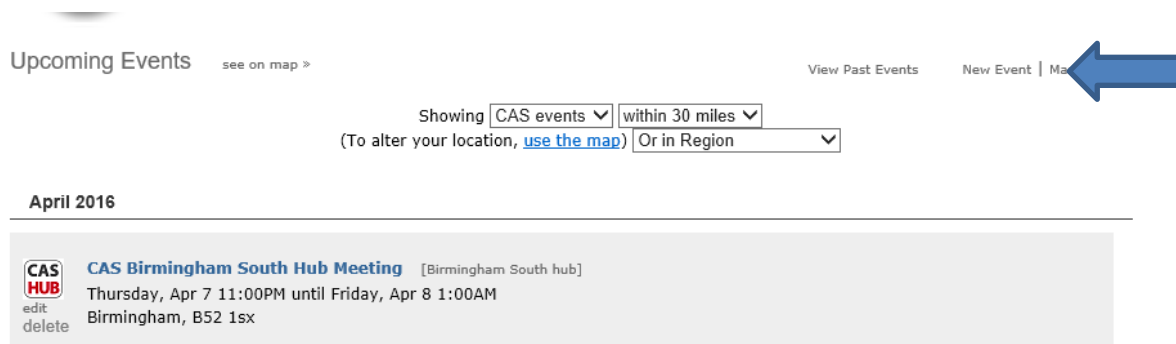


## CAS Event Creation Process for Hub Leaders

Hub Leaders can create an official CAS event using the event creation tool on the CAS website. This will ensure the event is displayed correctly in the CAS Events calendar. Please report any problems you have to [eventsupport@computingschool.org.uk](mailto:eventsupport@computingschool.org.uk) but please follow the steps below first!

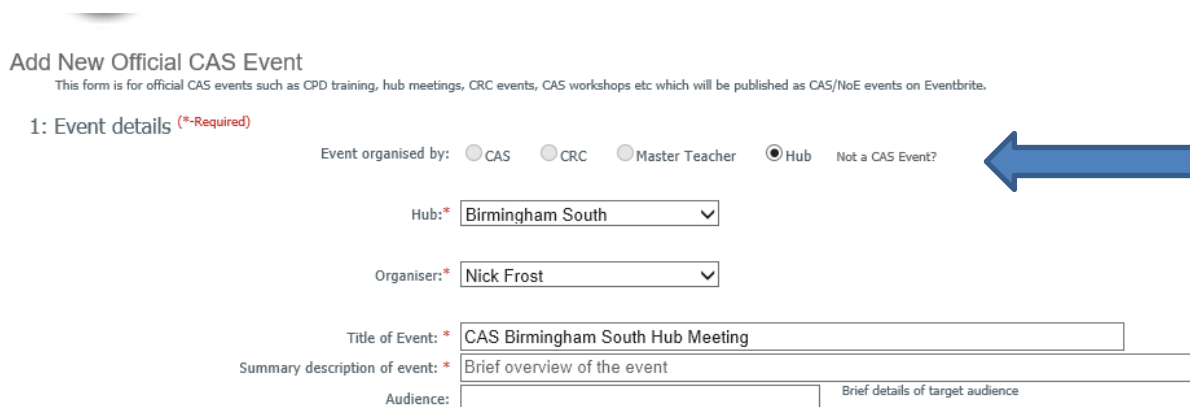
### Step 1: Click on New Event

To access the event creation tool login to the CAS website, click on the link to events and then click on new event. You must be logged in to create the event.



The screenshot shows the 'Upcoming Events' section of the CAS website. At the top right, there are links for 'View Past Events' and 'New Event | Ma'. A large blue arrow points to the 'New Event | Ma' link. Below the links, there are filters for 'Showing CAS events within 30 miles' and '(To alter your location, use the map) Or in Region'. The main content area shows a calendar for 'April 2016' with a single event listed: 'CAS Birmingham South Hub Meeting [Birmingham South hub]' on Thursday, Apr 7 11:00PM until Friday, Apr 8 1:00AM in Birmingham, B52 1sx. There are 'edit' and 'delete' links next to the event.

### Step 2: Select the type of event you are running



The screenshot shows the 'Add New Official CAS Event' form. The form is for official CAS events such as CPD training, hub meetings, CRC events, CAS workshops etc which will be published as CAS/NoE events on Eventbrite. The first step is 'Event details (\*-Required)'. The 'Event organised by:' section has radio buttons for 'CAS', 'CRC', 'Master Teacher', 'Hub', and 'Not a CAS Event?'. The 'Hub' radio button is selected, and a large blue arrow points to it. Below this, there are dropdown menus for 'Hub:\* Birmingham South' and 'Organiser:\* Nick Frost'. There are text input fields for 'Title of Event:\* CAS Birmingham South Hub Meeting', 'Summary description of event:\* Brief overview of the event', and 'Audience:'. There is also a link for 'Brief details of target audience'.

The format is slightly different for each functional role (e.g. a Master Teacher may also be a Hub Leader and in this case there are slightly more choices). If you only have one role (e.g. Hub Leader) this will be automatically selected for you. If you have multiple roles you will need to select the correct radio button for the type of event before you continue.

### Step 3: Complete the details of your event

If you are a Hub Leader, details such as your name and Hub are automatically filled in for you. You can also select another Hub Leader as organiser if your Hub has joint Hub Leaders.

#### 1: Event details (\*Required)

Event organised by:  CAS  CRC  Master Teacher  Hub  Not a CAS Event?

Hub: \*

Organiser: \*

Title of Event: \*

Summary description of event: \*

Audience:  Brief details of target audience

Event date - starting at: \*    —  :

- ending at: \*    —  :

Timezone:

Duration: 2 hours

Number of places/tickets available: \*

Cost to delegate (£0.00): \*

Face price of tickets excluding booking fees, leave as zero for free events.

Eventbrite id:

Eventbrite status:

Number of tickets sold:

Will be created when event is saved

NB: Anything with a red asterisk has to be filled in e.g. overview of event.

Audience is free text and can be added as KS3 for example, if you need to specify the audience.

#### Event date:

The default is 5 weeks from the day you create the event, this is the minimum notice needed to set up and advertise your event to ensure best attendance, but you can make it sooner, or later.

#### Venue:

The venue details will be automatically filled in for you but you can change these if required. If this is not filled in then you need to go to your Hub web page and fill in the relevant details.

Hub details <sup>(\*Required)</sup>

Title\*

Date created: 16/08/2012

CAS Region:\*

Local Authority:\*

Usual Venue:\*

Address Line 1:\*

Address Line 2:

Town:\*

Postcode:\*

County:

Country:\*

Twitter:

Without "Hub" or "CAS Hub"

2: Location details <sup>(\*Required)</sup>

Event is at King Edward School:

Venue name:\*

Host contact details:\*

Local Authority:\*

This is an online event:

Address 1:

Address 2:

Town/City:

Postcode:

Country:

Name, email address of contact

Has no location, address fields not required



Agenda/Programme details:

3: Agenda/Programme details:

Add Agenda/programme details to the event:

Clicking on the add agenda box will bring up an agenda template which can be customised.

3: Agenda/Programme details:

Add Agenda/programme details to the event:

| Time  | Topic                         |
|-------|-------------------------------|
| 12:00 | Registration and Refreshments |
| 12:10 | First Topic                   |
| 12:35 | Second Topic                  |
| 13:10 | Third topic                   |
| 13:55 | Feedback Survey and Close     |

The update publicity button then updates the event listing.

### Event publicity: [Help!](#)

There is a detailed help view with lots of information about how you can amend your event listing to customise it.

Tip: Right clicking on the Help! link and opting to open in a new window might make it easier to read at the same time as working on the form.

#### How to create your event publicity

The Event publicity is a 'poster' type advert for your event. It is also used as the event description when the event is published to eventforte.

To help obtain a consistent CAS style, we provide some templates for the publicity based on the type of event being created. In most cases you will not need to do anything further but you can customise your layout as you wish using the HTML editor.

#### Fields used in the template

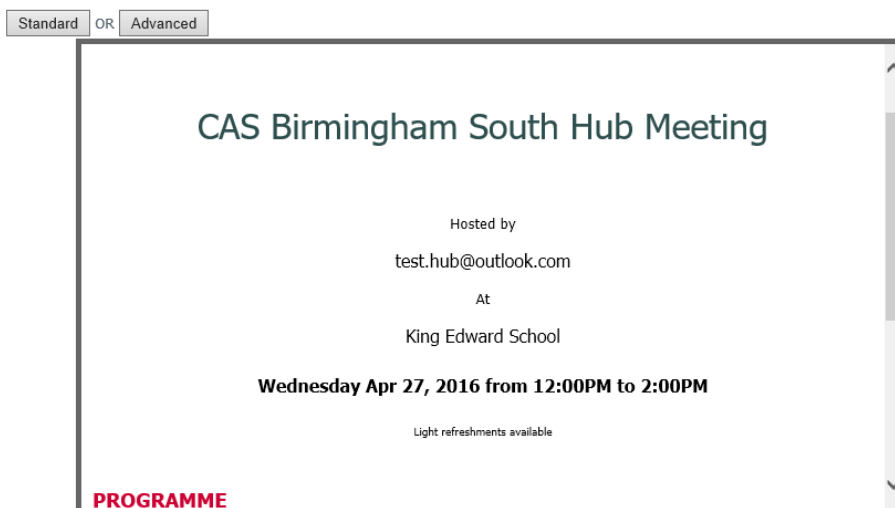
The following fields from the event data are used in the templates:

- Regional Centre/Hub name
- Organiser name and email
- Title of event
- Summary description
- Start date
- Venue name
- Host contact details
- Agenda Programme table if entered
- Master Teacher name and CAS email
- Master Teacher profile
- Regional Centre profile

### Update the publicity



The standard button updates the event listing based on the text that has been added. The advanced button allows you to customise your event listing using html.



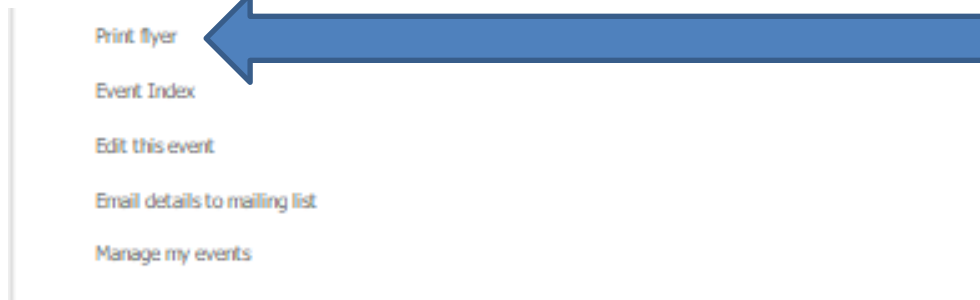


**Save draft** – this means that your event is not visible on CRC events page although this is visible to members that are logged in. The easiest way to access your draft event is via your Hub page. Click on the **edit this event link** next to the event. You can save your event as draft if you don't have all the details yet. If there is any missing data in the form you will not be able to 'Publish' it.

When you are ready to publish your event to the CAS website then you need to click the Publish button. The event will then be immediately visible on the CAS events page and on the Hub web page.

### Printing a publicity flyer

Scroll to the bottom of your published event listing and you will find the following links:



### Step 4: Managing attendees

#### Instructions for checking event registrations and emailing event details to Hub members

If you login to the CAS website, go to your Hub web page and click on manage events.

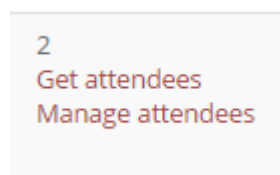
[Show contacts](#)

Links to:

- Edit hub details
- Manage contacts
- Send email to members
- Add new event
- Manage events
- Ask your questions in Birmingham Hub forum
- Share your resources
- List Master Teachers in Birmingham
- List all Lead schools
- List all Master Teachers



Under the column 'tickets sold' click on manage attendees.



## Import Attendees

Please note that this process could take several minutes, NO data validation is being performed and invalid column names will be ignored.

Select CSV file with attendee data

No file chosen

Attendees can be bulk uploaded from a CSV file in the following format:

| Column            | Data Type  | Description  |
|-------------------|------------|--|
| <b>status</b>     | string     | the status of the attendee   |
| <b>firstname</b>  | string     | First name   |
| <b>lastname</b>   | string     | Last name (surname)  |
| <b>email</b>      | string     | email address – will be used to match CAS users where possible         |
| <b>checked_in</b> | TRUE/FALSE | defaults to TRUE if the event is in the past (completed)               |
| <b>cancelled</b>  | TRUE/FALSE | where attendee registered but cancelled prior to event or did not show |
| <b>company</b>    | string     | name of company or school (alias schoolname)                           |
| <b>postcode</b>   | string     | postcode, used with schoolname to lookup school                        |
| <b>schoolname</b> | string     | alias of company, used with postcode to lookup school on edubase       |

- The import data must have a header row (first row/record of the CSV file) with column names as above.
- The names must be exactly as above (i.e. 'e-mail' or 'Email' are invalid and will be ignored).
- Where columns have an alias (e.g. 'company' and 'schoolname' only one column should be included otherwise the first column will be overwritten by the contents of the second column.

Click choose file, navigate to your CSV file with attendee data and then click import.

Once the event is completed attendees should be marked as 'Checked in' if they actually attended the event. The attendee data is editable in this view. Changes can be made in bulk then the 'Submit Changes' button clicked to save the changes.

Submit changes

[Back](#) | [Print attendee details](#) | [PDF Sign-in sheet](#) | [Export to CSV](#) | [Send email to attendees](#)

This screen will also allow you to print attendee details, create a sign in sheet, export attendee details to a CSV file or send an email to attendees.

### Checking attendees

You can either access this from your Hub web page menu or from the manage my events link as shown below. Click on the link.



Upcoming Events

[see on map »](#) [Export to CSV](#) [Manage Events](#)

[View Past Events](#)

[New Events](#)

[Manage my events](#)

Showing [CAS events](#) within 30 miles  
(To alter your location, [use the map](#)) Or in Region

February 2016

You should then see the page below and be able to click on get attendees which will give you a list of attendees for your event

Manage events [Community Home](#) [Hubs](#) [Event](#)

Current Filter:

|                          | Title  | Tickets sold | Status               | Public                              | Date Updated   | Event Date         | Event Type     |
|--------------------------|--|--------------|----------------------|-------------------------------------|--|--------------------|----------------|
| <input type="checkbox"/> | <input type="text" value="Search for title"/>  |              | <input type="text"/> | <input type="text"/>                | <input type="text" value="from date (month and year)"/><br><input type="text" value="to date (month and year)"/> |                    |                |
| 1                        | 2 Da<br>Com  | 7            | Live<br>Refresh      | <input checked="" type="checkbox"/> | 13/07/16   | Oct 08 2016, 09:00 | MASTER_TEACHER |
| 2                        | Hands-on A-level Computing: Transition from GCSE to A level Computer Science. Developing key programming skills using Python | 2            | Live<br>Refresh      | <input checked="" type="checkbox"/> | 13/07/16   | Nov 05 2016, 09:00 | MASTER_TEACHER |

To send members an email of the event flyer you need to click on the title of the event:



## Manage events

[Export as CSV](#) | [New Event](#)

|   | <a href="#">Title</a>                                    | <a href="#">Event Type</a> | <a href="#">Organised by</a>                  | <a href="#">Status</a> | <a href="#">Public</a>              | <a href="#">Date Updated</a> | <a href="#">Event Date</a> | <a href="#">Eventbrite id</a> | <a href="#">Eventbrite Manage</a> | <a href="#">Eventbrite Sync</a> | <a href="#">Tickets available</a> | <a href="#">Tickets sold</a> |                                    |
|---|--|----------------------------|---|------------------------|-------------------------------------|------------------------------|----------------------------|-------------------------------|-----------------------------------|---------------------------------|-----------------------------------|------------------------------|------------------------------------|
| 1 | Taking the next steps with WeDo. Using WeDo with Scratch | USER                       | User: 8631<br>Hub: MT: Ins:                   | draft                  | <input type="checkbox"/>            | 26/11/15                     | Feb 24 2016, 09:15         |                               |                                   |                                 |                                   |                              | Edit>Delete                        |
| 2 | CAS Rossendale / East Lancashire Hub Launch              | HUB                        | East Lancashire Hub: 188<br>Hub: 188 MT: Ins: | Live                   | <input checked="" type="checkbox"/> | 24/02/16                     | Feb 24 2016, 15:30         | 21004605340                   | <a href="#">Manage</a>            | Update from Eventbrite          | 20                                | 7                            | <a href="#">Get attendees</a> Edit |
| 3 | A453 Moderation  | USER                       | User: 3210<br>Hub: MT: Ins:                   | draft                  | <input type="checkbox"/>            | 02/02/16                     | Feb 24 2016, 16:00         | 21279390229                   | <a href="#">Manage</a>            | Update from Eventbrite          |                                   |                              | Edit                               |

Scroll down the page:

[Add comment](#)

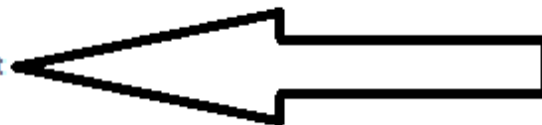
[Print flyer](#)

[Event Index](#)

[Edit this event](#)

[Email details to mailing list](#)

[Manage my events](#)





## Send an email

From: "Yvonne Walker" <yvonne.walker@computingatschool.org.uk>

To: Cheshire West and Chester Primary Members ▾

Subject: CAS Event notification: Cheshire West and Chester Primary Schools - Computing Hub Launch

On behalf of Computing At School

# Cheshire West and Chester Primary Schools - Computing Hub Launch

Hosted by  
Paul Strickland

At

To send the event listing to your members click on the send button.

### Step 5: Adding users to your Hub mailing list

Scroll to the bottom of your Hub web page and you will see 'add user to mailing list

| Institution Name * | Institution Type     | Name | Role within NwE * | Job Title * | Official Email ** | Opt Out                  | Phone | Department | Title | Firstname * | Lastname * |
|--------------------|----------------------|------|-------------------|-------------|-------------------|--------------------------|-------|------------|-------|-------------|------------|
| NEW  Insert        | NE Lincs Primary Hub |      |                   |             |                   | <input type="checkbox"/> |       |            |       |             |            |

NEW| Insert

NwE members or users enables access to the Network of Excellence functionality within the site and sign-up to emails such as the NwE Newsletter. You can edit contact details for NwE members or institutions in the table above. Make changes (one row at a time) and click Update.

To add a new member, enter the details in the New row and click Insert.

\*\* To add a Contact as a contact, just use their login email address in the Official Email, once you have added them you can edit the email address and name without disconnecting the user.

Users can opt-out of communications, such as the NwE Newsletter, but the Lead contact email will always be used for official communications.

An individual may have multiple contacts, eg. if they are both the Lead Contact and a Master Teacher at a school.

Add your user information to the new line and then click insert. There is going to be the opportunity for members to be able to choose to be a member of a particular Hub and they will then be automatically added to your Hub contact list. Ticking the 'opt out' box will then remove that member from the mailing list.

You can also add multiple users by uploading from a CSV file. From the bottom of your Hub web page click on manage contacts.

[Show contacts](#)

Links to:

- [Edit hub details](#)
- [Manage contacts](#)
- [Send email to members](#)
- [Add new event](#)
- [Manage events](#)
- [Hubs admin](#)
- [Ask your questions in the Lincolnshire Hub forum](#)
- [Share your resources](#)
- [List Master Teachers in Lincolnshire](#)
- [List all Lead schools](#)
- [List all Master Teachers](#)



This will bring up an import contacts area.

## Import Contacts

Please note that this process could take several minutes, data validation is being performed and invalid records or column names will be ignored.

Select CSV file with contact data

No file chosen

Please read the documentation before attempting an import.

You will need to save your contact details into a CSV file in the following format:

|           |          |       |
|-----------|----------|-------|
| firstname | lastname | email |
|-----------|----------|-------|

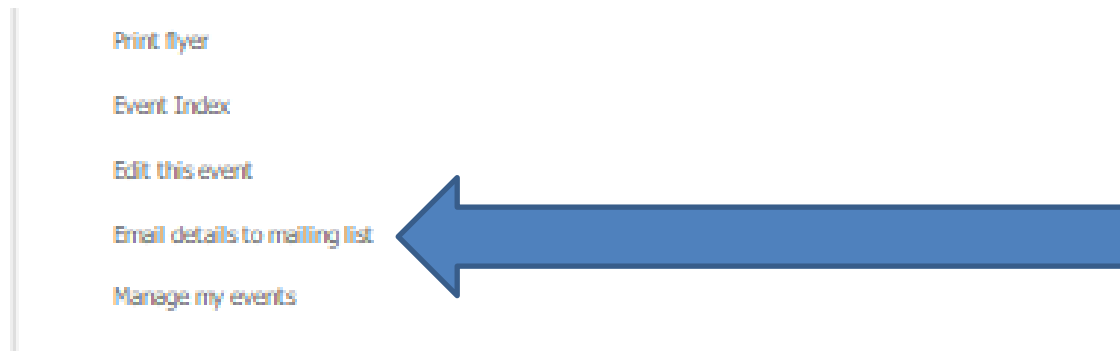
You can add other information such as:

|                   |        |   |
|-------------------|--------|---|
| <b>title</b>      | string | contact salutation title (Mr/Mrs/Dr etc)                |
| <b>department</b> | string | name of company/department or school (alias schoolname) |
| <b>jobtitle</b>   | string | job title or other notes                                |
| <b>phone</b>      | string | contact phone number                                    |
| <b>schoolname</b> | string | alias of company/department                             |

Click choose file and navigate to your CSV file with contact data and then click import.

## Step 6: Sending emails to your Hub members

Once you have added your contacts into the system. To find the link to email your Hub members scroll down to the bottom of your Hub web page to find the links below:



## Send an email

From:

To:

Maidenhead KS1 Members ▾

Subject:

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Text color (A), Font face (Open Sans), Font size (14), Bulleted list, Numbered list, Indent, Link, Help (?).

email text here...

Status: New, Created By: Yvonne Walker

Draft sent

Save draft Cancel

Create your email and then click save draft. This will allow you to preview the message. Either edit your message or click send draft (this will send then send the email to you) and then you can click send which will send the email to your Hub members.

### Adding school data to attendee lists

The school names can also be added to event attendee lists. Inputting this data will enable CAS Central to use this data to report against targets set by the DfE. To add school data you need to click on 'manage attendees'.

Just the school name is entered and the system will try and match the school against edubase.

| School  |        |
|---|--------|
| <input type="text"/>  |        |
| <input type="text"/>  |        |
| <input type="text" value="Rickmansworth Park Junior Mixed and In"/> | 117304 |
| <input type="text"/>  |        |
| <input type="text" value="Saint Joan of Arc Catholic School"/>      | 137914 |
| <input type="text"/>  |        |
| <input type="text"/>  |        |
| <input type="text"/>  |        |
| <input type="text"/>  |        |
| <input type="text"/>  |        |

It is also possible to add school data to the attendee information via the export/import:

- 1) Export the attendees to CSV
- 2) Add the school names and postcodes (in Excel)
- 3) Import the data back
- 4) If the school has been successfully matched against the edubase system then the school URN will be displayed, and if the school is an NOE school it will have an noe icon.
- 5) If the school has not matched against edubase it can be updated on the 'manage attendees' view:

### Using the CAS online feedback form

We now have an online feedback form that can be used for Hub meetings so that you can let your attendees either fill this in at the end of your meeting or you can email them a link to the survey. To find the feedback form for an event you are running, click onto the event listing (which must have been created in the CAS event creation tool) and then scroll down to the list of links at the bottom of the page.

[Print flyer](#)

[Event Index](#)

[Feedback Survey](#)

[Edit this event](#)

[Email details to mailing list](#)

[Manage my events](#)

[Manage attendees](#)

Click on feedback survey and this will take you to the survey for that event.

Feedback survey

Please answer each of the questions below:

**1. Please rate each of the following:** Excellent, Good, Could have been better or Poor

**1.1 Suitability of venue \***  Excellent  Good  Could have been better  Poor

**1.2 Relevance of agenda/activities \***  Excellent  Good  Could have been better  Poor

**1.3 Administration of booking process \***  Excellent  Good  Could have been better  Poor

**1.4 Information provided about the meeting \***  Excellent  Good  Could have been better  Poor

**1.5 Comment (Please make any further comments about the pre-meeting arrangements)**

Please give details

## Links menu

At the bottom of your Hub web page you will find a list of links to other things that you can do to manage your Hub.

Links to:

- [Edit hub details](#)
- [Manage contacts](#)
- [Send email to members](#)
- [Add new event](#)
- [Ask your questions in the Birmingham Hub forum](#)
- [Share your resources](#)
- [List Master Teachers in Birmingham](#)
- [List all Lead schools](#)
- [List all Master Teachers](#)

