

tessello user guide
Events





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

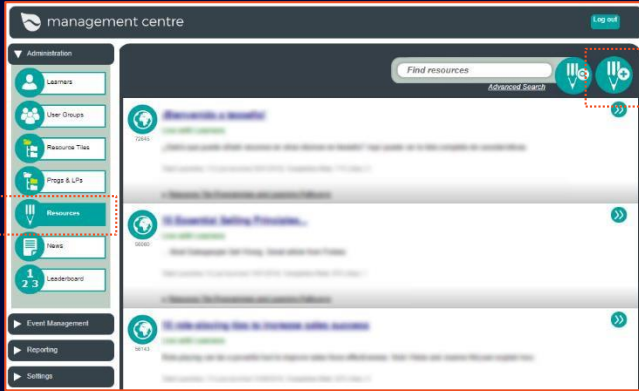
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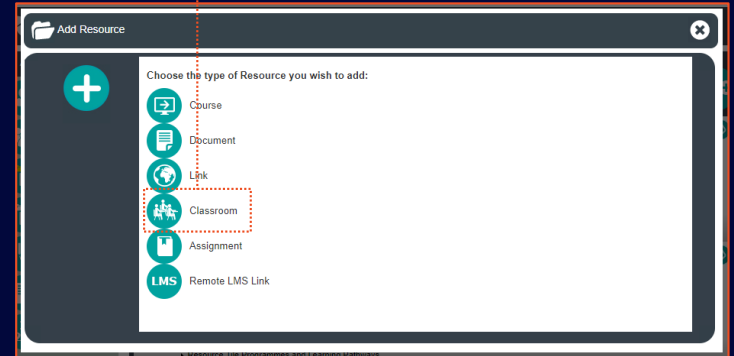
Creating a classroom resource

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" selected 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 an asterisk. A note below it says "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.

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

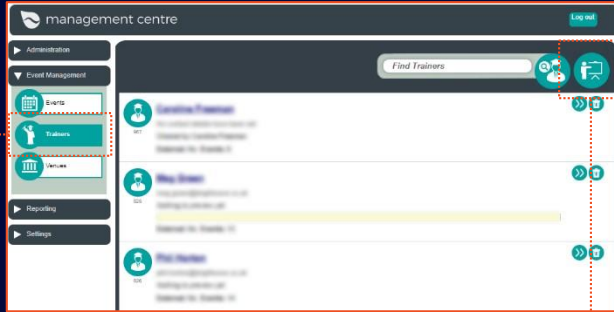
Searchable

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

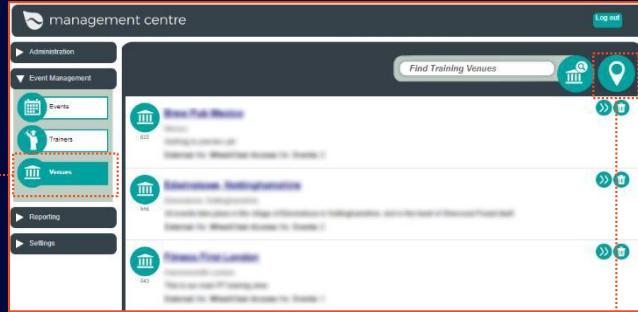
Step 3
Complete trainer personal details.
Note: Ensure you complete the description to give the learners information about the trainer

A screenshot of the "Add Trainer" form. The form contains several input fields: "First Name" (with a red asterisk), "Last Name" (with a red asterisk), "Email Address", "Telephone Number" (with a placeholder "Enter Telephone Number..."), "Is External" (a dropdown menu currently set to "OFF"), and "Administrator Notes" (a text area). Below these fields is a "Description" field (with a red asterisk) and a rich text editor toolbar with options for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, and undo. At the bottom of the form, there is a blue "Add Trainer" button.

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 red asterisk), 'Internal Reference:' (with a red asterisk), 'Capacity:' (with a red asterisk), 'Address:' (with a red asterisk), 'Telephone Number:' (with a red asterisk), 'Has Wheel-Chair Access:' (with a dropdown set to 'OFF'), 'Is External:' (with a dropdown set to 'OFF'), and 'Administrator Notes:'. A 'Description:' field is also present with a red asterisk. At the bottom of the form, there is a rich text editor with a toolbar and a red dashed box around the 'Add Venue' button.

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

The screenshot shows the 'management centre' interface. On the left, there is a navigation menu with 'Event Management' expanded, showing 'Events', 'Trainers', and 'Venues'. The 'Events' menu item is highlighted. In the main content area, there is a 'Find Events' search bar and a filter menu with options 'All', 'Upcoming', 'In Progress', and 'Past'. Below the filter menu, there is a list of events. The first event is 'Conflict resolution skills' with a progress bar showing 33% capacity. The venue is 'Edinstowe, Nottinghamshire' and the trainer is 'Zilison Morgan'. There are also icons for adding and deleting 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 web form titled "Add Event" with a close button in the top right. A green plus sign icon is in the top left. The form contains the following fields:

- Resource:** A dropdown menu with "Not selected" and "(Select)" options, and a star icon.
- Trainer:** A dropdown menu with "Not selected" and "(Select)" options, and a star icon.
- Venue:** A dropdown menu with "Not selected" and "(Select)" options, and a star icon.
- Start Date:** A date input field with a star icon.
- Start Time:** A time dropdown menu with "09:00" and a star icon.
- End Date:** A date input field with a star icon.
- End Time:** A time dropdown menu with "17:00" and a star icon.
- Time Zone:** A dropdown menu with "Dublin, Edinb" and a star icon.
- Capacity Override:** A dropdown menu with "Venue Capacity Override..." and a star icon.
- Cost Per Head Override:** A dropdown menu with "Cost Per Head Override..." and a star icon.
- Administrator Notes:** A text area with "Administrator notes..." and a star icon.
- Returned in search results:** A toggle switch currently set to "OFF".
- Restrictions:** A toggle switch currently set to "OFF".

A green "Add Event" button is at the bottom left of the form. Red dashed lines connect these fields to descriptive text on the left and right sides of the slide.

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

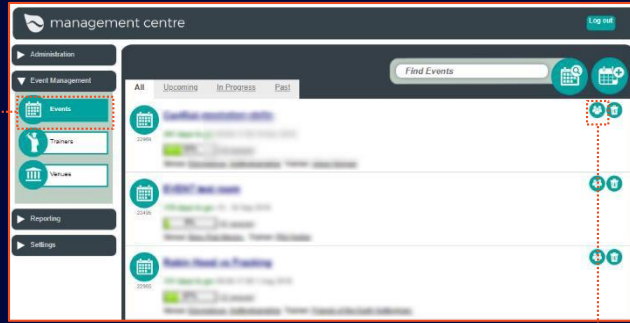
Date
When does it start and end

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

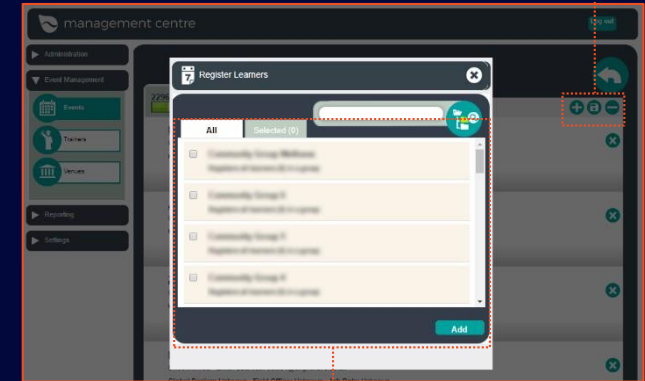
Step 1
Open the Event Management menu and select Events



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

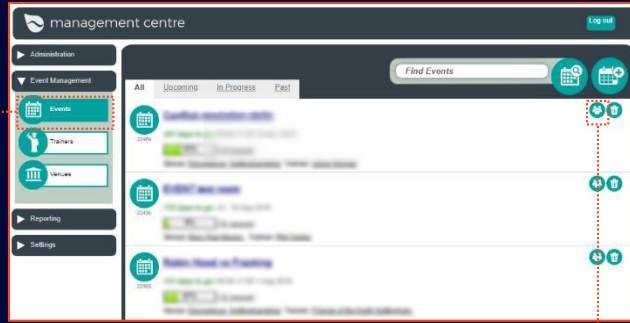
Step 3
Click on the pencil icon to edit and either the plus icon to add learners or the cross next to their name to remove

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



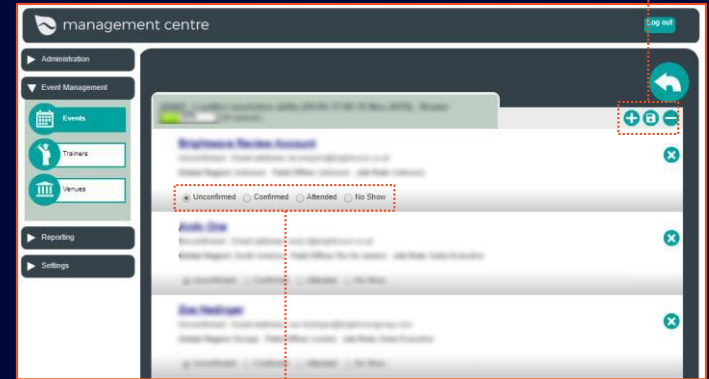
Marking a learners attendance

Step 1
Open the Event
Management menu and
select Events



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

Step 4
Select the appropriate
statement for each learner



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

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**

 tessello