Sign-up

Version 2.5.5.3 6/1/09

Description: The sign-up tool allows you to create meetings or other events (presentation times, test times, paper topics, and office hours) and allow site participants to sign-up for the event. The tool keeps record of who signed up for the event and even includes a waiting list if needed.

Key Concepts:

Create an Event
Modify an Event
Copy an Event
Delete an Event
Sign-up Permissions

Create an Event:

Step 1: In the menu bar, click [Sign-up].

Step 2: In the new page, click [Add].

Step 3: Fill in the event information. Items with an asterisk are required

- Title: This is the title of the event
- Location: This is where the event will take place
- Description: This is a description of the event
- Start Time: This is the date and time when the event will begin
- End Time: This is the date and time when the event will end
- Meeting Frequency: This is how often the event will occur
- Sign-up begins: This is when site participants will be able to start signing up for the event
- Sign-up ends: This is when signing up for the event will end
- Available to: This is who the event will be made available to. You may designate the entire site or a specific group/section if groups/sections are available. You may also make the event open to other sites in which the sign-up tool is enabled.
- Meeting Type:
    - Open Meeting: An open meeting requires no sign-up
    - Single Slot: An event in which a single time slot will be available, in this case, the entire duration of the event. You

may designate the maximum number of participants available to sign up for the single time slot or you may allow an unlimited number of participants to signup.

- Multiple Time Slots: An event which will have multiple time slots available to participants. You may limit the number of participants per time slot. When an event has multiple time slots available for it, the duration per time slot is automatically calculated for you. Example: an event is set for one hour and will have 2 time slots available for the meeting. Each time slot will be 30 minutes long.

Step 4: Click [Next].

Step 5: The following screen will give you a summary of the event.

Step 6: You will be able to set email notification and other settings for the meeting.

- Receive Notification: If this option is selected the meeting organizer will receive email notification when a participant signs up or cancels an appointment
- Email Notification: If this option is selected an email will be sent to all participants to notify them of the event
- Display Participant Names: If this option is selected the names of participants who signed up for an appointment will be visible to all other site participants. The meeting organizer will always be able to see the list of participants who signed up for an event

Step 7: Click [Publish] to save your changes or click [Assign Participants and Publish] to publish your event and assign participants to specific time slots. You may also click [Cancel] to clear all changes made or click [Back] to return to the previous screen.

Modify an Event:

Step 1: In the menu bar, click [Sign-up].

Step 2: Click on the event you wish to modify or edit

Step 3: Click [Modify] to edit the event title, location, description, and other settings associated with the event. Click [Publish Modification] to save your changes, or click [Cancel] to clear all changes made.

Copy an Event:

Step 1: In the menu bar, click [Sign-up].

Step 2: Click on the event you wish to copy.

Step 3: Give the copied meeting a title, location, and other event information. Click [Publish New Meeting] to save your event, or click [Cancel] to clear all changes made.

Delete an Event:

Step 1: In the menu bar for the site, click [Sign-up].

Step 2: Check the box next to the meeting which you wish to remove.

Step 3: Click [Remove Meetings].

Sign-up Permissions:

The Sign-up tool allows the site administrator the ability to change the permissions associated with the tool. The permissions govern what actions a specific user role can and cannot perform.

Step 1: In the menubar, click [Sign-up], and then click [Permissions].

Step 2: In the page that opens, you will be able to edit permissions for a specific group (if groups have been defined) or for the entire site. Click [Edit Permissions] to see a list of available permissions.

Step 3: The permissions available in the sign-up tool are as follows:

- View: allows the role to see the event
- View all: allows the role the ability to see all events created, even for specific groups.
- Attend: allows the role to attend the event
- Attend.all: allows the role the ability to attend all events, even those created for specific groups
- Create.site: allows the role the ability to create an event for the entire site
- Create.group: allows the role the ability to create an event for a group
- Create.group.all: allows the role the ability to create an event for all groups
- Delete.site: gives permission to delete an event for the entire site
- Delete.group: gives permission to delete an event for a group
- Delete.group.all: gives permission to delete an event for all groups associated in the site
- Update.site: allows the user to update/modify an event in the site
- Update.group: allows the user to update/modify an event for a group
- Update.group.all: allows the user to update/modify an event for all groups

Step 4: Check the permissions you would like to grant a role. Uncheck the permissions you wish to remove from a role. Click on [Save] or [Cancel] to save or cancel your changes.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu

For the TRACS website home page, go to: http://tracs.txstate.edu/portal/login

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.