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.

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.)

Manage Classes	Manage Templates
Manage Locations	Manage Tags
Manage Categories	Archive Classes
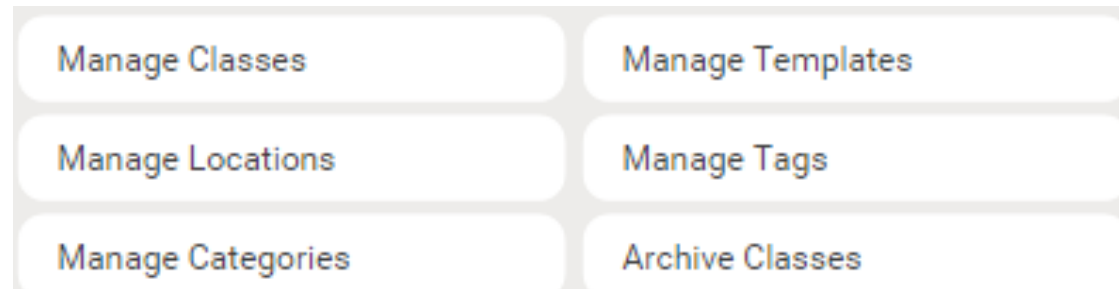
Classes & Events

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" is the best place to start whether you want to edit a current class, or add a new one.

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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   ◯ Mulitple Class Times

Start Date: Start Time:

End Date: End Time:

Location: **Choose Location**

Size

Use Online Registration? ☐

Close When Full? ☐

Close On Date:

Description:

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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.

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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.

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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.

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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

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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

Choose File | No file chosen   Upload

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.

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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

View

Return to Main

Manage Templates

	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

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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
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

Class Registrations

Back to main menu
Back to classes
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

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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."

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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.