

Navigating Events List Dashboard

19 Steps [View most recent version](#) 

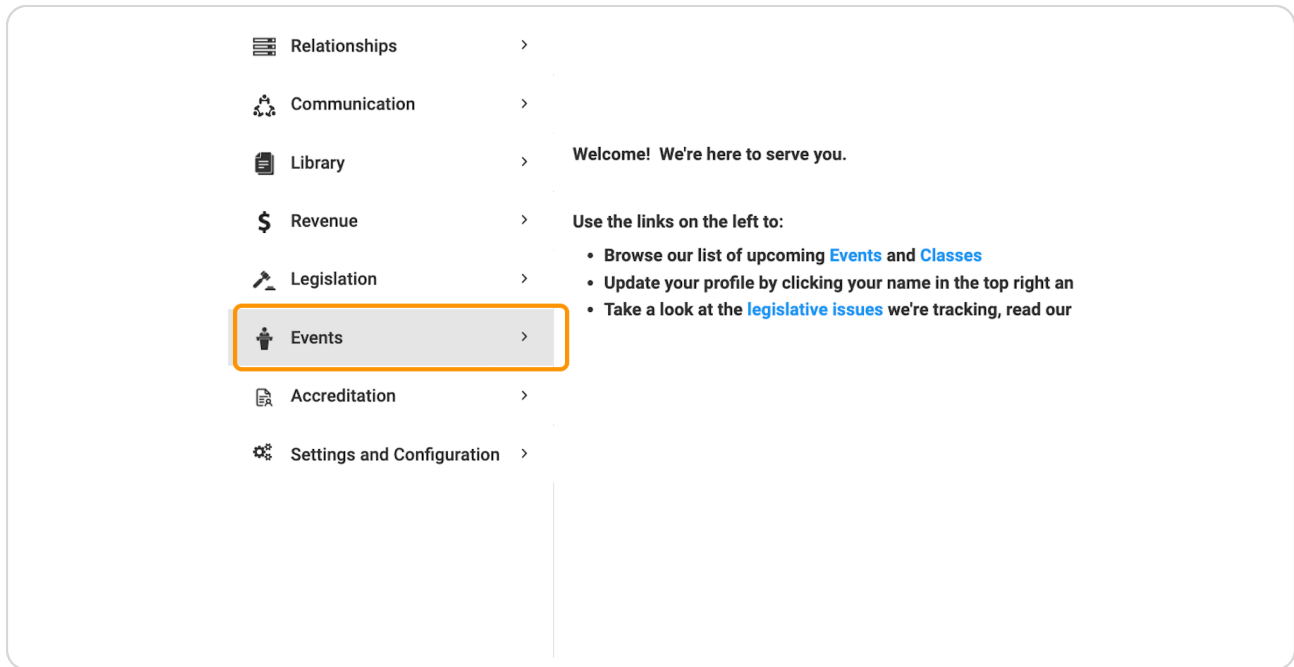
Created by
Engagifii Inc.

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November 10, 2023

Last Updated
November 10, 2023

STEP 1

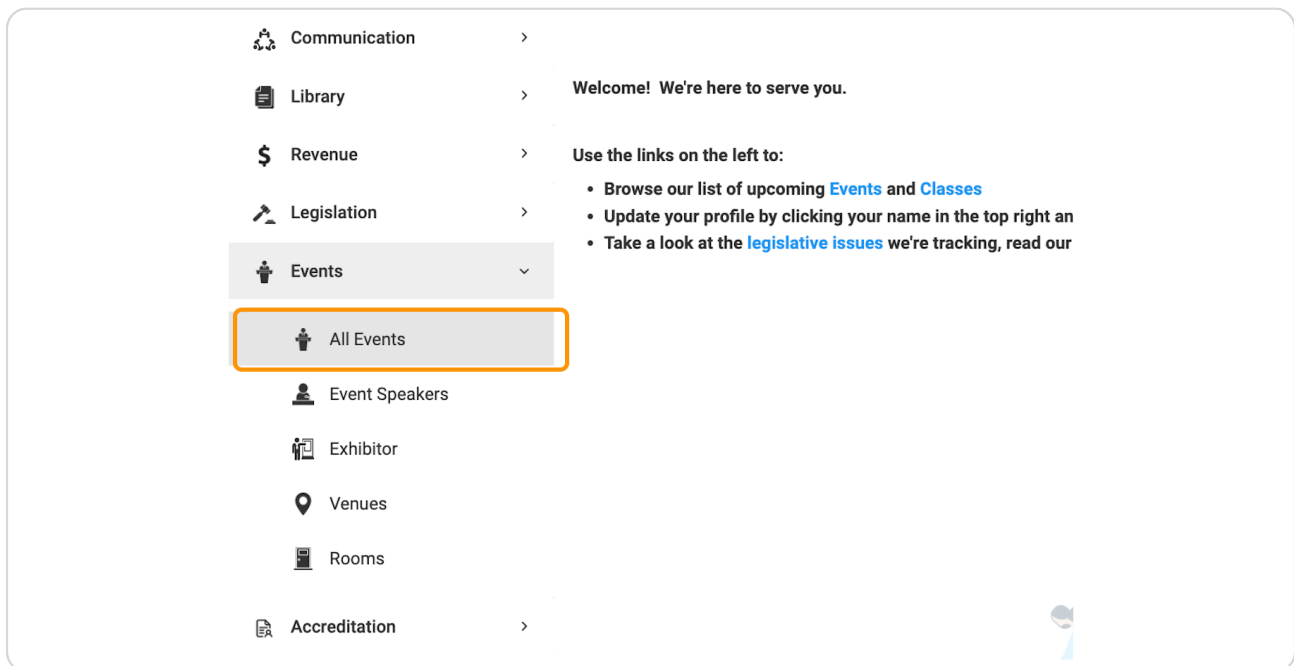
Click on Events



A screenshot of a dashboard sidebar. The sidebar contains the following items: Relationships, Communication, Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The 'Events' item is highlighted with an orange border. To the right of the sidebar, the main content area displays a welcome message: 'Welcome! We're here to serve you.' Below this, it says 'Use the links on the left to:' followed by a bulleted list: 'Browse our list of upcoming Events and Classes', 'Update your profile by clicking your name in the top right an', and 'Take a look at the legislative issues we're tracking, read our'.

STEP 2

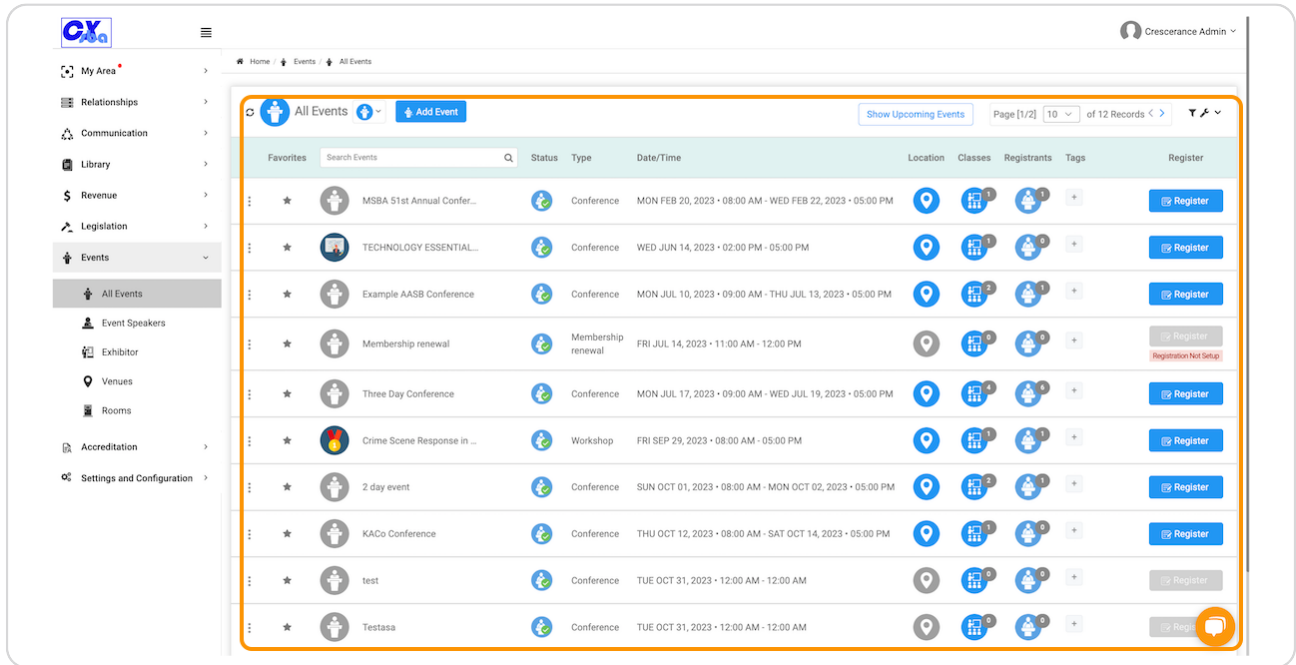
Click on All Events



A screenshot of a dashboard sidebar. The sidebar contains the following items: Communication, Library, Revenue, Legislation, Events, All Events, Event Speakers, Exhibitor, Venues, Rooms, and Accreditation. The 'Events' item is expanded, and 'All Events' is highlighted with an orange border. To the right of the sidebar, the main content area displays a welcome message: 'Welcome! We're here to serve you.' Below this, it says 'Use the links on the left to:' followed by a bulleted list: 'Browse our list of upcoming Events and Classes', 'Update your profile by clicking your name in the top right an', and 'Take a look at the legislative issues we're tracking, read our'. A user profile icon is visible in the bottom right corner of the main content area.

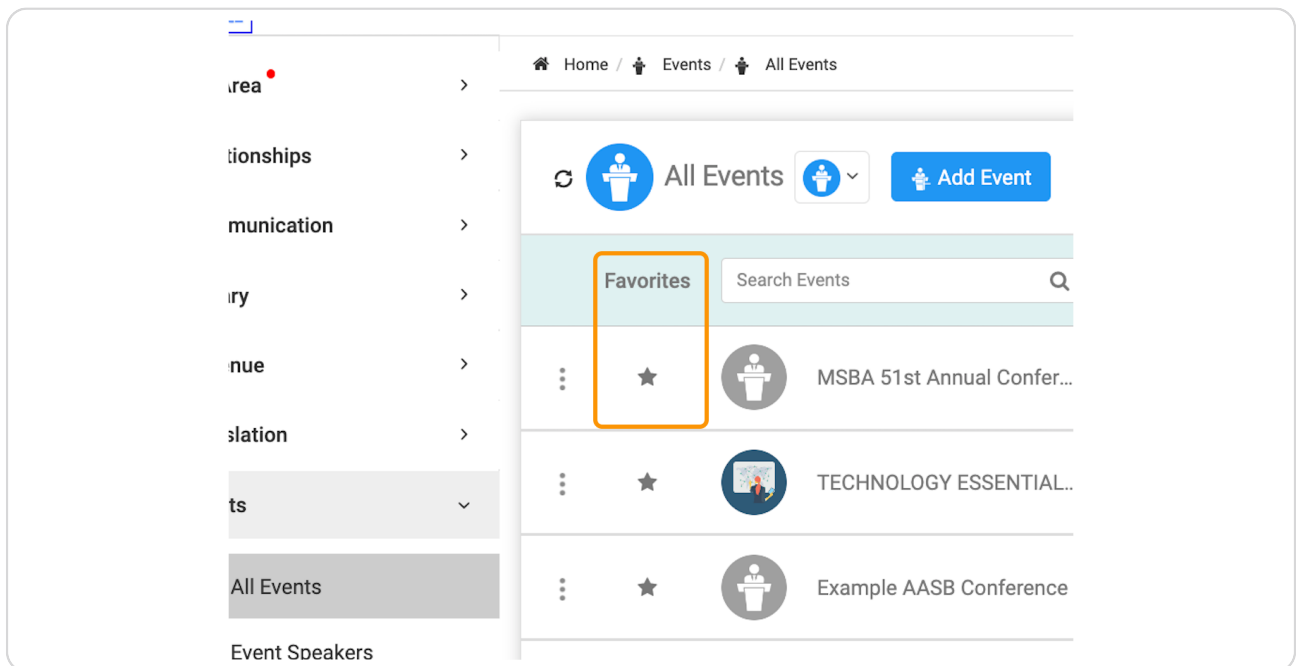
STEP 3

The full list of events is now viewable



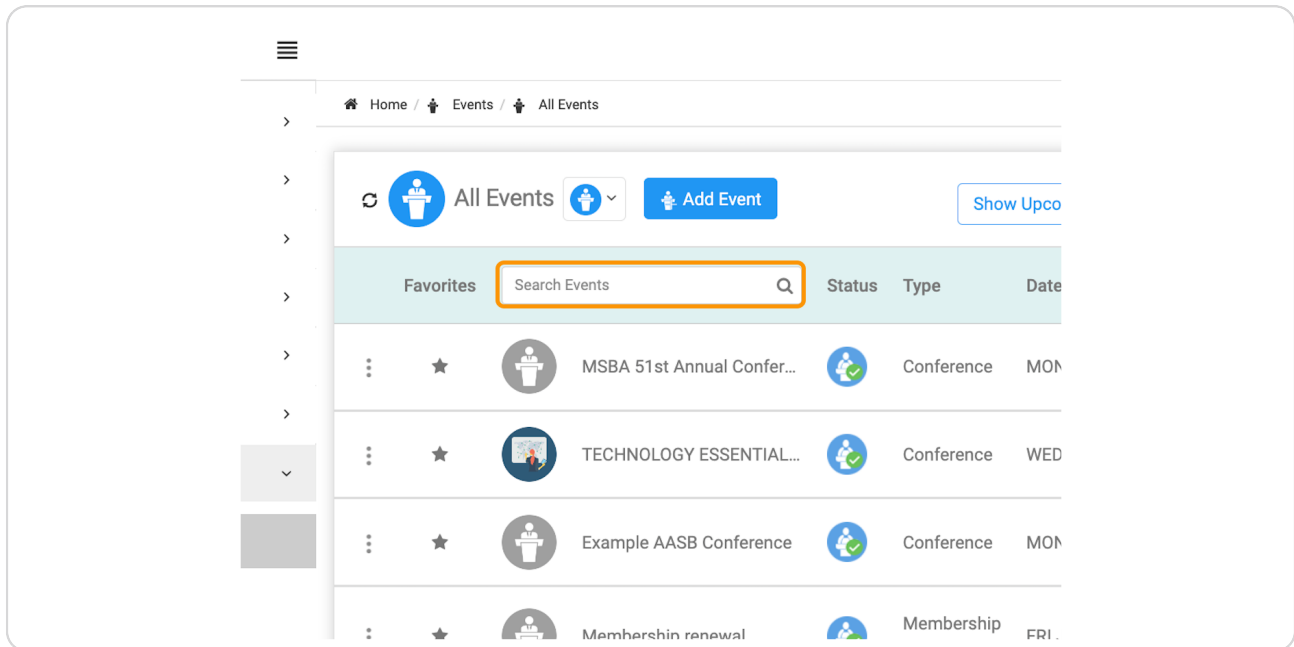
STEP 4

Click on the star to mark an Event as a favorite



STEP 5

Click on Search Events to search for events by name

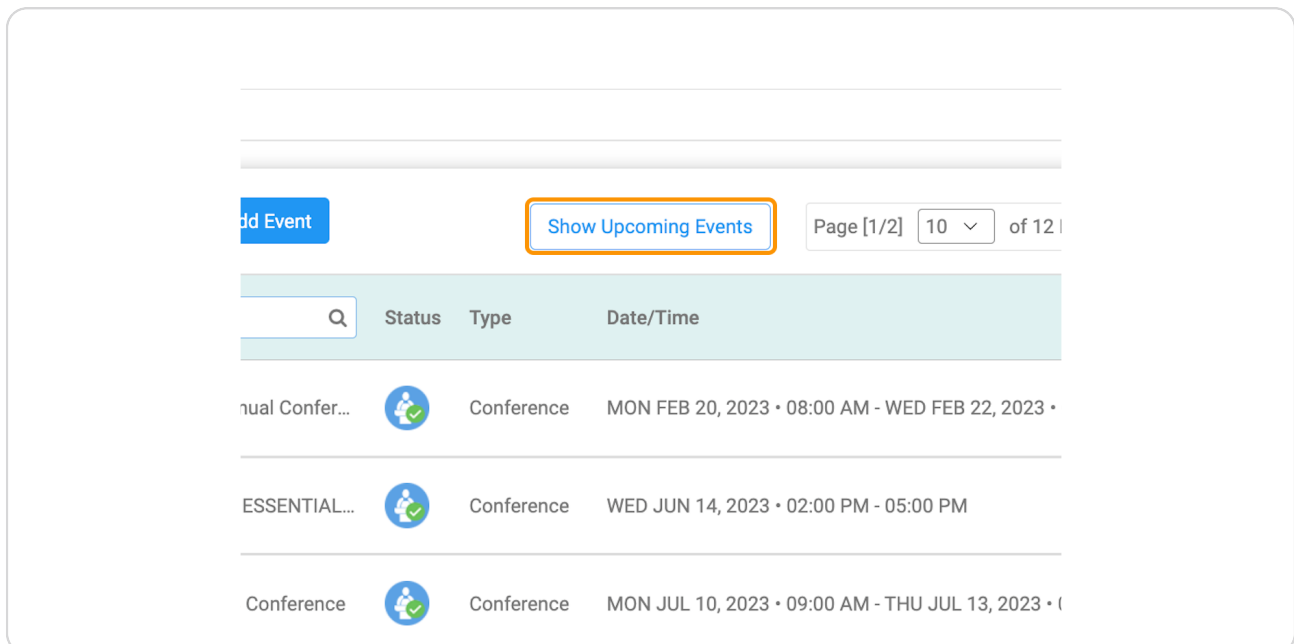


The screenshot shows a web interface for managing events. At the top, there is a breadcrumb trail: Home / Events / All Events. Below this, the page title is 'All Events' with a refresh icon and a dropdown menu. To the right of the title are buttons for 'Add Event' and 'Show Upcoming Events'. A search bar labeled 'Search Events' is highlighted with an orange border. Below the search bar is a table of events with columns for 'Favorites', 'Status', 'Type', and 'Date'. The table contains four rows of event data.

Favorites	Status	Type	Date
★		MSBA 51st Annual Confer...	MON
★		TECHNOLOGY ESSENTIAL...	WED
★		Example AASB Conference	MON
★		Membershin renewal	FRI

STEP 6

Click on Show Upcoming Events to only show upcoming events rather than all events



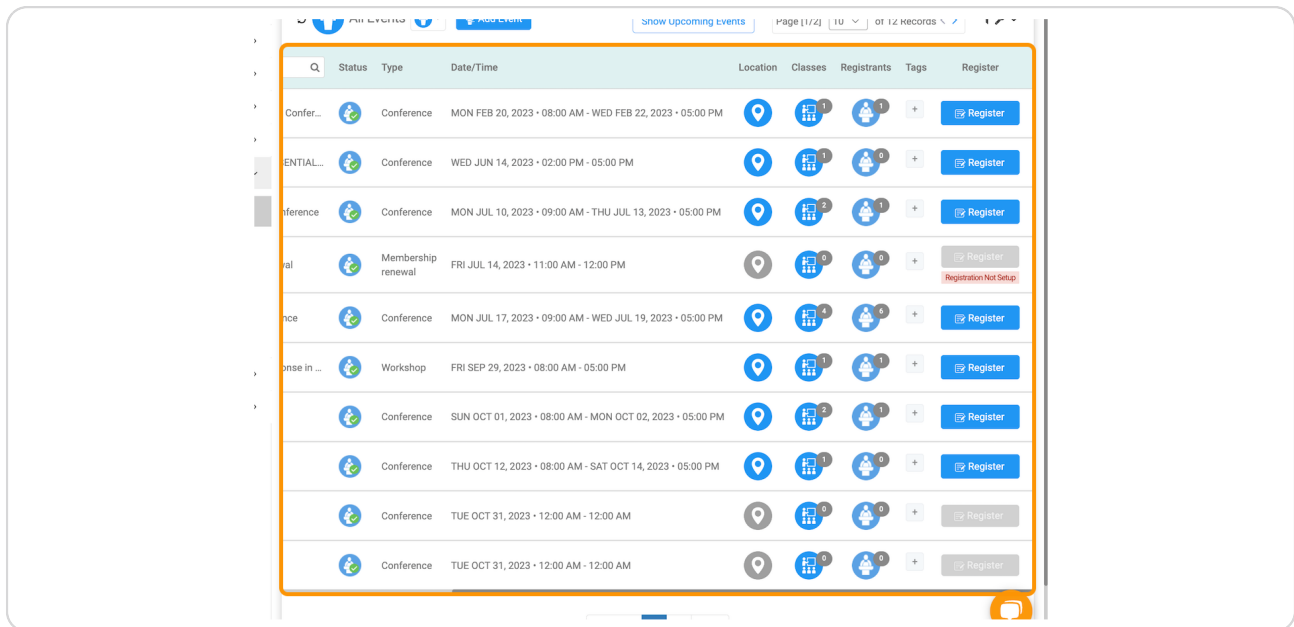
The screenshot shows the 'Show Upcoming Events' page. At the top, there is a button for 'Add Event' and a button for 'Show Upcoming Events' which is highlighted with an orange border. To the right of the 'Show Upcoming Events' button is a pagination control showing 'Page [1/2] 10 of 12'. Below this is a table of upcoming events with columns for 'Search', 'Status', 'Type', and 'Date/Time'. The table contains three rows of event data.

Search	Status	Type	Date/Time
		Conference	MON FEB 20, 2023 • 08:00 AM - WED FEB 22, 2023 •
		Conference	WED JUN 14, 2023 • 02:00 PM - 05:00 PM
		Conference	MON JUL 10, 2023 • 09:00 AM - THU JUL 13, 2023 •

STEP 7

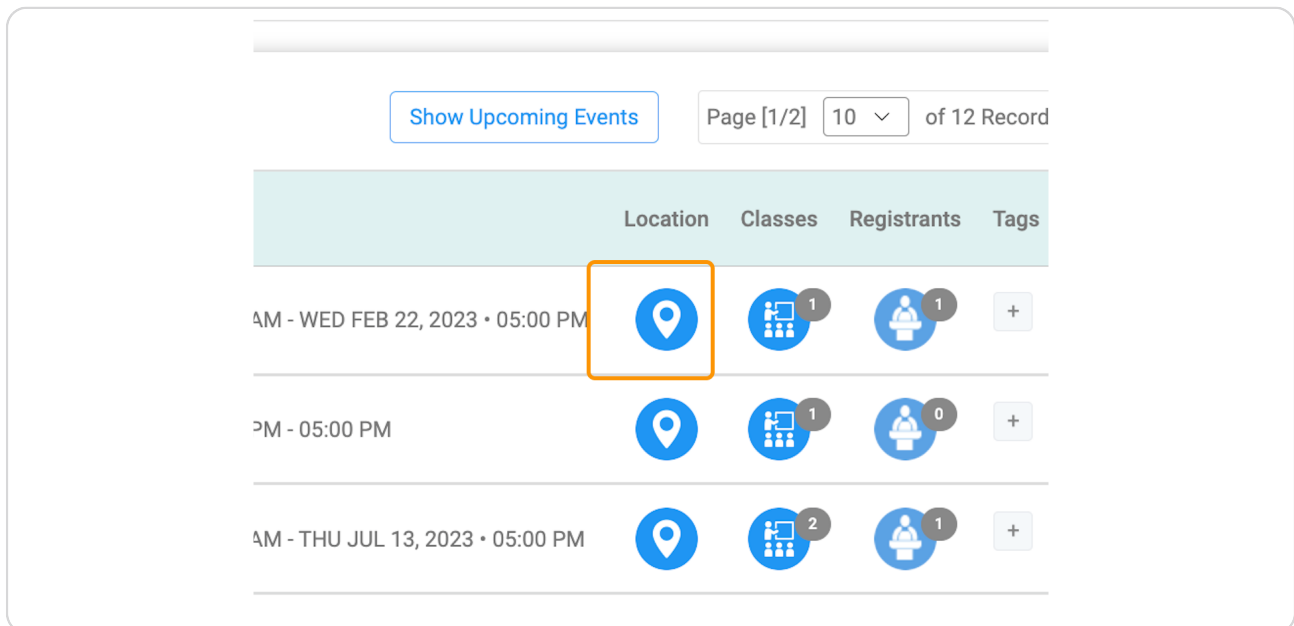
Viewing the events list page

On this page, you can view a lot details about the events, click into the event itself, register someone for the event or even add a new event.



STEP 8

Click on the location icon to view where the event is located



STEP 9

View location for each day of the event

The screenshot shows an event management interface. At the top, there are buttons for "Add Event" and "Show Upcoming Events", and a pagination control showing "Page [1/2] 10 of 12 Records". Below this is a table with columns: "Date/Time", "Location", "Classes", "Registrants", "Tags", and "Reg". The table lists several events. The first event, "ON FEB 20, 2023 • 08:00 AM - WED FEB 22, 2023 • 05:00 PM", has a dropdown menu open, showing three days: "Day 1 - Monday, February 20, 2023 to 8:00 AM - 5:00 PM", "Day 2 - Tuesday, February 21, 2023 to 8:00 AM - 5:00 PM", and "Day 3 - Wednesday, February 22, 2023 to 8:00 AM - 5:00 PM". Other events in the table include "D JUN 14, 2023 • 02:00 PM - 05:00 PM", "ON JUL 10, 2023 • 09:00 AM - THU JUL 13, 2023 • 05:00 PM", "I JUL 14, 2023 • 11:00 AM - 12:00 PM", "ON JUL 17, 2023 • 09:00 AM - WED JUL 19, 2023 • 05:00 PM", and "I SEP 29, 2023 • 08:00 AM - 05:00 PM".

STEP 10

Click on the Classes icon to see any associated classes

The screenshot shows a close-up of the event management interface. At the top, there are buttons for "Show Upcoming Events" and a pagination control showing "Page [1/2] 10 of 12 Records". Below this is a table with columns: "Location", "Classes", "Registrants", "Tags", and "Regi". The table lists several events. The first event, ", 2023 • 05:00 PM", has its "Classes" icon (a blue circle with a white icon of a person at a computer) highlighted with an orange box. Other events in the table include "I JUL 14, 2023 • 11:00 AM - 12:00 PM" and "2023 • 05:00 PM".

STEP 11

View classes associated with the event

The screenshot shows a table with columns: Location, Classes, Registrants, Tags, and Register. The table contains several rows of event data. A popup window titled 'Associated Classes' is overlaid on the table, showing a search bar and a list of associated classes. The first class listed is 'School Board Policy' with a sub-link 'School Board Policy' and the date 'Feb 21, 2023 at 9:00 AM - 5:00 PM'. The popup is highlighted with an orange border.

Location	Classes	Registrants	Tags	Register	
1 - WED FEB 22, 2023 • 05:00 PM			+	Register	
1 - 05:00 PM			+	Register	
1 - THU JUL 13, 2023 • 05:00 PM			+	Register	
12:00 PM				+	Register Registration Not Setup
1 - WED JUL 19, 2023 • 05:00 PM				+	Register

STEP 12

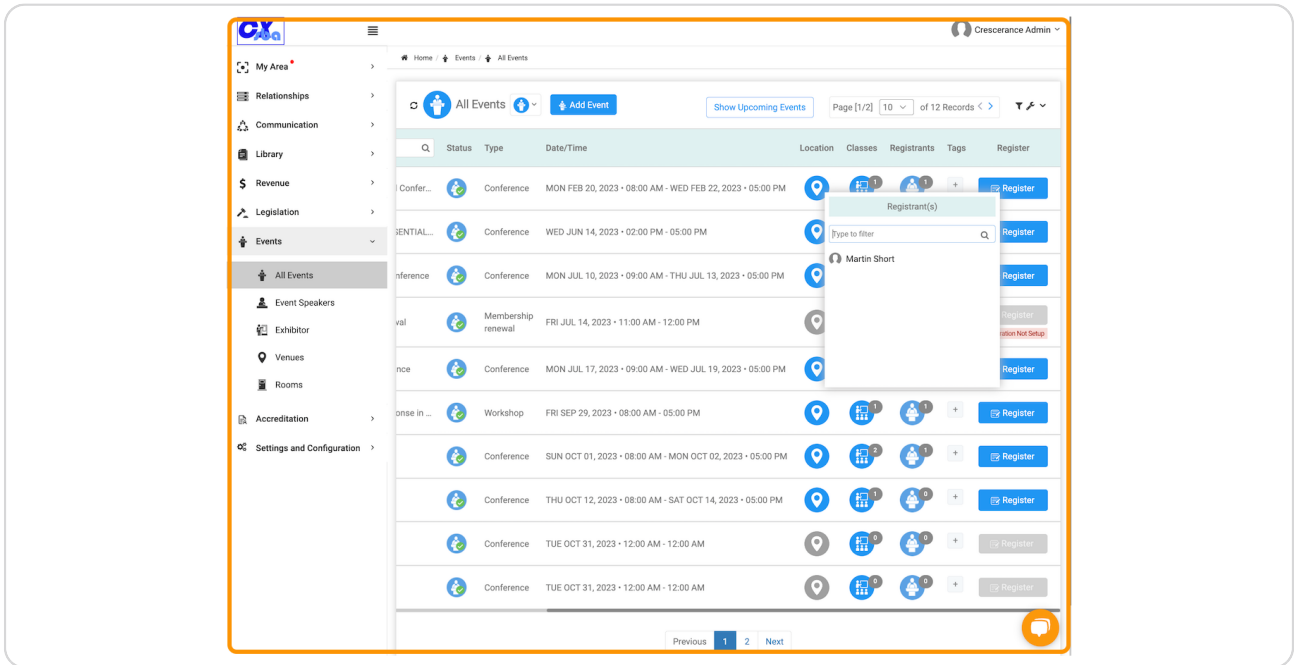
Click on registrants icon

The screenshot shows the same table as in Step 11. The 'Registrants' column for the first row is highlighted with an orange border, indicating that the user should click on this icon.

Location	Classes	Registrants	Tags	Register
0 PM			+	Register
			+	Register
0 PM			+	Register

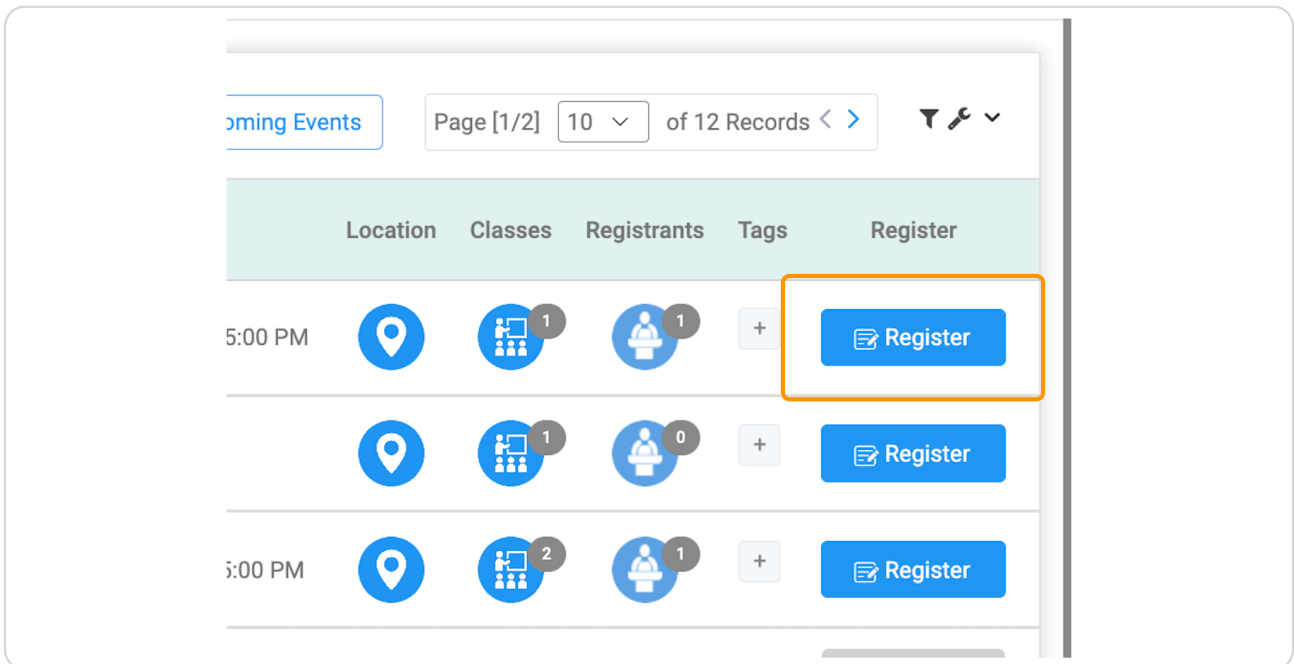
STEP 13

Click on Registrant(s) to view those attending the event



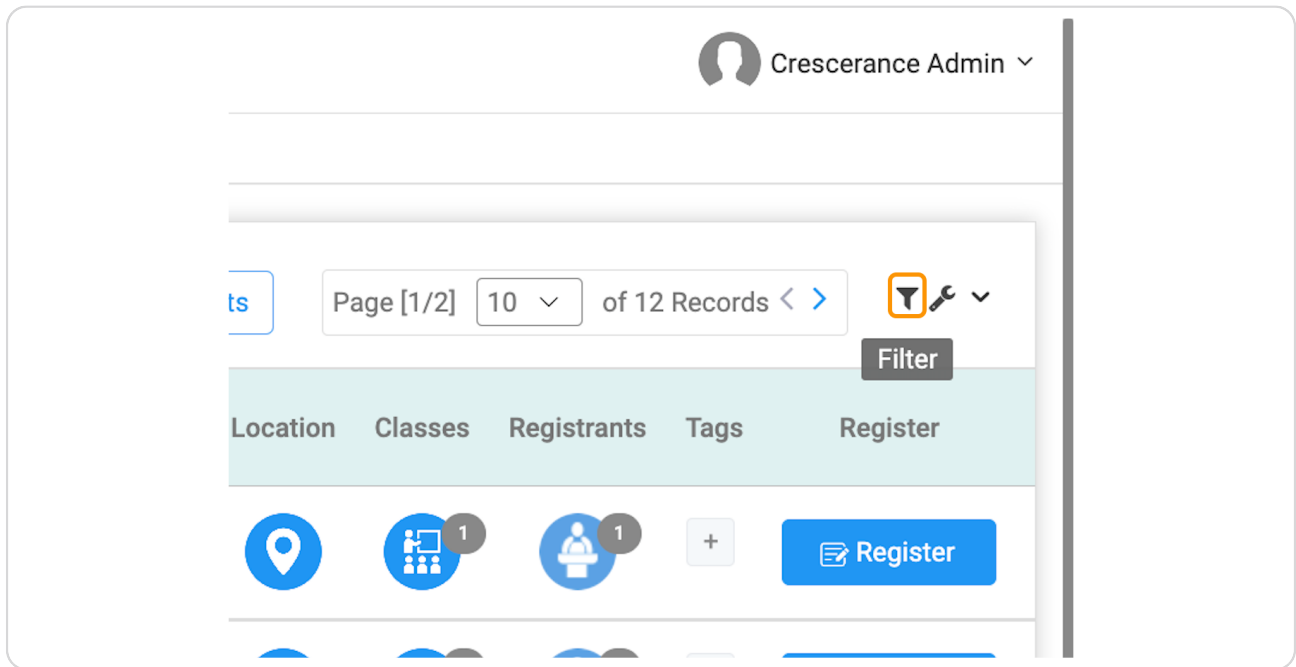
STEP 14

Click on Register to register participants



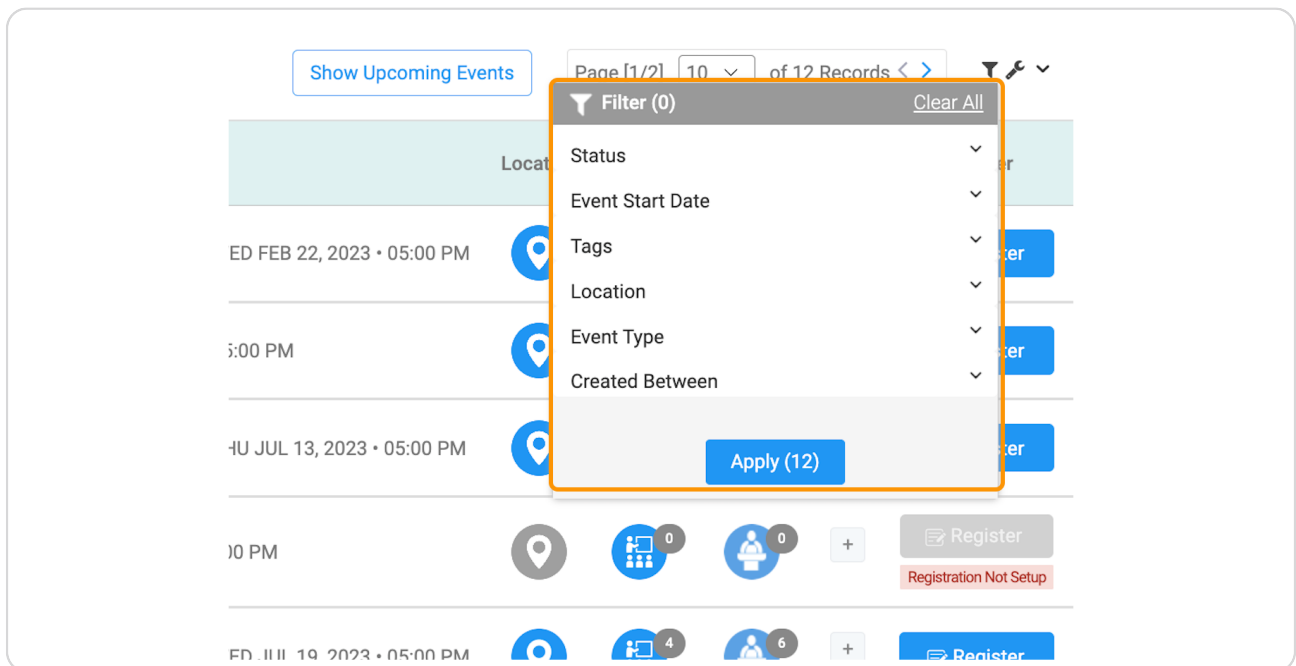
STEP 15

Click on the filter icon



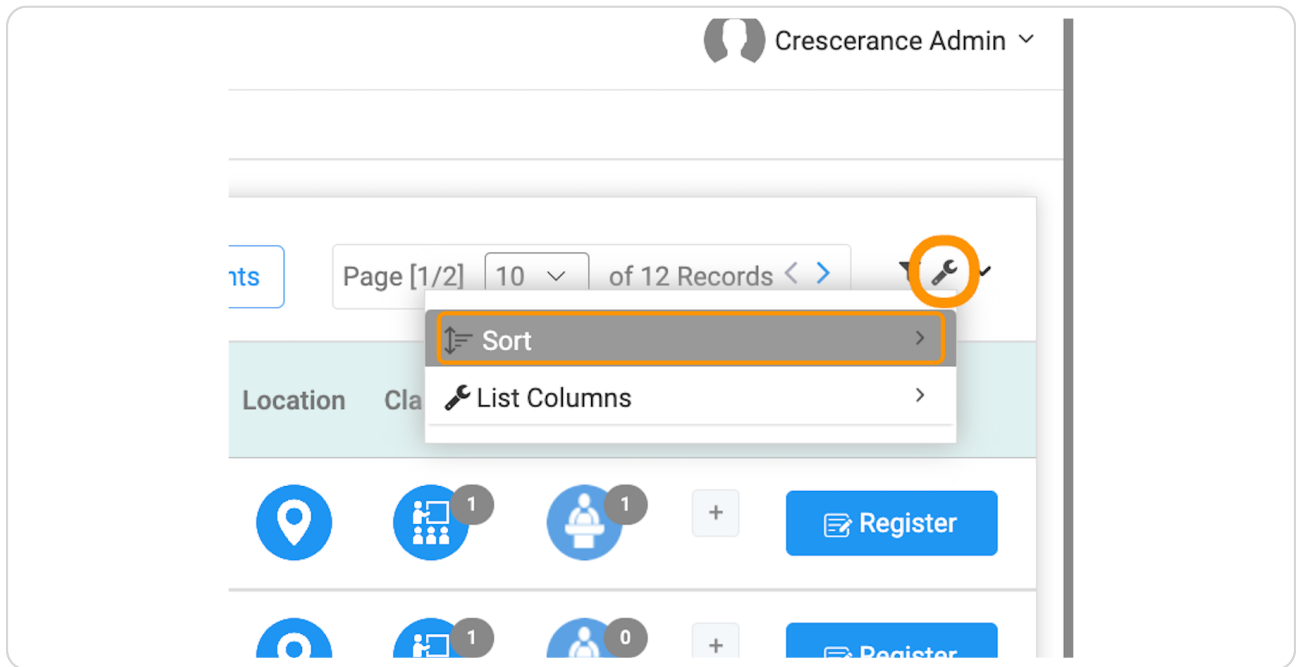
STEP 16

Select from menu and dropdown lists for filter criteria



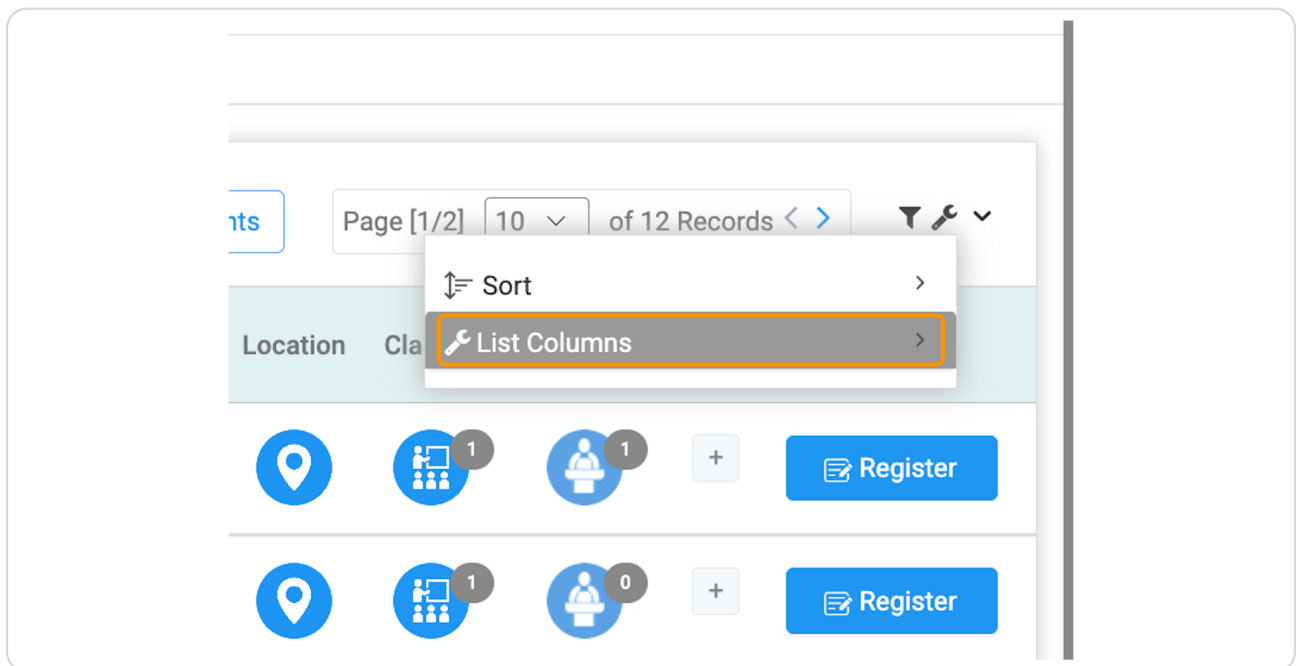
STEP 17

Click on the wrench icon to sort your event list



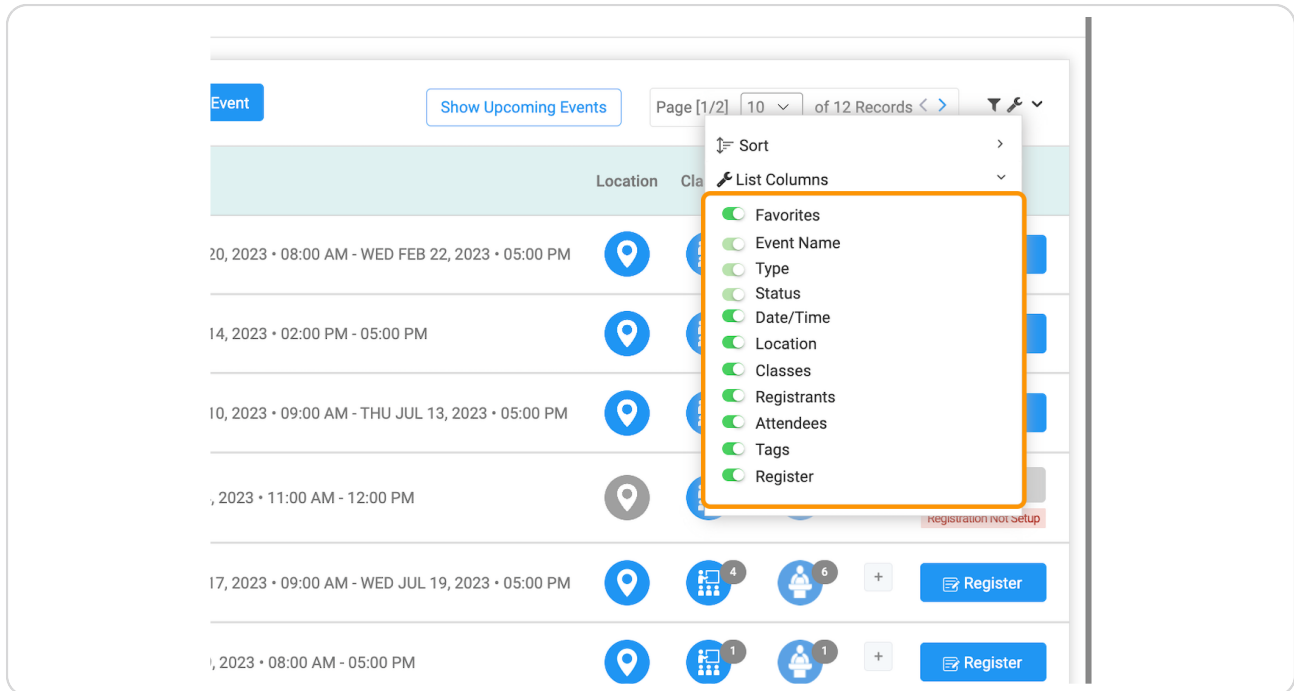
STEP 18

Click on List Columns to change the columns on the detail page



STEP 19

Toggle on or off column to add/remove the column from view.



The screenshot displays an event management interface. At the top, there is a 'Event' tab, a 'Show Upcoming Events' button, and a pagination control showing 'Page [1/2] 10 of 12 Records'. Below this is a table of events. A 'List Columns' dropdown menu is open, showing a list of columns with toggle switches. The columns listed are: Favorites, Event Name, Type, Status, Date/Time, Location, Classes, Registrants, Attendees, Tags, and Register. The 'Register' column is currently unchecked. The table below the menu shows several event rows with columns for dates, locations, and actions like 'Register'.

Event	Location	Classes	Registrants	Attendees	Tags	Register
20, 2023 • 08:00 AM - WED FEB 22, 2023 • 05:00 PM						
14, 2023 • 02:00 PM - 05:00 PM						
10, 2023 • 09:00 AM - THU JUL 13, 2023 • 05:00 PM						
, 2023 • 11:00 AM - 12:00 PM						
17, 2023 • 09:00 AM - WED JUL 19, 2023 • 05:00 PM						
, 2023 • 08:00 AM - 05:00 PM						

