

ARES Connect

Creating Events In The Past

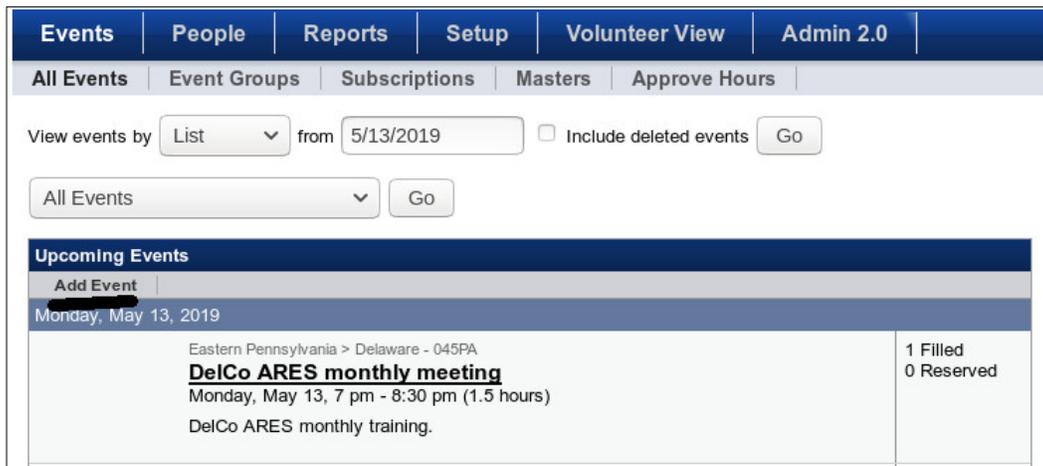
Some times, no matter how omniscient you are, you can't create an event in time for your volunteers to register. It could be the old excuse of "I forgot". Happens. I'm guilty. It could be that the event caught you short and happened without giving you any warning. Weather events and communications emergencies happen and, unlike things you can plan for, you have to handle it and worry about the record keeping later.

What ever the reason this SID gives you the details about how to create an event in the past and then add time to it. That time can be detailed by member or just a lump sum. How energetic you are about entering the data is up to you.

1. Logon on to ARES Connect like you would normally do.

<https://arrl.volunteerhub.com/lp/epa>

2. Click on your Admin button and you'll be right where you need to be to add an event.



The screenshot shows the ARES Connect Admin interface. At the top, there are navigation tabs: Events, People, Reports, Setup, Volunteer View, and Admin 2.0. Below these are sub-tabs: All Events, Event Groups, Subscriptions, Masters, and Approve Hours. The main content area has a search filter: 'View events by' with a dropdown menu set to 'List', a date field set to '5/13/2019', an unchecked checkbox for 'Include deleted events', and a 'Go' button. Below this is another dropdown menu set to 'All Events' with a 'Go' button. The 'Upcoming Events' section is highlighted in blue and contains an 'Add Event' button. Below the button, the date 'Monday, May 13, 2019' is shown. The event details are: 'Eastern Pennsylvania > Delaware - 045PA', 'DelCo ARES monthly meeting' (underlined), 'Monday, May 13, 7 pm - 8:30 pm (1.5 hours)', and 'DelCo ARES monthly training.'. To the right of the event details, there is a status box showing '1 Filled' and '0 Reserved'.

3. Just click on the "Add Event" button.

You can now proceed as instructed in the "ARES_Connect_03_Ecs_Creating_An_Event-2019-05-13" document that have been sent to you. Yes, you can go "back in time" and create the event.

Remember, this will be a single occurrence event and make it Self Reporting – Not Allowed. You as the EC will have to add the time.

4. After you have created the event go back to the list of events using your Admin privileges.

5. Notice at the top of the page there is the “View Events by” and the “from” date. That “from” date is what allows you to go back to the date of the event you just created. Click in the date field and you’ll get a drop down calendar...

The screenshot shows the ARES Connect Admin interface. At the top, there is a search bar and user information: "W t Jones · Your Account · Sign Out". Below this is a navigation menu with tabs: "Events", "People", "Reports", "Setup", "Volunteer View", and "Admin 2.0". Under "Events", there are sub-tabs: "All Events", "Event Groups", "Subscriptions", "Masters", and "Approve Hours". The main content area shows "View events by" set to "List" and "from" set to "5/20/2019". There is a "Go" button and a checkbox for "Include deleted events". A calendar for "May 2019" is displayed, with the date "19" selected. Below the calendar, there is a list of events. The first event is "Combined Club & ARES/RACES Net" on Monday, May 20, 2019, with "6 Filled" and "1 Reserved" spots. The second event is "ARES Weekly" on Monday, May 20, 2019, with "1 Filled" and "0 Reserved" spots.

Just select the date that you want and click on it. Once the date you want is in the “from” field simply click on the “Go” button.

The List will begin on the date that you selected. I just created the following for the Luzerne County Skywarn Activity from the 19th of May.

The screenshot shows a specific event entry in the ARES Connect Admin interface. The event is titled "LUZ Skywarn Activity" and is marked as "New!". It is scheduled for Sunday, May 19, from 8 pm to 9:15 pm (1.25 hours). The event is located in Eastern Pennsylvania > Luzerne - 079PA > SKYWARN. The event is titled "LCARES Skywarn Activity". The event status is "2 Filled" and "0 Reserved".

More than likely it will say that it is a new event since you just created. Don’t worry about it. Its “in the past” so the regular users will not see it.

7. Click on the Title of the Event so you can edit. If you want to add individual users to the event so they get credit then continue by clicking on the “Registered Users” tab. If not then jump down to Step 9.

W t Jones · [Your Account](#) · [Sign Out](#)

Events | **People** | **Reports** | **Setup** | **Volunteer View** | **Admin 2.0**

All Events | **Event Groups** | **Subscriptions** | **Masters** | **Approve Hours**

Pennsylvania > Eastern Pennsylvania > Luzerne - 079PA > SKYWARN
LUZ Skywarn Activity
 Sunday, May 19, 8:00pm - 9:15pm

Summary | **Edit** | **Registered Users** | **Hours** | **Email**

LUZ Skywarn Activity (Sunday, May 19, 8:00pm - 9:15pm)

[Sign-In Sheet \(PDF\)](#) | [Sign-In Sheet \(Excel\)](#)

Group	Slots Reserved	Expiration	Allow Overflow?	Default Slot Limit	W/L
Unaffiliated Users	0	(No expiration) ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
Volunteers				Slot Limit	W/L Slots Used
<input type="button" value="Remove"/> William Waters william.waters@gmail.com Nanticoke, PA		Guests <input type="text"/>		1	No 1
		Reg. Date/Time 5/20/2019 2:42pm			
		Emails <input type="checkbox"/> Reminder <input type="checkbox"/> Thank-You			
Anonymous		Guests <input type="text"/>			0
<input type="button" value="Add User"/>	<input type="text" value="jones"/>			Group Total	1
<input type="button" value="Add Group"/>	<input type="text" value="W t Jones (WN3LIF)"/>			Event Total	1

8. On this screen you can add AC volunteers so they get credit in their hours for participating in the event. I have already added one volunteer and I am about to add myself. Type the last name of the volunteer in the field next to “Add User”. A drop down will list all the volunteers with that name. Click on the name you want and then click on the “Add User” button.

LUZ Skywarn Activity (Sunday, May 19, 8:00pm - 9:15pm)

[Sign-In Sheet \(PDF\)](#) | [Sign-In Sheet \(Excel\)](#)

Group	Slots Reserved	Expiration	Allow Overflow?	Default Slot Limit	W/L
Unaffiliated Users	0	(No expiration) ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
Volunteers				Slot Limit	W/L Slots Used
<input type="button" value="Remove"/> W t Jones wn3lif@w3luz.org Duryea, PA		Guests <input type="text"/>		1	No 1
		Reg. Date/Time 5/20/2019 9:37pm			
		Emails <input type="checkbox"/> Reminder <input type="checkbox"/> Thank-You			
<input type="button" value="Remove"/> William Waters william.waters@gmail.com Nanticoke, PA		Guests <input type="text"/>		1	No 1
		Reg. Date/Time 5/20/2019 2:42pm			
		Emails <input type="checkbox"/> Reminder <input type="checkbox"/> Thank-You			
Anonymous		Guests <input type="text"/>			0
<input type="button" value="Add User"/>	<input type="text"/>			Group Total	2
<input type="button" value="Add Group"/>	<input type="text"/>			Event Total	2

Continue to add users until you have all the ones that participated or at least those you can think of.

When you are done, click on the “Save Registration” button.

9. On the menu bar click on the “Hours” tab so you can enter the hours either as a total number hours or by volunteers.

All Events > Pennsylvania > Eastern Pennsylvania > Luzerne - 079PA > SKYWARN >
LUZ Skywarn Activity
Sunday, May 19, 8 pm - 9:15 pm

Summary | Edit | Registered Users | **Hours** | Email

Unaffiliated Users

<input type="text" value="1.0"/>	W t Jones (WN3LIF)
<input type="text" value="1.00"/>	William Waters (KC3HLT)
<input type="text" value="1.00"/>	Anonymous
2.00 User Group Total	
2.00 Event Total	

The process is simple. Just enter the hours in the field provided for each user. The anonymous user field can be to add any hours contributed by Hams that are not registered in AC or just happened along while the event was in progress and helped out. Or you know there were more but you just can't think of all their calls and names. So make an SWAG and put that in the Anonymous hours.

(Note: if you decided not to enter individual users then the total hours contributed by the members just goes in the Anonymous field.)

When you are done, you guessed it, click on the “Save Hours” button.

That is it. It takes longer to explain it then it does to do it.

73

WT Jones

WN3LIF

EPA District 3 District Emergency Coordinator

EPA District 2 Acting District Emergency Coordinator

EPA Assistant Section Emergency Coordinator

Jack of All Trades and Master of None!