

SUPER 2.0

EVENT USER'S GUIDE

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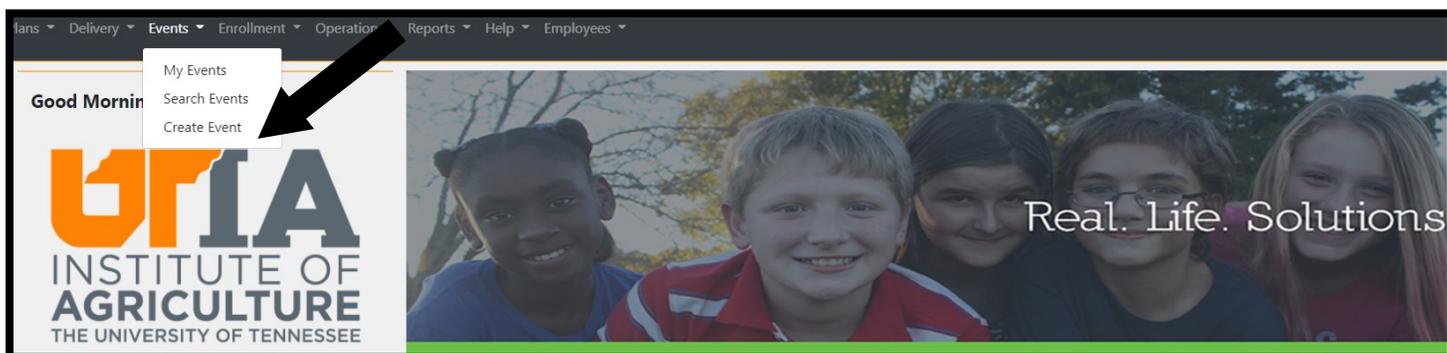


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Create Events

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 **i** 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.

A screenshot of the 'Event Details' form in Super 2.0. The form has several fields with red asterisks indicating they are required. A legend at the top left says '* indicates required field'. Fields include: 'Title' (text input with 'CR 4-H All Star Conference'), 'Training Type' (dropdown menu with 'Region' selected), 'Delivery Method' (dropdown menu with 'Face to Face' selected), 'Participant Fee' (text input with '110.00'), 'Registration Deadline' (calendar icon and date '10/30/2020 11:30'), 'Description' (text area with 'Tennessee 4-H All Stars is the second level in the Tennessee 4-H recognition program for outstanding 4-H members. Through active participation in their 4-H clubs, 4-H'ers in seventh through twelfth grades'), and 'Funding' (text area). Two black arrows point to the 'Title' and 'Participant Fee' fields.

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.

Event Details

* Title: CR 4-H All Star Conference
* Training Type: Region
* Delivery Method: Face to Face

* Registration Deadline: 10/30/2020 2:23 PM

* Description (1558 characters remaining): Tennessee 4-H All Stars is the second level in the Tennessee 4-H recognition program for outstanding 4-H members. Through active participation in their 4-H clubs, 4-H members in seventh through twelfth

* Funding (1024 characters remaining):

Filters

* Base Program: 4-H Youth Development
* Research Knowledge Area: 4-H Positive Youth Development
Keywords: Select Keywords
State Action Agenda: 4-H Civic Minded Leadership

12 selected

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.

Sessions (at least one session must be added for each event)

Session 1

* Title: CR 4-H All Star Conference
* Maximum Enrollment: 150
* Participant Fee: 110.00
* Contact Hours: 24

* Start Date: 11/13/2020 6:00 PM
* End Date: 11/15/2020 10:00 AM

* Description (808 characters remaining): The Central Region 4-H All Star Conference is open to all youth in grades 9-12 who are Tennessee 4-H Honor Club members. The conference focuses on leadership development, teamwork, communication and serving others.

* Location (987 characters remaining): Clyde York 4-H Center, Crossville, TN

Internal Instructors
Unit/Department: Select Unit
Person: First, Select Unit/Department
Selected Extension Instructors: Add Selected

External Instructors
External Instructors:

Add Session



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.

Event Questions

Question 1

* Question Text
Grade as of January 1, 2020?

* Question Type
Multiple Options

* Answer Options
9th

Add Option

10th

11th

12th

Add Question



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.

Question 2

* Question Text
New All Star initiate?

* Question Type
Multiple Options

* Answer Options
Yes

Add Option

No

NA

Create

Create Event?

Are you sure you wish to create this event? Remember, each Event must contain at least one Session.

Create Event Keep Editing



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.

* indicates required field

✔ Your Event has been Created.

[Submit Event](#) [Delete Event](#)

Event Details Status: New

* Title	* Delivery Method	* Contact Hours	* Participant Fee
<input type="text" value="CR 4-H All Star Conference"/>	<input type="text" value="Face to Face"/>	<input type="text" value="24.00"/>	<input type="text" value="110.00"/>

* Registration Deadline

* Description ⓘ (561 characters remaining) Funding ⓘ (1024 characters remaining)

My Events

1

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

The following will be displayed.

<p>Registered Events View my Registered Events. View Registered Events</p>	<p>Facilitated Events View my Facilitated Events. View Facilitated Events</p>	<p>Instructed Events View my Instructed Events. View Instructed Events</p>
<p>Completed Events View my Completed Events. View Completed Events</p>	<p>Awaiting Approval Events View my Completed Events. View Events Awaiting Approval</p>	<p>My Client Events View my Client Events. View My Client Events</p>

2

Instructors

Get a List of Participants for Your Event

- Click View **Instructed Events**.
- Click the blue clipboard 
 - Note: To export the list in Excel, click 

View Detailed Information About Your Event

- Click **View Instructed Events**.
- To see more detailed information, click the blue clipboard 

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

3

Facilitators

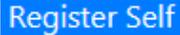
Make Changes to an Event

- Click **View Facilitated Events**.
- 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 
 - * Answer any questions for the session.
 - * Click 
- ◆ Register Co-workers: Click 
 - * Choose the Unit/Department.
 - * Under Unit Colleges, select the Co-worker's name.
 - * Click 
- ◆ Register a Client: Click  (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 
 - Highlight those you want to register.
 - Click 
 - 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 
 - If a session is 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



Enrollee Search

Filtering On:
Demographics: Active Status: Any, Race: Any, Ethnicity: Any, Gender: Any, Age Group: Any

Name Search: Ferguson

Showing 1 to 3 of 3 entries

Status	First Name	Last Name	Preferred Name	Email	Age Group	Gender	Details
Inactive	Ethan	Ferguson			Youth	Male	
Active	Gradin	Ferguson			Youth	Male	
Active	Tarra	Ferguson			Youth	Female	

2

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

Interests
Manage Enrollee Interests by assigning, removing or updating these items per enrollee.
[Manage Enrollee Interests](#)

Clubs/Groups
Manage Enrollee Clubs/Groups by assigning, removing or updating these items per enrollee.
[Manage Enrollee Clubs/Groups](#)

Committees
Manage Enrollee Committees by assigning, removing or updating these items per enrollee.
[Manage Enrollee Committees](#)

Activities
Manage Enrollee Activities by assigning, removing or updating these items per enrollee.
[Manage Enrollee Activities](#)

Awards
Manage Enrollee Awards by assigning, removing or updating these items per enrollee.
[Manage Enrollee Awards](#)

Events
Manage Enrollee events by viewing completed events, managing registered events and view events they are registered for.
[Manage Enrollee Events](#)

3

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

The screenshot shows two sections: "Registered Events" and "Completed Events".

Registered Events

Title	Sessions	Start Date	Stop Date	Type		
4-H OAKS Camp Oct 15-16	No sessions registered	10/16/2015 12:00 AM	10/15/2015 12:59 PM	Multi-County		Unregister

Completed Events

Title	Sessions	Start Date	Stop Date	Type
No data available in table				

Showing 0 to 0 of 0 entries

4

There are two ways to unregister an enrollee.

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

This screenshot is similar to the one above, but with a black arrow pointing to the red "Unregister" button in the "Registered Events" table.

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

Edit Registration - 4-H OAKS Camp Oct 15-16

Event Title: 4-H OAKS Camp Oct 15-16

Participant Name: Ethan Ferguson

Registration Status: Registered

Event Dates:

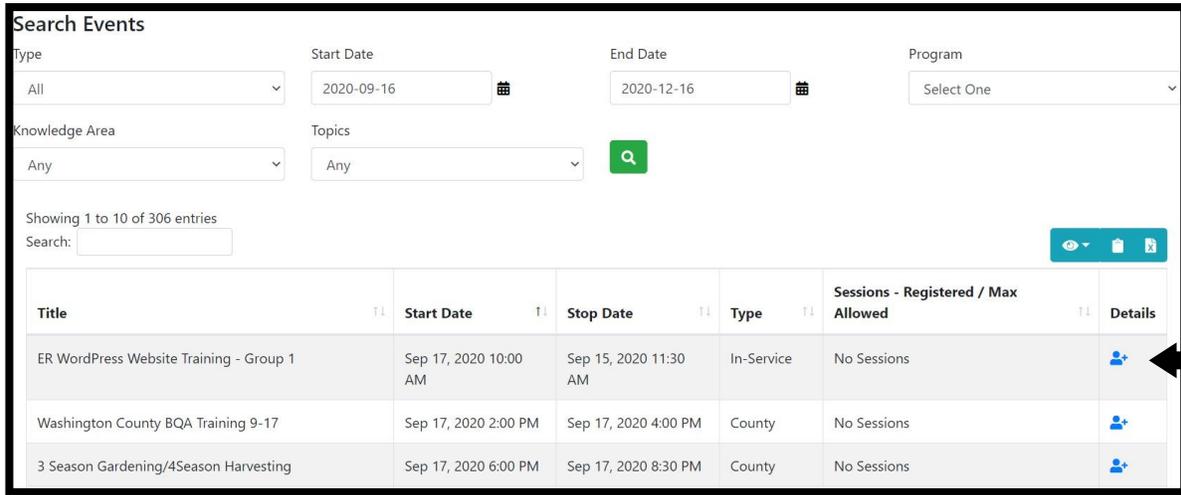
- Start: Thursday, 15 October 2015 10:00 AM End: Thursday, 15 October 2015 12:59 PM
- Start: Friday, 16 October 2015 12:00 AM End: Friday, 16 October 2015 02:00 PM

[Un-register for Event](#)



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.



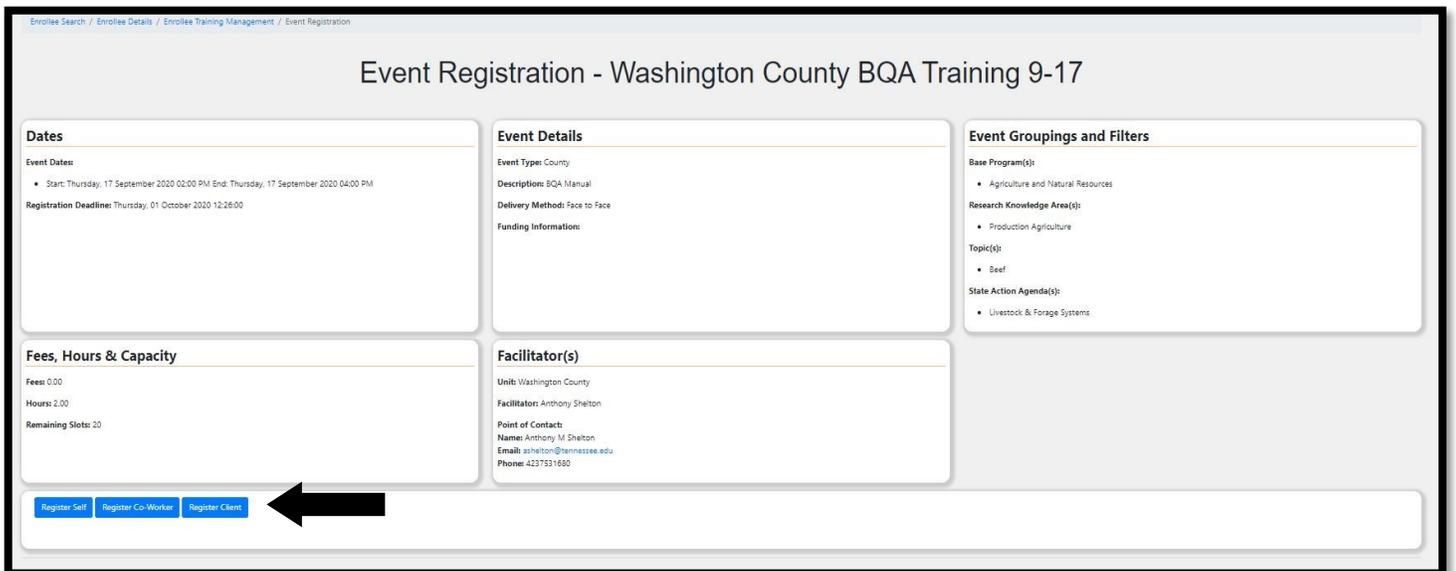
Search Events

Type: All | Start Date: 2020-09-16 | End Date: 2020-12-16 | Program: Select One

Knowledge Area: Any | Topics: Any

Showing 1 to 10 of 306 entries

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	



Event Registration - Washington County BQA Training 9-17

Dates
Event Dates: Start: Thursday, 17 September 2020 02:00 PM End: Thursday, 17 September 2020 04:00 PM
Registration Deadline: Thursday, 01 October 2020 12:26:00

Event Details
Event Type: County
Description: BQA Manual
Delivery Method: Face to Face
Funding Information:

Event Groupings and Filters
Base Program(s):
• Agriculture and Natural Resources
Research Knowledge Area(s):
• Production Agriculture
Topic(s):
• Beef
State Action Agenda(s):
• Livestock & Forage Systems

Fees, Hours & Capacity
Fees: 0.00
Hours: 2.00
Remaining Slots: 20

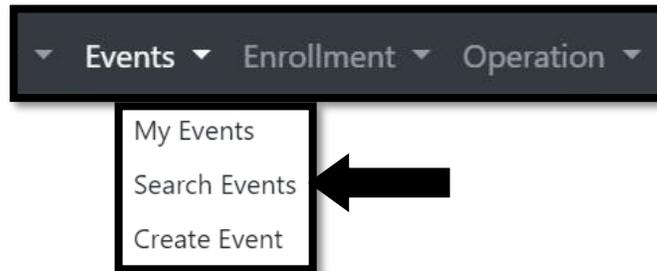
Facilitator(s)
Unit: Washington County
Facilitator: Anthony Shelton
Point of Contact
Name: Anthony M Shelton
Email: ashelton@tennessee.edu
Phone: 4237331690

[Register Self](#) [Register Co-Worker](#) [Register Client](#)

Search for Events

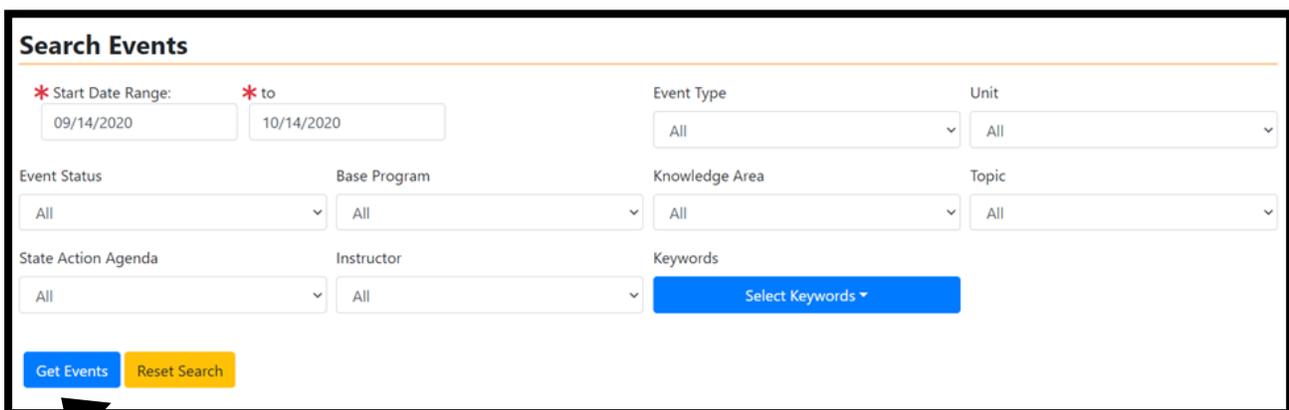
1

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.

A screenshot of the 'Search Events' form. The form has a title 'Search Events' and several search criteria fields: 'Start Date Range' (with '09/14/2020' and '10/14/2020'), 'Event Type' (dropdown with 'All'), 'Unit' (dropdown with 'All'), 'Event Status' (dropdown with 'All'), 'Base Program' (dropdown with 'All'), 'Knowledge Area' (dropdown with 'All'), 'Topic' (dropdown with 'All'), 'State Action Agenda' (dropdown with 'All'), and 'Instructor' (dropdown with 'All'). There is a 'Keywords' field with a blue 'Select Keywords' button. At the bottom, there are two buttons: a blue 'Get Events' button and a yellow 'Reset Search' button. A black arrow points to the 'Get Events' button.

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	View/Register
IMPACT TRAINING	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Plant Disease - 0 / 25	10/08/2020 6:00 PM	10/08/2020 8:30 PM	County	View/Register
2020 Virtual Masster Beef Producer	<ul style="list-style-type: none">2020 Virtual Masster Beef Producer - 0 / 5002020 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

[Register Self](#) [Register Co-Worker](#) [Register Client](#)



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 an 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.*

