

tessello user guide  
Events





**Let tessello manage event discovery,  
registration and tracking attendance**

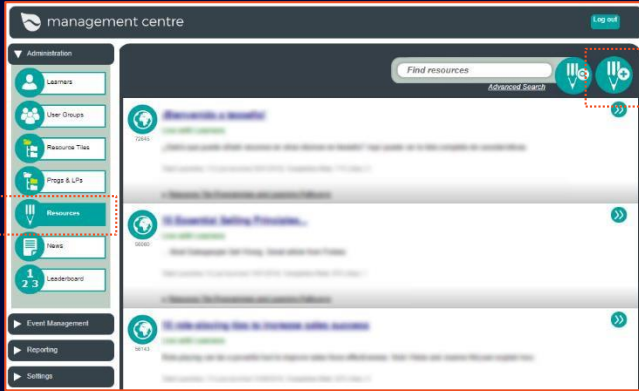
# Contents

- Creating a classroom resource for an event
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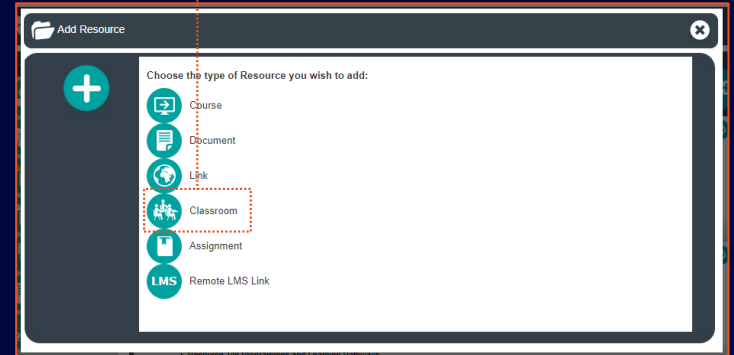
# Creating a classroom resource

The classroom resource is used when creating events for face to face training.



Step 1  
Under Administration,  
select Resources

Step 2  
Select  
Add Resource



Step 3  
Select the type of  
resource you  
want to create

# Creating a classroom resource

## Title

This is the name of the training as it will appear to the learner

## Training Type

This is not currently in use

## Description

This is the description as it will appear to the learner

## External Reference

This is not currently in use

## Manager Enrolment

Learners need to request enrolment from their line manager

The screenshot shows a web form titled "Add Resource - Classroom". The form contains several fields and controls:

- Title:** A text input field with a placeholder "Title..." and an asterisk indicating it is required.
- Resource is active:** A toggle switch currently set to "ON".
- Training Type:** A dropdown menu with "Select Training Type" as the selected option and an asterisk.
- Cost Per Head:** A text input field with a placeholder "Cost Per Head..." and an asterisk.
- Description:** A text input field with a placeholder "Description..." and an asterisk.
- Keywords:** A text input field with a placeholder "Keywords..." and a note: "Keywords (separated by commas and no spaces; e.g. manual handling, health safety)".
- External Reference:** A text input field with a placeholder "External Reference..." and an asterisk.
- Resource is searchable:** A toggle switch currently set to "ON".
- Manager Enrolment:** A toggle switch currently set to "OFF".

At the bottom of the form are two buttons: "< Back" and "Add Resource". A green plus sign icon is visible in the top left corner of the form area. Dotted lines connect various parts of the form to explanatory text on the left and right sides of the slide.

## Is Active

Toggle to make it inactive

## Cost per head

To aid with admin, this is not shown to learners

## Keywords

Words to help learners find the resource in the search

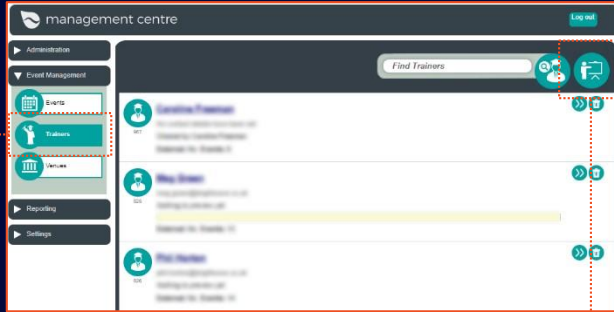
## Searchable

Can the resource be found in search

# Adding a trainer

Create a profile for the trainer who will be hosting an event

Step 1  
Open the Event Management menu and select Trainers



Step 2  
Select the Add Learner button

Step 4  
Click the Add Trainer button

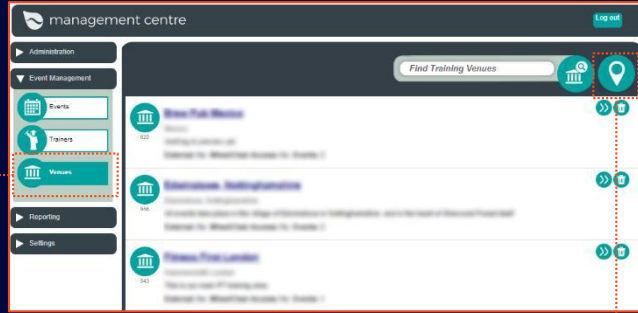
A screenshot of the "Add Trainer" form. The form is titled "Add Trainer" and has a close button (X) in the top right corner. It contains several input fields: "First Name:" with a text input and a red asterisk; "Last Name:" with a text input and a red asterisk; "Email Address:" with a text input; "Telephone Number:" with a text input; "Is External:" with a radio button labeled "OFF"; and "Administrator Notes:" with a text area. Below these fields is a "Description:" field with a red asterisk and a rich text editor toolbar. At the bottom of the form, there is a red dashed box highlighting the "Add Trainer" button.

Step 3  
Complete trainer personal details.  
**Note:** Ensure you complete the description to give the learners information about the trainer

# Adding a venue

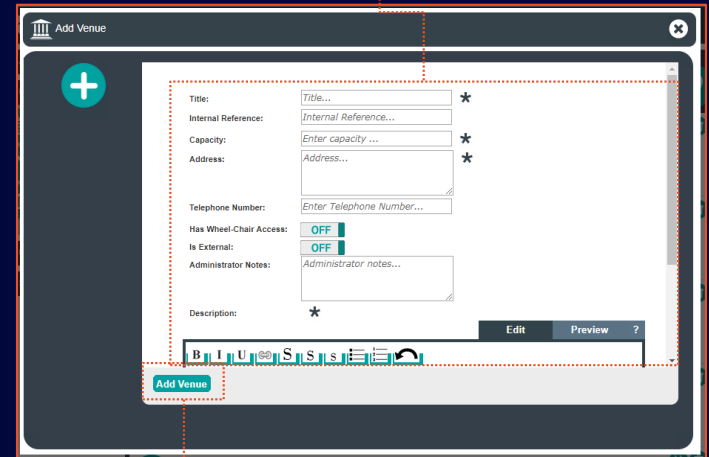
Create a profile for the different venues you use for your events

Step 1  
Open the Event  
Management menu and  
select Venues



Step 2  
Select the  
Add Venue button

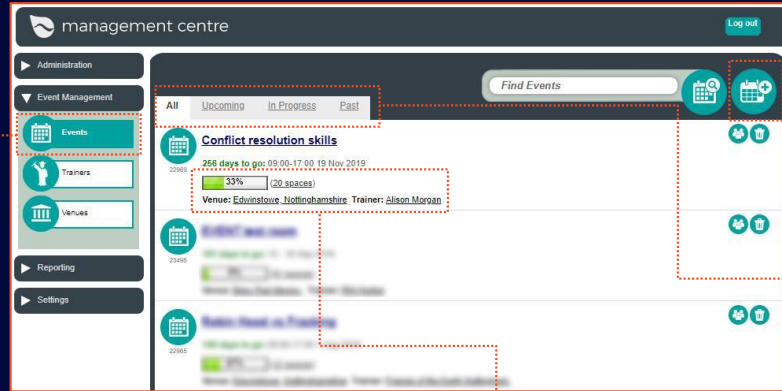
Step 4  
Click the Add  
Venue button

A screenshot of the "Add Venue" form. The form contains several input fields: "Title" (with a placeholder "Title..."), "Internal Reference" (with a placeholder "Internal Reference..."), "Capacity" (with a placeholder "Enter capacity ..."), "Address" (with a placeholder "Address..."), and "Telephone Number" (with a placeholder "Enter Telephone Number..."). There are also two toggle switches for "Has Wheel-Chair Access" and "Is External", both currently set to "OFF". A text area for "Administrator Notes" contains the placeholder "Administrator notes...". A "Description" field is marked with an asterisk. At the bottom right, there are "Edit" and "Preview" buttons. A red dashed box highlights the "Add Venue" button at the bottom left of the form.

Step 3  
Complete the venues details.  
**Note:** Capacity will be used as default  
for any events held at this venue. Also  
include a description of the venue for  
your Learners

# Creating an individual event

These are each of the individual instances of an event that are linked back to the classroom resource



Step 1  
Open the Event  
Management menu and  
select Events

Step 2  
Select the  
Add Event button

You can filter the list of  
Events by All, Upcoming,  
In Progress or Past

You can see at a glance  
the capacity for each  
event and how full it is

# Creating an individual event

These are each of the individual instances of an event that are linked back to the classroom resource

**Resource**  
Select which resource this event links too

**Venues**  
Where is it being held. Select from those venues you've created

**Capacity**  
How many people can attend (if different from venue limits)

**Search Results**  
Will learners be able to find this event in the search

The screenshot shows a '7 Add Event' window with the following fields and their corresponding labels:

- Resource:** Not selected (Select) \*
- Trainer:** Not selected (Select) \*
- Venue:** Not selected (Select) \*
- Start Date:** [Empty] \*
- Start Time:** 09:00 \*
- End Date:** [Empty] \*
- End Time:** 17:00 \*
- Time Zone:** Dublin, Edin \*
- Capacity Override:** Venue Capacity Override...
- Cost Per Head Override:** Cost Per Head Override...
- Administrator Notes:** Administrator notes...
- Returned in search results:** OFF
- Restrictions:** OFF

A green '+ Add Event' button is located at the bottom left of the form.

**Trainer**  
Who is running the event. Select from those trainers you've created

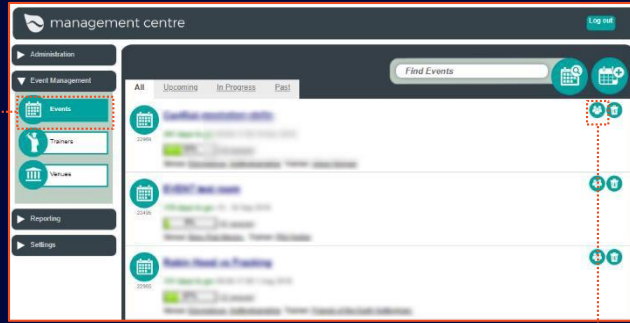
**Date**  
When does it start and end

**Cost per head**  
What is the cost (if different from resource, due to venue etc)

**Restrictions**  
Who is the event open to? Toggling this will display a list of all the Groups and you can select who can register to attend

# Adding/removing learners from an event

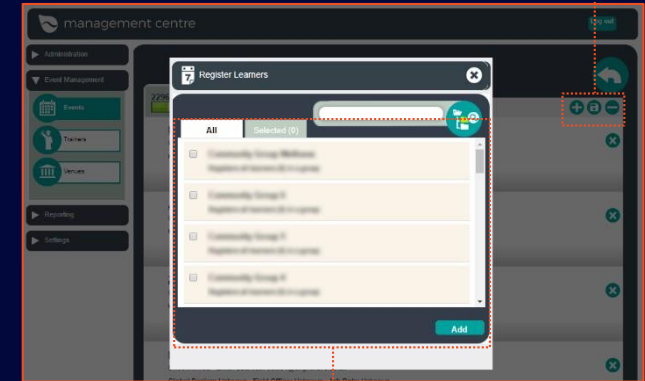
Step 1  
Open the Event Management menu and select Events



Step 2  
Select the Edit registered learners button for that particular event

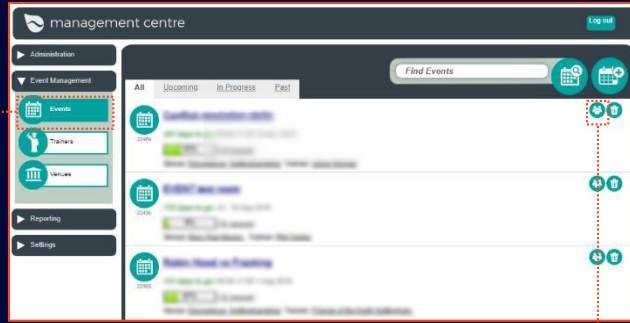
Step 4  
Select either the group or individual learner you'd like to add

Step 3  
Click on the pencil icon to edit and either the plus icon to add learners or the cross next to their name to remove



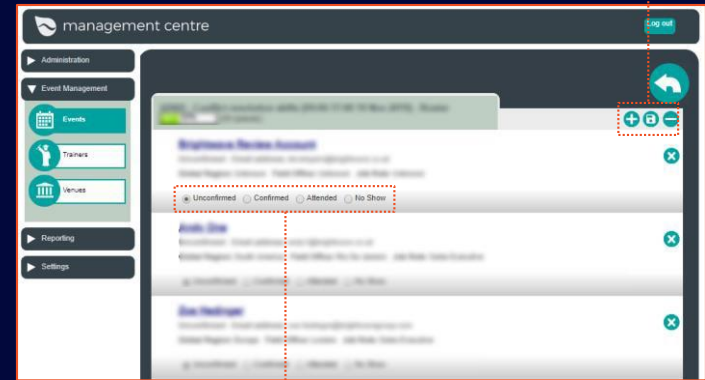
# Marking a learners attendance

Step 1  
Open the Event  
Management menu and  
select Events



Step 2  
Select the  
Edit registered  
learners button for  
that particular event

Step 3  
Click on the pencil icon to edit and  
then remember to click the save icon  
when you have finished



Step 4  
Select the appropriate  
statement for each learner

# Related Guides

# Other useful user guides

Here is a list of other user guides you may find useful

**Content creation**— Adding events to Learning Pathways and Resource Tiles, restricting events to a particular group

**Resource creation**— Creating classroom resources

**Reporting**— Reviewing event stats, waitlist and popularity



If you are experiencing any difficulties with events, please contact the Tessello support desk.

 **Capita**



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