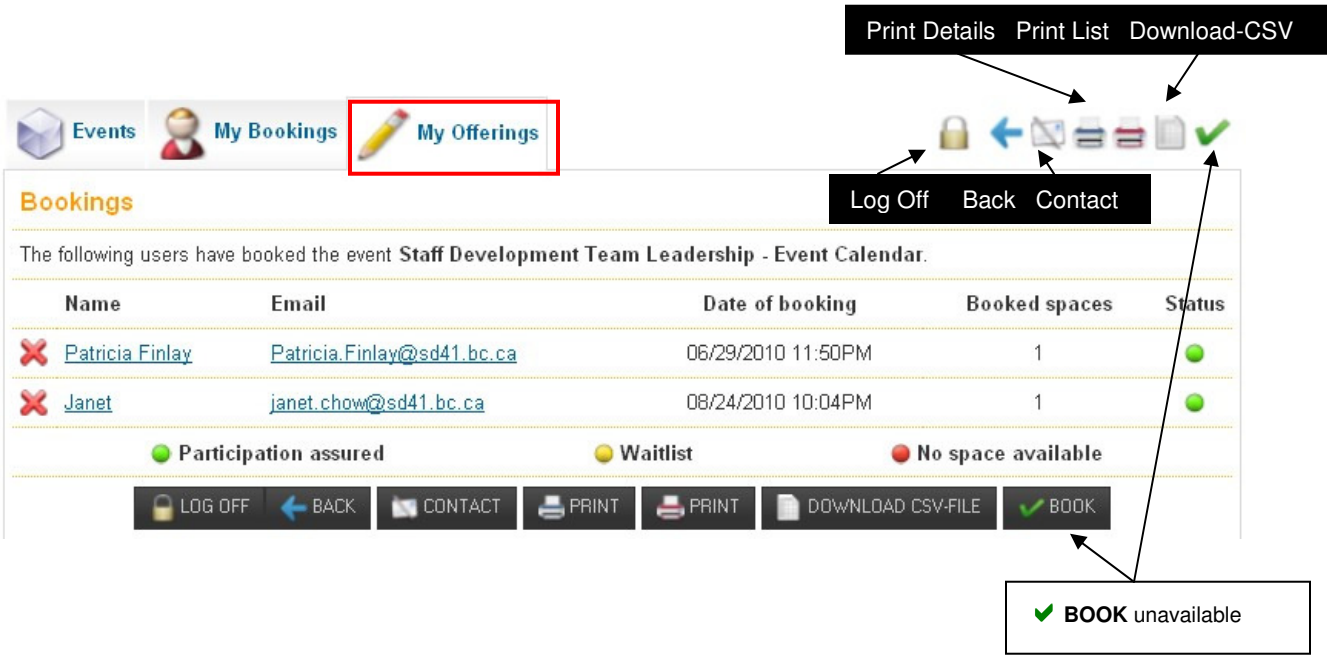
SD 41 Event Calendar –Reports, Attendance and Email Communication

Log into the Event Calendar.

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

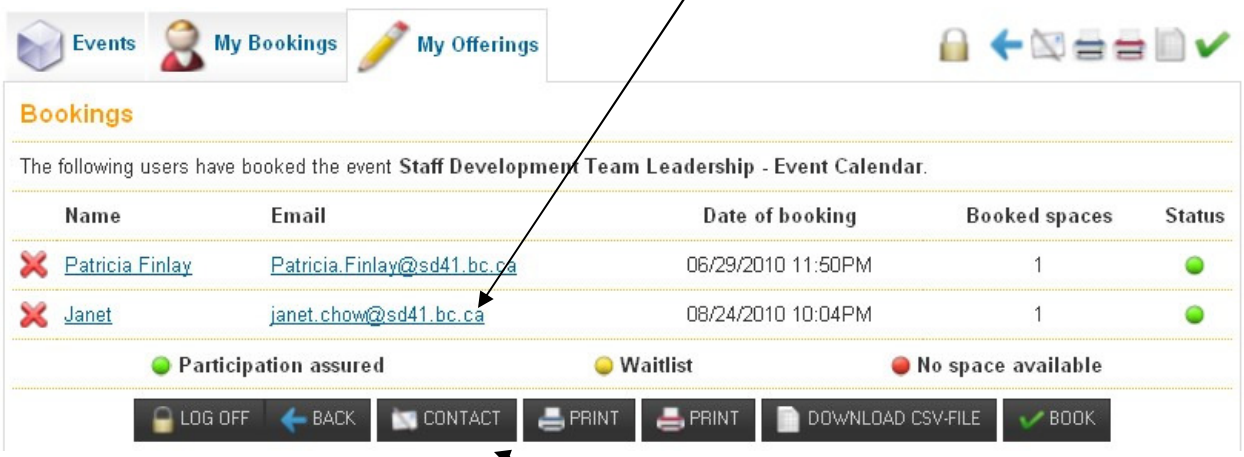


To view a list of your registrants, click on the **Bookings icon**.



SD 41 Event Calendar – Email Communication

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

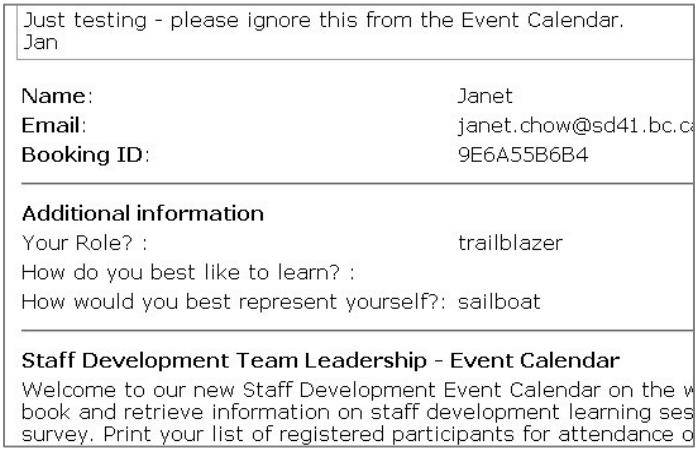


Send an email to everyone registered in your session by clicking **CONTACT**.

Enter your instructions or updated information in the box.

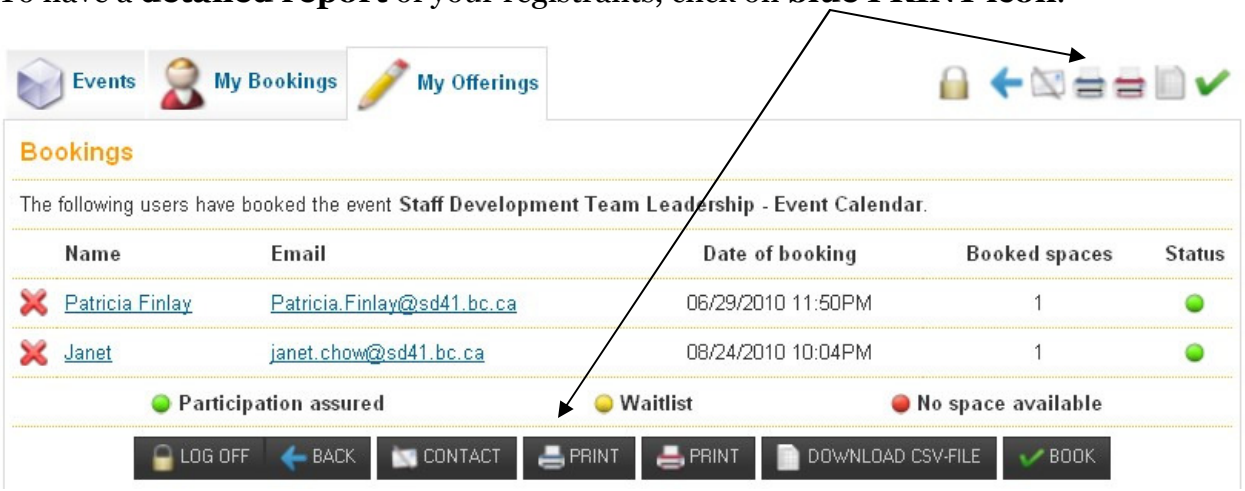
Press **SEND**.

(*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.)



SD 41 Event Calendar – Reports and Attendance

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



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**.

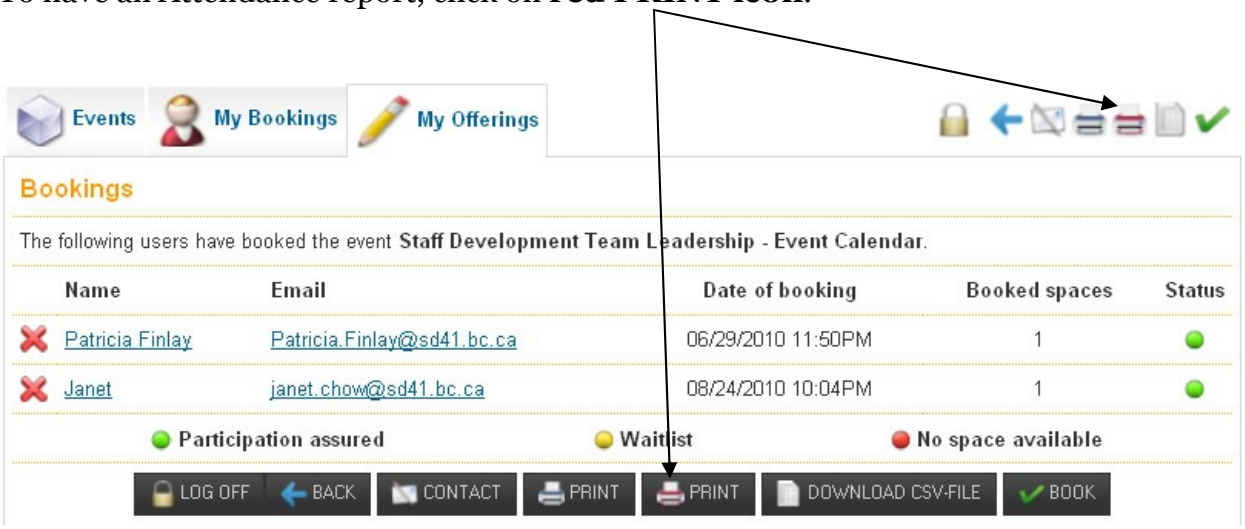
List of participants

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**.



This report can be used for your Attendance.

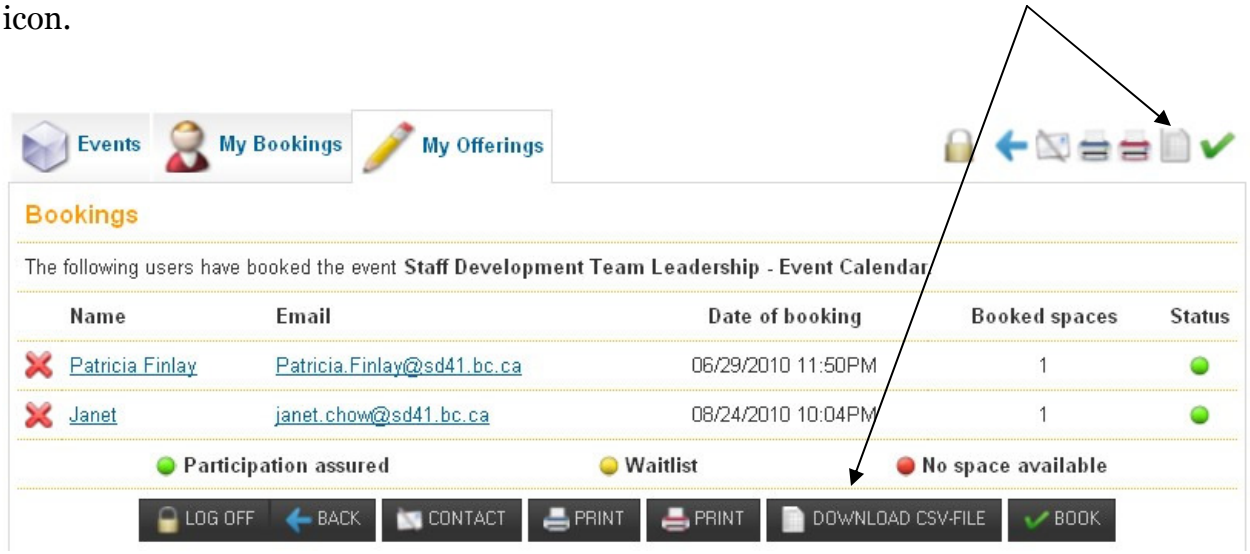
List of participants

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	

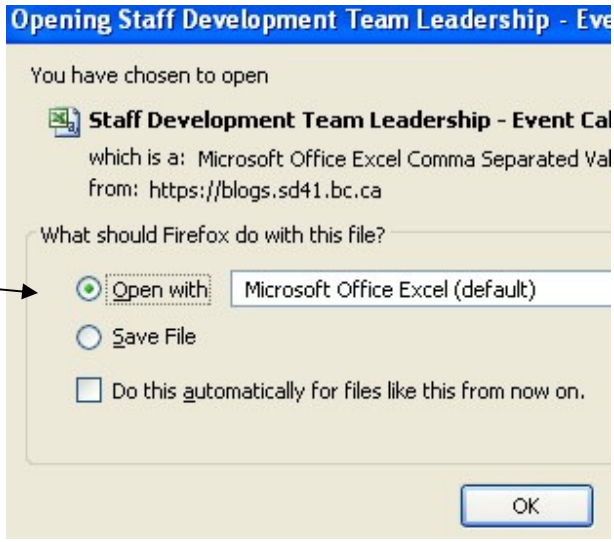
SD 41 Event Calendar – More Reports - CSV

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



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

Click **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 bo	Time of bo	Booked sp	Status	Your Role?	How do you best	How would	you best
1	BD307A3E(	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	