

Event booking

The “Event Booking” module allows teachers and administrators to create a system of physical events in which users can register through the platform.

To configure an event you need to follow simple steps, let's see them together.

To make the organization of the events on the platform clearer and more orderly, it is best to first divide them into **categories**. For example, if there are events relating to “Marketing and Communication” it will be appropriate to create the relevant category and then insert the event within it.

Let's first see how to create a new category.

Creation of a new category

Go to Administration / Booking Management / Category.

Click on the “Add” button and enter the name of the new category and then click on the “New category” button.

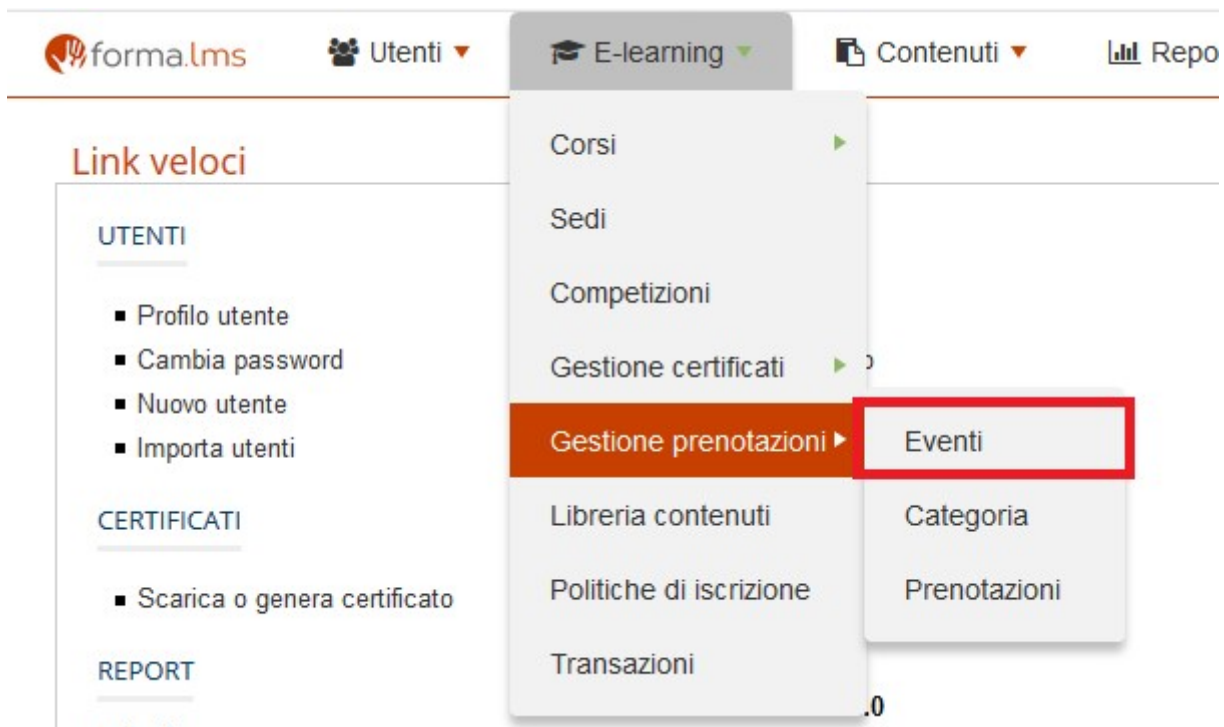
Nuova categoria

Nome	<input type="text" value="Comunicazione e Marketing"/>
Massimo numero di eventi per categoria	<input type="text" value="0"/>

At this point we can proceed with the creation of a new event.

Creating new event

Go to Administration / Booking Management / Events



Click on the New event button and enter the data relating to:

- Title
- Description
- the course with which the event is associated
- Category
- Start date
- Date by which registration is possible
- Maximum number of participants
- Schedule

Nuovo evento

Titolo	
Meeting Comunicazione	
Descrizione	
<div>File Edit View Insert Format Table</div> <div> Formats B <i>I</i> [List Icons] [Link Icon] </div> <div> <u>A</u> A ☺ </div> <p>Il Meeting è un'occasione per far incontrare tutti i partecipanti del corso e-learning "Comunicazione Efficace" e scambiarsi di persona le proprie opinioni.</p>	
22 WORDS POWERED BY TINYMCE	
Corso	Comunicazione Efficace ▼
Sedi	classe 1 ▼
Categoria	Comunicazione e Marketing ▼
Data	12-01-2018
Deadline	11-01-2018
Numero massimo di utenti	10
Dalle ore	09 : 00 ▼
Alle ore	18 : 00 ▼







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Using the active menu for each event, you can:

- assign users who will be able to register for the event;
- modify the data;
- delete the event.

Eventi

 Nuovo evento

Eventi inseriti										
Titolo	Categoria	Data	Dalle ore	Alle ore	Numero di iscritti	Posti disponibili	Deadline			
Meeting Comunicazione	Comunicazione e Marketing	12-01-2018	09:00:00	18:00:00	0/10	10	11-01-2018			

How to assign users to an event

By clicking on the “Assign users” icon, we can indicate which users can register for that event. We can select them individually or through the “Groups” or through the “Roles”.

In our example, we will insert them individually by putting the check in relation to each user who

can register.

Modifica permessi di visualizzazione

Utenti Gruppi Ruoli

Ricerca avanzata

4 Seleziona elementi Seleziona: [Tutte le pagine](#), [Nessuno](#) « Inizio « Precedenti 1 Successivi » Fine » 1 - 2 su 2 25 ▾

<input type="checkbox"/>	Username ▾	Cognome	Nome	Email ▾	Data ultimo accesso ▾	Data di registrazione ▾
<input type="checkbox"/>	LTDEMO		LTDEMO	LTDEMO	01-11-2017 11:29	01-11-2017 11:25
<input type="checkbox"/>	lucarz	Rizzuti	Luca	l.rizzuti@grifomultimedia.it	10-03-2017 16:54	15-02-2017 11:10
<input checked="" type="checkbox"/>	luisiana	Garau	Luisiana	l.garau@elearnit.net	07-01-2018 10:33	10-10-2016 18:07
<input type="checkbox"/>	lut	g	lu		23-11-2017 12:36	23-11-2017 12:36
<input checked="" type="checkbox"/>	lutest	garaù	luisiana		12-10-2017 10:11	11-01-2017 10:59
<input type="checkbox"/>	lutest03	gitest	elitest		02-11-2017 11:57	03-10-2017 12:16

Salva modifiche Annulla

Management of reservations

To manage the booking of the event go to Administration / Elearning / Booking management / Reservations.

forma.lms Utenti ▾ E-learning ▾ Contenuti ▾

Eventi

Nuovo evento

Eventi inseriti

Titolo

Meeting Comunicazione

Event

Corsi ▶

Sedi

Competizioni

Gestione certificati ▶

Gestione prenotazioni ▶

Libreria contenuti

Politiche di iscrizione

Transazioni

Eventi

Categoria

Prenotazioni

25-

From this page you can create new events or manage the events already created, using the active menu that can be selected next to each event.

Eventi

Nuovo evento

Prenotazioni							
Titolo	Data	Numero di iscritti	Deadline				
Meeting Comunicazione	12-01-2018	0/10	11-01-2018				

By clicking on the various icons in order, you can:

- check the list of members;
- directly enroll users;
- change the details;
- delete the event.

Attention: if the “Reservations” form is not present in the course menu, it will be impossible for users to register for related events.

Now that we have configured our event on the back end side, let's see how a user can book himself for an event on the front end side.

Subscribing the user to an event

Following our example, the user must enter the “Effective communication” course with which the event is associated.

We have added the “Reservations” form in the “Social Area” menu item.

Of course, like all menu items, it can be assigned to any section of the course menu.

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 AREA DOCENTI

Gestione oggetti didattici • Gestione gruppi • Newsletter • Registro valutazioni • Gestisci menu • **Modulo prenotazioni** >>

Eventi disponibili

Le mie iscrizioni

Iscrizioni ad eventi passati

Comunicazione e Marketing

Titolo	Sedi	Data	Dalle ore	Alle ore	Numero di iscritti	Posti disponibili	Deadline	Iscrizioni
Meeting Comunicazione	classe 1	12-01-2018	09:00:00	18:00:00	0/10	10	11-01-2018	Registrati

To book the event, the user must simply (obviously the user must have been previously assigned by the administrator to this event as written in the paragraph “How to assign users to an event”).

Eventi disponibili

Le mie iscrizioni

Iscrizioni ad eventi passati

Comunicazione e Marketing

Titolo	Sedi	Data	Dalle ore	Alle ore	Numero di iscritti	Posti disponibili	Deadline	Iscrizioni
Meeting Comunicazione	classe 1	12-01-2018	09:00:00	18:00:00	0/10	10	11-01-2018	Registrati

At that point, simply confirm your data and click on the “Save changes” button

Registrazione

Conferma i tuoi dati

garaù luisianà

Username

Cognome

Nome

Email

Data di nascita *

lutest

garaù

luisianà

Salva modifiche

Annulla

The user is thus registered for the event. If you wish to unsubscribe, simply click on the “Unsubscribe” button

Eventi

Eventi disponibili								
Le mie iscrizioni								
Iscrizioni ad eventi passati								
Comunicazione e Marketing								
Titolo	Sedi	Data	Dalle ore	Alle ore	Numero di iscritti	Posti disponibili	Deadline	Iscrizioni
Meeting Comunicazione	classe 1	12-01-2018	09:00:00	18:00:00	1/10	9	11-01-2018	Cancella iscrizione

The user of the Administrator, Teacher level or in any case with modification permissions has a number of more possibilities.

Front End event booking management











The administrator, once entered the course and clicked on the booking / registration management form, will see the following screen

Eventi

[Eventi disponibili](#) [Le mie iscrizioni](#) [Iscrizioni ad eventi passati](#) [Gestione iscrizioni](#)

[Nuovo evento](#) [Gestione categorie](#) [Gestione aule](#)

Comunicazione e Marketing

Titolo	Sedi	Data	Numero di iscritti	Deadline		Assegna utenti				
Meeting Comunicazione	classe 1	12-01-2018	1/10	11-01-2018		Assegna utenti				

- By clicking on “Show registered users”, you can view the names of registered users of the event
- By clicking on the “Assign users” button, you can force the reservation of the event to users selected from among those
- By clicking on “Send mail” you can email users registered for the event
- By clicking on “Edit” you can edit the event
- By clicking on “Cancel” you can delete the event
- By clicking on “Who can register for the event” you can change the viewing permissions of the event

Revision #1

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