

events-admin

Concepts and vocabulary

An **event** is the overall occurrence: A conference, a class, a training.

A **session** is a specific gathering occasion within an event, such as a conference session or a scheduled class time. Every event has at least one session.

A **timeslot** is a slice of time. Its components are a date, a start time, and an end time. Sessions take place during specific timeslots. **N.B.:** Do not create duplicate timeslots; any number of sessions can share a timeslot, and duplicates will lead to confusion.

An **attendee** is any person who is attending an event in any capacity. This includes people who are coming to the event to gain knowledge or earn credits, and those who are attending to present sessions or to support the event, including organizers. Every person with an **events.pattan.net** sign-in is an attendee. Every attendee who is participating in an event in any way is an attendee of that event.

A **presenter** is an attendee who is teaching or leading a session of an event, or who is part of a panel for a session. A session might have more than one presenter. A presenter may be attending other sessions than those they are presenting.

Home screen

My current events

This is a list of all current and upcoming events for which you are an *administrator*, meaning that your sign-in account has permissions to make changes to the event. Click the name of an event to edit it.

My past events

This is a list of all events that have already happened for which you are an *administrator*, meaning that your sign-in account has permissions to make changes to the event. Click the name of an event to edit it.

Utilities

Bulk email

Provides a simple way to send an email blast to an arbitrary list of recipients.

Run update_ms_groups command

Converts PaTTAN MS Graph groups into attendees as facilitators or tech-facilitators.

Clone an event

Provides an easy way to create a new event based on a current or past event so that it's not necessary to enter all of the data all over again.

Event

This screen provides tools for creating or editing information related to the event itself. All fields have tooltips which can be activated by hovering your pointer over the **i** icon. Required fields are marked with an asterisk following the field label.

Event name and **Subname** are the parts of the complete event name. For example, in **2024 PaTTAN Literacy Symposium: SORing Into Structured Literacy**, the part before the colon, **2024 PaTTAN Literacy Symposium**, is the name, and the part following the colon, **SORing Into Structured Literacy**, is the subname. A subname is not required and many events do not have them.

The **Welcome screen** is the first screen to appear when an attendee selects an event in the **events** app. It displays the name or image, the subname if there is one, the date(s) of the event, the description, and any free-form text that is entered here. Before the event begins you may wish to use this field to display information that is useful to attendees as they plan their participation. During the event it can be used for any information that is useful to attendees, such as room changes, WiFi details, and lost & found.

Registration url is usually just the URL of the learn.pattan.net registration form for the event, but hybrid (in-person and online both) events are a little different. Hybrid events are two separate events in WisdomWhere, so it's usually best to do a search on the part of the name common to both, and use the URL of the search result as the Registration url.

Sessions

This screen provides tools for creating or editing information related to particular sessions. All fields have tooltips which can be activated by hovering your pointer over the **i** icon.

A/V Conferencing info is information for those who are participating remotely but interactively (such as by Zoom or Teams).

Livestream URL is the URL for those who are watching the session remotely but not participating interactively. This field is used only rarely.

Recording URL is the URL for watching a recording of the session after the event. It is typically populated only after video is edited and posted to the PaTTAN YouTube channel. **Order** is a numeric value used by the **events** app schedule screens to determine the order in which to list sessions that have the same timeslot start time. Lower numbered sessions are listed above higher numbered, and then alphabetically by session name within a number if a

number is assigned to more than one session. So if you leave the value at the default of zero, all sessions will be listed alphabetically within timeslots.

Does not conflict with other sessions at overlapping times affects badging on the **events** app schedule screens. Normally if an attendee selects two sessions with overlapping timeslots they are displayed with a warning badge. Check this box for sessions where overlapping times is not a problem, such as event registration or exhibitor hall hours, to prevent the badge from being displayed in those cases.

Presenter team name is for teams of presenters that wish to be listed by some group identifier (school district name, e.g.) on the **events** app schedule screens, rather than just as a list of individual names.

Non instructional should be checked for sessions that are not part of the event programming, such as registration, meals, breaks, and social events.

Instructional information is any information that attendees need to know to participate fully in the session. This could include readings or exercises to be completed ahead of the session, or details of group breakouts within the session, for example.

Sessions edit grid

This screen make it simple to update some of the most commonly edited fields of all sessions of the event. **In-person** and **Virtual** show the current number of attendees registered for the session in each format.

Fees

This screen is for adding or editing fees associated with the event.

Schedule builder

This tool is for quickly and easily building a schedule of timeslots for the event.

Presenters

A screen for adding or editing an attendee as a presenter for the currently selected event. All of the information on this form can also be added or edited by the attendee in the **My profile** form of the **events** app. As a rule all attendees, presenters or not, should be encouraged to manage their own information.

Partners

Partners are external organizations that co-sponsor, help organize, or otherwise contribute directly to helping with the event.

Exhibitors

Exhibitors are external organizations that send representatives to the event to make contact with attendees and raise awareness of their own products or services.

Sponsors

Sponsors are external organizations that provide financial assistance with the event.

Publish All Sessions

This just what it sounds like - a tool for marking all event sessions as published so it's not necessary to mark them one at a time.

Add Event Attendee

There are actually five things that can be done on this screen. The first is simply looking up an attendee by name to confirm that person is actually associated with the event. Once a person is found, if payment is required for the event and that attendee has not yet paid, a button will appear below their name offering to mark them as paid. (The **events** app limits access to session information for attendees who have not yet paid for a payment-required event.)

Below that is a form for adding any attendee in the database as an attendee of the event.

Bulk csv upload is for adding multiple attendees to the event at once. There is a template that should be followed for the CSV.

Finally, there is a form for removing an attendee from the event. This does not change the attendee record in any other way than removing the association with the event.

Add Event Presenter

This form is actually for uploading a *list* of attendee names and email addresses as a CSV, to identify or create attendees that are to be added to the currently selected event as presenters.

Add Session Attendee

This form is actually for uploading a *list* of attendee names and email addresses as a CSV, to identify or create attendees that are to be added to a session.

Add Session Invitees

This form is for uploading a list of attendee names and email addresses as a CSV, to identify or create attendees that are to be invited to an invitation-only session.

Email Event Attendees

Provides a simple way to send an email blast to all attendees of the currently selected event, or to the presenters only.

Event Template Import

Imports an event schedule from an Excel workbook. A workbook template can be downloaded on this screen.