

# **SUPER 2.0**

## **EVENT MODULE FOR FCS SPECIALISTS**



What is a UT NetID?

Forgot Your Password?

Need help signing in?

Current service alerts and outage

Acceptable Use Policy

## CENTRAL AUTHENTICATION SERVICE

Please enter your NetID and password:

NetID:

Password:



LOGIN

By logging in to this site, you agree to the terms of the [UT Acceptable Use Policy](#).

### Two Factor at UT

Be two times as safe - enable two factor. Select your campus to learn more.

UTK

UTC

UTM

UTHSC

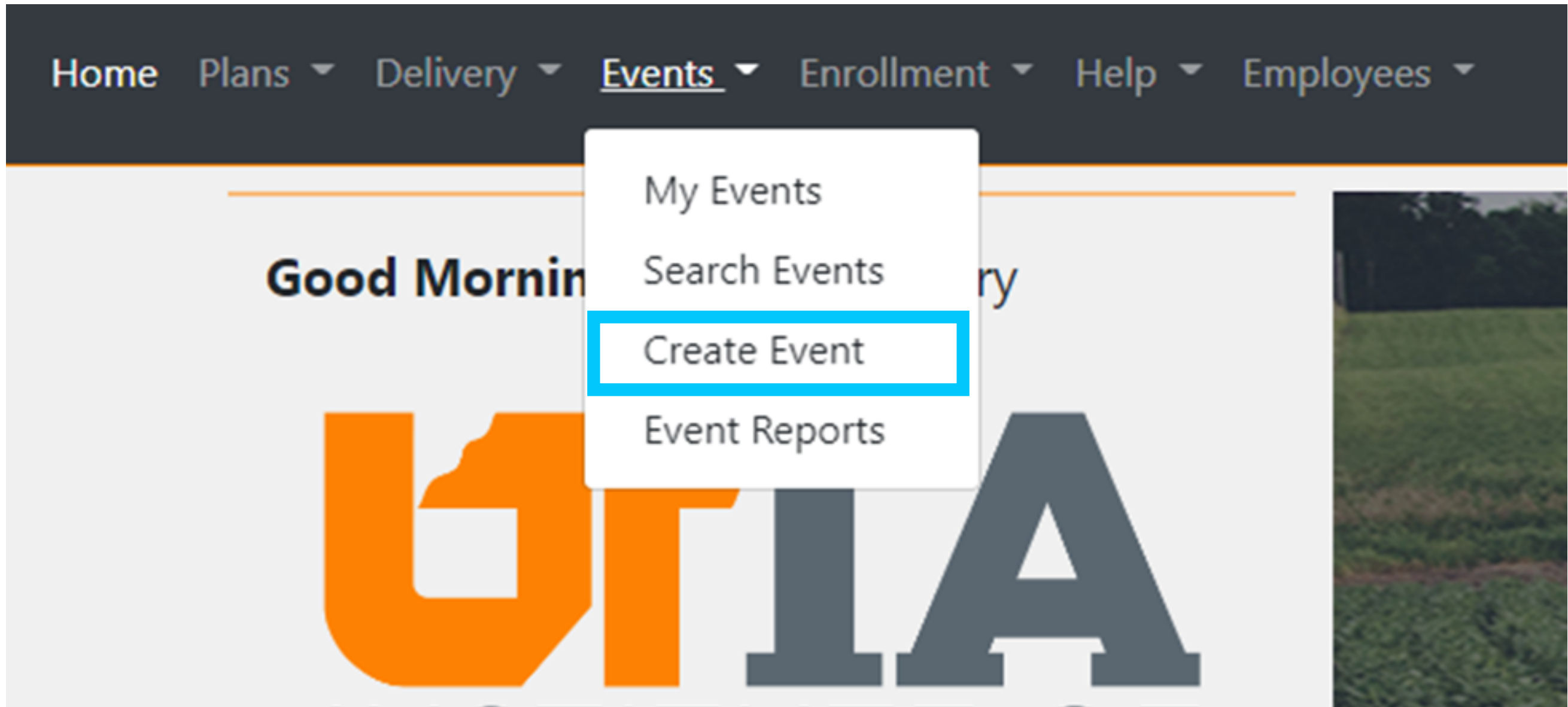
Not sure which campus to choose? [Find out online](#).

 The flagship campus of the University of Tennessee System and partner in the Tennessee Transfer Pathway.

# Enter your **NetID** and **Password** and click **LOGIN**

SUPER 2.0 EVENT MODULE

**TO CREATE AN EVENT, ON THE SUPER 2.0 HOME PAGE UNDER EVENTS, CLICK ON CREATE EVENT.**



\* indicates required field

### Event Details

\* Title (100 characters remaining.)

\* Training Type

Select Type ▼

\* Delivery Method

Select Method ▼

\* Regional Program Leader Approval

Select RPL ▼

\* Approval Pathway

Select Pathway ▼

\* Registration Deadline



**Title** – Make sure to include region location: Western, Central, Eastern, or statewide

**Training Type** – In-Service - Event Type cannot be edited once created.

**Delivery Method** – Select appropriate delivery method

**Regional Program Leader Approval** – Select 4-H, ANR or FCS depending on the event. (*For Inservice*)

**Approval Pathway** – Select appropriate department, Family and Consumer Sciences

**Registration Deadline** – Option to have registration deadline date after event, unless you need numbers, etc. prior to event.

\* Description ⓘ (1000 characters remaining.)

↶ ↷ Paragraph ▼ B I ✎ ▼ ☰ ☱ ☲ ☳ ⋮ ▼ ⌵ ☴ ☶ ⌂ 🔍 📄 ➦ 🔗

Co-Facilitators

Unit/Department  

Select Unit ▼

Person  

First, Select Unit/Department ▼


Add Selected





Selected Co-Facilitators  
None Listed.





Funding ⓘ (1000 characters remaining.)


↶ ↷

Paragraph ▼

**B** *I*  ▼

 ▼  ▼  

I<sub>x</sub> 

Does this event contain only one session? ⓘ  

No ▼

**Description** – Describe event; include intended audience, things to bring, what is provided, prerequisites, and intended learner outcome

**Funding** – List if needed. *This is for the entire class.*

**Co-Facilitators** – To add, select department/county/region first, then select the individuals that play a significant role in putting on the event. *If entered by support staff, the specialist must be co-facilitator to export to delivery when complete. **Agents can only search events by instructor, not facilitator.***

**Does this event contain only one session - Yes or No**

## Reaching Underserved Audiences

☐ Does this Event reach underserved audiences?

### Filters

\* Base Program

Select Base Program ▼

\* Research Knowledge Area

Select Research Knowledge Area ▼

\* Topic

Select Topic ▼

Keywords

Select Keywords ▼

State Action Agenda

Select State Action Agenda ▼

Create

**Reaching Underserved Audience** – Select box and then all appropriate method(s). Options are: Adjusting teaching method, meeting location, meeting schedules, program content, providing Spanish materials or LEP, held in underrepresented area, or other

**Filters** – Select appropriate filters.

# **NEXT....**

# **CREATING A SESSION**

\* indicates required field

Main Training Title: Test

Main Training Dates

- 5/31/2022 9:51:00 AM - 6/5/2022 9:52:00 AM

\* Title (100 characters remaining.)

\* Maximum Enrollment

0



\* Participant Fee



\* Contact Hours

0



**Title** - Must contain name

**Maximum Enrollment** – number needs to be greater than anticipated attending

**Participant Fee** – amount for this session only

*\*Don't include if used in total of event*

**Contact Hours** – for this session.



<b>Start Date</b> <input type="text"/>	<b>* Description</b> ⓘ (1000 characters remaining.) <div>↶ ↷ Paragraph ▼ <b>B</b> <i>I</i>  ▼ ...</div> <div></div>	<b>* Location</b> ⓘ (1000 characters remaining.) <div>↶ ↷ Paragraph ▼ <b>B</b> <i>I</i>  ▼ ...</div> <div></div> <div>More...</div>
<b>End Date</b> <input type="text"/>		
<b>* Time Zone</b> <div>Select Time Zone ▼</div>		

**Start Date Time + End Date Time**

**Time Zone** - Where meeting is located for email confirmations/calendar

**Description** - Specific for session

**Location** - Specific for event/session, address, building, meeting room

### Internal Instructors

Unit/Department

Select Unit

Person

First, Select Unit/Department

Selected Extension Instructors

Add Selected

None Listed.

### External Instructors

External Instructors

Create Session

**Internal Instructors** - People that are teaching this session. ***Agents can only search events by instructor, not facilitator.***

**External Instructors** - Any program partners that you would like to recognize as instructors.

## Sessions

[Add Session](#)[Duplicate Session](#)[Edit Session](#)

**Title:** test

**Description:**

adsfadsf

**Location:**

asdfa

**Maximum Enrollment:** 5

**Contact Hours:** 5.00

**Participant Fees:** 5.00

**Extension Instructors:** No Extension  
Instructors Listed

**Start Date:** 5/31/2022 9:51:00 AM

**End Date:** 6/5/2022 9:52:00 AM

**Time Zone:** Central

**Additional sessions can be added or duplicated as needed.**

*For example you have the same session every Monday from 6-8 PM.  
Duplicating it is easier than creating a new session.*

**NEXT....**

**EXPORT TO DELIVERY  
AFTER EVENT IS COMPLETE**

## Facilitated Courses / Events

Showing 1 to 10 of 18 entries

Search:



Duplicate ↑↓	Title	Sessions - Registered / Max Allowed ↑↓	Start Date ↑↓	End Date ↑↓	Type ↑↓	Status ↑↓					
<a href="#">Duplicate</a>	Central Region ANR Professional Development Tour	<ul style="list-style-type: none"> <li>Central Region ANR Professional Development Tour - 14 / 25</li> </ul>	10/12/2022 9:00:00 AM Central Time Zone	10/14/2022 3:00:00 PM Central Time Zone	In-Service	Approved					
<a href="#">Duplicate</a>	Central Region IAP & Impact Statement Training	<ul style="list-style-type: none"> <li>Central Region IAP &amp; Impact Statement Training - 19 / 30</li> </ul>	9/26/2022 9:30:00 AM Central Time Zone	9/26/2022 3:30:00 PM Central Time Zone	Region	Approved					
<a href="#">Duplicate</a>	2022 CR 4-H Land Judging Contest	<ul style="list-style-type: none"> <li>Land Judging - 125 / 300</li> </ul>	9/15/2022 2:00:00 PM Central Time Zone	9/15/2022 6:00:00 PM Central Time Zone	Region	Approved					
<a href="#">Duplicate</a>	Central Region ANR Professional Development Day	<ul style="list-style-type: none"> <li>Central Region ANR Professional Development Day &amp; Team Building - 46 / 100</li> </ul>	8/31/2022 9:00:00 AM Central Time Zone	8/31/2022 3:00:00 PM Central Time Zone	In-Service	Approved					
<a href="#">Duplicate</a>	2022 CR 4-H Dairy Judging	<ul style="list-style-type: none"> <li>Dairy Judging Contest - 63 / 200</li> </ul>	7/11/2022 9:00:00 AM Central Time Zone	7/11/2022 1:00:00 PM Central Time Zone	Region	Approved					

Click on Manage Event Participants

# Session Roster

## Add Participant to Session

Select Registered Participants ▾

Register for Session

Showing 1 to 10 of 14 entries

Search:

First Name	Last Name	Email Address	Unit	Status	Attended	
Keith	Allen	kallen@tennessee.edu	Macon County	Registered	<input checked="" type="checkbox"/>	Un-Register
Ronald	Barron	rbarron@tennessee.edu	Cheatham County	Registered	<input checked="" type="checkbox"/>	Un-Register
Christopher	Binkley	cbinkle5@tennessee.edu	Van Buren County	Registered	<input checked="" type="checkbox"/>	Un-Register
Keith	Boone	kboone3@tennessee.edu	Cannon County	Registered	<input checked="" type="checkbox"/>	Un-Register
Jason	Evitts	jevitts@tennessee.edu	Trousdale County	Registered	<input checked="" type="checkbox"/>	Un-Register
John	Ferrell	jferrel2@tennessee.edu	Franklin County	Registered	<input checked="" type="checkbox"/>	Un-Register
Christopher	Hicks	chicks7@tennessee.edu	Smith County	Registered	<input checked="" type="checkbox"/>	Un-Register
Dill	Hughes	dhughes2@tennessee.edu	Jackson County	Registered	<input checked="" type="checkbox"/>	Un-Register
Jonathan	Johns	jjohns5@tennessee.edu	Marshall County	Registered	<input checked="" type="checkbox"/>	Un-Register

Mark All Attended



Scroll down the page to Session Roster to mark attendance.  
Can also use Mark All Attended button.

# Event Management - Central Region ANR Professional Development Tour

[Export to Delivery](#)

**Registration Deadline:** Approved

**Registration Deadline:** Monday, 12 September 2022 11:00:00

**Event Dates:**

- Start: Wednesday, 12 October 2022 09:00 AM  
End: Friday, 14 October 2022 03:00 PM  
Time Zone: Central Time Zone

**Event Type:** In-Service

**Fees:** 0.00

**Contact Hours:** 24.00

**Description:**

Educational Tour for Central Region ANR Agents and Area Specialists

**Delivery Method:** Face to Face

**State Action Agenda(s):**

**Base Program(s):**

- Agriculture and Natural Resources

**Research Knowledge Area(s):**

- Production Agriculture

**Topic(s):**

- Forages
- Row Crops - Soybean Production
- Row Crops - Corn Production
- Beef
- Horse
- Crop Nutrient Stewardship
- Environmental Stewardship

[Click Export to Delivery](#)

# Export to Delivery

\* Program

Select ▼

Base Program

Select Base Program ▼

Knowledge Area

Select Research Knowledge Area ▼

Topic (Key Theme)

Select Topic ▼

\* There must be hours entered for 'My Hours' and/or 'Volunteer Hours'

My Hours


Volunteer Hours

Export to Delivery

**Select Program, Base Program, Knowledge Area, and Topic.  
Enter Hours for Agent and any Volunteers involved.**

## Click Export to Delivery



Home Plans ▾ **Delivery** ▾ Events ▾ Enrollment ▾ Help ▾ Employees ▾  Martin Koon

- Delivery Home
- Search Agent Impact Statements
- Specialist Impact Statements
- Search Specialist Impact Statements
- Delivery Reports

# Event - Central Region ANR Professional Development Tour

✓ *The event has been added to your programming activity*

<p><b>Registration Deadline:</b> Approved</p> <p><b>Registration Deadline:</b> Monday, 12 September 2022 11:00:00</p> <p><b>Event Dates:</b></p> <ul style="list-style-type: none"> <li>Start: Wednesday, 12 October 2022 09:00 AM</li> <li>End: Friday, 14 October 2022 03:00 PM</li> <li>Time Zone: Central Time Zone</li> </ul> <p><b>Event Type:</b> In-Service</p> <p><b>Fees:</b> 0.00</p> <p><b>Contact Hours:</b> 24.00</p>	<p><b>Description:</b></p> <p>Educational Tour for Central Region ANR Agents and Area Specialists</p> <p><b>Delivery Method:</b> Face to Face</p> <p><b>State Action Agenda(s):</b></p>	<p><b>Base Program(s):</b></p> <ul style="list-style-type: none"> <li>Agriculture and Natural Resources</li> </ul> <p><b>Research Knowledge Area(s):</b></p> <ul style="list-style-type: none"> <li>Production Agriculture</li> </ul> <p><b>Topic(s):</b></p> <ul style="list-style-type: none"> <li>Forages</li> <li>Row Crops - Soybean Production</li> <li>Row Crops - Corn Production</li> <li>Beef</li> <li>Horse</li> <li>Crop Nutrient Stewardship</li> <li>Environmental Stewardship</li> </ul>
---	---	---

From the confirmation page, click **Delivery** at the top and select **Delivery Home**.

# Base Programming

▼ [Agriculture and Natural Resources](#)

Total Volunteer Value: \$0.00

Show 10 entries

Search:

Activity Title	Activity Date	Knowledge Area	Topic	Employee Hours	Volunteer Hours	Contacts	Keywords	
Central Region ANR Professional Development Tour (Event)	10/12/2022	Production Agriculture	Forages	24.00	0	14	No keywords	<div><div></div><div></div><div></div></div>
Extension Agent Pesticide Cert Training and Exam (Event)	05/19/2022	Natural Resources and Environmental Quality	Pesticide Safety Education Program	6.00	0	12	No keywords	<div><div></div><div></div><div></div></div>

- Edit delivery as needed.
- On-site visits
- Personal correspondence
- Digital contacts
- Mass outreach
- Adjust demographics as needed.
- Save activity if changes are made.