CHICAGO COOK WORKFORCE PARTNERSHIP
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Events Calendar Procedure

Overview

The Career Connect events calendar is accessible by all staff and jobseekers who are logged into Career Connect.

This procedure explains how to:
- View the event calendar,
- create an event,
- edit, copy, or cancel an event,
- register a jobseeker customer for an event and track attendance, and
- run events reports.

Special instructions for *Career Connector* branded events are highlighted in green throughout this procedure.
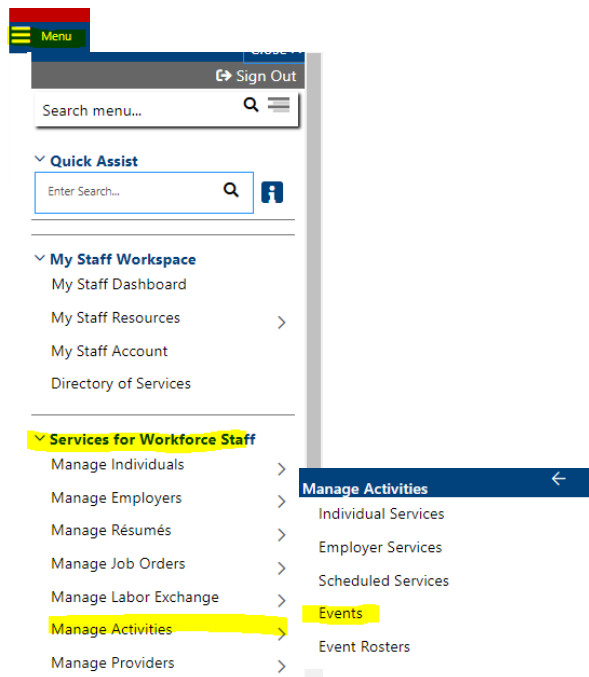
View Event Calendar

1. **Go to the Events Calendar**
    - There are 2 ways to access the event calendar. The first option is to click on the event number in the My Calendar widget on the staff dashboard.
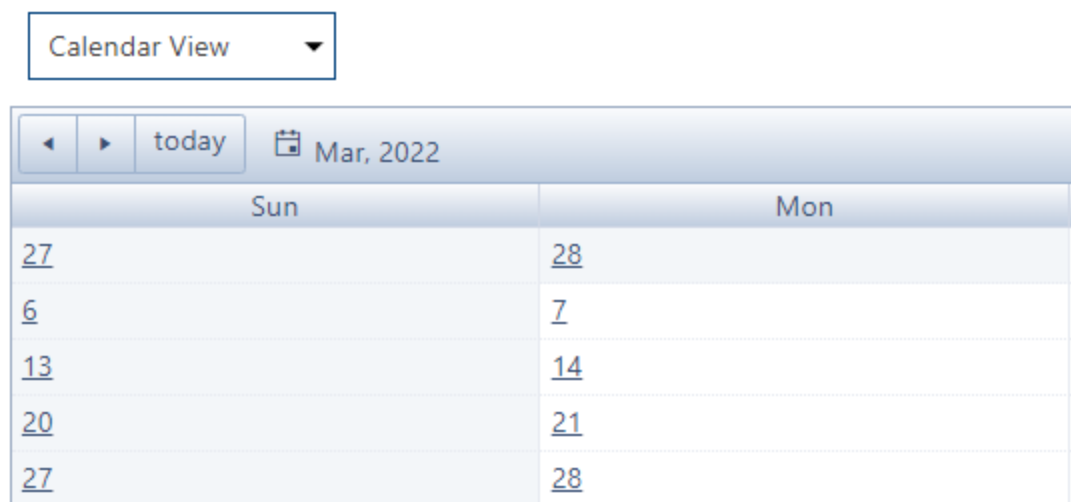
- The second option is to open the left-hand menu and go to Services for Workforce Staff > Manage Activities > Events

2. Filter the Calendar
   - The filter options may be hidden. If so, click on "Show Filter Options".

- The calendar may automatically filter to your office. If you want to see all events, set the *Event Region* filter to "None Selected" and then click the "filter" link.
- You can also filter by zip code, Event Category, or Event ID number.
- You must click the "filter" link for the calendar to update.

⊟ Hide Filter Options

Filter Criteria

Zip Code:

Event Region: None Selected ▾

Event Office:

Event Category:

Workshop/Training
Career Connector Hiring Events
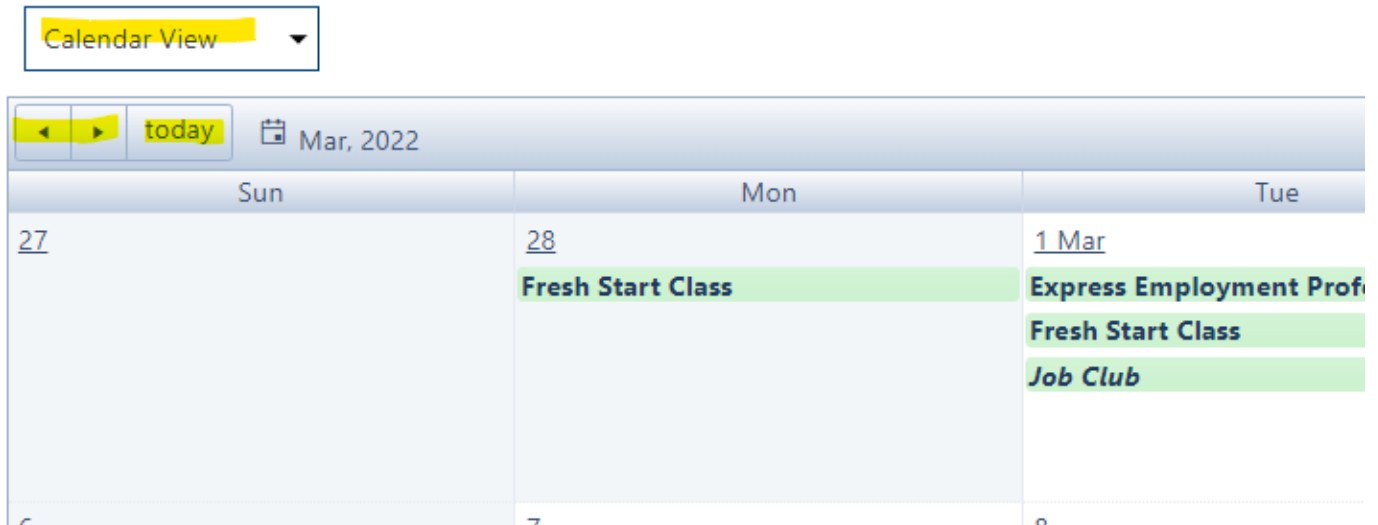Job Fair
Rapid Response

Hold the Ctrl key while clicking to select/unselect multiple Event Categories

Event ID: (Using Event ID will ignore all other selected criteria)

3. On the calendar itself, you can:
   - Display in Calendar View, Detailed List View, or Management View
   - View by Month, Day, or Week
   - Scroll to the next Day, Month, or Week

Calendar View ▼

◄ ► today 📅 Mar, 2022

Sun	Mon	Tue
27	28 **Fresh Start Class**	1 Mar **Express Employment Prof** **Fresh Start Class** **Job Club**
6	7	8

Change Appearance: Office2010Blue ▼

		Day	Week	**Month**

Thu	Fri	Sat
ass **Heights Workforce eadiness Workshops** **Club @ Aunt Martha's Cen** **Work Shop**	4 **Career Pathways Orientation**	5
ass **Club @ Aunt Martha's Cen**	11 **Career Pathways Orientation**	12

Create an Event

1. Go to the Events Calendar. Scroll to the bottom of the calendar & click "Add Event"
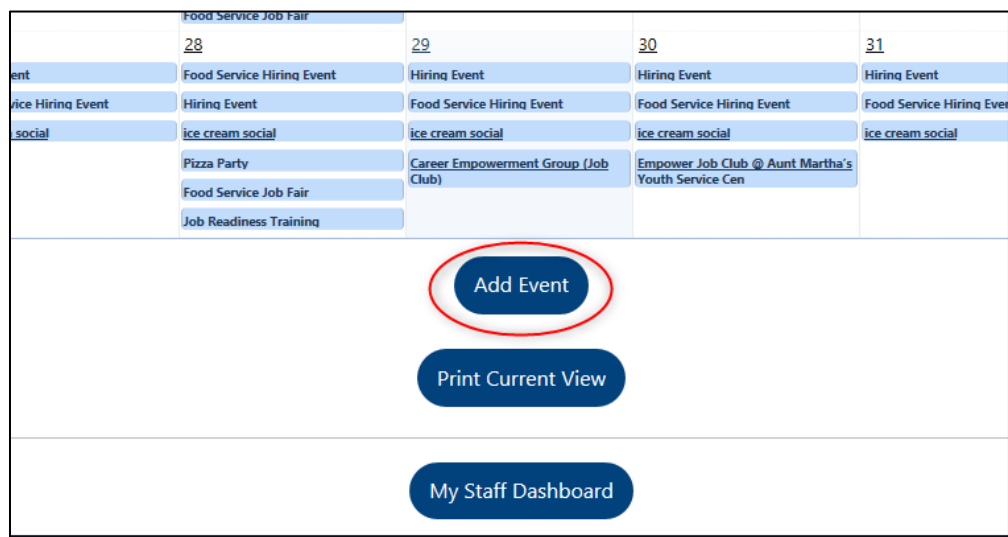
2. Select an **Event Category**. Pick the "Event Category" that you want to use for your event. Current options are:
   - Workshop/Training
   - Career Connector Hiring Event **[Use this category for all *Career Connector* branded hiring events.]**
   - Job Fair
   - Rapid Response
   - Orientation
   - Employer Recruitment Event
   - Other Events: Allows staff to specify

3. Type in an *Event Title*.

4. Add a detailed *Event Description* including event registration information.

5. **Individual Attendees:**
   - "Limited Class Size" allows you to restrict how many individuals can register for the event:
     - Indicate the maximum number of individuals that can register in the box.
     - To allow overbooking, check the "Allow Overbook" check box.
     - If the event is for Veteran's only, check the "Veteran's Only" check box.

   - "Unlimited Class Size" allows an unlimited number of individuals to register for the event. If the event is for Veteran's only, check the "Veteran's Only" check box.

Event Information

*Event Category:	Employer Recruitment Event ▾
*Event Title:	South Suburban Hiring Event ✔
Event Description:	Lots of employer! Lots of jobs in all sectors! Register in the system or go to www.eventbright.com/eventid12345678910. ①

[Text Templates | Clear Text]
(1000 characters max)
Current Characters: 118

Attendees:	Individuals	Limited Class Size ▾	100	☐ Allow Overbook	☐ Veterans Only
	Employers	Not Available ▾		☐ Allow Overbook	

6. **Always** leave Employer attendees set to "Not Available", since employers do not have direct access to Career Connect.

7. Click "Next" to go to the "Schedule" screen.

8. Schedule:
   - *Schedule Type:* Select one-time or an applicable recurring schedule. ==*Career Connector* hiring events should be entered as one-time events only. If it is a multi-day event, copy the event to create an event for each day.==

   - *Display From* and *Display Until*: is your event start and end date for a one-time event or the start and end of the recurrence if the event date is recurring. **Do not set the recurrences for more than 6 months in the future.** If you need to extend the event beyond 6 months, you can edit it or copy it later.

   - Set the *Start Time* and *End Time*

   - If you select a recurring option, you will see the *Occurs Every* option.

Schedule

==Schedule Type:==	None Selected ▼
• Display From:	**None Selected**
	One Time
Display Until:	Recurring - Daily
	Recurring - Weekly
	Recurring - Bi-Weekly
• Start Time:	Recurring - Monthly
	Recurring - Once Monthly
• End Time:	5:00 PM 🕐

• Schedule Type:	Recurring - Monthly ▼
• Display From:	5/9/2022 📅
Display Until:	11/14/2022 📅
• Start Time:	10:00 AM 🕐
• End Time:	2:30 PM 🕐
• Occurs Every:	Second ▼ Tuesday ▼

9. In the *Calendar* Section:
   - *Hidden Event:* If you select "yes" you will hide the event from everyone.

   - *Display to:*
     o **Individuals:** If you want jobseekers with Career Connect accounts to see and/or register for the event, check the "Individuals" check box.
     o **Employers:** never check the "Employers" box, since employers do not have access to Career Connect.

Calendar

Hidden Event: ◯ Yes ⦿ No

Display to: ☑ Staff ☑ Individuals ☐ Employers

10. Click *Next* to go to *LWIA/Office* page.

11. Set the *Event Region* to "Chicago Cook Workforce Partnership".

12. *Event Office:* Select your office from the drop-down menu and then click the down arrow below the office box to attach your office to the event.

Associated Office(s)

+Event Region: Chicago Cook Workforce Partnership   ▼

+Event Office: A Safe Haven (CCLC)
                        A.E.R.O. Special Education Cooperative (7101)
                        Ada S McKinley Community Services, Inc
                        Albany Park Community Center (CCLC)   ▼

                        ▼ ▲

                        South Suburban Cook AJC at Prairie State College (

13. Click *Next* to go to the *Event Location screen.* Complete the Event Location information as applicable.
    - If it's an "On-site" event at the office selected in the previous screen, select the office in "Copy Address from" and the address information will autofill.
    - For in-person events, make sure to include any specific directions room numbers, parking, or transit information.
    - If it's an "Online Event" you will have an option to add a link to join the event.

Event Location

* Location Type:	⦿ On Site Event ◯ Off Site Event ◯ Online Event
Copy address information from:	South Suburban Cook AJC at Prairie State College (7710) ▾
Organization:	South Suburban Cook AJC
* Address 1:	202 S. Halstead St, Room A
Address 2:	
* City:	Chicago Heights
* State:	Illinois ▾
* Zip Code:	60411
Directions:	Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.
	Park in Lot A or B; also accessible by the 227 Pace bus

14. Click "Next" to go to the *Attendance Tracking* screen.

15. Attendance tracking is an optional way to create a "Universal / WP" service for a participant. Only jobseekers with Career Connect accounts can be registered for an event and have services tracked.

- To track *Services for Individuals* for this event, select a service from the top box and click the down arrow to move it to the bottom box.

- There are no *Services for Employers* to track currently.

Attendance Tracking

Selected services will automatically be recorded without a Completion Code when users register f

Services For Individuals

Services For Individuals:

| 166 - Hospitality Hires Pre-Screening |
| 167 - Non-WIOA Vocational Training |
| 168 - BSR Pre-Screening |
| 169 - Construction Hiring Event |

| 104 - Workshops/Group Sessions (79) |
| 105 - Job Finding Club (33) |
| 166 - Hospitality Hires Pre-Screening |
| 167 - Non-WIOA Vocational Training |

| 169 - Construction Hiring Event |

16. Click "Next" to go to the *Registration Method* screen:
    - *Registration Method:*
        - "Register Online" means registering online in Career Connect. You will get an option to indicate when registration closes, which can be never, 1 hour before or 1 day before the event. **If you do not want individuals to register in Career Connect, select "Contact Event Moderator to register".**
        - Use "Contact Event Moderator to register" if your event registration is being managed outside of Career Connect. (Make sure that you included event registration information in the event description.)
        - Use "No Registration Required" if the event is open to anyone without pre-registration.

    - Add staff instructions as necessary – note that only staff users of Career Connect will see those instructions. Jobseekers will not. For *Career Connector* hiring events, please include the following information in this section:
        - targeted industries (if none, indicate "Multi-sector")
        - event registration information, even if it is elsewhere, so we can easily pull it into our report.

    - *Alert the moderator via email about new registrations:* Set this to "yes" if you want the moderator to get emails when someone registers via Career Connect.

    - *Send reminder to event registrations?* If you are allowing jobseekers to register for the event in the system, you can select "Yes" and indicate if you want reminders to go out from Career Connect 1, 2, 3, 4, and/or 5 days before the event.

Registration Method

Registration Method: Contact Event Moderator to register ▼

Close Registration: Never ▼

Staff Instructions:
Registrant instructions should be listed within the Event Description.

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Multi-sector

Staff to refer a client to this event, have them register at www.eventbright.com/eventid123402908

[Text Templates | Insert Sample Text | Clear Text]

Alert the moderator via email about new registrations: ○ Yes ● No

Send reminder to event registrants?: ○ Yes ● No

17. Click *Next* to go to the Moderator screen. The Moderator will automatically set to the staff person creating the event. This information will show to jobseekers if the event is set to display to jobseekers.
    - "Associated Staff/Moderator": you can select a different staff person from the list as the moderator or you can click "None Selected" and type in the applicable contact information for the event.
    - Phone number is required
    - An email address is highly recommended

Moderator

Associated Staff/Moderator:	None Selected ▼
Prefix:	None Selected ▼
First Name:	
Middle Initial:	
Last Name:	
⚹Phone:	708 555 - 1258
Ext:	
Fax:	
Email:	eventinfo@nationalable.or
Presenter:	

18. Click *Finish* to complete and save the event. The system will assign an event number and you will be taken to a screen with a summary of the event and some additional options.

Event Information   Schedule/Calendar   LWIA/Office   Event Location   Attendance Tracking   Registration Method   Moderator
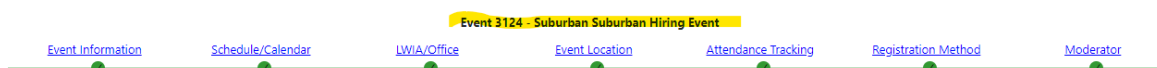
Event Information

Event ID:	3124	**Event Region:**	Chicago Cook Workforce Partnership
Event Title:	Suburban Suburban Hiring Event	**Event Office:**	South Suburban Cook AJC at Prairie State College (7710)
Event Category:	Job Fair	**Moderator:**	None Specified
Schedule Type:	Recurring - Monthly	**Presenter:**	None Specified
Event Location:	202 S. Halstead St, Room A148 Chicago Heights, IL 60411		

19. If you want to attach a flyer to the event listing, click on the "View Event" link in the "What's Next" section and scroll to the bottom. There you can upload a document.

20. After you create an event, you can go back in and upload an attachment such as an event flyer. Please note:
    - Individual jobseekers will be able to see and download any event attachments if they click in to view the full event listing.
    - Staff users may or may not be able to view uploaded documents depending on their privileges and **will not** be able to download the documents.

21. To upload a document:
    - From the Event Information screen, click on "View Event".
    - Scroll to the *Attachments* section at the bottom of the screen and click "Add a Document"
    - Click *Select File,* select the document you want to upload from your computer, and click *Save.*
    - The document will now be available to view/download (see note in #20 above), as applicable.

Event Information

Event ID:	3126	**Event Region:**	Chicago Cook Workforce Partnership
Event Title:	TDL Hiring Event	**Event Office:**	Transportation Distribution & Logistics Sector Center (YWCA-1051)
Event Category:	Career Connector Hiring Events	**Moderator:**	None Specified
Schedule Type:	One Time	**Presenter:**	None Specified
Event Location:	320 W 102nd St Chicago Heights, IL 60411		

[View Event | Edit Event | Copy Event | Send Promotional Message | Print QR Code]

Attachment(s)

Results View: **Summary** | Detailed
Click a column title to sort.

No records found

No document was found

[Add a Document]   [Scan a Document]

Document Association

Program:

Application:

Verification Item:

Verification Type:

Attach Document

[   ]   **Select File**

● CW_Zoom_Background.jpg   ✕Remove

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

Save   **Cancel**

Attachment(s)

Results View: **Summary** | Detailed
Click a column title to sort.   ☐ View Th

[Top | Filter Criteria | Bottom]

Document Name	Document Tags	Category	Modify Date	Expiration Date	Action
CW_Zoom_Background.jpg	Event ID 3126	General	04/04/2022 12:30		View Review Edit Download Meta Data Delete

Edit, Cancel, or Copy an Event

Edit an Event

1. Editing restrictions:
   - Staff can only edit events that are attached to their office. (Note that staff can now modify events created by other staff in their office.)
   - Events that occurred in the past cannot be modified.
   - The Event Category cannot be modified; if the event category is incorrect, you must copy the event, update it and save it and then cancel the original event. If anyone was registered for the original event, you may need to re-register them for the new event.

2. To edit an event, go to the event calendar can click on the event.

| Calendar View ▾ |

◄ ► today ▦ May, 2022		
Sun	**Mon**	**Tue**
1 May	2 Fresh Start Class	3 Express Employment Prof Fresh Start Class *Job Club*
8	9 Fresh Start Class Suburban Suburban Hiring Event	10 Express Employment Prof Fresh Start Class St. Sabina Monthly Orient Job Club at Southwest Job Club at Southwest AJ SW-AJC Job Club
15	16 Fresh Start Class	17 Express Employment Prof

3. Click on the *Edit Event* link to edit.

Event Information

Event ID:	3124
Event Title:	Suburban Suburban Hiring Event
Event Category:	Job Fair
Schedule Type:	Recurring - Monthly
Event Location:	202 S. Halstead St, Room A148 Chicago Heights, IL 60411

[View Event | Edit Event | Copy Event | :

No users are registered for this event scheduled on 5/9/2022

4. Use the links at the top to navigate to the section that you want to edit.

Event 3124 - Suburban Suburban Hiring Event

Event Information   Schedule/Calendar   LWIA/Office   Event Location   Attendance Tracking   Registration Method   Moderator

* Indicates required fields.   For h
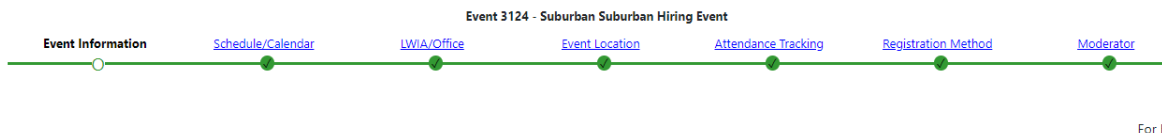
Event Information

5. Click "Save" at the bottom of **each page** that you edit to save the changes.

6. To view the event updates, click "Return to Event".

7. Alternative, you can click the "View Event" link in step 3 and then go in and edit a specific section.

Event Information

Event ID:	3124
Event Category:	Job Fair
Event Title:	Suburban Suburban Hiring Event
Event Description:	Lots of employers ready to hire! Register below or go to www.eventbright.com/eventid123450609077
Attendees:	Individuals Unlimited Class Size 0 ☐ Allow Overbook ☐ Veterans Only Employers Not Available

[Edit Event Details]

Cancel an Event

To cancel a **single occurrence** of a recurring event:

1. Find the event on the calendar and click on the link.

2. If any attendees were registered for the event in the system, make sure you have their names and contact information before cancelling.

3. Under *Event Occurrence Details* click on the *Cancel Event Occurrence on [DATE]* link. Make sure you are cancelling the correct occurrence.

Event Occurrence Details

• **Start Date:**	4/12/2022
• **End Date:**	4/12/2022
• **Start Time:**	1:00 PM
• **End Time:**	3:00 PM

Here is a link for the Event page that y

https://uat-app-vos17000031.geosolinc.com/vosnet/Guest.aspx?enc=DZxC+q

[Modify Event Occurrence on 4/12/2022 | Manage Attendees | Cancel Event Occurrence on 4/12/2022 | Do

4. You will get a pop-up warning confirming that you want to cancel the occurrence. If you are sure, click "Ok".

5. Any registered attendees should get a notice of the cancellation from the system, but it would be best for staff to follow-up with any registered attendees directly.

To cancel a **one-time** event or **all occurrences** of a recurring event:

1. Find the event on the calendar and click on the link.

2. If any attendees were registered for the event in the system, make sure you have their names and contact information before cancelling.

3. Click the *Edit Event* link.

4. Scroll to the bottom of the screen and click *Cancel.* **Note that you will not get any warning**. The event and all occurrences will be permanently cancelled and removed from the calendar.

5. Any registered attendees should get a notice of the cancellation from the system, but it would be best for staff to follow-up with any registered attendees directly.

Copy an Event

If you a have an event that's happening over two days or a past event that you are holding again, you can quickly copy the end and just update the information that needs to be updated.

1. Go to the event calendar and click on the event that you want to copy.

2. Click on the *Copy Event* link.

Event Information

Event ID:	3126
Event Title:	TDL Hiring Event
Event Category:	Career Connector Hiring Events
Schedule Type:	One Time
Event Location:	320 W 102nd St
	Chicago Heights, IL 60411

[View Event | Edit Event | Copy Event | Send Prom

No users are registered for this event scheduled on 4/19/2022

3. A copy of the event will open in a wizard. It will not have an Event Id yet. Make the edits that you need on each screen and click "Next" until you get to the last screen.

Connect

Event - TDL Hiring Event

Event Information   Schedule/Calendar   LWIA/Office   Event Location
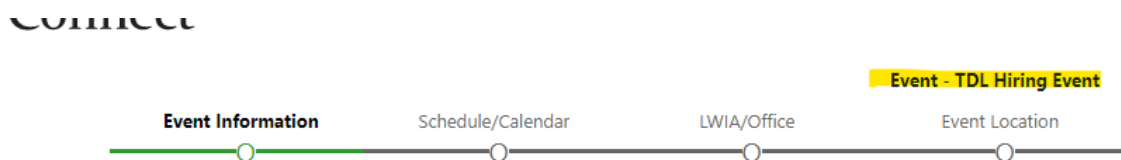
• Indicates required fields.

Event Information

*Event Category: [Career Connector Hiring Events ▼]

*Event Title: [TDL Hiring Event]

Event Description: Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

4. Click "Finish" on the last screen to save the copy of the event.

Registering Individuals for an Event

1) Go to > Manage Activities > Events (or click on "Events" in the My Staff Dashboard calendar) and find the event that you want to register customers for.

2) Open the event & scroll to the bottom. Click on the "Manage Attendees" link

3) Scroll down and click on "Register Individuals", which will take you to the "Manage Individuals > Assist and Individual" search page.

4) There are two ways to register job seeker attendees. To register attendees one-by-one:
- Find an individual by searching by name or ID number (do **NOT** use the "Assist" link). Staff can also search for multiple individuals by using other search criteria (e.g., individuals registered (CC General Profile completed) within X number of days.)
- When the search results return, click on the "Select" box for the individual (or individuals) that you want to register and click "Registered Selected Users".
- You will now be back on the Event "Manage Attendee" page and the individual(s) you selected will be registered.
- To add more registrants individually repeat this step 5 until all job seekers have been registered.

Quick Assist

You have saved Individual item(s) in My Search Lists.
Here are the 5 most recent individuals you assisted: Carey, Mariah (MCAREY1978) Assist

[Top]

General Criteria

Individual Username:
Individual User ID:
○ Starts with these #s
● Matches exactly
State ID Number:
First Name:
Last Name:
SSN (last 4 digits):
SSN (full number):   Example: 999999999

For help click the question mark icon.

Results View: **Summary** | Detailed
To sort on any column, click a column title.

User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	Last Exited	Created	Select ☐
MCAREY1978	Mariah	Carey	1978		3917414	06/05/2018		06/05/2018	☐

Save New List

1 Records found

SEARCH CRITERIA: First name begins with MARIAH and Last name begins with CAREY

Records per page: 25 ⌄   Go

Register Selected User(s)

[New search criteria] [Modify current criteria]

Event Date: 9/12/2018 ⌄

| Attendee	User Type	SSN	Phone	Date Registered	Status	Action
Carey, Mariah (MCAREY1978)	Individual	1978	(773) 988-9898	8/9/2018 3:53:04 PM	Registered ⌄	Reschedule Delete Services Add Case Note

Total Users: 1
Registered: 1

Managing Event Registrations

1) Go to > Manage Activities > Events (or click on "Events" in the My Staff Dashboard calendar) and find the event that you want to register customers for.
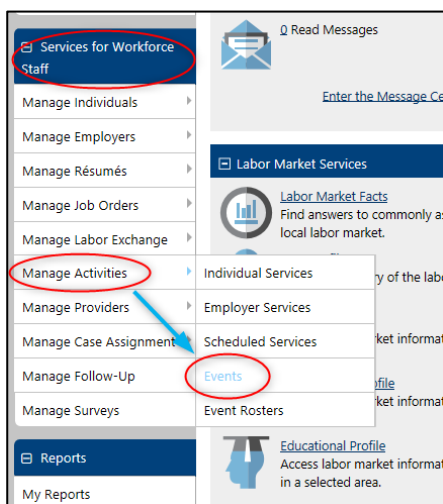
2) Open the event & scroll to the bottom.   Click on the "Manage Attendees" link. You will see a list and the status of everyone that is registered for the event.
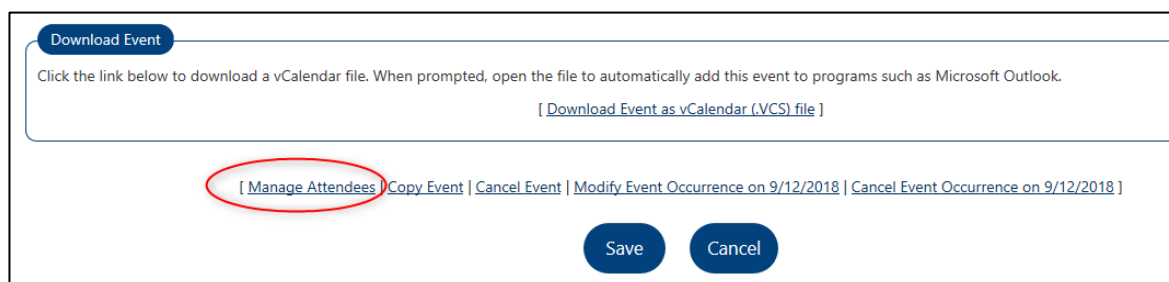
3) Use the links in the "Action" column to:
- "Reschedule" the individual for a different event
- "Delete" the individual's registration for the event
- "Services" displays the services attached to the customer related to the event
- "Add Case Note" to add a case note to the customer related to the event

4) The "Status" column will show all customers as "Registered". After the Event, use the drop-down menu in the "Status" column to update each customer's attendance at the event. Relevant selection options are:
   - Attended
   - Canceled
   - No Show (which requires the selection of a "Reason for No Show")

   Once the "Status" has been updated for all customers, click "Save" at the bottom of the screen. Note that changing the "Status" will automatically update any service attached to the event, as displayed on the "Manage Attendee" screen.
   - When event Status = Registered, service is open = "Unknown" or no actual end date
   - When event Status = Attended, service is closed as "Successful"
   - When event Status = Cancelled, service is closed as "Voided"
   - When event Status = No Show, service is closed as "Unsuccessful"

5) The "Manage Attendees" screen provides several options for printing or downloading a list of attendees:
   - Clicking "Print" (make sure your web browser is set to allow pop-ups) provides two options:
     o Print "Detailed Roster" displays a detailed event description with a list of attendees and their status. (This list includes the last 4 of the SSN and **should NOT be used as a sign-in sheet**.)
     o Print "Sign-in Roster" prints a sign-in sheet with event details, attendees' names, and place for signature.
   - Clicking "Export to Excel" allows you to export a list of attendees to an Excel worksheet.

Reports

1) To obtain who reports for those customers that registered for an event go to *Detailed Reports > Attendance Reports section > Event Scheduler > Registered Event Summary*.
(**Note:** when Career Connect changes to the new reports menus the report will be in *Detailed Reports > Staff Efficiency & Tracking Reports > Event Scheduler*).
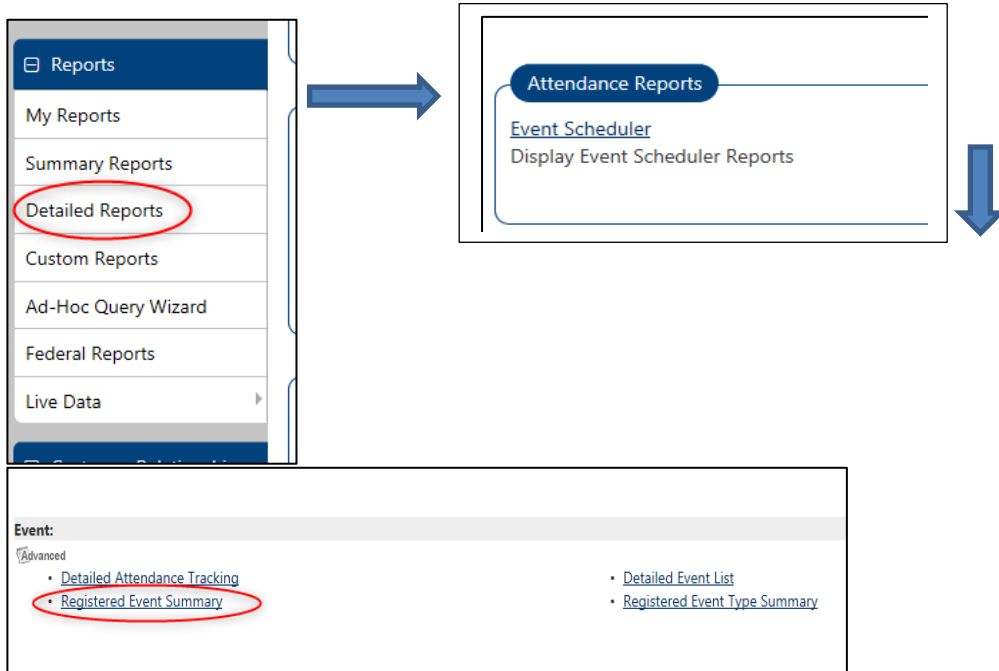
2) Select report filters based on your event:
   - State Region: leave default (State Region 1)
   - Region /LWDB: Select *Chicago Cook Workforce Partnership*
   - Office Location: Select the lead office for the event, if you want
   - Select "Yes" for "Include non-attached LWIA/Region records"
   - Select "Yes" for "Include non-attached office Location records"
   - Event Begin and End Date: Select your event date (you can select a date in the future if your event has not happened yet).
   - Event Information: select as applicable
   - Staff: Leave Blank
   - Event Locations: select as applicable

3) Depending upon the filters you selected, the report may include multiple events. Click on the event name in the "Event" column to go to the detailed report for the event. See below for what the parent and child reports look like.

Event Scheduler Report - By Registered Event Summary

Include non attached LWIA/Region records: No; Include non attached office Location records: No
Event view by:All
Event Begin and End Date:07/11/2018 to 08/09/2018

Event Category	Event ID	Event	Event Date	Registered	Attended	Cancelled	Rescheduled	NoShow
Meetings	503	ice cream social	7/19/2018	1	1	0	0	0
Job Fair	555	Aramark Testing July	7/24/2018	5	0	0	0	0
Job Fair	557	Armark July	7/24/2018	3	0	0	0	0
Job Fair	544	Pretend HHC PreScreening Event	7/24/2018	2	0	0	0	0
Job Fair	544	Pretend HHC PreScreening Event	7/31/2018	2	0	0	0	0
Other Events	542	Hospitality Hires Pre-Screening Session	8/1/2018	10	1	1	0	1
Event Category	Event ID	Event	Event Date	Registered	Attended	Cancelled	Rescheduled	NoShow

Total Rows: 6

Include non attached LWIA/Region records: No; Include non attached office Location records: No
Event view by:All
Event Begin and End Date:07/11/2018 to 08/09/2018

User ID	State ID	Registered Name	User Type	Event ID	Event Name	Other Desc	Event Category	Event Date	Registr. Date	Reg	Attend	Canc	Resched	No Show	No Show Reason	No Show Other	RESEA Video Orient.
259810	3917427	Beach, Betty	Individual	542	Hospitality Hires Pre-Screening Session	HH Pre-Screening	Other Events	8/1/2018	7/13/2018	Y							
259832	3917438	Brown, Eliza	Individual	542	Hospitality Hires Pre-Screening Session	HH Pre-Screening	Other Events	8/1/2018	7/30/2018	Y				Y	Unknown		