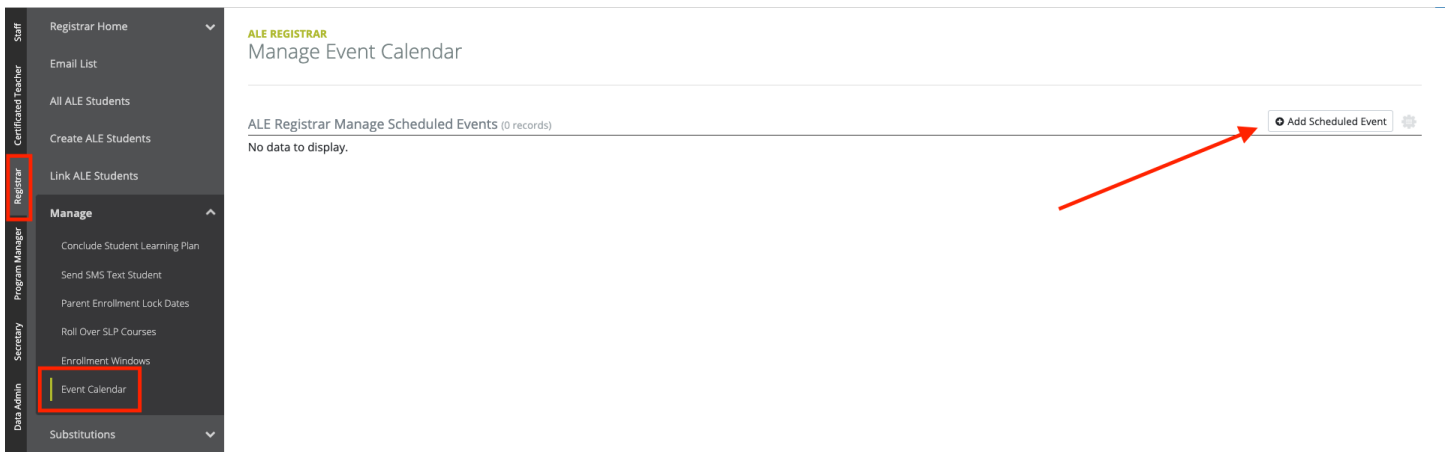


## ALE Application: Event Calendar

In the ALE Application, events can be scheduled for parents to register for in the app. This functionality can be utilized for events such as field trips, school functions, etc.

To set up an event, from the Registrar role, open the **Manage** dropdown on the left hand navigation menu and select **Event Calendar**. Then click the **Add Scheduled Event** button.



All of the fields are required to schedule an event: **Title**, **Description**, **Date**, **Start Time**, **End Time**, **Location**, **Records Attendance**, **Required Registration**, and **Maximum Participants**. Once all the required fields have been completed, click **Validate**.

**Records Attendance** is in place for a future enhancement, which will allow attendance taken at an event to count as attendance towards weekly contact. **Registration Required** indicates whether an event is open to all or needs individual registration to participate.

Add Scheduled Event
✓ Add
✕

---

Schedule Event

**Title (required)**

**Description (required)**

**Date (required)**

**Start Time (required)**

**End Time (required)**

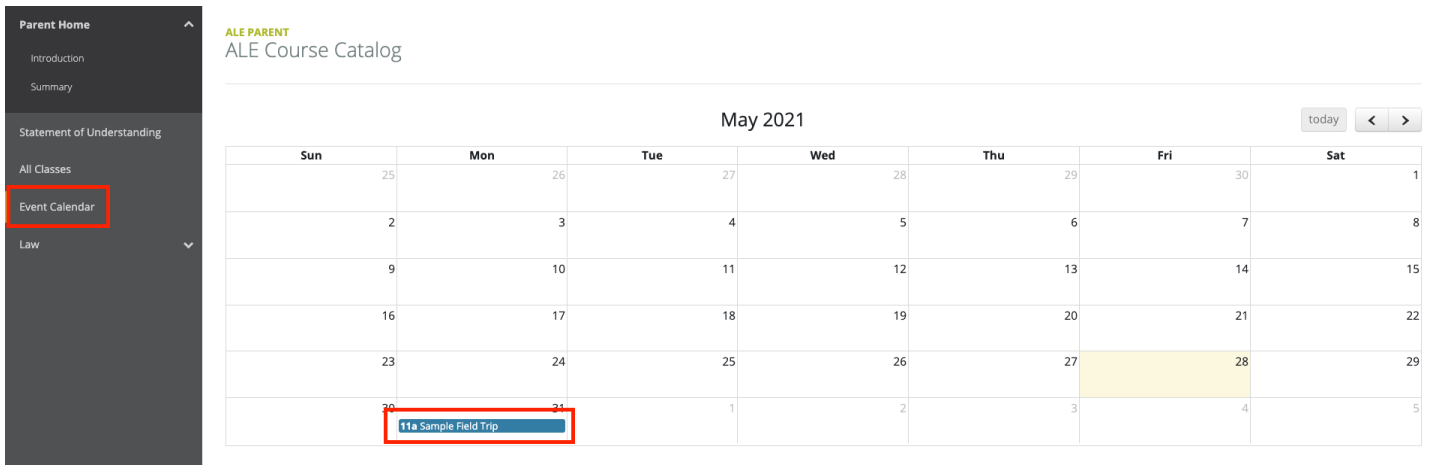
**Location (required)**

**Records Attendance (required)**

**Required Registration (required)**

**Maximum Participants (required)**

Users will see events shown on a calendar view from the **Event Calendar** on the left hand navigation menu.



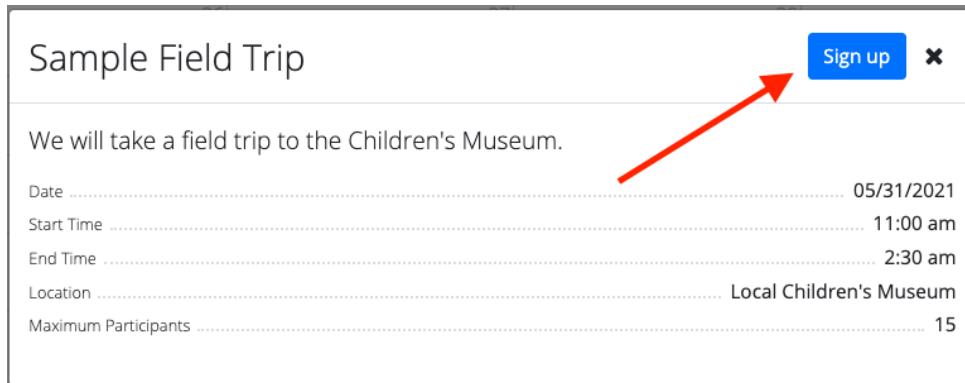
**ALE PARENT**  
ALE Course Catalog

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

11a Sample Field Trip

Any user can select the event they would like to see details for, they click **Sign up** to register for the selected event.

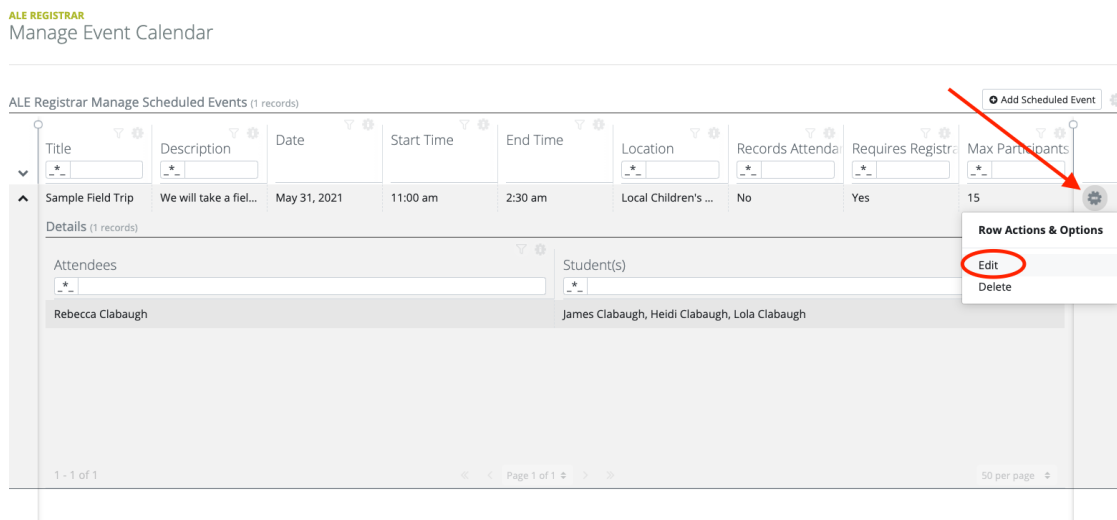


**Sample Field Trip** Sign up ✕

We will take a field trip to the Children's Museum.

Date ..... 05/31/2021  
 Start Time ..... 11:00 am  
 End Time ..... 2:30 am  
 Location ..... Local Children's Museum  
 Maximum Participants ..... 15

As a Registrar, you can manage the scheduled events using the row action gear. Opening the dropdown arrow for a specific event shows registered Attendees along with their associated student(s).



**ALE REGISTRAR**  
Manage Event Calendar

ALE Registrar Manage Scheduled Events (1 records)

Title	Description	Date	Start Time	End Time	Location	Records Attenda	Requires Registr	Max Participants
Sample Field Trip	We will take a fiel...	May 31, 2021	11:00 am	2:30 am	Local Children's ...	No	Yes	15

**Row Actions & Options**

- Edit
- Delete

Attendees: Rebecca Clabaugh  
 Student(s): James Clabaugh, Heidi Clabaugh, Lola Clabaugh