1. **What are Events?**

In the context of the Student Advising System (SAS) an Event is an organised activity, on a set date and time that is offered to a cohort of students. Types of Events may include: a group appointment, an information session, a workshop, a networking opportunity, a meeting, a social activity.

2. **Where do I find Events?**

Events that you are eligible to attend can be found in the ‘Events’ tab of the Student Advising System.

2.1 **Click on the ‘Events’ tab**

A list of all Events you are eligible to attend will be shown. Events can be filtered to target different audiences so your Events page may look different to your friend’s Events page.
(Partial screen shot showing only 2 of 5 events)
3. **How do I view an Event?**

3.1 Click on the name of the Event

The details of the Event will be shown in a new screen from which you can RSVP (if RSVPs have been enabled)
3.2 Click on the ‘Agenda’ tab to see a list of Events that you are eligible to attend.

**Note:** You are not able to RSVP to an Event from the ‘Agenda’ view.

3.3 Click on the ‘Calendar’ tab (day, week or month view) to see a list of Events you are eligible to attend.
4. **How do I RSVP to an Event?**

If this setting has not been enabled, you will not be able to RSVP to an Event (ie. no button will be available for you to select)

**Option 1**

4.1 Click on the ‘RSVP’ button located under the name of the Event

![RSVP button](image)

**Option 2**

4.2 Click on the name of the Event (refer screen shot over page)

4.3 Scroll down to the bottom of the Event details screen to find the ‘RSVP’ button.

**Tip:** Once the maximum number of students for an Event has been reached, the RSVP button will no longer be shown in the Event details

**Tip:** You can only submit one RSVP per Event

4.4 Click on the ‘RSVP’ button.

You will be sent an email notification confirming you have been allocated a place at the Event
events

EVENT

Event label:
TEST GENERAL ATTENDANCE – NOTIFICATION (EMAIL AND SMS)

Event Type:
Other

Event details:
This is a test event
Event details can be found on the project website
https://its.unimelb.edu.au/about/projects/student-advising-system

DATE AND TIME

Start date and time:
November 30, 2013, 9:00 am

End date and time:
December 01, 2013, 5:00 pm

LOCATION

Campus:
Werribee Campus

Event address and Contact details:
Francis Storme Building
Level 5
Fifth door on the left

ATTACHMENT/S

RSVP
Tip: An Event that has been RSVP’d to has a green tick beside the name of the Event (in the ‘Events’ tab).

Tip: Where an Event RSVP limit has been reached, an alert will display across the top of the screen

5. **How can I cancel my Event RSVP?**

Option 1

5.1 Click on the ‘Cancel RSVP’ button located under the name of the Event

Option 2

5.2 Click on the ‘x Cancel RSVP’ button located at the bottom of the Event details screen.
For timeslot assigned Events (Refer Section 6) the time you selected will be shown along with the ‘Cancel RSVP’ button

6. How do I add myself to an Event wait list?

If this setting has not been enabled, you will not see the ‘+ Add to Waitlist’ button and will not be able to add yourself to an Event wait list

Option 1

6.1 Click on the ‘+Add to Waitlist’ button located under the name of the Event

Option 2

6.2 Click on the name of the waitlisted Event

6.3 Scroll down to the bottom of the Event details screen to find the ‘+ Add to Waitlist’ button

Tip: You can only add yourself once to the wait list (per Event)

6.4 Click on ‘+Add to Waitlist’ button

You will be sent an email notification confirming that you have been added to the Event wait list and another notification if you have been allocated a place at the Event.

Tip: An Event that has been waitlisted will have ‘Waitlisted’ written beside the name of the Event (in the ‘Events’ tab).
7. **Can I pick a particular time to attend?**

Some Events will allow you to pick a particular time to attend. If this setting has been enabled, you will see a field in the Event details screen that allows you to select a time. Once you have selected a time from the drop down list, click on the ‘RSVP’ button.

You will be sent an email notification confirming your RSVP for the Event. The email notification will include details about the Event such as the start/end time, date and location.

**Tip:** If you cannot see a particular timeslot it has probably been taken by another student.

If click you click on the ‘RSVP’ button without selecting a timeslot, the system will prompt you to pick a time.

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8. **Are there any Event reminders?**

8.1 **Home page NEWS FEED**

The NEWS FEED on the Home Page displays a reminder for any upcoming group appointments/Events. This reminder will only display if you have RSVP’d for an Event.

**Note:** Clicking on the reminder link will take you to the Events Tab, not to the specific Event.
8.2 SMS and email notifications

Notifications are sent by email and SMS

<table>
<thead>
<tr>
<th>Notifications</th>
<th>Method</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSVP confirmation</td>
<td>Email</td>
<td>This email confirms that you have submitted a RSVP’d to an Event and have been allocated a place at the Event</td>
</tr>
<tr>
<td>Wait List escalation</td>
<td>Email</td>
<td>This email informs you that you have been moved from the wait list to the RSVP list for an Event and have been allocated a place at the Event</td>
</tr>
<tr>
<td>Event reminder</td>
<td>Email</td>
<td>Both email and SMS reminders are sent for an Event you have RSVP’d to</td>
</tr>
<tr>
<td></td>
<td>SMS</td>
<td>Note: Unlike appointments, you can not cancel Event attendance by return SMS</td>
</tr>
<tr>
<td>Wait list confirmation</td>
<td>Email</td>
<td>This email confirms that you have added yourself to an Event wait list</td>
</tr>
</tbody>
</table>

9. Attachments

Some Events may have additional information attached

9.1 Click on the attachment to open it

6. TEST DO NOT USE - TIMESLOT ASSIGNED & RSVP & WAIT LIST

- Time Slot: 9:00 am - 10:00 am
- December 30, 2013, 9:00 am - December 30, 2013, 10:00 am @ Hawthorn Campus

Add To Calendar

Attachments
10. Related documents for students

There is also an Event user guide for students. All student user guides can be found in the Resources tab of the Student Advising System.

<table>
<thead>
<tr>
<th>Document name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event information for students</td>
<td>This user guide provides information on:</td>
</tr>
<tr>
<td></td>
<td>How to find and view an Event</td>
</tr>
<tr>
<td></td>
<td>How to respond to an event invitation and manage events</td>
</tr>
<tr>
<td></td>
<td>System generated email notifications, triggers and recipients</td>
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<tr>
<td></td>
<td>SMS notifications</td>
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</table>