
District and Club database



Event Registration – “Rooms” User Documentation

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Event Registration - Rooms


USER DOCUMENTATION

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1. Introduction

The room module is an optional no cost addition to facilitate event registrations. Think of rooms as providing the capability to assign registered members to breakouts, stations or event sessions.

 Note: Room members must be registered for the event. Room uses this list as the subset of members in DaCdb that can be assigned to one or more Rooms – even across multiple districts in the case of a multi-district event (e.g., PETS).

- Rooms have been used to track volunteer signups at workstations throughout a multi-day event.
- Rooms can be used for members to assign breakout sessions or stations
- Rooms can be exposed on the registration form so that members can sign up for breakouts.
- Rooms can be created and members can be assigned to a room by automated back room assignment logic (e.g., club size) or by manually adding them into a room.

Limitations

Currently, once a member registers for a room or is assigned to a room, it is the responsibility of the event moderator to manage the assignments if a member needs to move, reassigned or removed from a room.

 Note: Canceling a registration WILL remove the member from all room assignments.

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2. Rooms Overview

2.1 Enabling Rooms

To enable Rooms for an Event, the Room module must be first switched on by selecting Use Rooms in the Event "Edit Form" screen in Section 3.

Section 3 - Registration Options

Use Committee: (Limit to committee)

Use Payment Gateway:

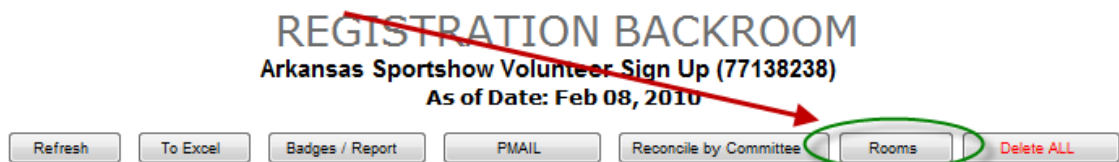
Use CATegory Code: (Put a CAT code on BADGE for Breakouts, Meals, etc.)

Use Rooms: (Enables the break-out 'Rooms' module for this event)


Public Registration: (Enables registration for this event by people NOT logged into DaCdb)

Registration Roster: (All ON | OFF) Include the following fields on Event Roster:
 Member Name Member Picture District Address Information

From the Event Backroom, Rooms can be accessed by the Rooms button.



From the Calendar listing, Rooms can be accessed using the Rooms Hyperlink

Fri Feb 12, 10 thru Sun Feb 14, 10	09:00A	Register NOW BackRoom Quick View Rooms Edit Form	Jonesboro	Arkansas Sportshow Volunteer Sign Up	Arkansas State University Convocation Center Directions and Map	
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3. Managing Rooms

3.1 Creating a Room

To create a Room, click the Add Room button. If you are adding a number of rooms, consider using the Clone function.

Add Room

Sports Show Volunteer Sign Up
February 12 - 14, 2010

Add ID={new} Cancel Add

Section 1: Room Information:

Room:* Enter the descriptive name for this room/breakout.

Location: Enter the location (e.g., floor, hotel)

Start Date: 02/12/2010 Start Time: (hh: 09:00 AM) Use 24-hour Military time Optional.

End Date: End Time: (hh:) Use 24-hour Military time Optional.

Capacity: Optional capacity. Leave at 0 if no capacity constraints apply.

IsActive: If inactive, automated room assignment will not use this room

CatCode: Optional. CatCode entered on Badge based on room assignment

Position Sort: Optional. Sequence of room used in automated room assignment.

Notes: (e.g., sq.ft., moderator, equipment needed).

Section 2: Room Assignments

Manually assign or remove members

Registered Members:

- Alexander, Pamela Sue (8150-Jonesboro)
- Allen, Charles C. (8150-Jonesboro)
- Allen, Marti Lu (8150-Jonesboro)
- Barber, Mike J. (8150-Jonesboro)
- Barnett, Terry (8150-Jonesboro)
- Beadles, John K. (8150-Jonesboro)
- Beasley, David B. (8150-Jonesboro)
- Blaylock, Ginny (8150-Jonesboro)
- Brackett, Jerry W. (8150-Jonesboro)
- Brubaker, Herbert Allen (8150-Jonesboro)

Members Assigned to Room:

Step #1: Enter Room Information here

Step #2: If necessary, select initial members here

Step #3: Click Add

Cancel Add

Room Name – Up to a 64-character name of the room, breakout or station. The Room Name is required, all other fields are optional.



IMPORTANT: Some reports will “pivot” on the room name. Thus it is critical that the room name be exactly the same, otherwise it will appear as two entries on those reports. We recommend using the CLONE functionality to solve this problem.

Location – Location that applies to where this room, breakout session or station is located. Optional.

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Start Date/Time: – The start date and time are optional. However, to support registration, downloading the room time to Outlook and listing the rooms in the back room, we recommend defining the date and time. The default of 9AM will be used, unless changed by the user.

End Date/Time – The end time of the room, breakout or station is optional, but should be entered for the information to correctly show the end-times on the registration and can be integrated into User's personal calendar (e.g., Outlook) correctly.

Capacity – If the Room is capacity controlled, a capacity needs to be set here. Leaving the default capacity of zero (0) means that any number of people can register for the room (if included on a registration question). If a capacity value is set and reached, the Room will show unavailable on the registration page:

Sunday Feb 14, 2010 - 10:00 AM


Buck Scoring Computer **** Not Available ****

Prerecorded Announcements

Ticket Stub Table **** Not Available ****

Ticket Taker

Trout Tank

 Note: The event moderator(s) can add or delete anyone from a capacity controlled room. Thus it is possible to add more members (oversubscribe) than the room can hold.

Is Active – By default the room is Active. If included on the registration form, members can register for the room. If the room is inactive, it will still be listed in the room listing, but members will not see nor be able to register for the room online. This might be useful if you are holding a room in reserve based on seeing what happens during the registration process.

CatCode – Category codes are optional, but if used, can be used to place a CatCode on members Badge. CatCodes will appear in the upper right side of the Member's badge (if the appropriate badge format is used).



Rotary District 7710


ABC

DAVID

Smith

East Portland

Arkansas Sportshow Volunteer Sign Up

 Note: Due to limited space on the Badge, up to six (6) CatCodes can be printed on a Badge. The combination of Registration CatCodes and Room CatCodes needs to be carefully planned out.

Position Sort – is used to sort the Room. In some cases, the room will be filled based on its sort position.

Notes – The Notes is a free form text area is used enter any miscellaneous information – A/V equipment needed, room speaker, room size, lighting, etc..

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3.2 Room Listing

Rooms can be listed (or grouped) by CatCode, Room Name, Location or Date. This selection is made using the pull-down at the top of the room listing.

Search Parameters:

Group Rooms By: **Room** Search:

Results

There are 59 Rooms

Clear ROOM CatCodes Apply ROOM CatCodes

Date	Time	Location	Capacity	Act
------	------	----------	----------	-----

3.3 Cloning Rooms

Once a room is created and its attributes are defined, it is sometimes useful to create another room with similar attributes – but maybe the time has changed or the location has changed or the capacity has changed. Cloning quickly makes an exact copy minus any members already assigned to the original room.

Edit any room, and use the CLONE button to create a copy of that room. The “Cloned” copy will be added to the room list.

Edit ID=347

Section 1: Room Information:

Room:* Enter the descriptive name for this room/breakout.

Note: If you think you will be using one of the Room pivot reports, we recommend you use the Clone function to create exact copies of the room.

3.4 Deleting Rooms

Any room can be deleted as long as there are no members signed up for the room. If someone is already assigned to a room, then a warning message will be displayed instead. You must then remove all the members from the room before it can be deleted. This avoids accidentally deleting a room.

Delete Room

Remove ALL Users from Room before Deleting Room

Arkansas Sportshow Volunteer Sign Up
February 12 - 14, 2010

Edit ID=513

Section 1: Room Information:

Room:* Enter the descriptive name for this room/breakout.

Location:

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4. PMail Confirmations

It is possible to PMail the registered members for an event their Room assignments. This must be done from the Event Backroom.

A new Event "Tag" is available – {%Room Assignments%}. So a message composed in PMail similar to:

Just a reminder that you are assigned up for [%Event%] on: [%StartDate%].


You are assigned to the following break-out sessions:

[%RoomAssignment%]

Would be received by the individual registered members as:


Dear Rotarian Sam,

Just a reminder that you are assigned up for Arkansas Sportshow Volunteer Sign Up, on: 09:00 AM.
You are assigned to the following break-out sessions:

Friday Feb 12, 2010  [Add to Calendar](#)


Ticket Taker

Start Time: 04:00 PM - 06:30 PM

Friday Feb 12, 2010  [Add to Calendar](#)

Ticket Stub Table

Start Time: 06:30 PM - 09:00 PM

Saturday Feb 13, 2010  [Add to Calendar](#)

Buck Scoring Registration

Start Time: 03:00 PM - 06:00 PM

Clicking on the Calendar link will add the room to the member's personal calendar (Outlook).

If you were not assigned to any rooms, then the message:

Dear Rotarian Sam,

Just a reminder that you are assigned up for Arkansas Sportshow Volunteer Sign Up, on: 09:00 AM.
You are assigned to the following break-out sessions:

- No Room Assignments

Yours in Rotary Service,

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5. Room Reports

5.1 Room Assignment DIY Summary

The Room Assignment report is a simple DIY (Do-It-Yourself) report. You select the fields that you want to appear on the report.

Report Setup

Room Assignments



Select Event Report Parameters

Club: ▾

Select Rooms:

Report Fields: District Account Name Account (c) UserName First Name
(All ON | OFF) FName Nick Name Last Name Mid Name NameSfx
 Email Badge Title ClubID Club Name Club (c)
 Club Position Club Size CatCode Member Type AddressType
 Address (c) Street (c) Address1 Address2 City State Zip (c)
 City State Code ProvOrOther Postal Zip County
 Country Code Home Phone Office Phone Fax Number Cell Phone
 Toll Free Number Prime Contact Private MemberID BadgeNumber
 Prev Club Years Gender Birthdate StartDate TermDate
 Image Spouse First Name Spouse Last Name Spouse NickName IsPartnerMember
 Anniversary Date Business Name Business Position Website Employees
 Occupation Code Classification Lang Abbr Degree Hobbies
 Description Created Tmstmp Created By Modified Tmstmp Modified By

5.2 Room Assignments

This is a customized report for one customer that may apply to others. This is a quick summary of Rooms (or Stations in this case), that shows who is assigned to what room across all times.

Arkansas Sportshow Volunteer Sign Up Buck Scoring Registration

As a courtesy to all of us...and patrons of the show, please make a special effort to arrive 10 minutes before your shift begins. Also, we ask that you do not leave until an equal number of replaces has arrived to take your place.

Friday, February 12

04:00: PM - 06:30 PM				06:30: PM - 09:00 PM			
Capacity: 3				Capacity: 4			
#	Name	Home Phone	Cell Phone	#	Name	Home Phone	Cell Phone
1	Carter, Brock K.	870 225 1003	870 225 1003	1	Blaylock, Ginny	870 225 1212	870 227 2000
2	Sordani, Christie D.	870 210 2092		2	Carter, Brock K.	870 225 1003	870 227 2070
3	Irwin, William F.	870-224-7474		3	Hickman, Mike Wayne	870 221 2111	870 274 1025
				4	Irwin, William F.	870-224-7474	870 210 2103

Saturday, February 13

09:00: AM - 12:00 PM				12:00: PM - 03:00 PM			
Capacity: 3				Capacity: 4			
#	Name	Home Phone	Cell Phone	#	Name	Home Phone	Cell Phone
1	Cash, Scott	870 222 2105	870 225 1251	1	Clamp, Brian		
2	Hammill, Henry Jr.	870 225 2103	870 226 1227	2	Clamp, Bill	870 225 2223	870 226 2200
3				3	Kubacki, Henry W. (Bill)	870 222 2266	
				4	Turkey, Tom	870 222 1246	

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5.3 Room Pivot - Rooms across the top by Date

Arkansas Sportshow Volunteer Sign Up
As of Date: Feb 08, 2010

Date-Time	Buck Scoring Computer	Buck Scoring Registration	Prerecorded Announcements	Ticket Stub Table	Ticket Taker	Trout Tank
Friday, February 12						
Friday, February 12 04:00 PM	Rogers, Lindsay Jay	Clay, Brock R. Jordan, Christie D. Little, William F. Widner, Barbara J.		Harris, Michael McDonald, Tom Tippit, Bruce	Clark, Gary Harris, James C. Perkins, Jesse Scott Williams, Emelda Lavonne Pitt.D.	Ford, Brenda S. Jankov, James W. Miles, John D. W. Widner, Barbara J.
Friday, February 12 06:30 PM	Rogers, Lindsay Jay	Claylock, Ginny Cline, Brock P. Harbison, Milton Wayne Sloan, John T. PhD		Burnett, Bill D. Guinn, Grville Albert Way, Ed	KIRBY, Lisa C. FURLOCK, Tracy Lynn Buddelphatt, Nancy	Barber, Mike J. Cline, Brock P. Sloan, Lee Ann
Saturday, February 13						
Saturday, February 13 09:00 AM	Harrelson, Kenna S.	Cash, Joan Harris, Harry J.	Potts, Robert L.	Fairhead, Elizabeth Jones Smith, Don A. Strada, John D.	Hargis, James Von Jurek, Glen Jr. Kelleck, Glenn Jr. Peadar, James R.	Brackett, Jerry W. Cline, Brock P. Harbison, Milton Wayne Mathewson, Rebecca DNP Perkins, Jesse Scott Williams, Emelda Lavonne Pitt.D. Widner, Barbara J.

5.4 Room Pivot - Dates across the top by Room

Room	Friday February 12 04:00 PM	Friday February 12 06:30 PM	Saturday February 13 09:00 AM	Saturday February 13 12:00 PM
Buck Scoring Computer	Rogers, Lindsay Jay	Rogers, Lindsay Jay	Harrelson, Kenna S.	Widner, Barbara J.
Buck Scoring Registration	Little, William F. Jordan, Christie D. Cline, Brock P.	Harbison, Milton Wayne Sloan, John T. PhD Claylock, Ginny Cline, Brock P.	Harris, Harry J. Cash, Joan	Taney, Joe Kirksey, Harry W. (Bill) Clampitt, Judy Clampitt, Brian
Prerecorded Announcements			Potts, Robert L.	
Ticket Stub Table	Harris, Michael McDonald, Tom Tippit, Bruce	Guinn, Grville Albert Way, Ed Burnett, Bill D.	Smith, Don A. Fairhead, Elizabeth Jones Strada, John D.	Shain, Russell E. Barton, Jim R. Bendley, David R.
Ticket Taker	Harris, James C. Clark, Gary Williams, Emelda Lavonne Pitt.D. Perkins, Jesse Scott	Furlock, Tracy Lynn Kelleck, Glenn Jr. Buddelphatt, Nancy	Hargis, James Von Peadar, James R. Jurek, Glen Jr.	Wing, Eugene J. Cline, Brock P. Brackett, Jerry William Mathewson, Herbert Allan McNitt, John Patrick Clayton, Amy C.

5.5 Room Pivot - Rooms across the top by Members

Room	Friday February 12 04:00 PM	Friday February 12 06:30 PM	Saturday February 13 09:00 AM	Saturday February 13 12:00 PM
Alexander, Pamela Sue				
Allen, Citirica C.				Trout Tank
Allen, Mark Lu				Trout Tank
Barber, Mike J.		Trout Tank		
Brackett, Jerry W.				Trout Tank
Bendley, John M.				
Bendley, David B.				Ticket Stub Table
Claylock, Ginny		Buck Scoring Registration		
Brackett, Jerry W.			Trout Tank	