

# Event Management Tools

The Event Management Tools (EMT) application allows you to:

- View CASCE events
- View and email event participants
- View event resources
- View event evaluations
- View event certificates

To access EMT, login to the MAHEC Intranet with your MAHEC Active Directory (AD) credentials. These are the same credentials used to login to your MAHEC computer.

In the top blue navigation bar, click on My Apps, then click on the EMT app.

If you do have EMT listed as an app, please contact the IT Help Desk as you are not part of the educ\_regional\_education permissions group.

## EMT Dashboard

The EMT dashboard contains three panels:

- Current Filters
- Search All Events
- Filtered Events

## Filtering Events

By default, the Filtered Events panel shows events that completed within the last 2 weeks or will start within the next 2 weeks for all budget disciplines, event types, and event structures.

You can change which events display in the Filtered Events panel by clicking on the Change Filters button in the Current Filters panel. Select the event start date range using the From Date and To Date fields. Optionally select a Budget Discipline, an Event Type, or Event Structures to further filter which events will display. Click the Apply button to save and apply the filter. You will return to the dashboard and the Current Filters panel will show your selected filters, and the Filter Events panel will show events matching your selected filters.

## Searching for Events

Use the Search All Events panel to search for an event by event # or event title. If you want to view event 62616, type that number in the search box and click the search button. If an event matching that event # is found, it will display in the search results. If you want to search for all events where the title of the event contains the word opioid, type opioid in the search box and click the search button. All events where the title contains the word opioid will be returned.

## Event List

Both the Event Search Results or Filtered Events lists display enough information so that you can find a particular event in the list. All the columns are sortable in ascending or descending order, and you can change which column is the sort column as well as the column sort order by clicking on a column header cell.

To view event details, click on the event # in the first column of a table row.

## Event View

It is important to note that the event view is pulling event data from CASCE. You do not add an event or event participants in EMT. That is done in CASCE. EMT simply allows you to view event and participant information without going to CASCE. It also allows you to view event evaluations, but not add an event evaluation. Evaluations are added by participants using the MyCE Area.

The top row of the event view shows the event #, event title, and the event start and end dates. Clicking on the event title will open a new browser window/tab and display the event's page in the MAHEC course catalog.

There are 4 tabs of information on the event view:

- Details
- Registrations
- Registration Summary
- Resources

## Details Tab

The Details tab displays pertinent fields of information about the event, including status, event structure, if online registration is on or off, and whether online certificates are available. You cannot change this information in EMT. It must be changed in CASCE.

## Registrations Tab

The Registrations tab displays a detailed list of event participants. You can click the column headers to re-sort the list, or use the Keyword Search box to search for a particular participant in the list. The Status column displays the participant's attendance, the Method column displays how their registration was received, and the Date column displays the date the participant registered for the event.

Click the blue envelope icon next to a participant's email address to send the participant an email. Clicking this icon should open a new message in your email client (Outlook). The participant's email should be in the To field and the event title should be in the Subject field.

## Registrations Summary Tab

The Registrations Summary tab shows a table grouping participants by registration method, with each method then grouped by attendance status.

Click the blue envelope icon next to the Attended column label to send an email to all participants who attended. Clicking this icon will force a download of an .eml file. Clicking the downloaded .eml file should

open a new message in your email client (Outlook) with registration@mahec.net in the From and To fields, the event title in the Subject field, and all attended participant emails in the Bcc field.

## Resources Tab

The Resources tab shows all files that are available for participants to download for the event. It is important to note that participants cannot download resources 90 days after the event end date. You do not add resources on this tab. Instead, you add resources by accessing the handoutsSecure shared drive, and place resources in a folder named for the event #. Clicking on a resource in the file list should download or open the resource in a new browser tab/window and is a good way to test the resource file is working properly.

## Buttons

Above the 4 tabs on the event view are 4 buttons:

- Preview Evaluation
- Preview Certificate
- Evaluation Results
- Post Evaluation Results

### Preview Evaluation

Click the Preview Evaluation button to view the evaluation for the event. You can use this view to ensure that the evaluation looks appropriate and contains the correct objectives and presenters. Note that you cannot submit an evaluation in EMT. Click the event # in the top row to return to the event view.

### Preview Certificate

Click the Preview Certificate button to view a sample event certificate. The certificate will open in a new browser tab/window. The participant's name will always be Jane Doe, and all credits will display. It is important to note that an actual participant's certificate may not always contain all credits. You can use this certificate preview to ensure that the certificate looks correct.

### Evaluation Results

The Evaluation Results button will contain a badge circle denoting the number of evaluations completed. Click this button to view evaluation results.

On the evaluation results view, click the Export to CSV button to export the evaluation results to a CSV file that can be opened with Excel. Click the Event # in top row to return to the event view.

### Post Evaluation Results

The Post Evaluation Results button will contain a badge circle denoting the number of 90-day post evaluations completed. Click this button to view the 90-day post evaluation results.

On the 90-day evaluation results view, click the Event # in top row to return to the event view.