



# Events

# Management

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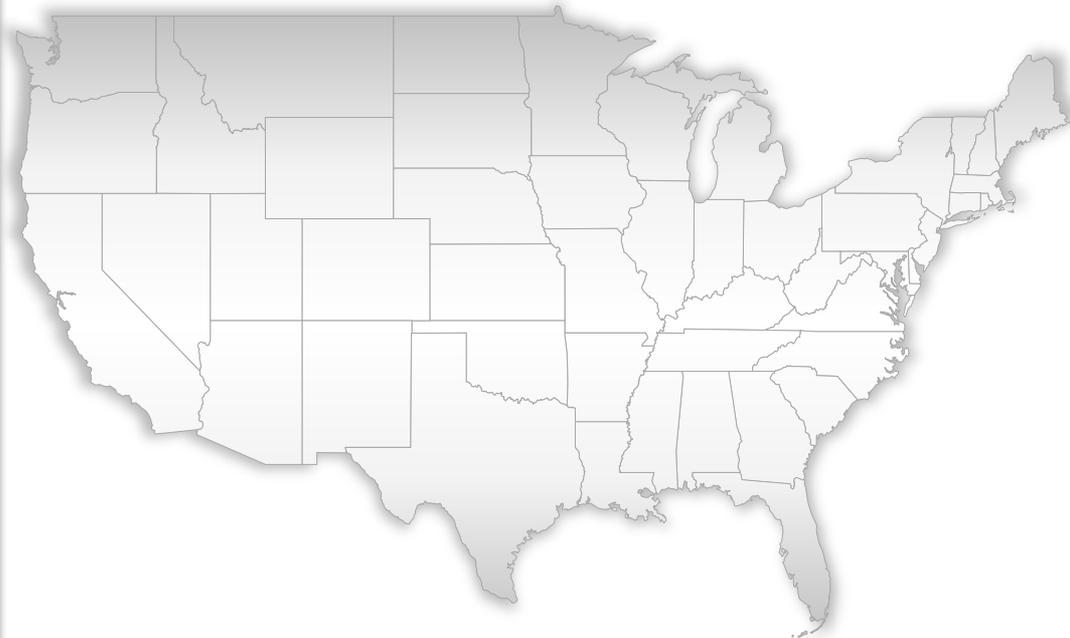
DC#2016-007-18

Project Management & Applications Development (PMAD)

The Office of the Chief Information Officer (OCIO)

409 3rd Street SW, Suite 4000

Washington, DC 20416



# SBA Events Page

The screenshot shows the SBA Events Calendar website. At the top, there is a navigation bar with the SBA logo and the text "SBA Events Calendar". Below this is a search bar and a dropdown menu labeled "Select Category". The main content area features a map of the United States with various states highlighted in different colors. Below the map, there is a section for "Event Categories" and a calendar view for "February 2016". A specific event, "Event Demo 2016", is highlighted, showing its dates (Feb 26 - Mar 03, 2016), time (8:00am - 5:00pm), and location (The White House, 1390 Pennsylvania Avenue, Washington DC). A small map of the event location is also visible.

Similar to the CRM system, the Events Management SBA Events Calendar displays the U.S. map.

In Events Management the user is now able to click on different area of the U.S. map or use the dropdown to see the listed events within the selected state.

Users now have access to social sharing features such as messenger, Facebook or Twitter. Users will now be able to share event info with the click of a button.

Newly created events display at the bottom of the SBA Events Page.

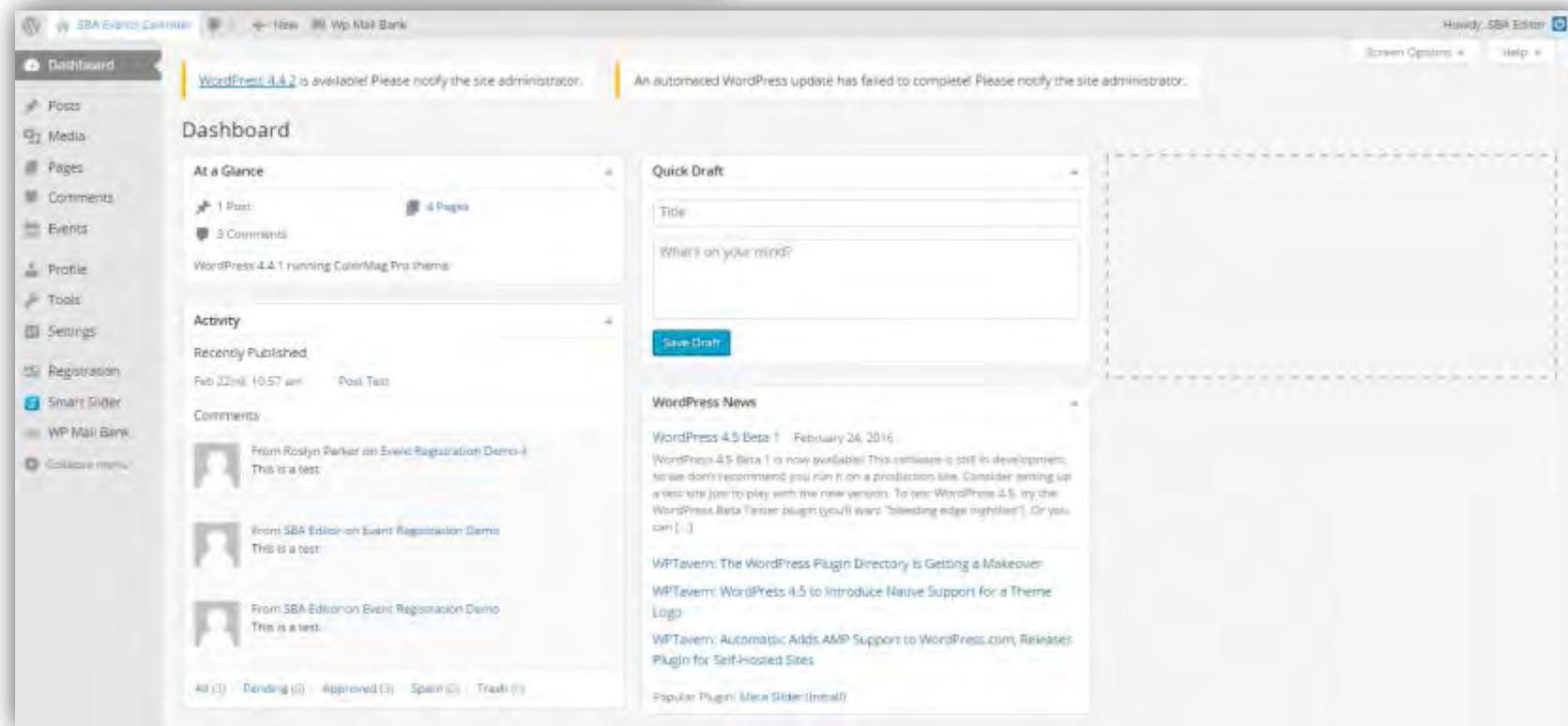
**Note:** Events that occurred in the past will not display in this section.

# Events Management Dashboard

On the Dashboard page, Event Managers have access to a plethora of tools for creating/editing/ managing events

The Dashboard can be accessed via the SBA Events Calendar from the top of the page, or via the events URL:

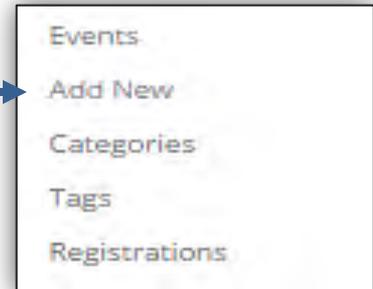
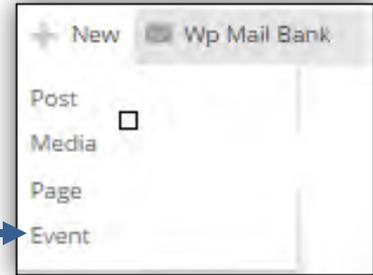
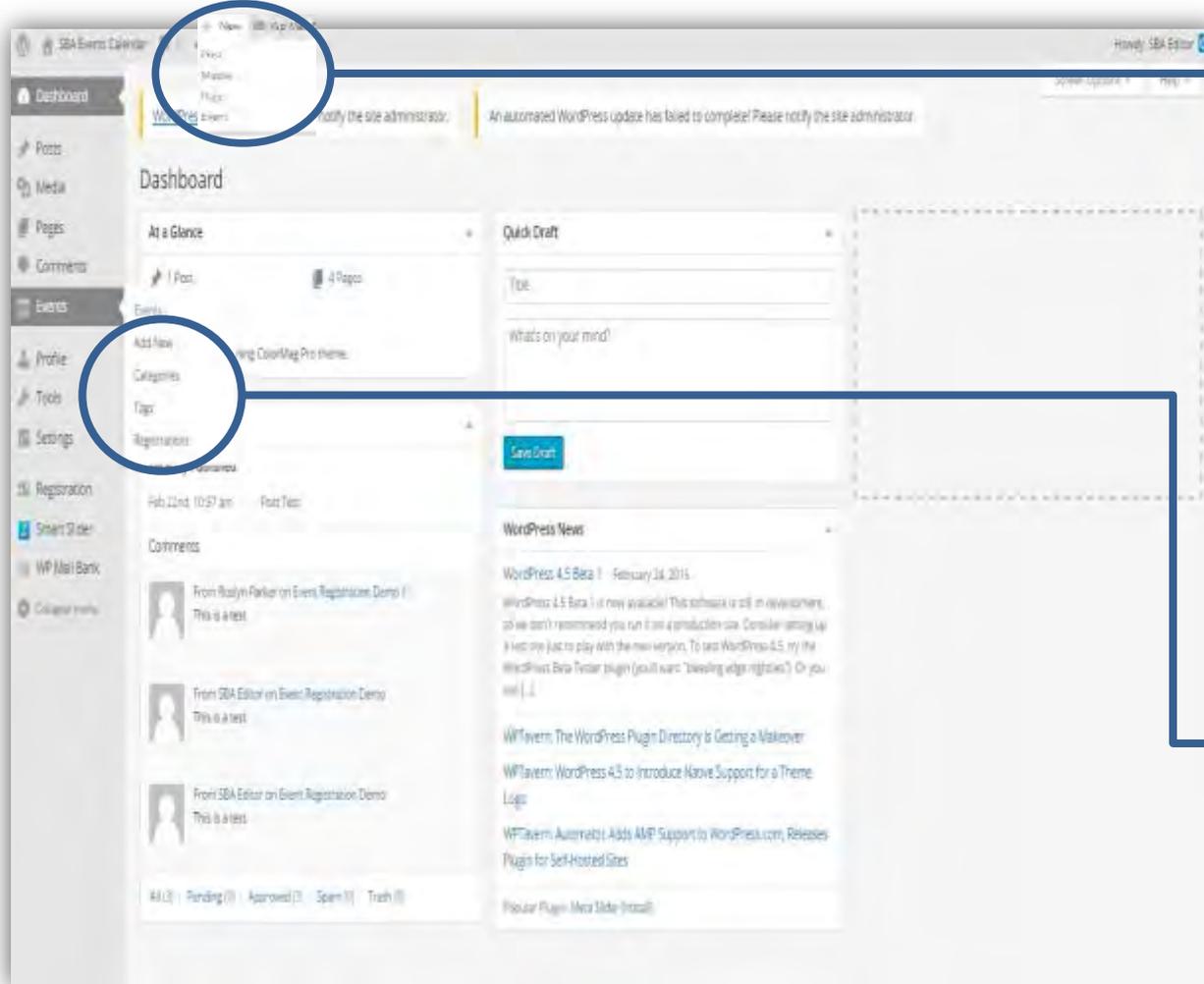
<http://events.sba.gov/Events/wp-admin/> (This will only be accessible to users with editor-login-credentials)



# Creating a New Event

Event Managers can create new events by selecting + New → Event from the top menu of the Dashboard page (this option is also available on the SBA Events Calendar page), or by selecting Events → Add New from the left-hand menu.

Upon selecting either of the latter options, the New Events Form will load.





# Published Event

SBA Events by State

Select Category

Events Categories:

View all events

February 2016

Event Demo 2016

This is a demo for our users

From 8:00am until 5:00pm

At The White House  
1800 Pennsylvania Avenue, Washington DC

Find out more...

Washington DC

Region III Washington DC

Event Demo 2016

This is test

Read more

Region III Washington DC

Martin's Event

Read more

Region III Washington DC

Event Registration Demo II

This is a test. This is a test.

Read more

Region III Washington DC

Event Registration Demo

This is a test. This is a test.

Read more

The new event will be listed under its assigned state and region.

Region III Washington DC

Event Demo 2016

Feb 26, Thu 08:00 - 05:00

This is a demo for our users

From 8:00am until 5:00pm

At The White House

1800 Pennsylvania Avenue, Washington DC

Martin Thomas / 202-555-1212, test@eba.gov

This is test

Register for this event

Enter your details below

There are 100 tickets available

Your First and Last Name \*

Email Address \*

Telephone Number

Company Name

Job Title

Address

All send registration details your email address.

Register

Download Event to Calendar

Newly published events display at the bottom of the SBA Events Calendar page. Perspective registrants will can access even information and register by selecting "Find out more..." at the bottom of the event post

# Event Post and Registration Form

Region III Washington DC

## Event Registration Demo II

Event Title

Event Excerpt

Time of Event: From 1:00 PM until 2:00PM

Event Venue: At OCIO Conference Room

Event Address: 409 3rd St, SW, Washington DC 20416

Event Organizer's Name and Contact: SBA OCIO Events Team / Roslyn Parker, 555-555-5555

Event Description: This event is for the purpose of demoing the Events Management System. This is a test.

### Register for this event

Enter your details below

There are 5 places available.

Your First and Last Name \*

Email Address \*

Telephone Number

Address

I want registration details to my email address. Fill in this field

Register

← Event Registration Demo →

**Event Region & State:** This information must be provided for the generating of a map.

Event Title

Event Excerpt

Time of Event

Event Venue

Event Address

Event Organizer's Name and Contact

Event Description

Event Registration form

Select this check box to receive email notification

**Note:** A registrant can only register for an event once. Upon attempting to register multiple times for an event a notification will come up confirming previous registration.

Region III Washington DC

## Martin's Event

Event Title

Event Excerpt

Time of Event: From 8:00am until 5:00pm

Event Venue: At The Coliseum

Event Address: 222 Mt Rainier Ave Washington DC

**You are already registered for this event.**

# Event Registration Confirmation

Region II Washington DC

## Event Registration Demo II

Fri 26 | Fri 26 OCIO Event Registration Demo

From 1:00 PM until 2:00PM

At OCIO Conference Room

409 3rd St, SW Washington DC 20416

SBA OCIO Events Team / Roslyn Parker, 555-555-5555

This event is for the purpose of testing the Events Management System. This is a test.

**Thank you for registering**

Thank you for your interest in our event. You are now registered for this event. For any questions regarding this event please contact the event organizer.

← Event Registration Demo Martin's Event →

Event editors have the option to create a custom registration confirmation message. Upon registering, the registrant will immediately see a confirmation message, and also receive an email confirmation.

You have registered for this event

**Event Details**

Event Name: OCIO Demo Event

Date & Time: February 26, 2016 1PM to 2PM

Venue: OCIO Conference Room

Address: 409 3rd Street SW, Washington, DC 20416

We look forward to seeing you there!

**Your registration details**

Your First and Last Name \*: Joe Smith

Email Address \*: [joey.smith@fbi.gov](mailto:joey.smith@fbi.gov)

Telephone Number: 555 555 5555

Address Address

**Event Details**

Event Registration Demo II

26 Feb 2016 - 16 Feb 2016

<http://event.usa.gov/EventDetail/event-registration-demo-ii>

# Save Event to Calendar

Registrants can download an event to their calendar by selecting “Download Event to Calendar” from the bottom of the Event.

Event details will be populated into the calendar. After saving, the new event will display on the registrants calendar.

Region II Washington DC

## Event Registration Demo II

OCIO Event Registration Demo

From 1:00 PM until 2:00PM

At OCIO Conference Room

409 3rd St, SW, Washington DC 20416

SBA OCIO Events Team / Roslyn Parker, 555-555-5535

This event is for the purpose of demoing the Events Management System. This is a test.

[Download Event to Calendar](#)

## Calendar View

Event Registration Demo II - Appointment

File Appointment Insert Format Text Review

Subject: Event Registration Demo II

Location: 409 3rd St, SW, Washington DC 20416

Start time: Fri 2/26/2016 8:00 AM  All day event

End time: Fri 2/26/2016 9:00 AM

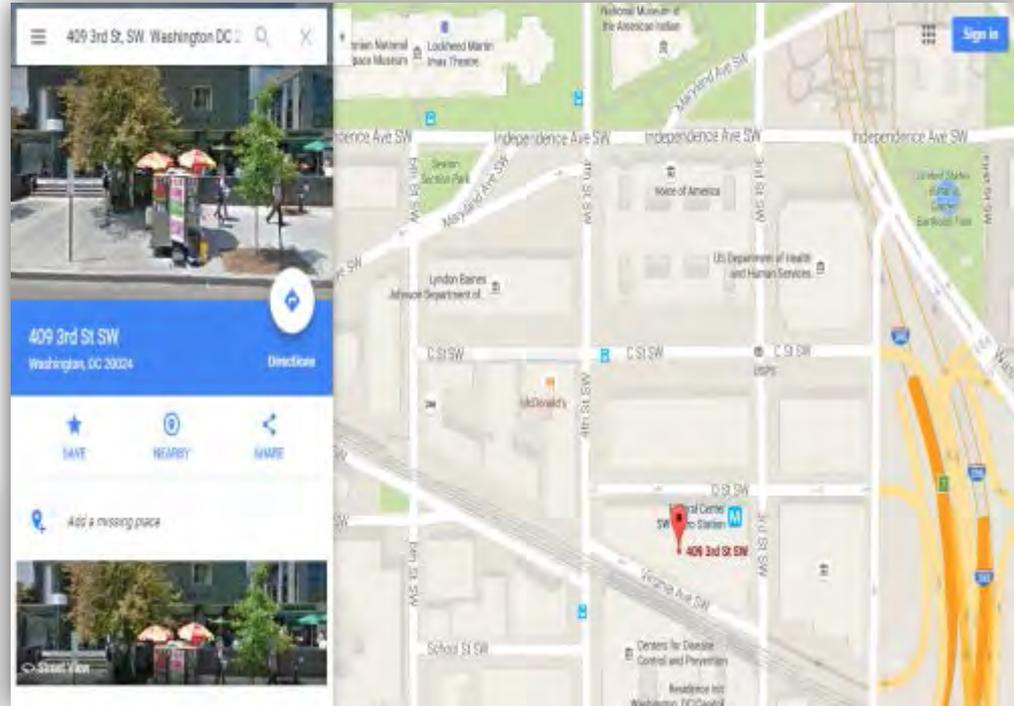
OCIO Event Registration Demo

26 Friday

Event Registration Demo II  
409 3rd St, SW, Washing

# Google Map

In addition to receiving the event details, registrants can click on the event map (which is generated via the address provided on the New Event Form). This selection will open a Google Map in a new browser. The registrant will be able to view event location and utilize the navigation tool via the Google Maps.



Region II Washington DC

## Event Registration Demo II

**Fri 26 Feb 2016** **Fri 26 Feb 2016** OCIO Event Registration Demo

**From 1:00 PM until 2:00PM**

**At OCIO Conference Room**

**409 3rd St, SW, Washington DC 20416**

SBA OCIO Events Team / Roslyn Parker, 555-555-5555

This event is for the purpose of demoing the Events Management System. This is a test.

**Thank you for registering**

Thank you for your interest in our event. You are now registered for this event. For any questions regarding this event please contact the event organizer.



← Event Registration Demo Martin's Event →

# Reporting Functionality

Event Mangers have access to the report identifying all registrants for an event via the Dashboard → Registration. With this functionality Event Managers can export, email and delete registrants for any particular event.

Event Registration Report

Event Registration Demo | 24 Feb 2016

Your first and last Name *	Email Address *	Telephone Number	Enter all names:	Address	Company Name	Job Title	Date Sent	Delete
Mulate Afework	<a href="mailto:mulate.afework@sba.gov">mulate.afework@sba.gov</a>						24 Feb 2016	<input type="checkbox"/>
Test Afework	<a href="mailto:mulate.afework@sba.gov">mulate.afework@sba.gov</a>						24 Feb 2016	<input type="checkbox"/>
Martin Thomas	<a href="mailto:martin.malamah-thomas@sba.gov">martin.malamah-thomas@sba.gov</a>	56536747					24 Feb 2016	<input type="checkbox"/>
Martin Thomas	<a href="mailto:mmalamah@gmail.com">mmalamah@gmail.com</a>	95396709327		<a href="#">kjlfzfvhszk;hgbvajl</a>	<a href="#">jghasrlkjgh</a>	<a href="#">kjsghkjrs</a>	24 Feb 2016	<input type="checkbox"/>

Export to CSV | Email List | Delete All Registrations | Delete Selected

Event Registration Report

	A	B	C	D	E	F	G	H	I
1	Your First and Last	Email Address *	Telephone Number	Enter all names:	Address	Company Name	Job Title	Enter all names:	Date Sent
2	Mulate Afework	<a href="mailto:mulate.afework@sba.gov">mulate.afework@sba.gov</a>							24-Feb-16
3	Test Afework	<a href="mailto:mulate.afework@sba.gov">mulate.afework@sba.gov</a>							24-Feb-16
4	Martin Thomas	<a href="mailto:martin.malamah-thomas@sba.gov">martin.malamah-thomas@sba.gov</a>	56536747						24-Feb-16
5	Martin Thomas	<a href="mailto:mmalamah@gmail.com">mmalamah@gmail.com</a>	95396709327		<a href="#">kjlfzfvhszk;hgbvajl</a>	<a href="#">jghasrlkjgh</a>	<a href="#">kjsghkjrs</a>		24-Feb-16
6									
7									

Report Excel Export

Event Registration Demo

SBA Events Calendar <ike@sba.gov>

Sent: Wed 2/24/2016 3:24 PM

To: Parker, Roslyn D.

Your First and Last Name *	Email Address *	Telephone Number	Enter all names:	Address	Company Name	Job Title	Date Sent	Delete
Mulate Afework	<a href="mailto:mulate.afework@sba.gov">mulate.afework@sba.gov</a>						24 Feb 2016	<input type="checkbox"/>
Test Afework	<a href="mailto:mulate.afework@sba.gov">mulate.afework@sba.gov</a>						24 Feb 2016	<input type="checkbox"/>
Martin Thomas	<a href="mailto:martin.malamah-thomas@sba.gov">martin.malamah-thomas@sba.gov</a>	56536747					24 Feb 2016	<input type="checkbox"/>
Martin Thomas	<a href="mailto:mmalamah@gmail.com">mmalamah@gmail.com</a>	95396709327		<a href="#">kjlfzfvhszk;hgbvajl</a>	<a href="#">jghasrlkjgh</a>	<a href="#">kjsghkjrs</a>	24 Feb 2016	<input type="checkbox"/>

Report Email