

Classes & Events

What Can I do Here?

- Add classes to the main site
- Add and edit recurring classes
- Organize and manage classes and events
- Manage registration options
- Add and edit class templates
- View and download registration lists.

The screenshot shows the AVIDCMS Web Site Management Console interface. At the top right, there are links for 'Change Password', 'Visit Site', and 'Log Out'. The main navigation menu on the left includes 'Manage Users', 'Department and Content', 'Global Settings', 'Universal Navigation', and 'Homepage'. The 'AVID eTools™' section is highlighted with a red circle, showing the following options:

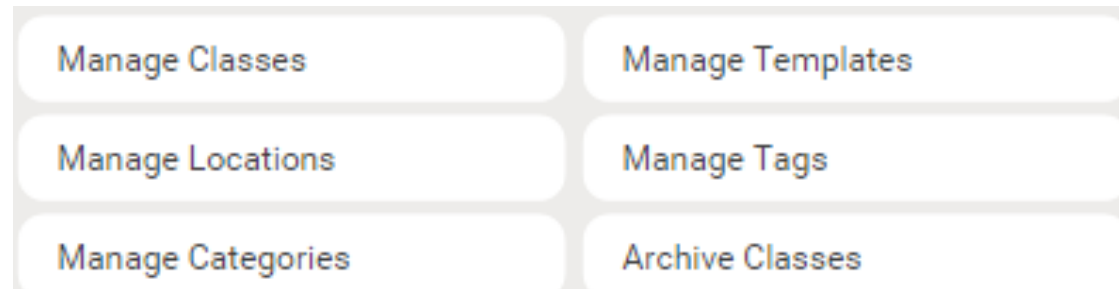
- Classes & Events:** Manage Classes, Manage Templates, Manage Locations, Manage Tags, Manage Categories, Archive Classes
- eNewsletter:** E-Newsletters, Email Groups, Email Addresses
- Form Builder:** Manage Forms, Manage Default Set
- Forms:** Contact Us, Lab Outreach, Robotic Contact, Women's Health, Cosmetic Services Requests, GME Contact Us

Whether your class/event is online, a multi-week workshop or a free one-time event, you can manage it here.

Classes & Events

Quick Action Guide

- Manage classes: add or edit classes
- Manage template: a time-saving method for classes that occur frequently
- Manage locations: add a classroom or a class location
- Tags: labels you can assign to departments
- Categories: groups of tags (ex: “Cancer” may include lung cancer, leukemia, etc.)



Classes & Events

Adding a new class

- Clicking “manage classes” on the main dashboard will bring you to this view
- Click “add new class” in the top left corner
- Make changes by clicking “edit”
- View any available registrants for classes from this view. If you do not see “View Registrations”, no one has yet signed up for your event.

Manage Classes [View Manual](#)

[Back to main menu](#)

[Add new class](#)

Current

	Title	Date ▲	Time	Published	
Edit View	Fitness In Motion	2/16/2015	6:00 PM 6:45 PM	Yes	Delete
Edit View	"I Survived STRIVE"- Ongoing Support Group	2/16/2015 2/16/2015	6:30 PM 7:30 PM	Yes	Delete
Edit View	Medical Weight Loss Class	2/17/2015	6:00 PM 6:45 PM	Yes	Delete
Edit View View Registrations (16)	Food Is Not Your Friend: Breaking the Emotional Bond with Food	2/17/2015 2/17/2015	6:30 PM 8:30 PM	Yes	Delete

“Manage Classes” is the best place to start whether you want to edit a current class, or add a new one.

Classes & Events

Adding a new class

- If your class occurs at more than one time (single) or is a recurring class (ex: meets the 1st Wednesday of every month) or at different days and time you can set it here.
- Set class start and end date and time
- If a class occurs over more than one day, it is best to indicate that in the class description rather than creating another class date.

Manage Class

Title:

Online Class?

Class Type: Single Class Recurring Class Multiple Class Times

Start Date: Start Time:
End Date: End Time:

Location:

Size:

Use Online Registration?
Close When Full?
Close On Date:

Description:

B I U S x_2 x^2 I_x

Format

Classes & Events

Adding a new class

- Selecting a location is required to save the class. Locations are listed by facility and then room.
- To enable online registration, check "Use Online Registration."
- To automatically close registration for a class when it reaches a certain size, enter the max class size and check "Close when full?".
- To automatically close registration on a certain date, enter the close date.
- Description area is a full version of the content editor – able to include images, links, etc.

Manage Class

The screenshot shows the 'Manage Class' form with the following fields and options:

- Title:** A text input field.
- Online Class?** A checkbox.
- Class Type:** Radio buttons for **Single Class** (selected), **Recurring Class**, and **Multiple Class Times**.
- Start Date:** A text input field.
- Start Time:** A text input field.
- End Date:** A text input field.
- End Time:** A text input field.
- Location:** A dropdown menu with a **Choose Location** button.
- Size:** A text input field.
- Use Online Registration?** A checkbox.
- Close When Full?** A checkbox.
- Close On Date:** A text input field.
- Description:** A rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, insert table, insert video, insert audio, and insert iframe.

Classes & Events

Display Options

- Select “Show on Main Calendar”
- Tags are set on the department level
- Tag your class by appropriate service line and nearest hospital as well as any other relevant options. This will ensure that the class will be found by people searching for classes by location and/or class type.

Display Options

Featured:

Add

Featured Instructions: Displays as featured item on the Classes and Events listing page, and displays on the homepage (if it applies). Date must be assigned to display as featured item.

Department Featured:

Department Featured Instructions: Displays under featured listing on Classes and Events main and the department page(s). Associated tag must be selected for item to appear on department calendar.

Show On Main Calendar:

Show on Main Calendar Instructions: Displays on the main calendar and Classes and Events listing page.

Show On Department Calendar:

Show on Departmental Calendar Instructions: Displays on department calendar only. Associated tag must be selected for item to appear on department calendar.

Tags:

Munson Medical Center

CPR

EMS Education

Choose Tags

Previous

Next

To see what tags are assigned to a particular department, visit the “departments” section of the CMS and click on the department. You will be able to see what specific tags are applied to the calendar.

Classes & Events

Payment Options

- If payment should be collected with the online registration, enter the cost and the general ledger number where the payment should be applied.

Is this class free?

Class Code (only enter if payment required):

Registration options:

Label	Input Type	Options	
<input type="text"/>	<input type="text" value="Select..."/>	<input type="text"/>	<input type="button" value="Add"/>

Classes & Events

Payment Options

- If class payment is charged to the patient's insurance or taken at a later date, leave the cost and class code field blank. Instead, enter the cost and payment details in the class description. This will allow a person to register online without payment.

Is this class free?
 Enter cost here...

Class Code (only enter if payment required):

Enter instructions here...

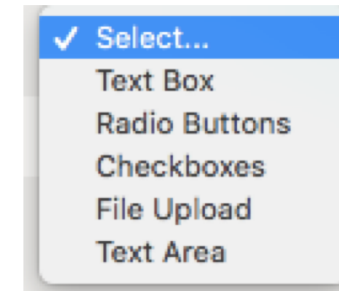
Registration options:

Label	Input Type	Options	
<input type="text"/>	Select...	<input type="text"/>	<input type="button" value="Add"/>


Classes & Events

Registration options

- Add registration option questions to collect additional information about the class registrant.
- You can select a variety of question types: text box, radio buttons, checkboxes, file upload or text area.
- For radio buttons and checkboxes, the answers need to separate by commas.
- You can use the orange arrows to change the order of the questions



Registration options:

Label	Input Type	Options (comma separated)	Req.	
▼ OB Physician	Text Box		No	Remove
▲ ▼ Due Date	Text Box		No	Remove
▲ ▼ Mother's Date of Birth	Text Box		No	Remove
▲ Support Person's Name	Text Box		No	Remove
<input type="text"/>	Select... 	<input type="text"/>		<input type="button" value="Add"/>

Classes & Events

Registration Confirmation Details

- Choose what you would like the user's email confirmation to say.
- Upload files with a confirmation to ensure only registered participants have class materials
- Add the email address(es) of people inside your organization to be notified of registration.

Message to display ABOVE receipt.

Message to display BELOW receipt.

Upload files to be sent to user when registration is complete

No file chosen

Registrar (list of email addresses separated by comma for admin notification)

Classes & Events

Creating a Class Template

- Create a template for classes that will occur frequently, but are not a recurring class
- Select “manage templates” and “add a new class template.” Complete the fields and select “Save Template.”
- When you edit class templates, this will not make changes to existing classes. You will have to make edits to the individual classes.

The screenshot displays the AVIDCMS Web Site Management Console. At the top right, there are links for 'Change Password', 'Visit Site', and 'Log Out'. The main navigation area includes 'Manage Users', 'Department and Content', and 'eNewsletter'. The 'AVID eTools™' section contains several management options: 'Manage Classes', 'Manage Locations', 'Manage Categories', 'E-Newsletters', 'Email Addresses', 'Manage Templates', 'Manage Tags', 'Archive Classes', and 'Email Groups'. The 'Manage Templates' option is circled in red. Below this, the 'Add new class template' link is also circled in red. The 'Manage Templates' table shows one entry:

Title	Date	Time
Edit Advanced Cardiac Life Support (ACLS) Renewal Course	1.11.2019	8:00 AM to 2:00 PM

At the bottom, there are three buttons: 'Previous', 'Save Template' (circled in red), and 'Create Class From Template'.

Classes & Events

Creating a Class from a Template

- Create a class from a template by selecting "edit" for the desired class template.
- Update the specific date/time and other details, click "create class from template."
- Creating a class from a template only applies to that single class.

[Add new class template](#)

Manage Templates

[Return to Main](#)

Title	Date	Time	Published	
Edit Advanced Cardiac Life Support (ACLS) Renewal Course	1.11.2019	8:00 AM to 2:00 PM	No	Delete
Edit Breastfeeding Preparation Class	5.12.2018	6:00 PM to 9:00 PM	No	Delete
Edit Basic Life Support (BLS)	7.11.2018	1:00 PM to 5:30 PM	No	Delete
Edit Advance Care Planning Workshop	6.20.2018	9:00 AM to 11:00 AM	No	Delete
Edit Pediatric Advanced Life Support (PALS) Renewal Course	6.19.2018	4:00 PM to 10:00 PM	No	Delete
Edit Diabetes Self-Management Education Classes	6.1.2018	9:00 AM to 2:00 PM	No	Delete
Edit Pre-diabetes Group Class	8.1.2018	1:00 PM to 4:00 PM	No	Delete

Previous

Save Template

Create Class From Template

Classes & Events

Viewing Registrations

- View registrations, by selecting “View Registrations.”
- View information about individual registrations, by selecting “Details.”
- The class list can be exported into an excel file, by selecting “Exporting Class Registrations.”
- The class list can be printed by selecting “Print Class Registrations.”

		Title	Date ▲	Time	Published	
Edit	View	Fitness In Motion	2/16/2015	6:00 PM 6:45 PM	Yes	Delete
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Class Registrations

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[Send Email to Class](#)

Lunch and Learn at Paul Oliver Memorial Hospital: 08/16/2018 12:00 PM to 13:00 PM
Size: 20
Total Attendees: 2

Filter: Unarchived

[Export Class Registrations](#) [Print Class Registrations](#)

	Registrant Name	Registration Date	# Attendees			
Details	Amlotte TEST, Keri TEST	07.19.18 09:10 AM	1	Archive	Send Email	Delete
Details	Amlotte TEST, Keri TEST	08.06.18 02:25 PM	1	Archive	Send Email	Delete

Classes & Events

Emailing Registrants

- Communicate with the class registrants by either selecting “Send Email to Class” or “Send Email” in the line by the registrant’s name.
- Complete the From, Subject and Body fields and then click “Send.”

Class Registrations

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[Send Email to Class](#)

Lunch and Learn at Paul Oliver Memorial Hospital: 08/16/2018 12:00 PM to 13:00 PM
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[Export Class Registrations](#) [Print Class Registrations](#)

	Registrant Name	Registration Date	# Attendees			
Details	Amlotte TEST, Keri TEST	07.19.18 09:10 AM	1	Archive	Send Email	Delete
Details	Amlotte TEST, Keri TEST	08.06.18 02:25 PM	1	Archive	Send Email	Delete

Send an Email to the Class Registrants

From:

To: All Registrants

Subject:

Body:

Classes & Events

Manual Registration

- To register someone for the class you will need to use the front end class registration for the class on the web site. There is no manual registration function from the CMS.