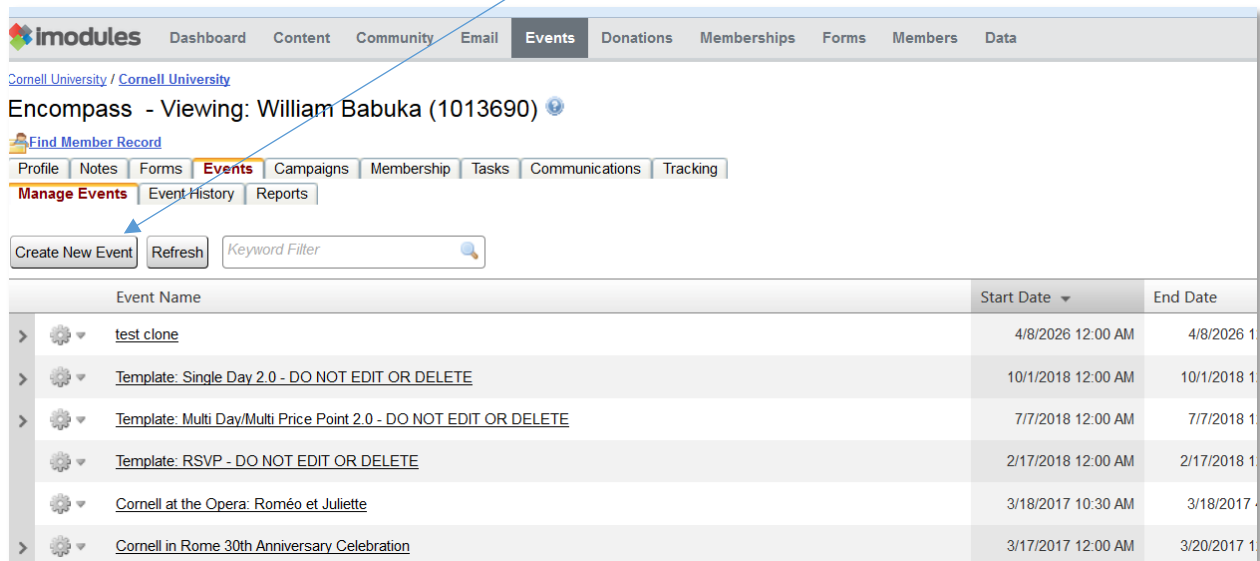


## Creating event from templates.

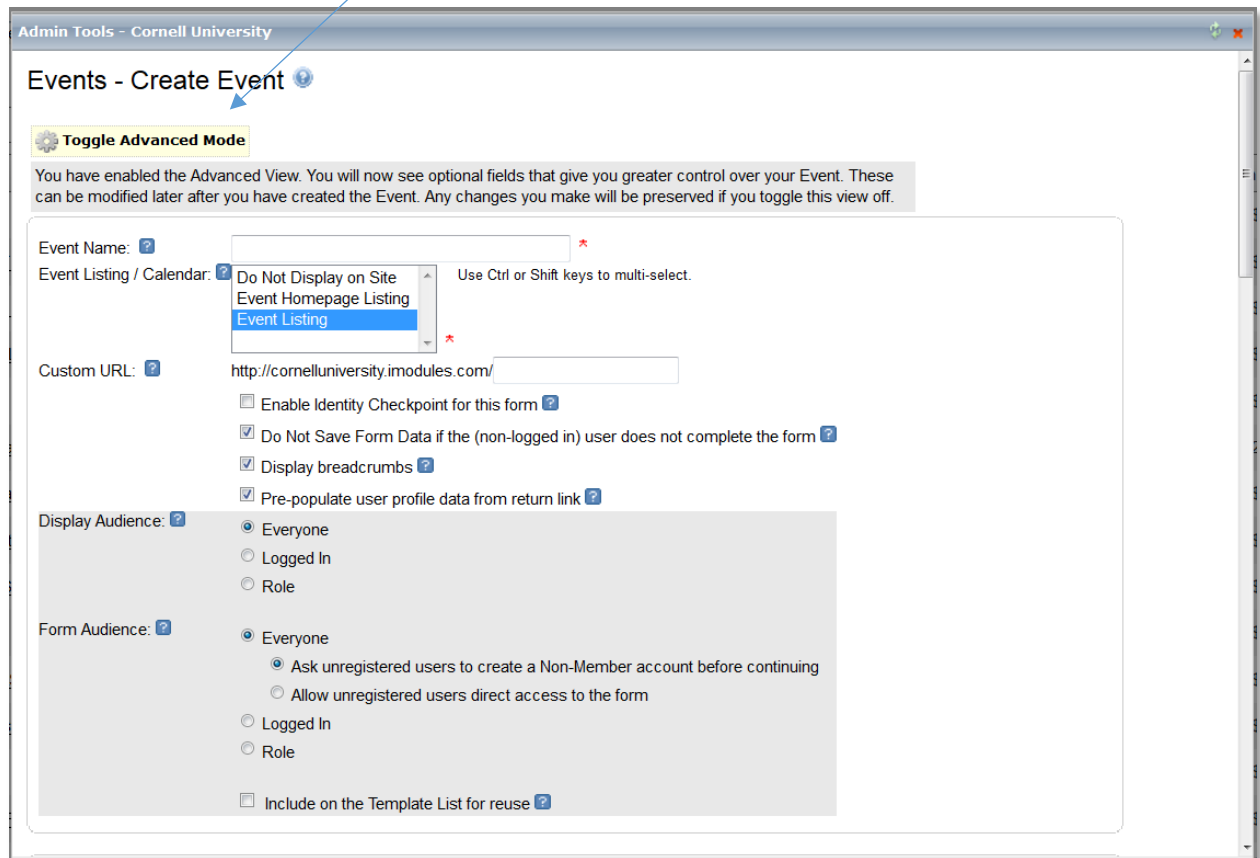
Select Events, then “Create New Events” button



The screenshot shows the iModules interface for Cornell University. The top navigation bar includes Dashboard, Content, Community, Email, **Events**, Donations, Memberships, Forms, Members, and Data. Below the navigation bar, the user is viewing the profile of William Babuka (1013690). The 'Events' tab is selected, and the 'Create New Event' button is highlighted with a blue arrow. Below the button is a 'Refresh' button and a 'Keyword Filter' input field. A table of event templates is displayed below:

Event Name	Start Date	End Date
>  test clone	4/8/2026 12:00 AM	4/8/2026 12:00 AM
>  Template: Single Day 2.0 - DO NOT EDIT OR DELETE	10/1/2018 12:00 AM	10/1/2018 12:00 AM
>  Template: Multi Day/Multi Price Point 2.0 - DO NOT EDIT OR DELETE	7/7/2018 12:00 AM	7/7/2018 12:00 AM
Template: RSVP - DO NOT EDIT OR DELETE	2/17/2018 12:00 AM	2/17/2018 12:00 AM
Cornell at the Opera: Roméo et Juliette	3/18/2017 10:30 AM	3/18/2017 10:30 AM
>  Cornell in Rome 30th Anniversary Celebration	3/17/2017 12:00 AM	3/20/2017 12:00 AM

Select “Toggle Advanced Mode”



The screenshot shows the 'Events - Create Event' form in the iModules interface. The 'Toggle Advanced Mode' button is highlighted with a yellow box and a blue arrow. Below the button, a message states: "You have enabled the Advanced View. You will now see optional fields that give you greater control over your Event. These can be modified later after you have created the Event. Any changes you make will be preserved if you toggle this view off." The form includes the following fields and options:

- Event Name:
- Event Listing / Calendar:  Use Ctrl or Shift keys to multi-select.
- Custom URL:
- Enable Identity Checkpoint for this form:
- Do Not Save Form Data if the (non-logged in) user does not complete the form:
- Display breadcrumbs:
- Pre-populate user profile data from return link:
- Display Audience:  Everyone,  Logged In,  Role
- Form Audience:  Everyone,  Ask unregistered users to create a Non-Member account before continuing,  Allow unregistered users direct access to the form,  Logged In,  Role
- Include on the Template List for reuse:

Name the 'Event' with the understanding that the event name will be displayed (unless steps are made to modify the HTML) on the Registration page.

Admin Tools - Cornell University

## Events - Create Event

**Toggle Advanced Mode**

You have enabled the Advanced View. You will now see optional fields that give you greater control over your Event. These can be modified later after you have created the Event. Any changes you make will be preserved if you toggle this view off.

Event Name:  \*

Event Listing / Calendar:  Use Ctrl or Shift keys to multi-select.  
Do Not Display on Site  
Event Homepage Listing  
Event Listing \*

Custom URL:  \*

Enable Identity Checkpoint for this form

Do Not Save Form Data if the (non-logged in) user does not complete the form

Display breadcrumbs

Pre-populate user profile data from return link

Display Audience:

Everyone

Logged In

Role

Form Audience:

Everyone

Ask unregistered users to create a Non-Member account before continuing

Allow unregistered users direct access to the form

Logged In

Role

Include on the Template List for reuse

A custom URL name can be added for times such as the URL being included on mailed media.

Admin Tools - Cornell University

Include on the Template List for reuse ?

Start Date: 10/19/2016   \*End Date: 10/19/2016   \*

Start Time: 8:00 AM   End Time: 3:30 PM

Time Zone: (UTC - 05:00) Eastern Time (US & Canada) (ET)

Display Range: ?   to

**Upload an image**

Follow the directions below to add an image. The image must be less than 300KB in size, and in a JPEG or GIF format (file types .gif, .jpg, .jpe, or .jpeg).

- Click the **Browse** button.
- Locate the image file you want to upload on your local hard drive.

Thumbnail Image:  No file selected.

Create a new event

**Event Registration Model ?**

*The registration model can be changed on an event until submissions have been received.*

- Form-Driven**  
Users who complete the event form will be registered as attending. Fee and activity are not required. Activities can be added with or without fees.
- Fee-Driven**  
Users are required to pay a registration fee on the main event to register. Events with donations supported in this model. Activities with or without fees can be

Event Start and End Dates along with times can be added. Display dates do not need to be entered.

Scroll down on the form and select "Use an existing event template"

The screenshot shows the 'Admin Tools - Cornell University' interface. The main content area is divided into several sections:

- Guests:**  Allow registrants to bring guests
- Registration Settings:**
  - Enable Registration Limit across all registrants
  - Enable Registration Limit for each primary registrant
- Features:**
  - Attendees List [?](#)
    - Display as pop-up window
    - Display as in-page content
  - Create Related Activities
  - Message to Coordinator
  - Attendee List Opt Out

If defaults are accepted, the confirmation email and the Confirm/Finish page settings will be filled in automatically - these can be edited at any time.

- Accept all registration form defaults
- Proceed through wizard to edit advanced settings

Use an existing event template

**Detail Page Layout** [?](#)  ▾

Name	Value
Add Commerce Identifier: <a href="#">?</a> <input type="text" value="Cornell Appeal Code"/>	<input type="text"/>

Commerce Identifiers: [?](#)

[https://adminlb.imodules.com/admin/index.aspx?sid=1717&gid=2&cid=616&from=dbms&page\\_id=5&mode=content&for=calendar&cal\\_add=1&type\\_alias=%5bevent%5d&iframe=1&ininit=1](https://adminlb.imodules.com/admin/index.aspx?sid=1717&gid=2&cid=616&from=dbms&page_id=5&mode=content&for=calendar&cal_add=1&type_alias=%5bevent%5d&iframe=1&ininit=1)

Admin Tools - Cornell University

Thumbnail Image:  No file selected.

Create a new event  
 Use an existing event template

	Name ^	Description	Date Created
	Template sav52 CSV events	CSV Event Template	4/14/2016 7:39:00 PM
	Template WRB1 RSVP	Template WRB1 RSVP_(attending)	9/5/2016 8:23:00 PM
	Template: Multi Day/Multi Price Point 2.0 - DO NOT EDIT OR DELETE	Multi Day/Multi Price Point 2.0	1/14/2016 2:51:00 PM
	Template: RSVP - DO NOT EDIT OR DELETE		2/17/2016 4:53:00 PM
	Template: Single Day 2.0 - DO NOT EDIT OR DELETE	Template: Single Day 2.0	1/12/2016 12:36:00 PM
	Test: Multi Day/Multi Price Point	Template: Multi Day/Multi Price Point	9/8/2015 9:15:00 AM
	Test: Single Day	Template: Single Day	8/25/2015 9:26:00 AM
	Upton Hall Hard Hat Tour	Upton Hall Tours	3/18/2016 1:50:00 PM
	Uris Library Cocktails	Library event - no charge	4/12/2016 2:47:00 PM
	WRB1 -Masters Test Ident Checkpoint	WRB1 test template	8/7/2016 7:50:00 PM

Change page: <=> Displaying page 12 of 13, items 111 to 120 of 121.

https://adminlb.imodules.com/admin/index.aspx?sid=1717&gid=2&cid=616&from=dbms&page\_id=5&mode=content&for=calendar&cal\_add=1&type\_alias=%5bevent%5d&iframe=1&ininit=1

Select the template to be used, the templates are in alphabetical order and can be advanced by use of the arrows.

The event build screen will be displayed when the event form is created.

The screenshot displays the Encompass system interface for viewing and managing an event form. At the top, the user is logged in as William Babuka (1013690). The navigation menu includes Profile, Notes, Forms, Events, Campaigns, Membership, Tasks, Communications, and Tracking. The 'Events' section is active, showing 'Test from Ron' with sub-options for Manage Events, Event History, and Reports. Below this, there are buttons for 'Build Form Mode' and 'Data Entry Mode'. A warning message states: 'This form was created from a template and has not yet been verified. If you are sure of the form settings, click here to verify.' The event title 'Test from Ron' is displayed with links for 'Content Properties', 'View Content', and 'Manage Form'. The breadcrumb trail shows 'RSVP » Registrant » Guests » Finish'. The main section is titled 'Main Registrant Step' and contains the instruction: 'If you are collecting guest information, fields added here will be available for use on the Guest Information Step. Email address must be on the first step of the form.' Below this is a preview of the 'Registrant' form, which has a red header with the text 'Personal Information'. The form fields include: Title (Please Choose), First Name (William), Middle Name (Ronald), Last Name (Babuka), Suffix (Please Choose), Email (wrb1@cornell.edu), and Confirm (wrb1@cornell.edu). There are red asterisks next to the First Name, Last Name, and Email fields. At the bottom of the form preview, there is a checkbox for 'Please do not show my name on the'.

Verify, then select "Content Properties" to set additional parameters of the event.

iModules will redirect back to the Edit Event page. Again select “Toggle Advanced Mode”

The screenshot shows the 'Event - Edit Event' page in the iModules Admin Tools interface. The page title is 'Event - Edit Event'. A yellow box highlights the 'Toggle Advanced Mode' button. Below this, a message states: 'You have enabled the Advanced View. You will now see optional fields that give you greater control over your Event. These can be modified later after you have created the Event. Any changes you make will be preserved if you toggle this view off.'

The form fields are as follows:

- Event Name:** Text input field containing 'Test from Ron'.
- Event Listing / Calendar:** A multi-select dropdown menu with options: 'Do Not Display on Site', 'Event Homepage Listing', and 'Event Listing' (which is selected).
- Custom URL:** Text input field containing 'http://cornelluniversity.imodules.com/TestRon'.
- Identity Checkpoint:** A checkbox labeled 'Enable Identity Checkpoint for this form' which is unchecked.
- Form Settings:** Three checked checkboxes: 'Do Not Save Form Data if the (non-logged in) user does not complete the form', 'Display breadcrumbs', and 'Pre-populate user profile data from return link'.
- Display Audience:** Radio button options: 'Everyone' (selected), 'Logged In', and 'Role'.
- Form Audience:** Radio button options: 'Everyone' (selected), 'Logged In', and 'Role'. Under 'Everyone', there are two sub-options: 'Ask unregistered users to create a Non-Member account before continuing' (unchecked) and 'Allow unregistered users direct access to the form' (selected). A checked checkbox 'Log out non-members after form completion' is also present.

Settings such as Identity Checkpoint and Pre-populate can be set (for more information, find training material at this site and iModules site)

This process of accessing the Event Edit page can be repeated as often as needed. Once an event has begun registration however, some elements to the event (such as event type) are locked.

Settings such as the Registration Settings (its recommend to just set the end date during testing, then set the start date after testing is complete)

activities will be removed from the event. The RSVP field will be added to the Registrant Category at the bottom of the step.

### Registration Settings

Start Date:   End Date:

### Guests

Allow registrants to bring guests

Enable Registration Limit across all registrants  
 Total Registration Limit across all registrants

Enable Registration Limit for each primary registrant  
 Registration Limit per registrant

### Features

Attendees List

Display as pop-up window

Display as in-page content

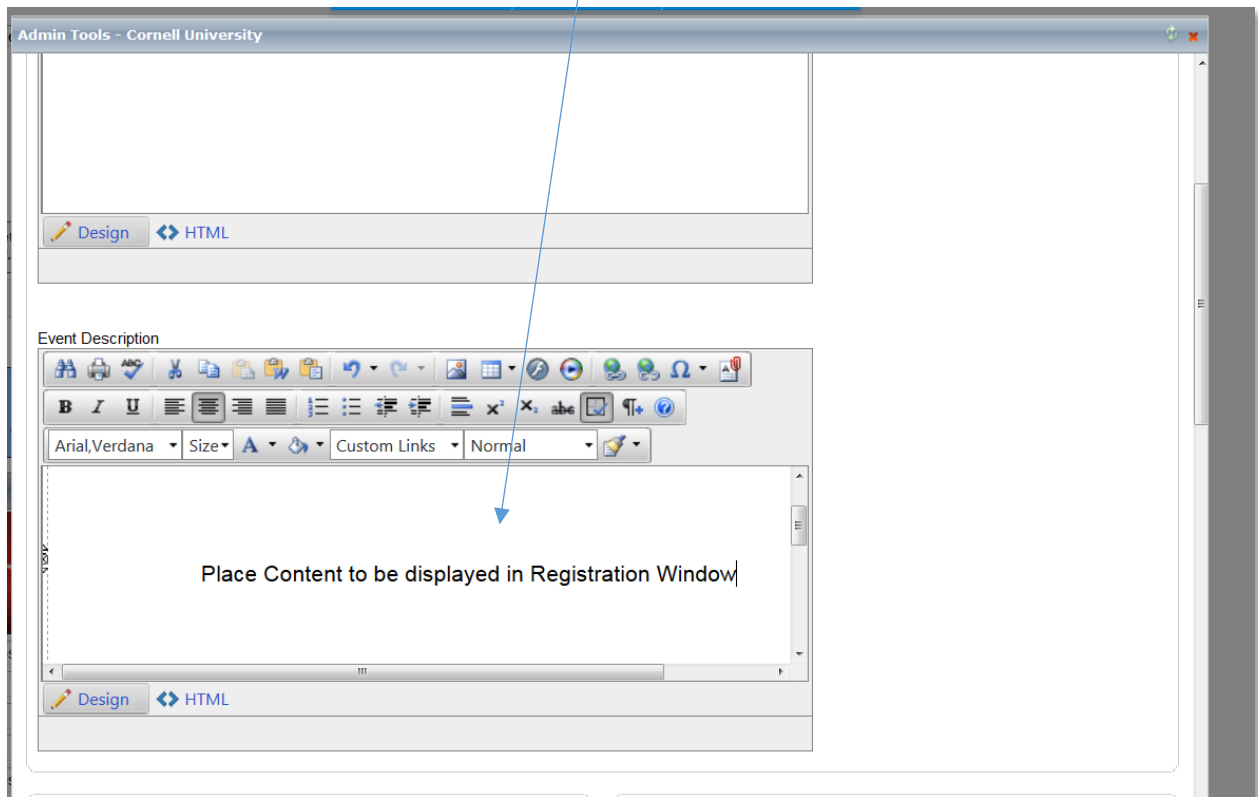
Name	Value
Add Commerce Identifier: <input type="checkbox"/> Cornell Appeal Code	<input type="text"/>
Commerce Identifiers: <input type="checkbox"/>	<input type="text"/>

Also set guest allowance, the total number of Registrants and Registration Limits per Registrant (total number in party - Registrants plus guest). Finalize the set-up with deciding if an attendees list will be made available on the Registration page.

Select Save.



A new page will display that will allow for the registration site content to be created. The event description panel be used to create the event.



Creating the content is documented in this site and the iModules support site.

Enter contact information if necessary (contact information can also be placed in the event description panel).

The screenshot shows a web browser window titled "Admin Tools - Cornell University". At the top, there are two tabs: "Design" (active) and "HTML". Below the tabs is a large empty rectangular area. The main content area is divided into two columns, each containing a contact information form.

**Contact 1**

First Name	Last Name
<input type="text" value="Christopher"/>	<input type="text" value="Mercincavage"/>
Title	
<input type="text"/>	
Address	
<input type="text"/>	
Address 2	
<input type="text"/>	
City	State
<input type="text"/>	<input type="text"/>
Postal Code	
<input type="text"/>	
Phone	Fax
<input type="text" value="(607) 254-8988"/>	<input type="text"/>
E-mail	
<input type="text" value="RSVP@cornell.edu"/>	

**Contact 2**

First Name	Last Name
<input type="text"/>	<input type="text"/>
Title	
<input type="text"/>	
Address	
<input type="text"/>	
Address 2	
<input type="text"/>	
City	State
<input type="text"/>	<input type="text"/>
Postal Code	
<input type="text"/>	
Phone	Fax
<input type="text"/>	<input type="text"/>
E-mail	
<input type="text"/>	

An event location of city, state should be entered.

The screenshot shows a web browser window titled "Admin Tools - Cornell University". The page contains a form with several sections:

- Phone and Fax:** Two columns of input fields. The left column has "Phone" with the value "(607) 254-8988" and "E-mail" with the value "RSVP@cornell.edu". The right column has empty "Phone" and "E-mail" fields.
- Location:** A section with a "Location Name" field containing the text "Ithaca, New York". A blue arrow points from the text above to this field.
- Directions:** A rich text editor with a toolbar containing icons for bold, italic, underline, list, link, and other text formatting options. The font is set to "Arial, Verdana" and the size is "Size". Below the editor are "Design" and "HTML" tabs.
- Next >>:** A button at the bottom of the form.

The URL in the browser's address bar is: /admin/index.aspx?sid=1717&gid=2&ininit=1&inframe=1&cid=616&page\_id=-5&mode=content&type\_alias=[event]&pgfid=11736&eformcid=10340&sl=1

Additionally, if the event is a virtual event, substitute in the location of "Virtual".

The location field will be used in the [www.alumni.cornell.edu](http://www.alumni.cornell.edu) event listing.

Event listings from iModules to [www.alumni.cornell.edu](http://www.alumni.cornell.edu)

## Find Alumni Events & Groups

### What's Happening Near You?

Did you know that more than 90% of Cornell's alumni activities happen outside Ithaca? Use this search to find alumni events, classes, clubs, or groups near you.

Are you looking for [online events](#)?

If you're looking for classmates or Cornellian friends, go to the [online alumni directory here](#).

Location

Keyword

If you're looking for classmates or Cornellian friends, go to the [online alumni directory here](#).

Other places: [Ithaca, MI 48847, USA](#) | [Ithaca, NE 68033, USA](#) | [Ithaca, OH 45304, USA](#)

### Near Ithaca, NY, USA

Search found: 20 events, 7 groups.

Events

Groups

[Cornell Athletics Homecoming Tailgate 2016](#)  
September 24, 2016 - Ithaca, New York

[Cornell Field Hockey Association - Fall Alumnae Event](#)  
September 30, 2016 - Ithaca, New York

[Coach Dutcher's Retirement Celebration and Volleyball Alumni Weekend](#)  
October 07, 2016 - Ithaca, NY

[CVC Council Fall 2016 Meetings](#)  
October 14, 2016 - Ithaca, New York

Select Save, and the Event form where the form can be viewed

Cornell University / Cornell University

## Encompass - Viewing: William Babuka (1013690)

[Find Member Record](#)

Profile | Notes | Forms | **Events** | Campaigns | Membership | Tasks | Communications | Tracking

**Manage Events** | Event History | Reports

**Test from Ron**

**RSVP** | Registrant | Guests

Build Form Mode | Data Entry Mode

**!** This form was created from a template and has not yet been verified.  
If you are sure of the form settings, click [here](#) to verify.

**Test from Ron** [Content Properties](#) [View Content](#) **Manage Form** ▾

**RSVP** » Registrant » Guests » Finish

Main Registrant Step

If you are collecting guest information, fields added here will be available for use on the Guest Information Step. Email address must be on the first step of the

Registrant [Quick Add Field](#) [Manage Category](#)

# Personal Information

Title:

First Name:  \*

Middle Name:

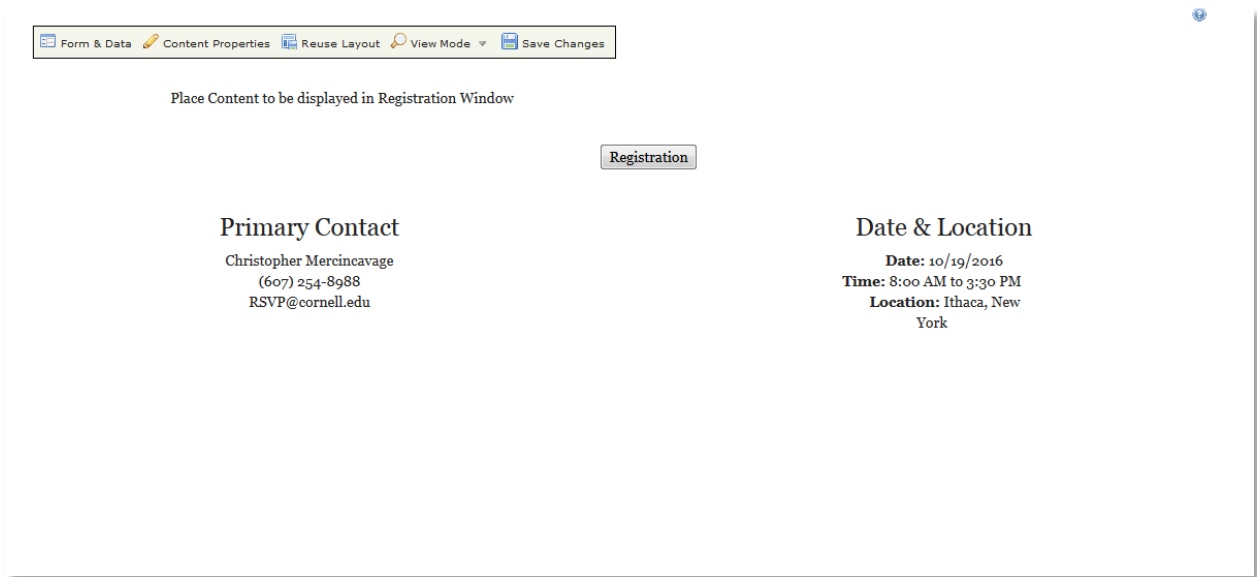
Last Name:  \*

Suffix:

Email:

Or the Data Entry form itself can be modified

Selecting the “View Content” link will present the Registration site.



You have completed creating a form from a template.