

# Warwick SkillsForge

## Editing an Event

- **Sign in to Warwick SkillsForge**
- Find your event. See {**User Guide: Searching for events**}

### Edit Event Details

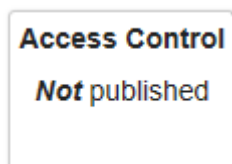
You will see a summary of your event with details entered as well as tabs to action

**To note:** you can change elements in this screen by [Clicking] in the relevant box (Event description / Event categories / Maximum waiting list size / Waiting list offer time limit / required cancellation notice and Other options boxes. **NB. You cannot change Allow 'Mix and Match bookings, this is set when creating the event.**

- [Click] on the *Edit details* Tab

### To change Access Control

- [Click] on the **Access Control** box



The following screen will appear:

↶

**LDC6/1**

<b>Publishing:</b> <input type="radio"/> Published <input type="radio"/> Not published <input checked="" type="radio"/> Published from <input type="text" value="21/7/17"/>	<b>Visibility permissions:</b> <ul style="list-style-type: none"> <li>• All users</li> </ul>	<b>Booking permissions:</b> <ul style="list-style-type: none"> <li>• PGR Students</li> </ul>
<b>Open bookings:</b> Open bookings on <input type="text" value="21/7/17"/> <a href="#">open now</a> Close bookings on <input type="text"/> <a href="#">close now</a>  Bookings closed description: <i>no value.</i>	<b>Access Control Checklist:</b> <ul style="list-style-type: none"> <li>✓ Published set</li> <li>✓ Visibility permissions set</li> <li>✓ Booking permissions set</li> <li>✓ Open bookings set</li> </ul> <p><i>Further requirements for bookings:</i></p> <ul style="list-style-type: none"> <li>✓ Capacity is set on all sessions</li> <li>✓ All sessions have a start date in the future</li> </ul>	

You can change your pre-set controls in any of the relevant boxes

To change your Published date:

- If you wish to make your event live from a certain date: [Click] on the *Published from* button and in the following box, choose a date from the drop down calendar:

The screenshot shows a form with two main sections: 'Publishing:' and 'Visibility'. Under 'Publishing:', there are three radio buttons: 'Published', 'Not published', and 'Published from'. The 'Published from' option is selected, and a date picker calendar is open. The calendar is for July 2017, with the 20th of July selected. To the right, under 'Visibility', the text 'no value' is displayed.

**Publishing:**

☐ Published

☐ Not published

☒ Published from

**Open bookings:**

Open bookings on

Close bookings on

Bookings closed de

no value.

**Visibility**

no value

< 2017 Jul >

M	T	W	T	F	S	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Alternatively you can click on *Not Published* and the event will be removed and the *Published set* will turn from green text to red. **Please be advised that this should only be used where bookings have not yet been made**

To add or change Visibility permissions:

- In the Visibility permissions, [Click] on the *no value* text. A box will appear that you can select visibility permissions from:

The screenshot shows a dropdown menu titled 'Visibility permissions:'. The menu is open, showing four options: 'Public-facing course search', 'All users', 'PGR Students', and 'Supervisors'. The 'All users' option is currently selected and highlighted in blue.

**Visibility permissions:**

Public-facing course search

All users

PGR Students

Supervisors

- [Click] on the visibility permission/s you require

**To note:** It is advised where possible you allow supervisors to **view your courses** but do not include them in **booking permissions**. This means they can see the summary of events potentially to guide researchers but are then not able to book onto.

### To add or change Booking Permissions:

- In the Booking permissions, [Click] on the *no value* text. A box will appear that you can select booking permissions from
- [Click] on the booking permission/s you require

To [Select] multiple items, you can [Hold] down the CTRL key on your keyboard whilst scrolling up and down for the relevant permission and, then [Click] to choose, [Release] the CTRL key (*The chosen permissions will be highlighted in blue*)

### To open bookings or change the open bookings date:

To open your event you can:

- If you wish to open bookings now: [Click] on the *open now* link, (the **Open bookings set** will turn from red text to green in the Access Control checklist)
- If you wish to open bookings from a certain date: [Click] into the *open bookings on* box and choose a date from the drop down calendar. The new date will populate that box

Alternatively if you do not wish to open your event you can remove the text from the box by [Clicking] into the box and deleting. (the **Open bookings set** will return in the Access Control checklist)

To close your event you can:







- If you wish to close bookings now: [Click] on the *close now* link. Today's date will appear in the box
- If you wish to close bookings from a certain date: [Click] into the *close bookings on* box and choose a date from the drop down calendar. The new date will populate that box

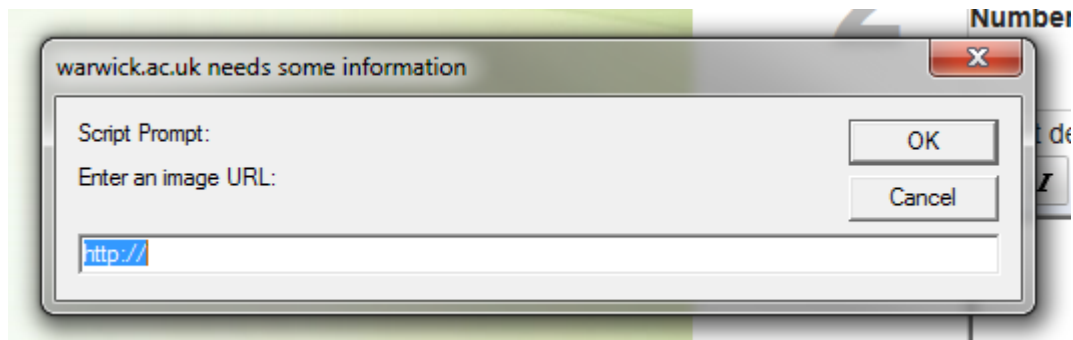
Alternatively if you do not wish to close your event you can remove the text from the box by [Clicking] into the box and deleting

**To note:** you can add *bookings closed description* by [Clicking] into the *no value* text which will bring up **a description box**


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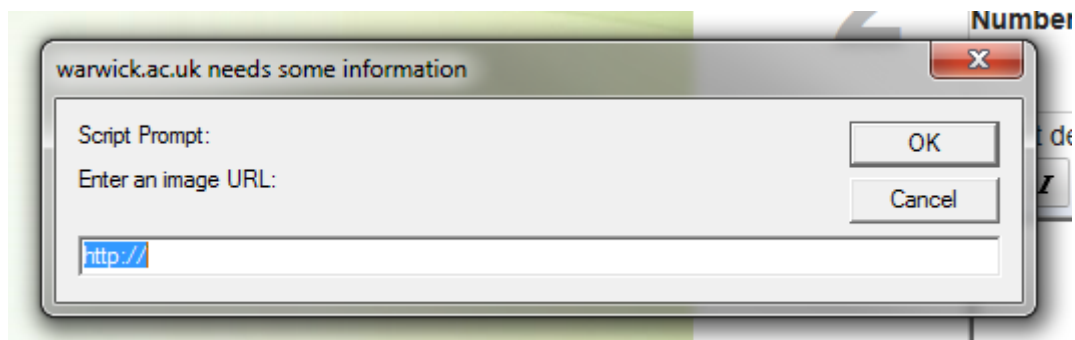
### In ANY Description box that appears you can:



- Make text Bold – highlight appropriate text and press 
- Make text Italic – highlight appropriate text and press 
- Underline text – highlight appropriate text and press 
- Add numerical referencing – highlight appropriate text and press 
- Add bullet points - highlight appropriate text and press 
- Insert an image – [Click] on the  icon. The prompt box below will appear requesting a http URL address – *images must be saved via URL to be able to insert*. [Type in the URL and [Click] on OK. The image will appear in the Event description box




**To note:** Ensure images are sized accordingly; larger images are not recommended within this feature

- Insert a web link - highlight appropriate text and press . The prompt box below will appear requesting a http URL address. [Type] in the URL and [Click] on OK. The link will be added to the relevant text in the Event description box



- Remove a web link - highlight appropriate text and press 
- Remove formatting - highlight appropriate text and press 

- [Click] on the  in the top right hand corner to close the Access Control box

Your Access Control box will be updated:



### To Edit Sessions

- [Click] onto the first session box

The Session 1 box will appear:

## LDC6/1, session: 1

Session type:

Dates:  21:00 to 22:00

Venue:  [Room booking](#)

Recommended capacity: *unspecified*

Capacity: 0

Unlimited capacity: ☐

Facilitators:

No facilitators selected.

Public notes:  
no value.

Admin notes:  
no value.

- [Click] onto the Session Type and amend to the relevant/best matching event type
  - Amend the Dates by [Clicking] into the *Dates* boxes populated and choosing from the drop down calendar
- To note:** you may receive an error message if event dates overlap or are out of date order – go back into the relevant boxes and amend

**LDC6/1, session: 1**

Session type:

Your date overlaps other dates or is out of date order

Dates:  21:00 to 22:00

Venue:  [Room booking](#)

Recommended capacity: *unspecified*

Capacity: 0

Unlimited capacity: ☐

Facilitators:

No facilitators selected.

Public notes:  
no value.

Admin notes:  
no value.

- [Click] into the first time box to amend the start time:

Dates:   to 22:00

Venue:  [Room booking](#)

**To note:** Times must be entered with 00:00 function. The end time will automatically move by one hour from the amended start time

- [Click] into the second time box to amend the finish time (if required):

Dates:  10:00 to

Venue:

- [Click] into the Venue box and a list of rooms will show in screen. If you type in your new building name (e.g. Ramphal) or room number (e.g. R0.14), the list will reduce for you to choose:

### LDC6/1, session: 1

Session type:

Dates:  10:00 to 11:00

Venue:

Recommended capacity: *unspecified*

Capacity: 0

Unlimited

Facilitator:

Public notes:  
*no value.*

Admin notes:  
*no value.*

R0.03/4, Ramphal Building, Central Campus  
R0.14 Seminar Room, Ramphal Building, Central Campus  
R1.13 Seminar Room, Ramphal Building, Central Campus  
R3.25, Ramphal Building, Central Campus  
R0.03 Seminar Room, Ramphal Building, Central Campus  
R3.38, Ramphal Building, Central Campus  
R1.03 Seminar Room, Ramphal Building, Central Campus

- [Click] on the room you have changed to in the drop down box, and it will populate the venues field

The recommended capacity will automatically populate based on the room size

To change your event capacity:

- In the Capacity box, [Enter] the number of spaces you want for the event (*NB. The number of places and waiting list are linked to this number*)

If you wish to place everyone on a waiting list to choose participants, leave the capacity as 0. ***Please be advised that this should only be used where bookings have not yet been made***

- To amend the event facilitator from the *no facilitators selected* drop down list by [Clicking] on the name you require /or/ you can type to search by [Clicking] into the box and typing and then [Click] on the name you require

If your facilitator is not listed you can Create a Facilitator:

- Click on the Create a Facilitator button

The screen will appear:

## Create a new facilitator

Name:

Email:

Phone:

- [Enter] the full name of the facilitator in the *Name* field, then [Enter] a valid email address in the *Email* field  
The *Name* and *Email* fields must be completed to create a facilitator. Phone is not required but can be entered

*If you don't wish to create the facilitator, [Click] on the Cancel button. This will take you back to the Session 1 panel*

- [Click] on the *Create* button. This will take you back to the Session 1 panel and the facilitator will be added:  
*NB. You can enter more than one facilitator*

Unlimited capacity: ☐

Facilitators:

• Tracy


- If you would to remove a facilitator, [Click] on

The facilitator will be removed from the list

### To note:

You can add *Public notes* by [Clicking] into the *no value* text which will bring up **a description box**. These notes will be available in the public domain

You can add *Admin notes* by [Clicking] into the *no value* text which will bring up **a description box**. These notes will be available to Admin only

- [Click] on the  in the top right hand corner to close the Session 1 box. You will return to the Event Details page
- **You can amend details for multiple sessions as appropriate:**

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<b>12 Jul 2017, 10:00 - 21 Jul 2017, 11:00</b> R0.14 Seminar Room,... Tracy	<b>22 Jul 2017, 21:00 - 22:00</b> - 
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<b>12 Jul 2017, 10:00 - 21 Jul 2017, 11:00</b> R0.14 Seminar Room,... Tracy	<b>22 Jul 2017, 21:00 - 22:00</b> Space 14, Arden, West... Tracy
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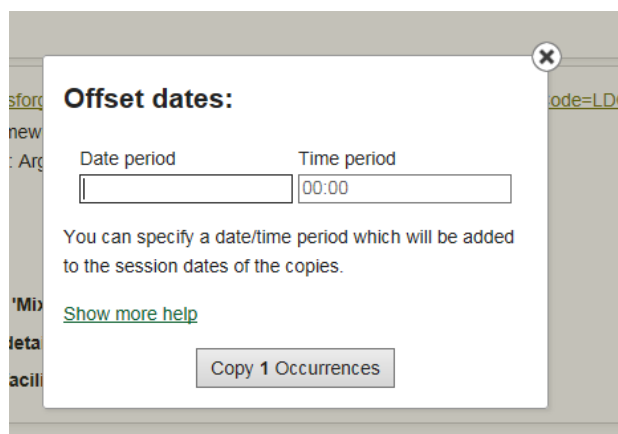
**If you wish to add event occurrences:**

To copy your event occurrence:

- [Click] into the empty box to the left of the screen next to the date. The row will be highlighted

<input checked="" type="checkbox"/> <b>12 Jul 2017</b> LDC6/1	<b>Access Control</b> Published <i>now</i>	<b>12 Jul 2017, 10:00 - 21 Jul 2017, 11:00</b> R0.14 Seminar Room,... Tracy	<b>22 Jul 2017, 21:00 - 22:00</b> Space 14, Arden, West... Tracy	
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- Click on the Copy selected occurrences box. The following *Offset dates* panel will appear:



**Offset dates:**

Date period:  Time period:

You can specify a date/time period which will be added to the session dates of the copies.

[Show more help](#)

The *Show more help* link – details how to complete this section. You can [Click] onto the link to view. [Click] *Hide more help* to hide the text

- In the *Date period* box, [Enter] the timeline – e.g. if you want the course to repeat in one week's time enter 1w, one month enter 1m



- In the *Time period* box, [Enter] the time – e.g. if you want to repeat the course but 30 minutes later enter 00:30
- [Click] on Copy 1 occurrence

You will return to the Event Details page with the new sessions available. To note: The Access control box will show **Not** published.

You can amend Access and Session information and Publish the course by following the steps above

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### Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to **editing an event** please contact the PGR Professional Development Officer in the Doctoral College via:

[PGRDevelopment@warwick.ac.uk](mailto:PGRDevelopment@warwick.ac.uk) or tel: **024 761 50401 (ext. 50401)**