

## ALE Registrar: Manage Event Calendar V2

In the ALE Application, events can be scheduled for parents to register. This functionality can be used for events such as field trips and school functions.

1. To set up an event from the **Registrar Role**, open the **Manage** in the left navigation menu and select **Event Calendar**.
2. Then click the **Add Record** button.

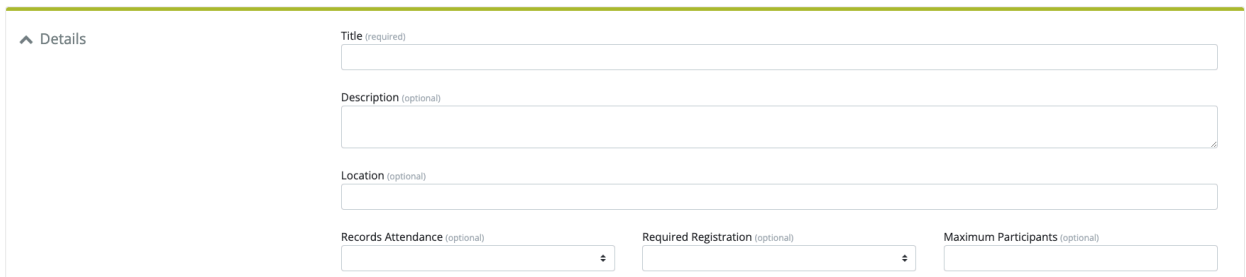


**ALE REGISTRAR**  
Manage Event Calendar

ALE Registrar Manage Scheduled Events (113 records) Add Record

Title	Description	Date	Start Time	End Time	All Day	Location	Records Atten	Requires Regi	Max Participan
Parent Meeting	a:ksjdf	May 27, 2022	9:10 am	9:50 am	No	Library	No	No	50
asdf		June 1, 2022			Yes		No	No	
Registration i...	You have to r...	June 2, 2022	9:30 am	12:30 pm	Yes	Library	Yes	Yes	15
Testing - Tues...	this event will...	June 2, 2022			Yes	Library	Yes	Yes	100
Tammy Test #1		June 6, 2022			Yes	Room 61	No	No	
Registration i...	Registration i...	June 6, 2022	1:30 pm	5:00 pm	No	Gym	No	Yes	200
Testing - Tues...	this event will...	June 7, 2022			Yes	Library	Yes	Yes	100

### a. Details:



**Details**

**Title (required)**

**Description (optional)**

**Location (optional)**

**Records Attendance (optional)**  **Required Registration (optional)**  **Maximum Participants (optional)**

- **Title (Required)** This is the name of the event.
- **Description (Optional)** A brief description of the event is sometimes helpful.
- **Location (Optional)** This is where the event will be held.
- **Records Attendance (Optional, Yes/No)** Select **Yes** from the drop-down menu if you would like to record attendance at the event.
- **Required Registration (Optional, Yes/No)** Select **Yes** from the drop-down menu if you would like to require registration for the event.
- **Maximum Participants (Optional):** The maximum number of participants allotted.

### b. Schedule:

^ Schedule

Event Type (required)  
 Date Range

Start Date (required)  End Date (required)

Weekday(s) - An event will be scheduled on each selected weekday between the start and end dates. (required) [Select](#)

Event is All Day

Start Time (required)  End Time (required)

- **Event Type (Required)** Select from the drop-down menu.
  - **Occurs Once - Event Date (Required)**
  - **Date Range - Start and End Date (Required), Weekday(s)** An event will be scheduled between the start and end dates on each selected weekday. **(Required - Select Days via checkmark)**
- **Event is All Day** - Check the box if the event is all day. Leave it blank if it is not.
- **Start and End Time (Required)**

3. Once all the required fields have been completed, click **Validate**.

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

Parent Home  
 Introduction  
 Summary  
 Statement of Understanding  
 All Classes  
Event Calendar  
 Law

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

11 Sample Field Trip

5. Users can select the event they would like to see details for. Click **Sign Up** to register for the chosen event.

**Sample Field Trip** Sign up ✕

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

Date ..... 05/31/2021

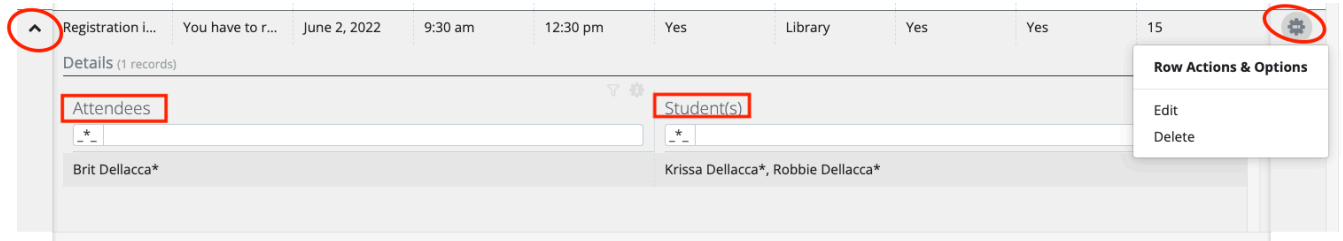
Start Time ..... 11:00 am

End Time ..... 2:30 am

Location ..... Local Children's Museum

Maximum Participants ..... 15

- As a Registrar, you can **Edit** or **Delete** the scheduled events using the **Row Actions & Options** gear.
- Opening the drop-down arrow to the left for a specific event shows registered **Attendees** and their associated **Student(s)**.



Registration i...	You have to r...	June 2, 2022	9:30 am	12:30 pm	Yes	Library	Yes	Yes	15	
Details (1 records)										
Attendees					Student(s)					
* -					* -					
Brit Dellacca*					Krissa Dellacca*, Robbie Dellacca*					