



To: WV STARS Professional Development (PD) Providers

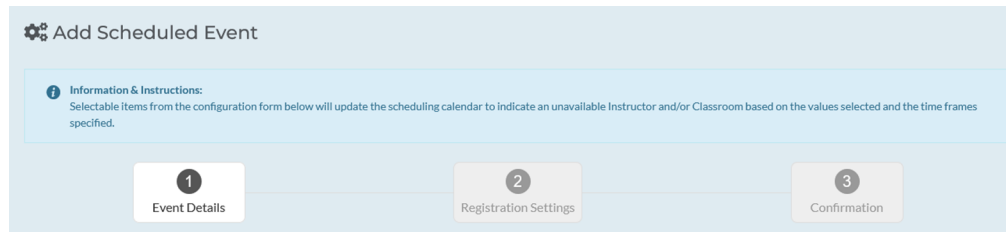
From: WV STARS

Date: July 12, 2022

Re: New Look for Scheduled Events

WV STARS PD Providers,

Scheduled Events have been updated. When you schedule a new event, you'll notice it's structured with three different sections-**Event Details**, **Registration Settings**, and **Confirmation**:



1. **Event Details**- First, you can either start typing the name of the course you want to schedule an event for or click “Add New Course” to create a new course and scheduled event for this course at the same time. Please note that if you use the “Add New Course” feature, the course will still need to be approved before your scheduled event will show up on the Training Calendar.

If you are scheduling an event for a course that's already been approved, you'll also select the course module (this is usually one option unless you've added multiple modules as part of a series). Then click “Next”.

Add Event

* Course Name: WV STARS Professional Development Provider Orientation (OLProfDevelProviderOrientationShrWVSTARS) ✕

* Course Module: WV STARS Professional Development Provider Orientation ✕

Add New Course

Next Exit

2. **Registration Settings**- You'll now be on the Registration Settings page. You'll see options/enter the information for the following:

- **Registration Type**

Registration Settings

* Registration Type: Open Registration
Users are allowed to view and register for this schedule. Registration is restricted only by the configured Capacity.

Open Registration, Requires Approval
Users are allowed to view and register for this schedule, but the registration must be approved by an administrator or designated instructor before the user is added to the class roster.

Managed
Users are not allowed to view or register for this scheduled event. Registration is Managed by an administrator or designated instructor through Manage Scheduled Events.

- **Class Capacity**

* Class Capacity: Unlimited

Limited ▲
▼

- **Overbook**

Overbook (optional): Unlimited

Limited ▲
▼

None

- **Waiting List**

Waiting List (optional): Unlimited

Limited ▲
▼

None

Auto Enroll From Wait List

- **Open Registration Starts/Open Registration Ends**

Open Registration Starts: 📅 🕒

Open Registration Ends: 📅 🕒

Set Registration Status to Closed on Registration Ends Date

- **Registration Restriction**

- ★ Registration Restriction: Available to Everyone
All Users are allowed to view and register for this schedule.
- Restricted by Hierarchy Node
Only Users located at the specified Organizational Node are allowed to view and register for this schedule.

- **Automated Registration Emails**

- Automated Registration E-mails: Enabled
 Disabled

- **Event Details**

Event Details

Event Identifier:

Event Topic:

- **Event Contact Information**

Event Contact Information

Contact Name:

E-mail Address:

Phone Number:

- **Event Sponsor Settings**

Event Sponsor Settings

Sponsor Details: No Sponsor
 Organizational Hierarchy Sponsor
 Custom Sponsor

Funding Stream:

- **Webinar Settings**

Webinar Settings

Webinar Link:

Is visible to unregistered users

Webinar Link Label:

- **Schedule and Instructor Options**

Schedule and Instructor Options

Location:

Classroom:

★ Instructor:

★ Time Zone:

★ When: to

All scheduled dates:
There are currently no dates selected.

Day(s) highlighted indicate unavailable selection(s) for that date/time:

Classroom Unavailable Instructor Unavailable Both Unavailable

July 2022							
S	M	T	W	T	F	S	
>					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						

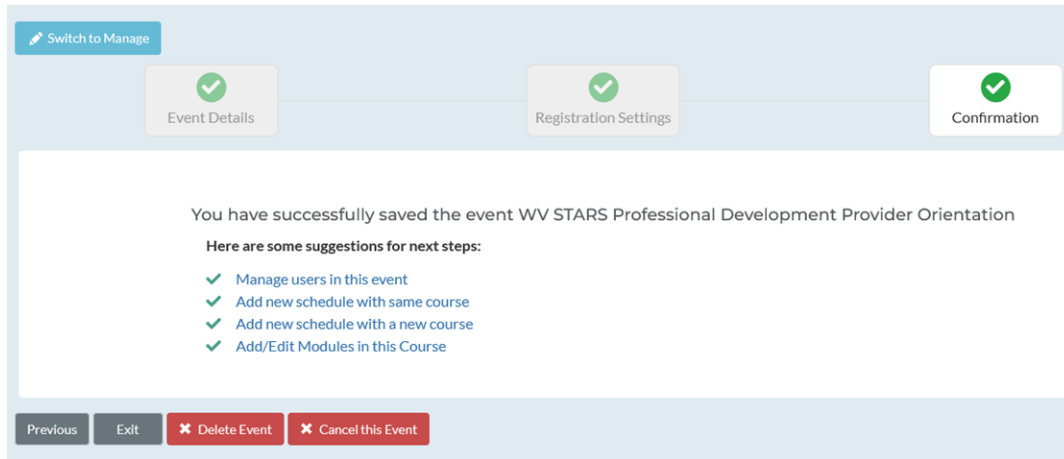
- **Agenda**

Agenda

The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, etc.) and a font size dropdown. Below the toolbar is a large, empty text area. At the bottom of the editor, there are tabs for 'Design', 'HTML', and 'Preview', and a status bar showing 'Words: 0' and 'Characters: 0'.

Once all the information is entered, click to save the information you've entered.

3. **Confirmation**- After click , you should receive confirmation that the event was saved successfully. You can click on the suggestions for next steps or click Exit to finish.



Please let me know if you have any questions about these updates. We hope this new structure will make scheduling events much easier and more efficient. When updates roll out, I'll notify you as soon as they become available.

Thank you!

Stacy Price, MS

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