

ARES Connect

Creating An Event

For Emergency Coordinators Only

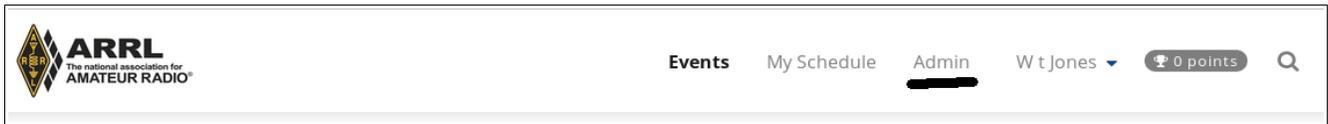
ECs – this is just for you.

The Calendar is no good without events. Fortunately, many of you are using it already which excellent.

There are many different ways to create an event and like people tend to be there are many different views on how to do it.

We're going to try to set a standard. You know what a standard is. It is something that everyone ignores. Hopefully that will not be the case here.

1. Log into ARES Connect at this url: <http://arrl.volunteerhub.com/lp/epa>
2. Click on your Admin button at the top of the page...

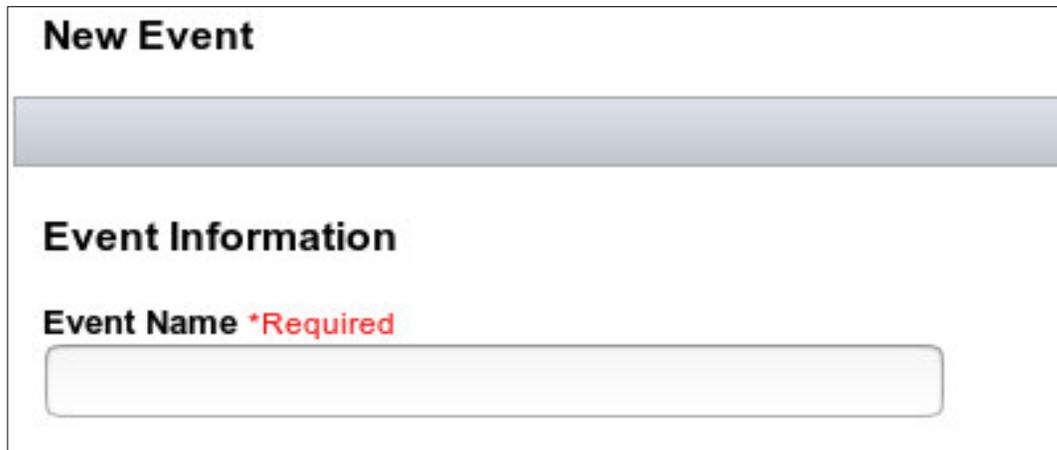


You will be right on the page where Events are added to AC. Just click on the Add Event Button.

Events	People	Reports	Setup	Volunteer View	Admin 2.0
All Events	Event Groups	Subscriptions	Masters	Approve Hours	
View events by <input type="text" value="List"/> from <input type="text" value="5/13/2019"/> <input type="checkbox"/> Include deleted events <input type="button" value="Go"/>					
<input type="text" value="All Events"/> <input type="button" value="Go"/>					
Upcoming Events					
<input type="button" value="Add Event"/>					
Monday, May 13, 2019					
Eastern Pennsylvania > Delaware - 045PA <u>DelCo ARES monthly meeting</u> Monday, May 13, 7 pm - 8:30 pm (1.5 hours) DelCo ARES monthly training.					1 Filled 0 Reserved

So far its easy. Lets start entering the information....

First...



The Event Name – What ever you want to call it with one exception.

Everyone in the EPA Section sees the Event Name in the Calendar. Entering something like Tuesday Night Net does not give them all that much information. So we are asking for a little help with identifying the county. You can start it with the full county name such as Northumberland or Northampton which a bit long but it works. Or you can use the PA QSO Party’s standard list of county abbreviations. So Northumberland would become NUM and Northampton would be NHA. As you can see I deliberately selected those two counties because of the common parts of the name.

The website with the abbreviations from the PA QSO party is at this link:

<http://www.nittany-arc.net/pagsocounties.html>

Flagrant copying here but just think. When October rolls around everyone will know the abbreviations for their county.

So if I wanted to put something in for the Luzerne County ARES net I could do it this way.

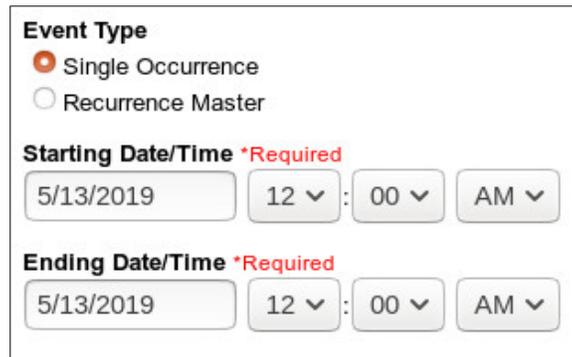
“LUZ – LCARES Tuesday Night Traffic and Training Net”

Don’t depend on the well known, inside your county, familiar to all your ARES members, acronym such as CCAR which does mean Chester County. We have 3 counties in EPA that start with ‘C’ so put the county name or the 3-letter abbreviation in at the start of the name.

Points Value – This is optional for EPA. Some sections and counties through out the ARRL award points for participation in events. If you, as the County EC, want to award points for participation then please do so. A net may be 1 point and working a race may be 5 points. This is entirely up to you.

The “Official” ARRL statement on points is there is no policy on them at this time. So what ever you do it will probably not jive with what Newington comes up with later on. Its life.

Event Type...



The screenshot shows a form titled "Event Type". It has two radio buttons: "Single Occurrence" (which is selected) and "Recurrence Master". Below this are two sections for date and time. The first section is "Starting Date/Time *Required" with a date field containing "5/13/2019", a time field with "12" and a dropdown arrow, a colon separator, a minutes field with "00" and a dropdown arrow, and an AM/PM field with "AM" and a dropdown arrow. The second section is "Ending Date/Time *Required" with identical fields: date "5/13/2019", time "12", minutes "00", and AM/PM "AM".

The Event Type is either a Single Occurrence mean it happens once and that’s it. A public service event would be an example of a Single Occurrence.

A Recurrence Master is an event that will happen on a regular basis. A weekly net or a monthly meeting would be an example of a Recurrence Master event.

Lets do a Single Occurrence Event because it is simple to do. I like simple.

For a Single Occurrence event click on the Starting Date and a calendar will be displayed. Find the date and click on it. The date you select will appear in the Starting Date and in Ending Date fields.

Next select the Starting Time by clicking in the time fields. Its a 12 hour clock so no 13 to 24 will be displayed. Select the minutes and then AM or PM.

Do the same for the Ending Time. That is it for a Single Occurrence Event.

If you select the Recurrence Master by clicking that option then as soon as you touch the screen again the Start and End Date Fields will disappear. That information will be entered later.

Abbreviated Description and Detailed Description...

These are free form entry fields. Just type. The Abbreviated Description should be a short one-liner about the event. It could be repeater information or what a meeting is about. Save the long winded stuff

for the Detailed Description field. The Detailed Description field is displayed when the AC user clicks on the More Information button on the Calendar.

Additional Even Information...

Url for Additional Information http:// <input type="text" value="www.w3luz.org"/>
Location <input type="text" value="185 Water St, Wilkes-Barre, PA 18702"/> <input checked="" type="checkbox"/> Display a map of this location on the event's detail page (must be an address)
Event Contact <input type="text" value="W t Jones (WN3LIF)"/>

Additional Event information fields allow for the adding of a web link, a location, and the event contact.

The link should be just the url WITHOUT the http. Add the http and it doesn't work. Ask me how I know.

The location is a free form field. If the event is a net then it could say "on the air!" or "on the CMARC repeater!".

If you put a good address in the field and click the "Display Map" then a map of that location will be added to the calendar entry.

The Event Contact defaults to you as the person entering the event information.

Parent Group...

Parent Event Group <input type="text" value=".....Meeting"/> ▼
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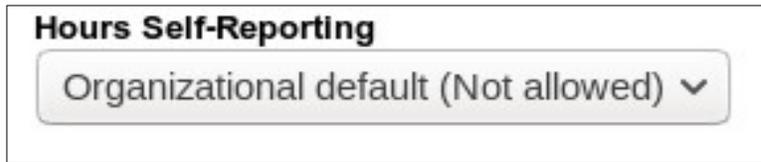
The Parent Group will be under your county. You can select Net, Community Event, Meeting, and so on. Just click the box and a drop down menu with the selections is displayed.

It is important to select the correct type of event for reporting in AC. So be careful but if you miss you can always go back and edit it.

Remember that the current monthly reporting requires the reporting by nets, ares ops, and others. This is how that concept continues into AC.

Hours Self Reporting...

I don't know who thinks of these titles. Hours don't self report. Anyway....



The image shows a rectangular box with a title "Hours Self-Reporting" in bold. Below the title is a dropdown menu with a light gray background and rounded corners. The menu is currently open, showing the selected option "Organizational default (Not allowed)" followed by a downward-pointing chevron icon.

There are two reporting options for any event. The basis of this is how the person hours are reported for an event.

The default is "Self Reporting Not Allowed". What that means is that the AC volunteers cannot submit hours for the event. On the main screen, a user, without admin privileges, can view their hours. On that screen, they can also enter hours if "Self Reporting" is allowed. This will be covered in a separate instruction document.

This is an optional selection but with the following issue.

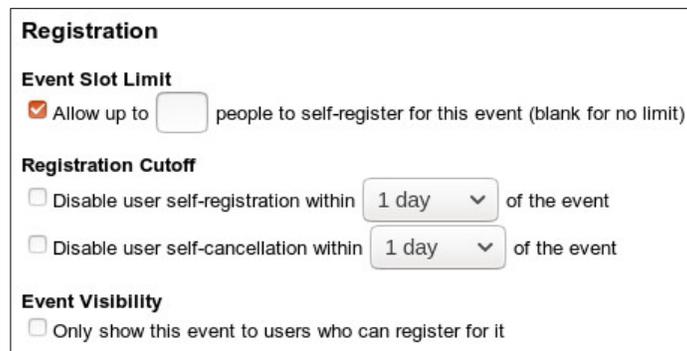
If "Self Reporting Not Allowed" is selected **the Emergency Coordinator must go to the event and enter the number of person hours, as a total, for the event.**

If "Self Reporting Allowed" then **the AC volunteers must enter their hours for the event.**

In any case, the **Emergency Coordinator can still modify the total person hours for any event** and most likely will need to anyway. That topic is also for another document.

So it is up to the Creator of the Event on what to select. And, it can be changed after the fact.

Registration Fields...



The image shows a form titled "Registration" with several sections:

- Event Slot Limit**: A checked checkbox labeled "Allow up to" followed by an empty text input field and the text "people to self-register for this event (blank for no limit)".
- Registration Cutoff**: Two unchecked checkboxes. The first is "Disable user self-registration within" followed by a dropdown menu showing "1 day" and "of the event". The second is "Disable user self-cancellation within" followed by a dropdown menu showing "1 day" and "of the event".
- Event Visibility**: An unchecked checkbox labeled "Only show this event to users who can register for it".

These fields control how many people can register, when to disable the registration, when to disable the cancellation, and restrict who can see it to register which I have not figured out. I will. Some day.

So select as appropriate. Some Emergency Coordinators are already using this information.

Event Emails...

Email Notifications

Confirmation Email | Reminder Email | Thank-You Email

Automatically send confirmation email upon registration/cancellation

Text to Include with Confirmation Email

Carbon copy confirmation emails to the event contact

There are 3 types of emails that can be sent for an event. Confirmation of registration, Reminder of the Event, and a Thank You for Attending Email.

The tabs “Confirmation Email”, “Reminder Email”, and “Thank-You Email” select the individual email types and allow customization of the email.

Note that they are all enabled by default. You can disable them by de-selecting the check mark on each one.

You can also add your own text to the emails as you see fit.

Using or not using is up to the discretion of the Emergency Coordinator. Just remember they will be sent as the default.

Waivers...

Waivers are not used at this time.

Saving the Event...

At the bottom of the page you can select the “Save Event” Button if you are happy. If you do not want to save the event just press the “Back” button on your browser or one of the other Tabs at the top of the page to go to another page. The Event is not saved until you click on the “Save Event”.

Recurrence Master...

If you selected a Recurrence Master at the Event Type then you will get the following display...

Recurrence Master

(Unlimited slots) **Test Event** NEW!
Recurrence Master
Test Event

Activate Instances

Recurrence Pattern

Daily
 Weekly
 Monthly
 Yearly

Starting Time

1 : 00 AM

Ending Time

1 : 00 AM

Recurrence Start Date *Required

Recurrence Frequency *Required

Every day(s)
 Every weekday

Recurrence End Date *Required

End after: occurrences
 End by:

Activate Instances

This screen allows for setting up the recurrences of the event.

The Recurrence Pattern determines how often the event happens. Select as appropriate. Depending on what you select the display will change as needed. If you select “Daily” then you can have event that happens every 11 days for example. If you select Weekly then the Recurrence Frequency will change to Weekly Information. Monthly will allow for the 1st Friday and so on.

The Starting and Ending Times are just like the Single Occurrence Event.

The Recurrence Frequency Values should be entered as appropriate. When you see them they will be readily evident.

Finally, the Recurrence End Date is needed. Actually, you can use the number of times that you want it to happen such as 52 times for a net. You will get a warning if you go too large. And no, you cannot put in a permanently recurring event.

Once you have that done then you need to “Activate The Instances” which puts the event into the Calendar.

Note: you may get a warning that it will take some time to create a large number of instances. It really doesn’t take long to create a year’s worth of nets.

Once the Instances are activated then they will display in the window at the bottom of the screen.

That is it. You have created an event.

It seems long but once you are used to doing it takes only a few minutes.

What does it look like. Here is an example.

SUNDAY, 5/26/2019

1:00 AM
Test Event

Sun, May 26, 1 am
185 Water St, Wilkes-Barre, PA 18702

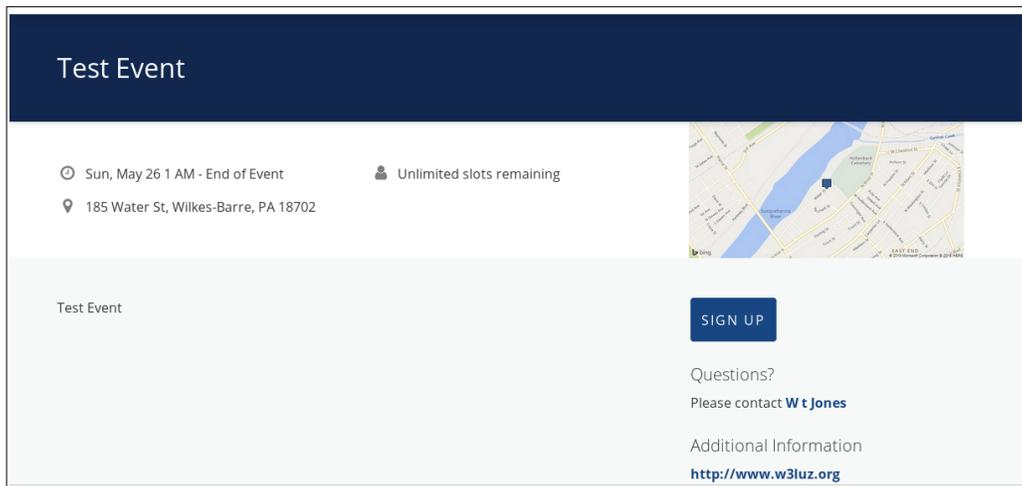
Unlimited slots remaining

SIGN UP

Test Event

[MORE](#)

And here is the “More” view...



It has the information entered and the Bing map entry for the address. That is all it takes.

The next Simple Instructions Document will be to tell the users how to enter their time.

Then I'll get back to the Emergency Coordinators with more information about the End of the Month.

73,
WT
WN3LIF
Assistant Section Emergency Coordinator
ARRL Eastern Pennsylvania Section