SUPER 2.0

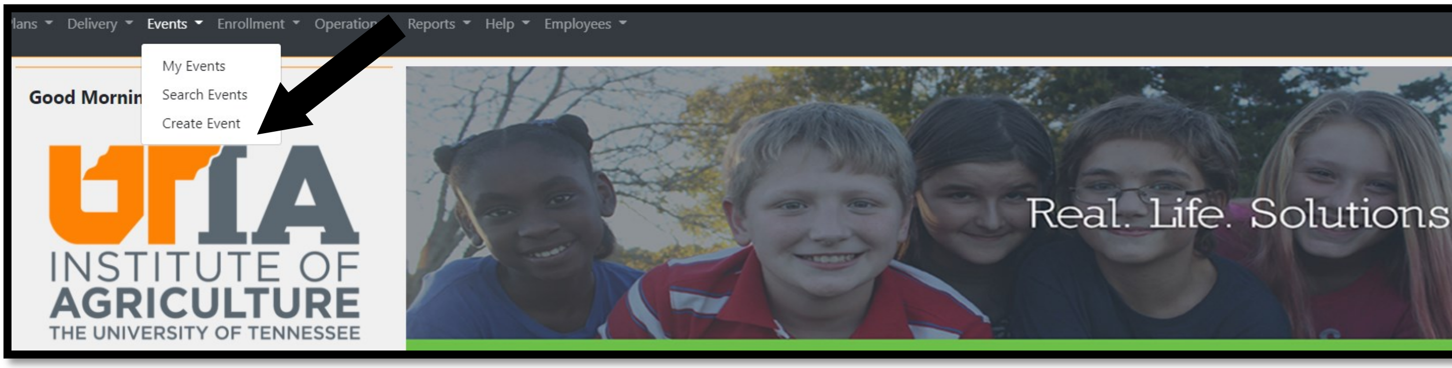
EVENT USER'S GUIDE

Table of Contents

Create Events

1

To create a new event in Super 2.0, select **Events** on the top selection bar and then click **Create Event**.



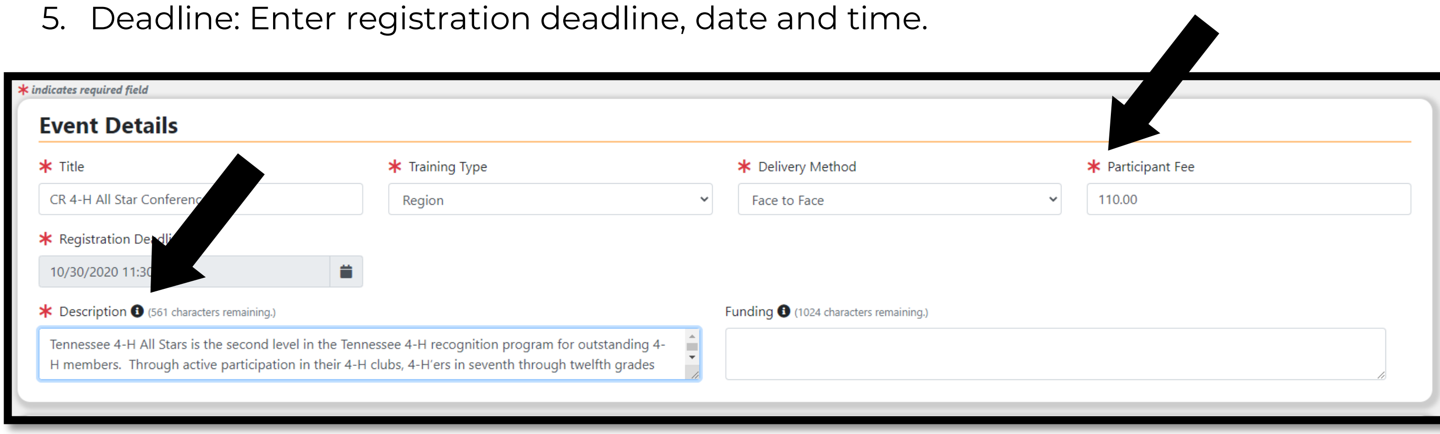
2

When the event details screen appears, begin adding event details. The **red asterisk** indicates fields that must be completed. Hovering over the ❶ will provide items to include in the section. This event details screen includes information regarding:

1. Title: Event Name
2. Training Type: County, multi-county, region, state, etc. If region or above is selected as the training type, it must go through a RPL for approval.
3. Delivery Method: Face to face, video conference and web-based.

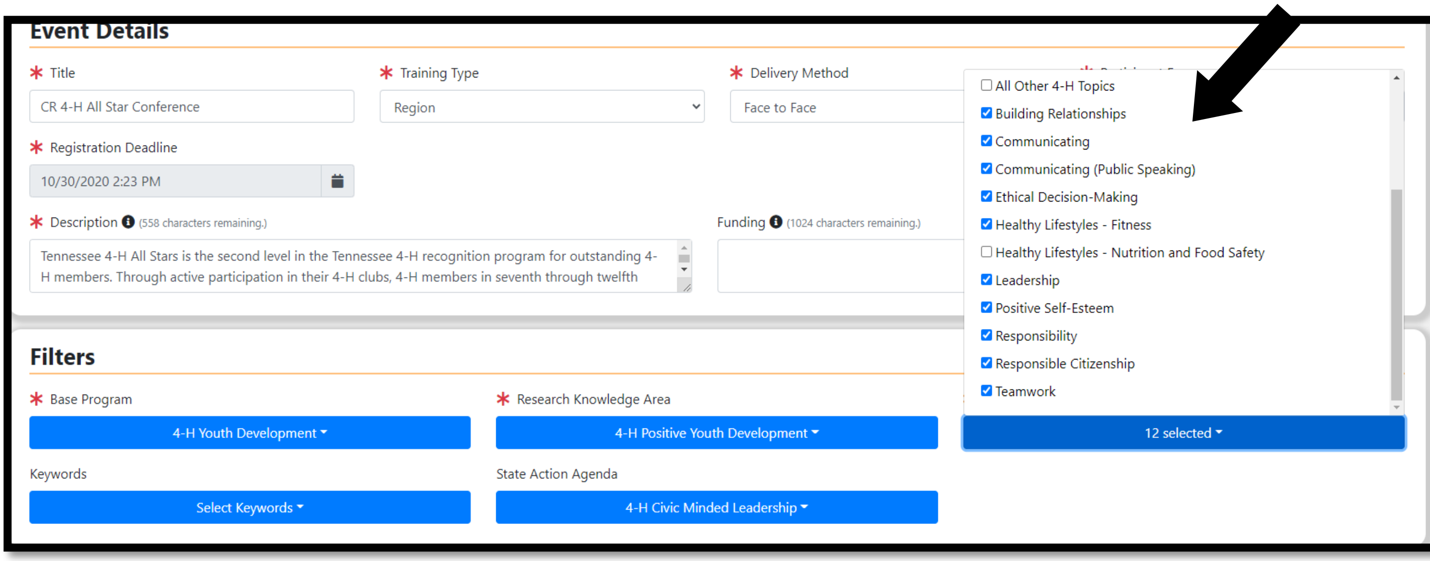
- Web-Based —general term used to describe forms of education, instruction, and learning that do not occur in the same place or at the same time. Examples: recorded presentations, on-line courses and game-based learning tasks.

4. Fee: Enter cost of event. If no cost, enter 0.
5. Deadline: Enter registration deadline, date and time.



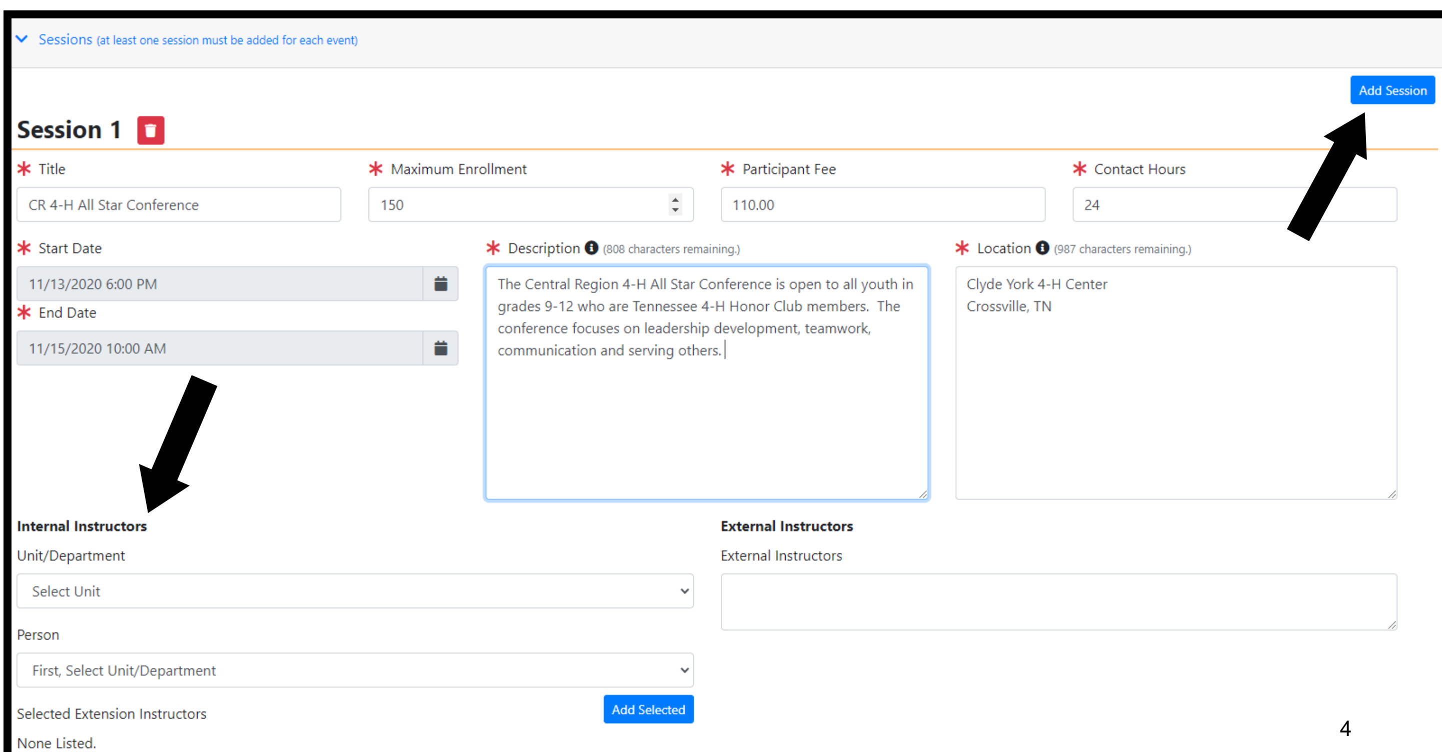
3

In the filters section of **My Events,** enter base program, research knowledge area and topic. Keywords and state action agenda are optional. Identical keywords are also located in the delivery section.



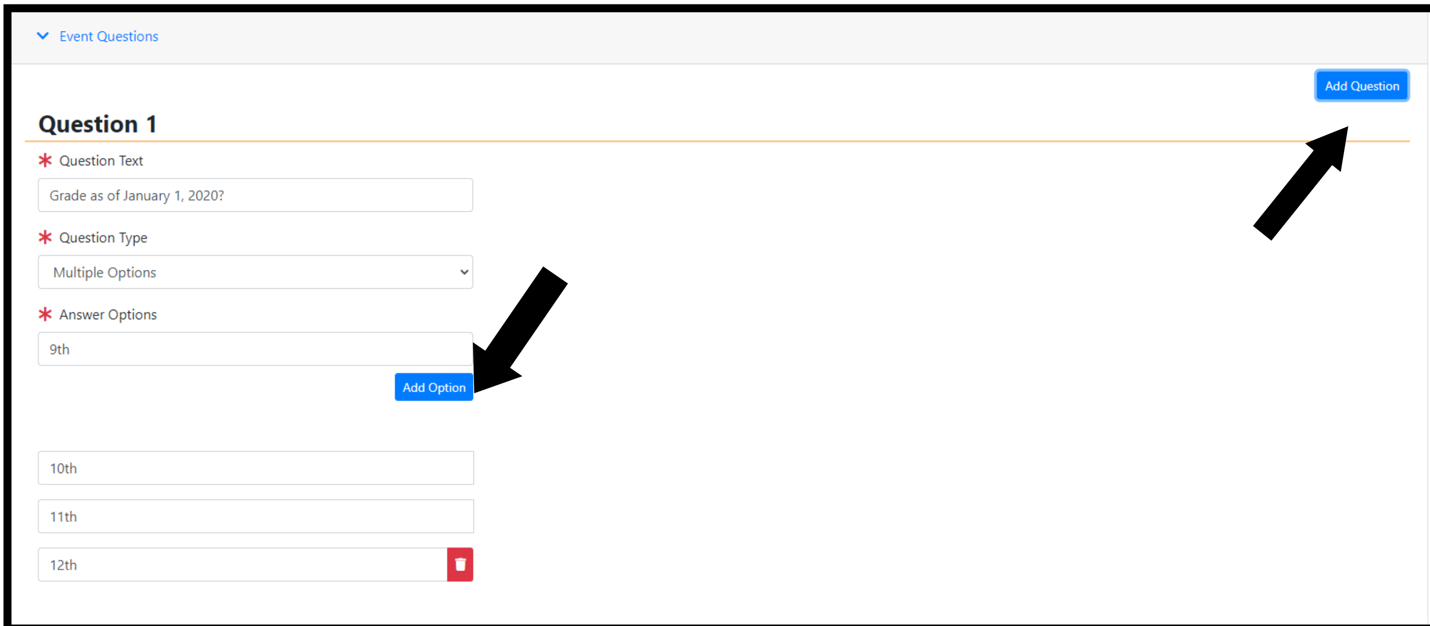
4

Sessions should be added next. At least one session should be added for each event. Information for each session should include: session title, maximum enrollment, fee, contact hours, event start and end date, time, description of the session and location. The event manager also had the option to add internal and external instructors to the event. Participant fee and contact hours will aggregate.



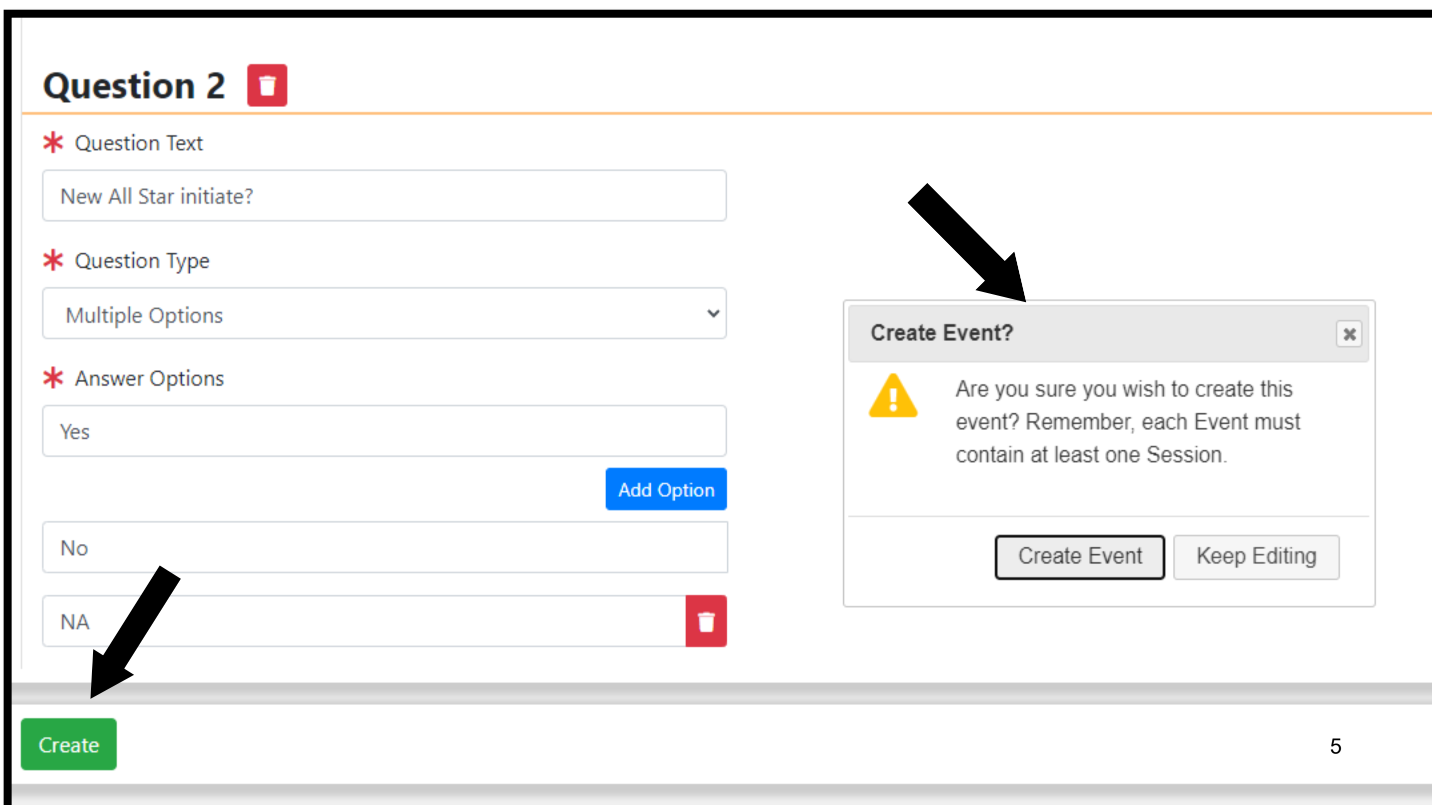
5

Questions relative to sessions offered are added by clicking the down arrow. Questions types offered include free text, multiple options, and single option. Click the blue **Add Option** button to add answers to questions. To add additional questions click the blue **Add Question** button.



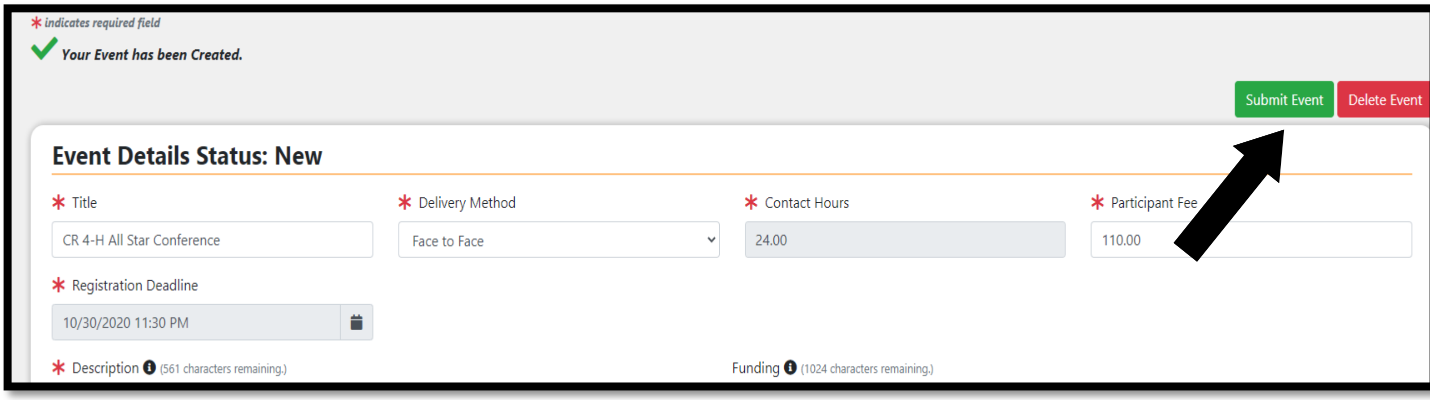
6

When all questions have been added for each session, click the green **Create** button to create the event. A warning box will appear to clarify successful completion of event and sessions.



7

A new screen will appear, indicating the event has been created. Review details of the event and click the green **Submit Event** button to send the event through the approval process. County events do not have to be approved. Regional events created by the regional staff do not require approval. This screen also allows the event to be deleted by clicking on the red **Delete Event** button.

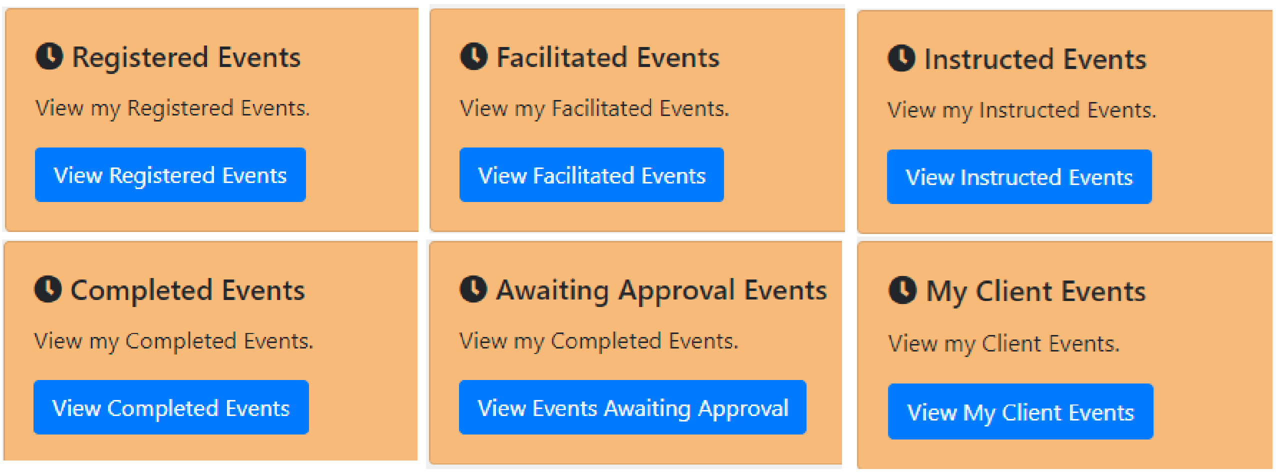


My Events

1

In Super 2.0, click **Events, My Events**.

The following will be displayed.



2

Instructors

Get a List of Participants for Your Event

a) Click View **Instructed Events.**

b) Click the blue clipboard

- Note: To export the list in Excel, click

View Detailed Information About Your Event

a) Click **View Instructed Events.**

b) To see more detailed information, click the blue clipboard

- Note: Instructors can view details, but can not edit an event .

3

Facilitators

Make Changes to an Event

a) Click **View Facilitated Events.**

b) Click (Edit event).

- Make the changes for the event.
  - Note: If need to delete the event, click Delete Event
- Click **Update Event**.

Register Self, Clients, or Co-workers

a) Click **View Facilitated Events.**

b) Click

- Register Self**:** Click Register Self
  - Answer any questions for the session.
  - Click Self Register
- Register Co-workers**:** Click Register Co-Worker
  - Choose the Unit/Department.
  - Under Unit Colleges, select the Co-worker's name.
  - Click Register Co-Worker
- Register a Client**:** Click Register Client (select from client list or enrollee list)
  - Import Client List
    - Under Enrollment Detail, select Type.
    - Other fields will appear for you to select from.
    - Click Get List
    - Highlight those you want to register.
    - Click Register Client(s)
    - Note: You will need to answer the session questions for each person registered under **My Client Events.**
  - Select from Enrollee List
    - Under Unit Enrollees, click Select.
    - Search for your enrollee.
    - Select enrollee
    - Click Register Client(s)
    - If a session if full, client will be added to the waitlist. When the client is moved off the waitlist, the facilitator and client will receive an email that they have been added to the session.

Manage Event Participants

Note: This shows a list of participants in which you can download to Excel or un-register them.

a) Under **View Facilitated Events**, click

View the Full Event Roster

Note: This has a detailed list including event questions/Answers

a) Under **View Facilitated Events**, click (second clipboard)

b) To manipulate your data in Excel, click

4 Approvers

To Approve Events

a) Under **View Events Awaiting Approval**, click the binoculars.

b) Click **Approve** or **Request Changes** (type message and send).

5 After Training Completion

Mark the Participants (Registrants) That Attended and/or Paid

a) Under **View Facilitated Events,** click

b) Scroll down and either individually mark each person attended, or click

Mark All Attended

Export Demographics to Delivery

Note: The instructor(s) should be the only one(s) exporting the data to delivery unless the facilitator is also an instructor.

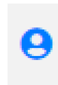
a) Under View Facilitated Events/View Instructed Events, click

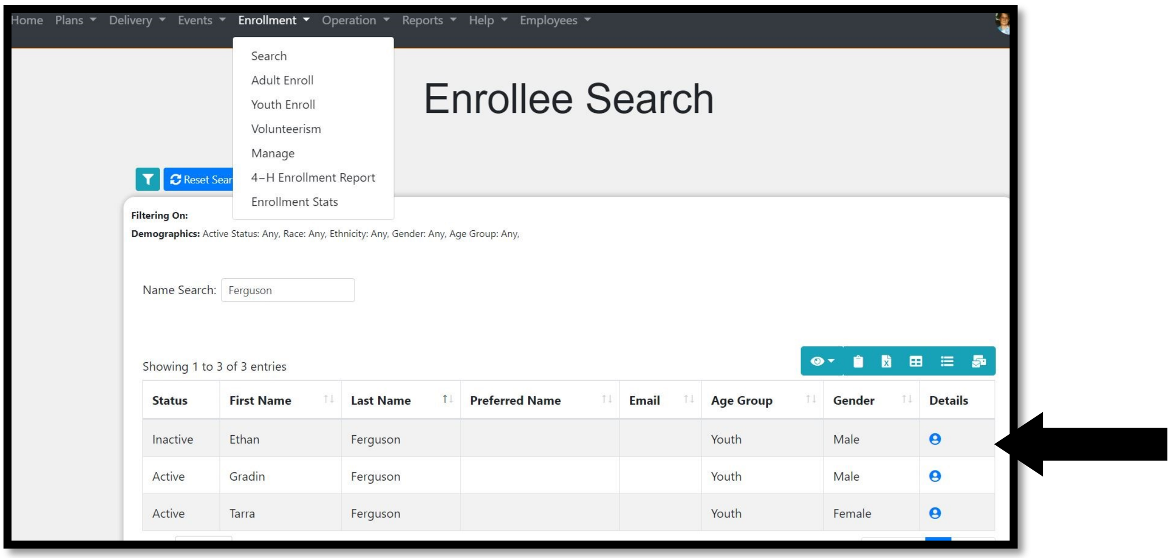
b) Click Export to Delivery .

- Fill out the program information.
- Enter the **Hours**
- Click Export to Delivery

Events in Enrollment

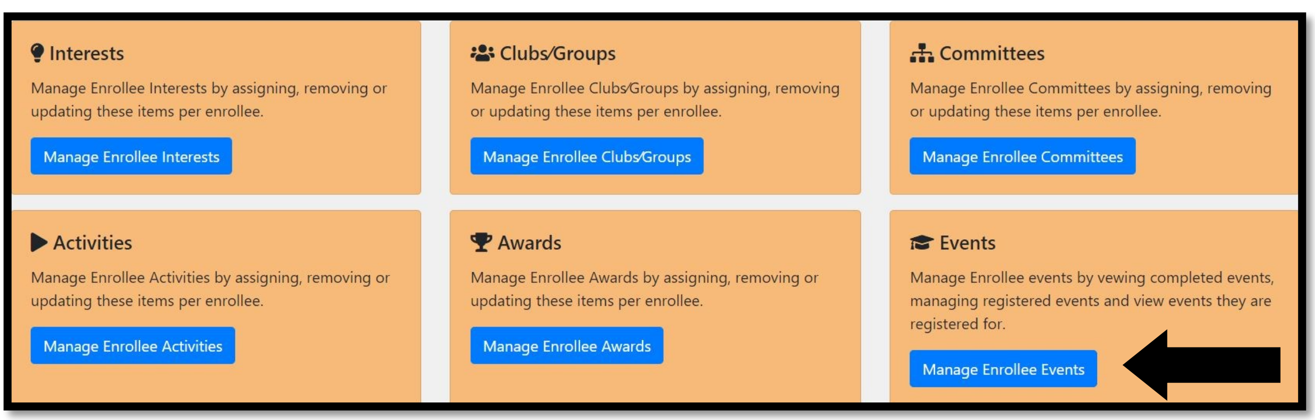
1

Search for an enrollee, click on 



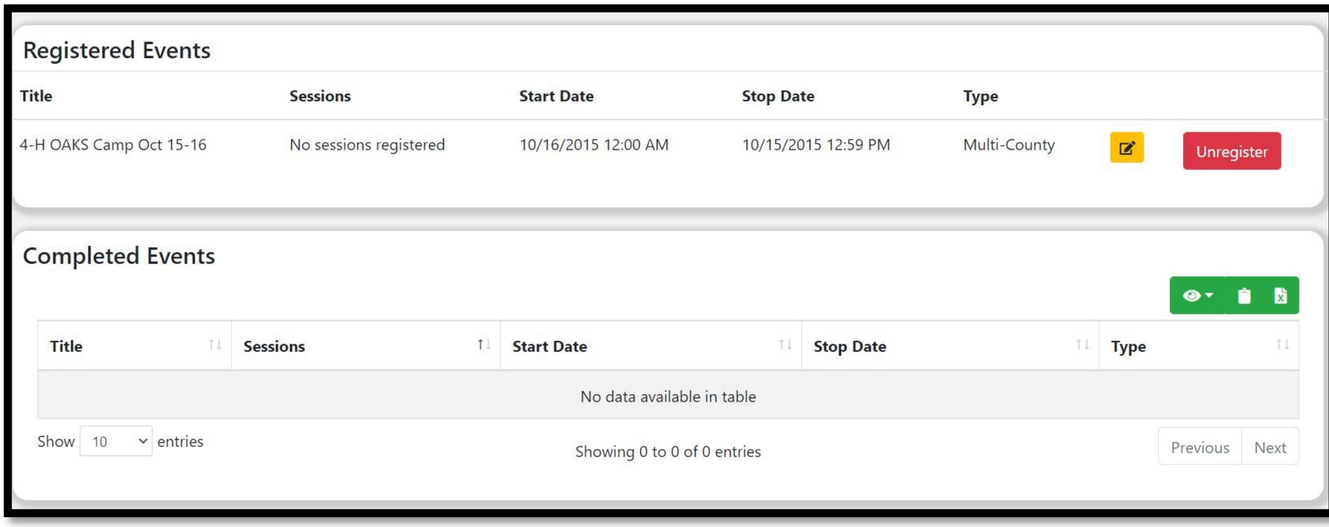
2

Scroll down until you see **Events,** click on **Manage Enrollee Events.**



3

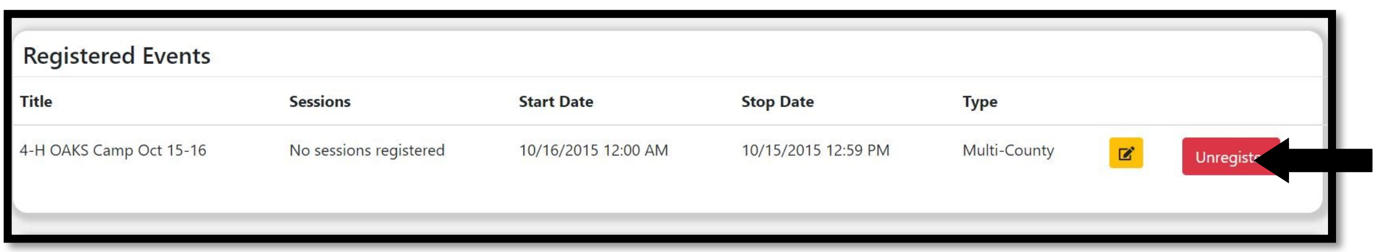
At this page, the facilitator can see the events an enrollee is registered in or completed.



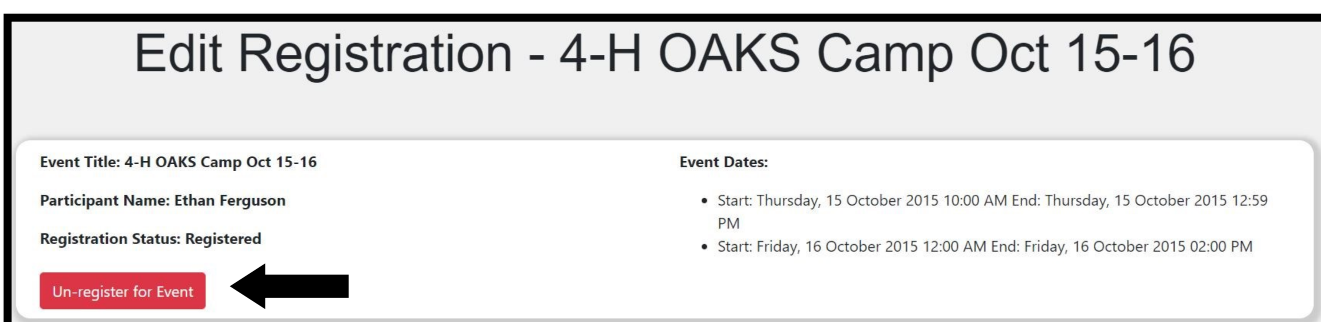
4

There are two ways to unregister an enrollee.

1. To unregister from on the **Event Enrollee Management** tab, click **Unregister.**



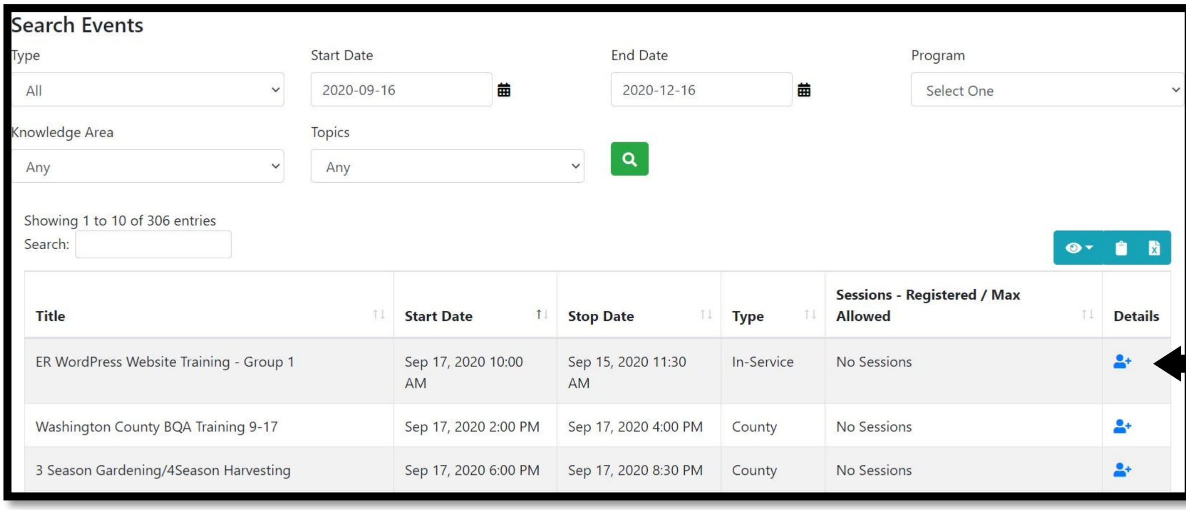
2. Click on the yellow **Edit** button to view more information about the event. There is an option to unregister in this screen.



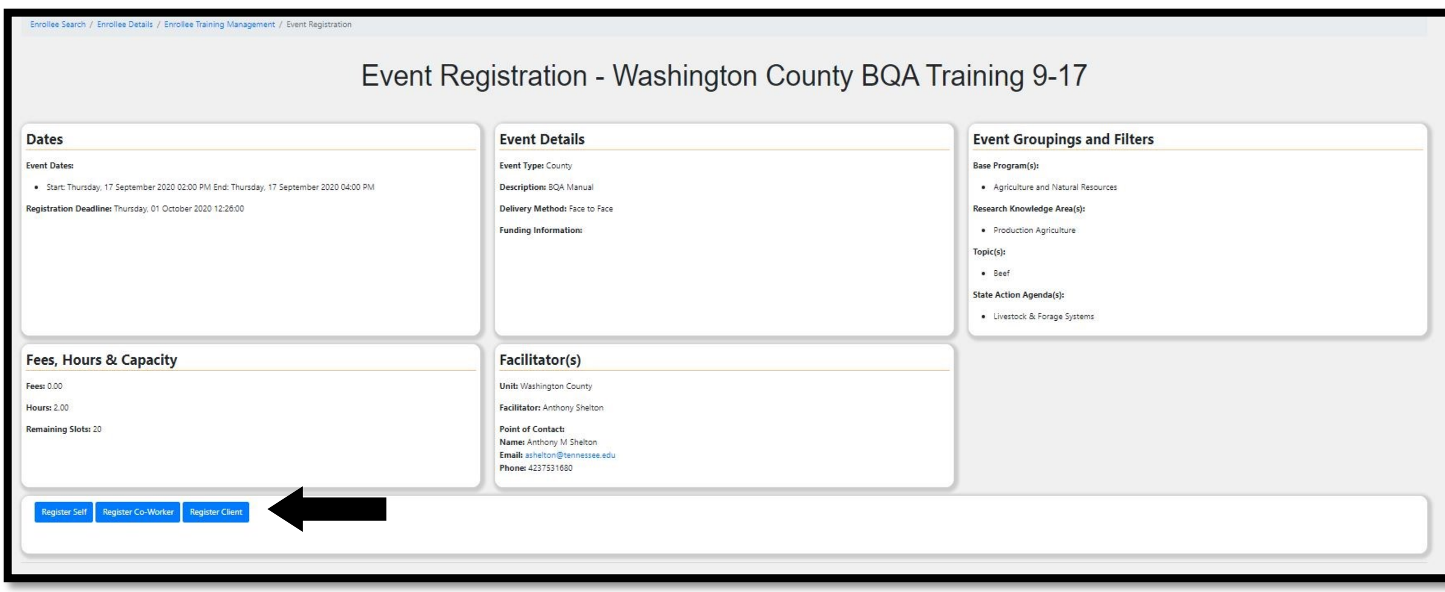
5

Another task that can be completed on the Manage enrollee events is adding a clientele to an event.

Click on to go to the registration screen to enroll the client, enroll yourself or a coworker.



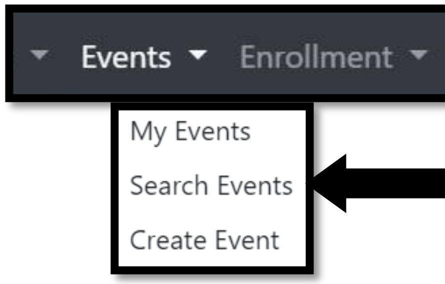
Title	Start Date	Stop Date	Type	Sessions - Registered / Max Allowed	Details
ER WordPress Website Training - Group 1	Sep 17, 2020 10:00 AM	Sep 15, 2020 11:30 AM	In-Service	No Sessions	
Washington County BQA Training 9-17	Sep 17, 2020 2:00 PM	Sep 17, 2020 4:00 PM	County	No Sessions	
3 Season Gardening/4Season Harvesting	Sep 17, 2020 6:00 PM	Sep 17, 2020 8:30 PM	County	No Sessions	



Search for Events

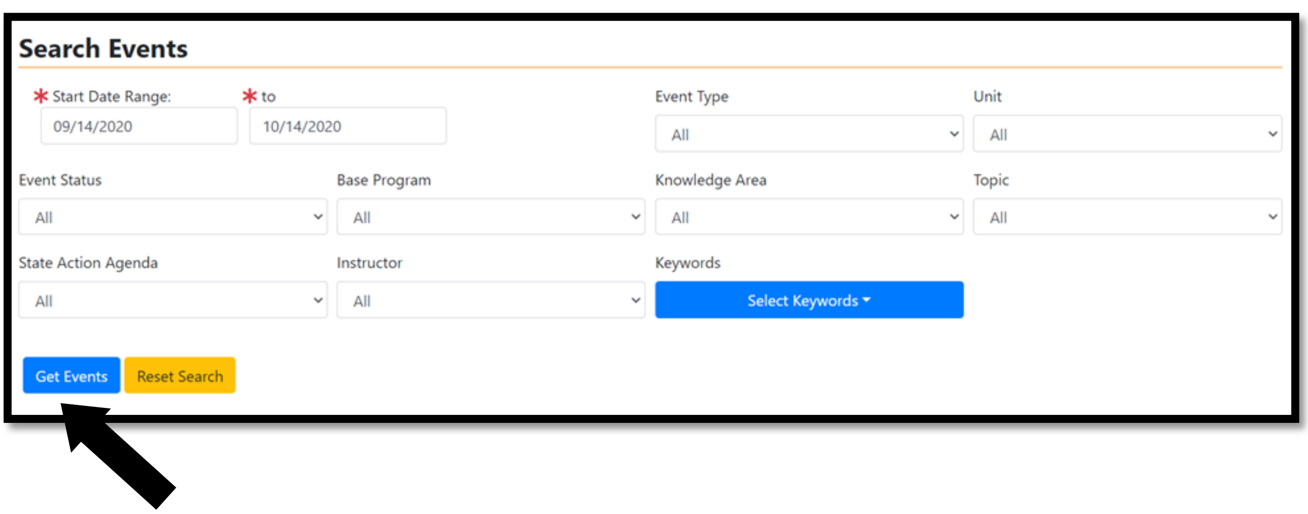
1

To search for an event, go to **Events,** then **Search Events.**



2

At the **Search Events** screen, use the search fields to narrow the list of possible Events. After entering the appropriate search criteria, click the blue **Get Events** button. The yellow button resets the search.



3

Events Search

SUPER 2.0 will generate a list of all Events meeting the search criteria. Below is the available information: ***Title, Sessions – Registered/Max Allowed, Start Date, End Date,*** and ***Training Type.***


Showing 1 to 10 of 67 entries

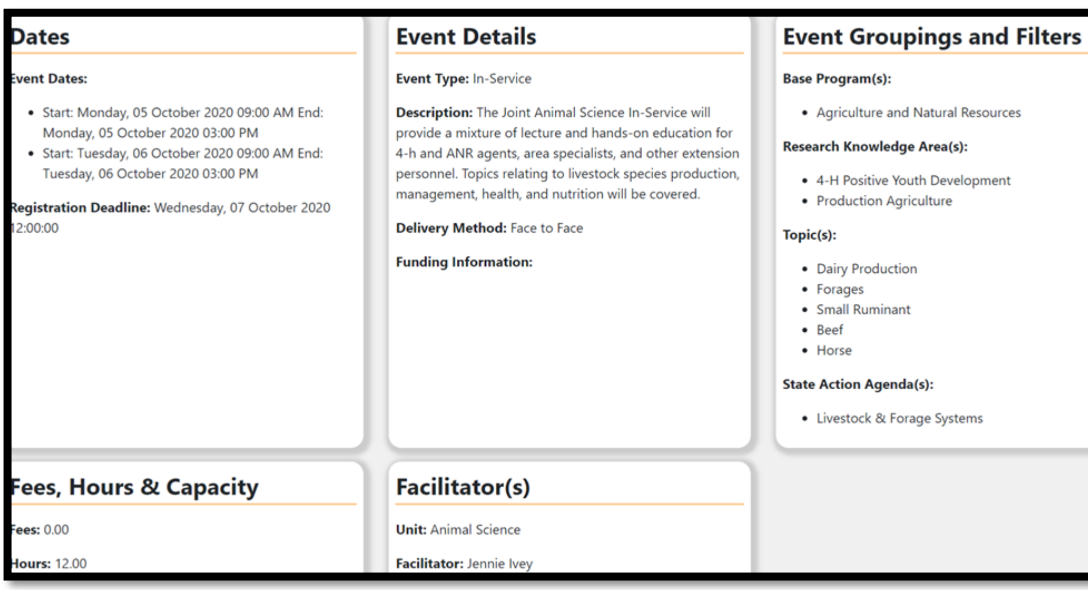
Search:

Title	Sessions - Registered / Max Allowed	Start Date	End Date	Training Type	
IMPACT TRAINING	• IMPACT TRAINING - 0 / 500	10/08/2020 1:00 PM	10/08/2020 5:00 PM	Region	View/Register
Sequatchie Valley Master Beef Program - Cost Share Program	• Sequatchie Valley Master Beef Program - Cost Share Program - 0 / 100	10/08/2020 5:30 PM	10/08/2020 8:00 PM	Multi-County	View/Register
Tennessee Master Beef Producer Certification Classes	• Tennessee Master Beef Producer Certification Classes - 0 / 50	10/08/2020 5:30 PM	10/08/2020 8:30 PM	County	View/Register
Plant Disease	• Plant Disease - 0 / 25	10/08/2020 6:00 PM	10/08/2020 8:30 PM	County	View/Register
2020 Virtual Masster Beef Producer	• 2020 Virtual Masster Beef Producer - 0 / 500 • 2020 Virtual Masster Beef Producer - 0 / 500	10/08/2020 6:00 PM	10/13/2020 9:00 PM	Multi-County	View/Register

4

Registering for an Event

Click the blue **View/Register** button to display a detailed listing of the event registration. this includes **Dates, Event Details, Facilitator(s),** etc.


Dates

Event Dates:

- Start: Monday, 05 October 2020 09:00 AM End: Monday, 05 October 2020 03:00 PM
- Start: Tuesday, 06 October 2020 09:00 AM End: Tuesday, 06 October 2020 03:00 PM

Registration Deadline: Wednesday, 07 October 2020 12:00:00

Event Details

Event Type: In-Service

Description: The Joint Animal Science In-Service will provide a mixture of lecture and hands-on education for 4-h and ANR agents, area specialists, and other extension personnel. Topics relating to livestock species production, management, health, and nutrition will be covered.

Delivery Method: Face to Face

Funding Information:

Event Groupings and Filters

Base Program(s):

- Agriculture and Natural Resources

Research Knowledge Area(s):

- 4-H Positive Youth Development
- Production Agriculture

Topic(s):

- Dairy Production
- Forages
- Small Ruminant
- Beef
- Horse

State Action Agenda(s):

- Livestock & Forage Systems

Fees, Hours & Capacity

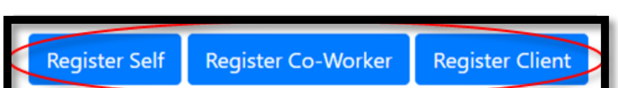
Fees: 0.00

Hours: 12.00

Facilitator(s)

Unit: Animal Science

Facilitator: Jennie Ivey



5

Registering Yourself

Click the **Register Self** button to enter Special Needs. Click **Self Register** at the bottom of the screen. A pop-up window will appear to confirm a successful registration. Click **Register** to close the window. After closing the window, a green check mark will acknowledge a successful registration for that event.

Registering a Co-Worker

Registering a Co-Worker for an event is performed in a manner similar to self registration. Click on the **Register Co-Worker** button to enter **Unit Colleagues** and **Special Needs** . Click the green **Register Co-Worker** button. A pop-up window will appear to confirm a successful registration. Click **Register** to close the window. After closing the window, a green check mark will acknowledge a successful registration for that event.

Registering a Client

Registering a client for an event is performed in a manner similar to self registration. Click the **Register Client** button to display **Import Client List** and **Select from Enrollee List**. When the **Import Client List** button is clicked, it will ask for Enrollment Detail and Assignments. After that is performed, click the green **Register Client(s)** button. A pop-up window will appear to confirm a successful registration. Click **Register** to close the window. After closing the window, a green check mark will acknowledge a successful registration for that event.

When the **Select from Enrollee List** is clicked, it will ask for **Unit Enrollees** and **Special Needs**. After completing that information, click the green **Register Client** button. A pop-up window will appear to confirm a successful registration. Click **Register** to close the window. After closing the window, a green check mark will acknowledge a successful registration for that event.

FAQ's

Q: When setting up questions for an event with multiple choices, is there any way to re-order the questions?

A: No, but you can rename the options but not drag & drop.

Q: After registration closes, is the event locked?

A: The registration is always open for changes except in the approval process.

Q: The module gives me an option to un-register, but can an agent edit?

A: Yes, facilitators and Extension personnel can edit.

Q: Does every event have to be approved?

A: County and multi-county events do not require approval. Regional events and above go through the approval process.

Q: When creating and event, is it necessary to have a session?

A: Yes, each event must have at least one session.

Q: How will the clients know they are on a waiting list?

A: If there are openings and clients get moved from the waiting list to the roster, they will receive an email. The facilitator can mark people from the waiting list as attended, too.

Q: On the waiting list, do people automatically get rolled in if you increase the number allowed in registration?

A: Yes, the facilitator and client will receive an email. It is important to collect emails from the external clients.

Q. Can I increase the maximum enrollment after the event has been submitted?

A. Not if clientele have already enrolled for the event. If clientele have not registered, the enrollment may be increased. You may reduce the maximum enrollment after clients have registered.