

# IS Events

Dashboard: [www.cityofmadison.com/isevents/admin](http://www.cityofmadison.com/isevents/admin)

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*IS Events* allow you to create registrations for events and trainings. The event maintenance page provides a customized link that you may copy and paste into documents, emails, or web pages.

## Creating an Event

Click “**Add a new event**” at the top of the event list.

1. **Director:** Select the “owner” of the event. Your name will be selected automatically. The Director’s email address will be used as the return email address for any emails generated by this application. The Director may also choose to receive an email any time someone cancels their registration so they can be aware of changing participation in their events (*see Checkboxes below*).
2. **Authorized Users:** Select any other users that should be able to maintain your event.
3. **Event Name:** Enter the title of the class or event.
4. **Description:** Enter details about your event, including agenda, syllabus, etc.
5. **Confirmation Message:** You may customize the confirmation email message. The default text is “Thanks for registering - here are the event details:” followed by details for that registration and a cancellation link. Your custom message will replace the “Thanks...” text, but will not override the event details.
6. **Reminder Message:** If you like to customize the email reminder message, enter text.
7. **Cancellation Message:** If you like to customize the cancellation message, enter text.
8. **Type:** Select the event’s type. The Type will determine which of the following fields will display:
  - a. **Training:** Instructor
  - b. **Clinic:** Provider
  - c. **Volunteer:** Lead Staff
  - d. For Police only – **PD Internal:** Coordinator, **PD External:** will tie to cost.
9. **Checkboxes:** Select any that apply. Some commonly used options:
  - a. *Send email to event director on registrant cancellation:* Check if the event director would like to receive an email when someone cancels their registration.
  - b. *Allow users to register for multiple events at once:* Check if you want to allow users to register for more than one event date at one time. This is most useful for volunteer events.
  - c. *Make this event available only to City of Madison personnel:* If not checked, this event will be available to the public. If you check it, the event will be password protected.
  - d. *Include date search fields on event details page so users can narrow the list of dates:* Check if you want to allow users to filter the list of event dates. This is useful when there is a long list of event dates.
  - e. *After registration instead of displaying confirmation page, forward to:* You can link to City of Madison homepage or your agency’s landing page.
10. **Fields to include on registration form:** Select any fields you would like included on the form, and any fields that should be required for registration.

## Editing an Event

On your dashboard, click the Event name. This will bring you to the event page.

Click on “**Update Event: [Event Name]**” at the top of the page. Make desired changes, and click “**Update**”.

## Event Dates

On your dashboard, click on the Event name. This will bring you to the **event page**, where you can add and edit dates for that event.

### Creating an Event Date

Click **“Add a date for this event”** near the top of the event page.

*Note:* The first time you enter a date for your event, all fields will be blank. After you enter the first date, all new date fields will default to the values for the last date entered.

1. **Instructor** (Lead Staff, Provider, etc.): Select from the from the dropdown list.  
If the instructor does not appear in this list, click **“Maintain people/organizations”**, then **“Add a person/organization”**. Enter their information, then click **“Add”**.
2. **Location:** Enter the location of the event.
3. **Date:** Enter the date of the event. This date must be in the future.
4. **End Date:** Enter an end date *only* if different from the start date.
5. **Start Time and End Time:** Enter times in the format of 9:00 AM, 3:00 PM
6. **# Openings:** Enter the number of available openings for the event date.

Click **“Add”** to publish the Event Date.

### Editing an Event Date

Click the **date link** on the event page. *Note:* You cannot edit a past or cancelled event date.

Make desired changes, and click **“Update”**.

### Cancelling an Event Date

Find the Event Date on the event page, and click **“Cancel Event”**. On the confirmation page, click **“Cancel Event”** again.

The system will send an email to anyone registered for the Event Date notifying them the event is cancelled.

The public Event page will show the event date as **“Cancelled”** and will no longer allow registration.

## Roster & Attendance

### Roster by Event Date

Click **“View”** under Roster on the event page to view everyone who has registered for that event date.

**Cancel Registration:** Click a name to cancel that person’s registration for the event date.

**Attendance:** After an event has occurred, you can record attendance. Select attendees, then click **“Take Attendance”**.

### Roster by Event (all Dates)

To view a roster for all dates, click **“View registration list for all event dates”** on the event page.

If you have filtered the event dates, this will change to **“View registration list for dates listed below”**. This will display registration only for the filtered dates.

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#### Contact:

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