

Events Management

Approved staff can enter event details for upcoming job fairs, workshops, and trainings.

Navigation

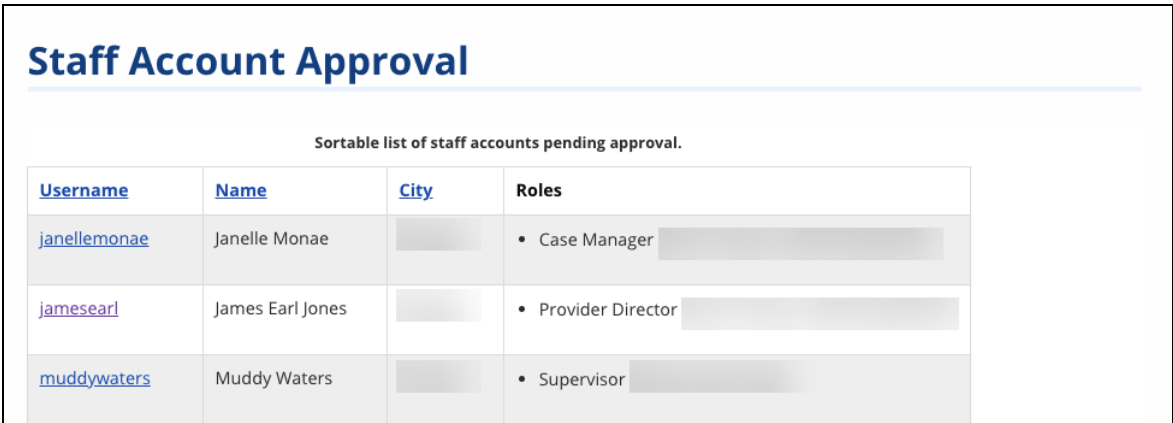
From the left-hand navigation menu, navigate to **Admin Tasks > Admin > Events Management**.

Privileges

Admin users can assign Events privileges to staff users in one of two ways:

To assign Events privileges to a new unapproved staff account:

1. Click **Admin Tasks** in the left navigation menu.
2. Click the **ServiceLink** tab, then select **Staff Account Approval**.



The screenshot shows a web interface titled "Staff Account Approval". Below the title is a subtitle "Sortable list of staff accounts pending approval." and a table with four columns: Username, Name, City, and Roles. The table contains three rows of data, each with a highlighted username in the first column.

Username	Name	City	Roles
janellemonae	Janelle Monae		• Case Manager
jamesearl	James Earl Jones		• Provider Director
muddywaters	Muddy Waters		• Supervisor

3. Select the username you want to approve.

4. In the Staff Verification page, find the user's role in the Roles section and click **Customize Privileges**. The Customize Privileges page displays.

James Jones
Staff Verification

Roles

Provider Director

[* Customize Privileges](#) [* Manage Program Abilities](#)

[+ Add Role](#)

Account Status Information

Created At
Jan 07, 2021 4:00pm

Status
Pending Approval

Last Login

Created By

5. Scroll down to the Resources section, then check **Events** (along with any other privileges needed for the user). Click **Save**.

Resources

List of privileges for Resources

Privilege Name	Description
<input checked="" type="checkbox"/> Events	Create, edit, and delete events that display in Upcoming Events.
<input type="checkbox"/> Service Providers	Add, edit, or delete service providers, which are used for referrals.
<input type="checkbox"/> Surveys	Create, edit, and delete surveys that display on any page in the system.
<input type="checkbox"/> User Resources	Manage categories, sub-categories, and entries.
<input type="checkbox"/> Videos	Upload and delete video files on any page in the application.

6. Once all other privileges and program abilities are set, click **Approve**.

To assign Events privileges to an existing staff account:

1. Click **User Search** in the left navigation menu.
2. Search for the staff user, then click **Edit Roles**.

User Search

Search for user's name (last, first/last, first/middle/last), username, last 4 digits of SSN, DOB, Participant ID, email, phone (without spaces), city, ZIP, employer name, FEIN, and/or SEIN. Separate search terms with spaces or the word AND.

Who

Search

Refine Your Search

Refine your search by selecting items in the **Select your filters** section.

Select Your Filters

[Collapse All](#) [Expand All](#)

User Type ▼

Job Seeker (1924253)

1 - 10 of 10,000 matches

Account Status: **Active** Staff User

User's Name	Username	Email	Edit
			View Profile
			Edit Roles 5

- Find the role you want to add Events privileges to, then click **Customize**. The Customize Privileges page displays.

Roles for [Redacted]

List of Roles for [Redacted]

Role ↕	Office ↕	Privileges	Actions
LVER Case Manager	[Redacted]	Alternate Contacts, Case Manager, Contact Info, Demographics, Eligibility List, Employer Account Status, Employer Approval (Out of State), Employer Approval (Statewide), Employment/Training Plan, Exits, Grants, Job Developments, Job Placements (Edit), Job Placements (View), Job Seeker Call-Ins, LVER Case Manager, Measurable Skills Gains, Needs and Barriers, Notes, Office Contact Info, Outcomes, Participant-Entered Self-Services, Partner-Provided Services, Printable Job Seeker Release, Service & Training, Staff-Entered Self-Services, Tags, Tests, Wages (Manage), Work Experience	<input type="button" value="✕ Disable"/> <input type="button" value="⚙️ Customize"/>
State Director	[Redacted]	Alternate Contacts, Contact Info, Demographics, Eligibility List, Employer Account Status, Employer Approval (Out of State), Employer Approval (Statewide), Employment/Training Plan, Exits, Grants, Job Developments, Job Placements (Edit), Job Placements (View), Job Seeker Call-Ins, Measurable Skills Gains, Needs and Barriers, Notes, Office Contact Info, Outcomes, Participant-Entered Self-Services, Partner-Provided Services, Printable Job Seeker Release, Service & Training, Staff-Entered Self-Services, State Director, Tags, Tests, Wages (Manage), Work Experience	<input type="button" value="✕ Disable"/> <input type="button" value="⚙️ Customize"/>

- Scroll down to the Resources section, then check **Events** (along with any other privileges needed for the user). Click **Save**.

Add a New Event

1. Navigate to the Events Management tile and click **New Event**. A New Event form displays.

The screenshot shows a web application interface for adding a new event. The top navigation bar includes a language selector, user name 'Hi, Adam', and links for Home, My Profile, Help, and Log Out. The breadcrumb trail shows 'Admin Tasks > Admin > Events Management > New Event'. A left sidebar contains a 'Toggle Menu' and various search and task options. The main content area is titled 'Upcoming Events' and 'New Event'. The form contains the following fields:

- Event Title (required)**: A text input field.
- Type of Event (required)**: Radio buttons for Job Fair, Workshop, Training, and Webinar.
- Service**: A dropdown menu.
- Publish On (required)**: A date input field with a calendar icon and the text 'Today'.
- Recurring (required)**: A dropdown menu.
- Participation Type (required)**: A dropdown menu.

At the bottom of the form are 'Save' and 'Cancel' buttons.

2. Provide the following information:

- **Event Title:** Enter a name for the event.
- **Type of Event:** (Option buttons) Select the type of event (Job Fair, Workshop, Training, Webinar)
- **Service:** (Optional) If this Virtual Job Fair is related to a specific service, you may search for and select it in this field. When a job seeker registers for this event, this service will populate on their Service & Training list for their program enrollment, if applicable. Only active services are available to select.
- **Publish On:** Enter the date when this event should be published to the public calendar or click the calendar icon and select the date. Click the **Today** link to automatically enter today's date.
- **Recurring:** If this is a recurring event, select **Yes**; otherwise, select **No**. If Yes is selected, select the **Recurrence Type** (Daily, Weekly, or Monthly) and **Recurrence end on** date (date by which recurring events should end).
- **Participation Type:** Select **In-Person**, **Virtual**, or **Both**.
 - If In-Person is selected, enter the **Address** information for where the event will be held.
 - If Virtual is selected, enter the **Website to event page** where participants can access the event.
 - If Both is selected, enter both the **Address** information and **Website to event page**.
- **Seats:** Enter the maximum number of attendees in this field (defaults to 1). This limits the number of attendees allowed to register for the event.
- **Starts at/Ends at:** Provide the date and time that the event will begin and end. You may enter the date manually or click the calendar icon and select the date. For the time, you may click the dropdown arrow and select from a list of 30-minute increments or enter the time manually.
- **Description:** Enter a detailed description of the event.

- **Publish to Veterans early?:** Select **Yes** if you want to give veterans early access to this event. This will publish the event to calendars of job seekers registered as veterans one day prior to the Publish On date. Otherwise, select **No**.

3. Click **Save**.

View/Edit/Copy/Delete Event

1. On the Events Management page, click the **Edit** button of the event you want to manage. The Edit Event page displays.



The screenshot shows the 'Events Management' page in a web application. The page has a dark blue sidebar on the left with navigation options: Toggle Menu, My Calendar, Upcoming Events, Admin Tasks, User Search, Job Seeker, Job Seeker Search, Job Search, and Employer. The main content area has a breadcrumb trail: Admin Tasks > Admin > Events Management. Below the breadcrumb is the 'Events Management' title. A table lists events with columns: Actions, Event Title, Publish On, Created At, When, and Type of Event. The first row is for 'City of Topeka Job Fair' and the second is for 'Johnson County Job Fair'. The 'Edit' button in the Actions column for the first row is highlighted with a red box.

Actions	Event Title	Publish On	Created At	When	Type of Event
Edit	City of Topeka Job Fair	May 07, 2023	May 07, 2023 6:06pm	Friday, May 26, 2023 9:00am to 12:00pm	Job Fair
Edit	Johnson County Job Fair	May 07, 2023	May 07, 2023 6:03pm	Friday, May 19, 2023 9:00am to 12:00pm	Job Fair

- Only events that are upcoming or currently in progress can be edited.

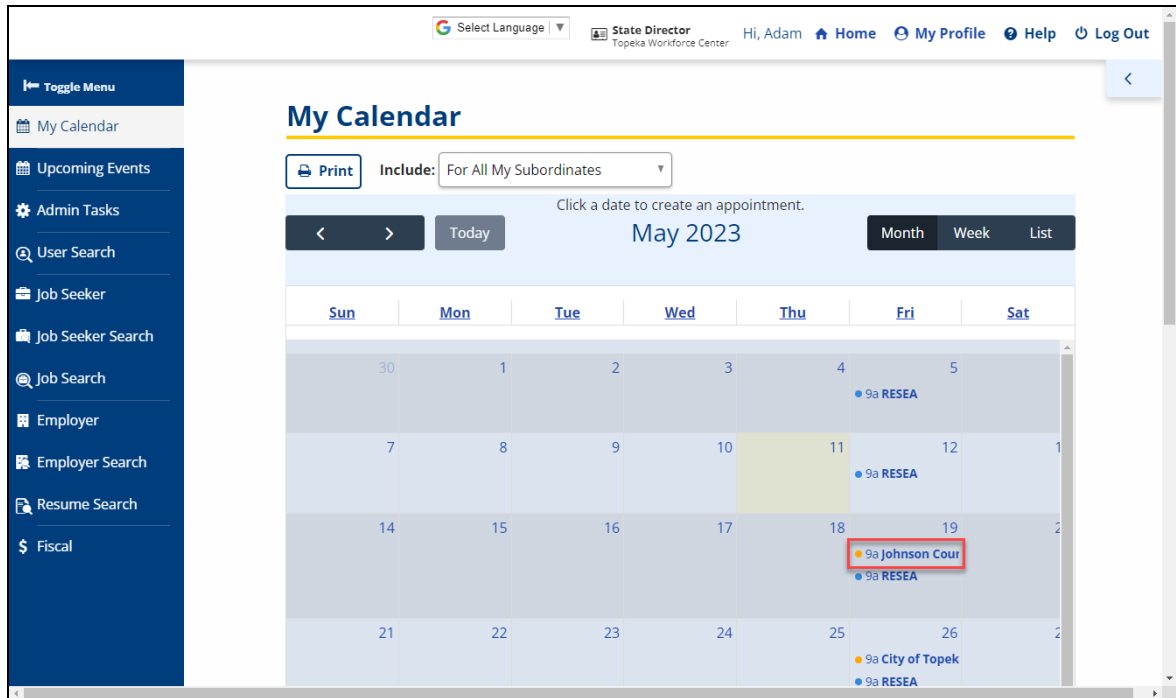
2. Edit the information as desired.
3. Click **Save** to update the event.
4. Click **Copy** to copy all details from this event (except Starts At and Ends At date/times) into a new event form.
5. Click **Delete** to remove the event from the system. This button does not display if there are already registered participants.

- Only events that are upcoming or currently in progress can be deleted.

Invite Job Seekers to an Event

Staff users can invite specific job seekers to events through their [Calendar](#).

1. From the left menu, click **My Calendar**. The My Calendar page displays.
2. Click an event title to open the Event Details dialog. Events are indicated in yellow, while appointments are indicated in blue.



3. Click **Invite Job Seekers**.

The screenshot displays the 'Event Details' page. At the top, there are two tabs: 'Invite Job Seekers' (highlighted with a red box) and 'View Attendees'. Below the tabs is a table of event details:

Event Title	Test Event
Description	Enter event details here.
Seats Remaining	25
Type of Event	Job Fair
Service	Assessment Services
Starts At	Sep 20, 2023 10:30am CDT
Ends At	Sep 20, 2023 11:00am CDT
Participation Type	Virtual
Link to Event Page or Documents	https://www.kansasworks.com/

At the bottom of the page, there are two buttons: 'Cancel This Event' and 'Cancel All Occurrences'.

4. In the Invite Job Seekers dialog that displays, click the dropdown and enter the search text, then select the job seeker from the search results.

Invite Job Seekers

Add participant ids to invite job seekers to this appointment, then click Send Invites.

11 seats available.

Actions	Participant
Delete	<input type="text"/>
Add	

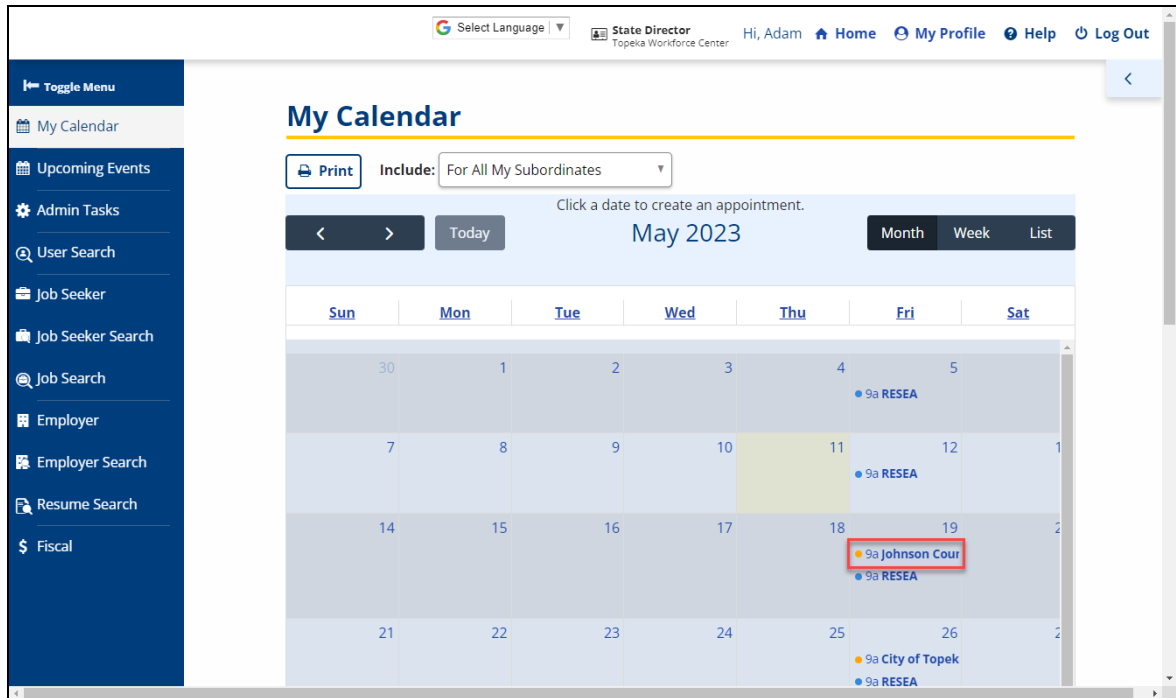
Send Invites Cancel

5. To invite an additional job seeker, click **Add** and repeat the previous step. To remove a job seeker from the invite, click **Delete**. You cannot invite more job seekers than there are available seats.
6. Once all job seekers are selected, click **Send Invites**. An invite is sent to each job seeker.

View/Delete Attendees from an Event

Staff users can view and delete event attendees through their [Calendar](#).

1. From the left menu, click **My Calendar**. The My Calendar page displays.
2. Click an event title to open the Event Details dialog. Events are indicated in yellow, while appointments are indicated in blue.



3. Click **View Attendees**.

Event Details

[Invite Job Seekers](#) [View Attendees](#)

Event Title	Test Event
Description	Enter event details here.
Seats Remaining	25
Type of Event	Job Fair
Service	Assessment Services
Starts At	Sep 20, 2023 10:30am CDT
Ends At	Sep 20, 2023 11:00am CDT
Participation Type	Virtual
Link to Event Page or Documents	https://www.kansasworks.com/

[Cancel This Event](#) [Cancel All Occurrences](#)

4. The Attendees List appears and displays all invited attendees.

Attendees List

Click on the check box to delete attendee(s), Click select all to bulk delete.

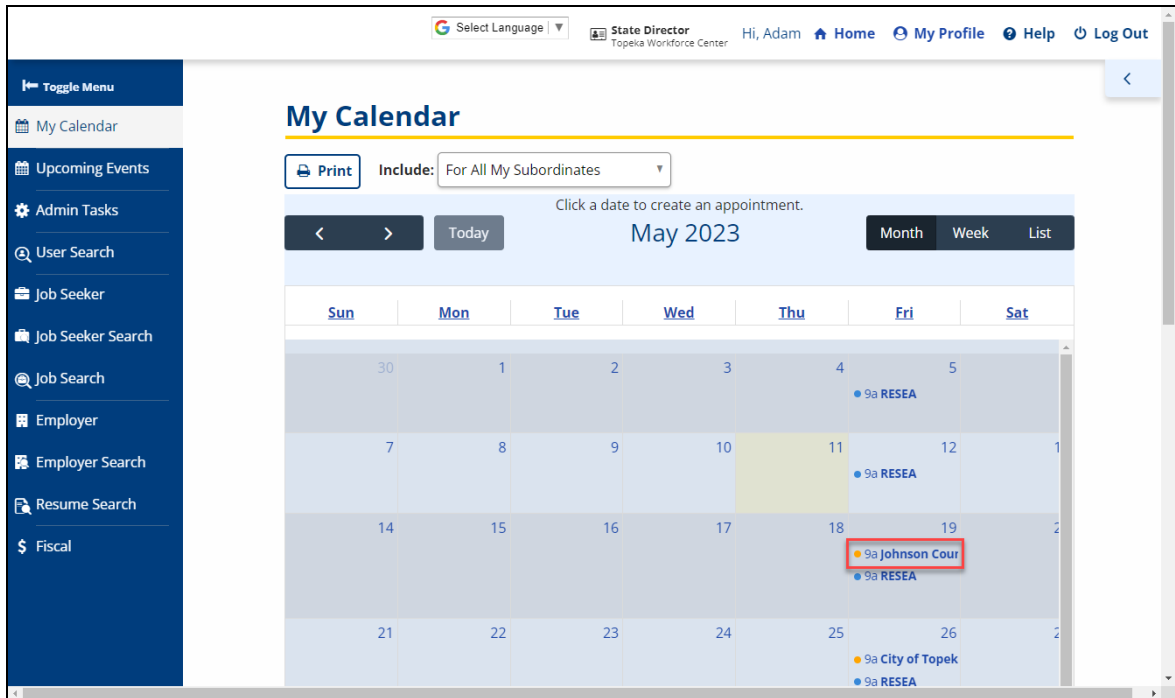
Select All	Participant Name	Participant ID	Invite Status
<input type="checkbox"/>	KIRK D ANDERSON	13	No Response

To delete an attendee, check the box next to the attendee you want to delete (or click **Select All** to select all attendees), then click **Delete Selected Attendee(s)**. Click **Continue** in the confirmation dialog.

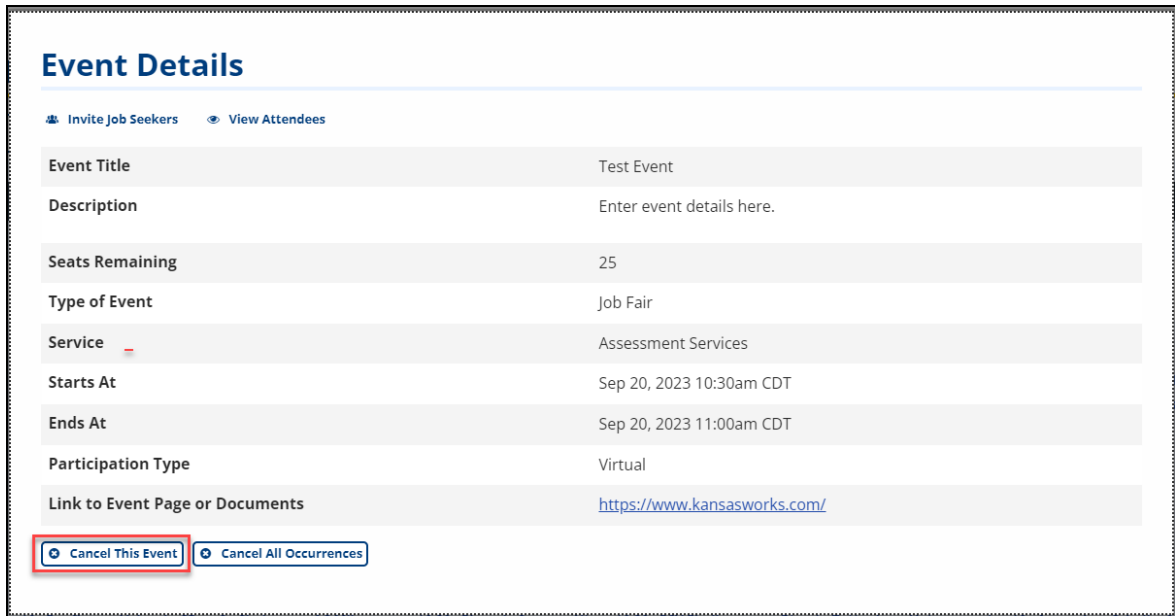
Cancel Event

Staff users can cancel individual events and cancel all occurrences of a recurring event if needed.

1. From the left menu, click **My Calendar**. The My Calendar page displays.
2. Click an event title to open the Event Details dialog. Events are indicated in yellow, while appointments are indicated in blue.



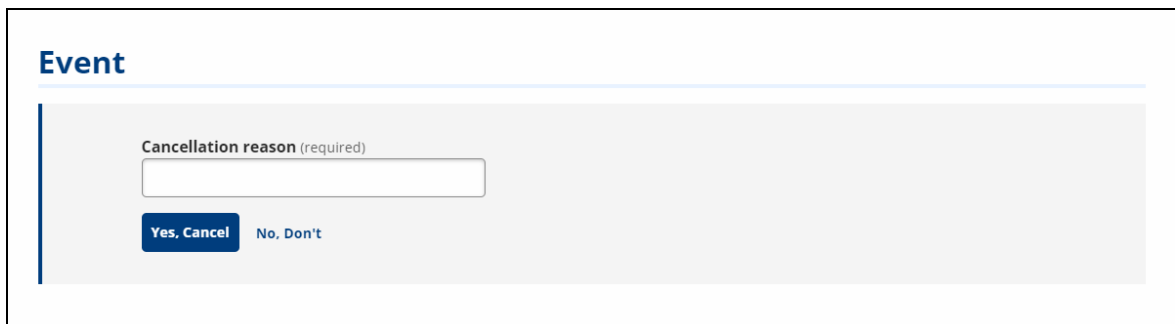
3. Click **Cancel This Event**. If the event is a recurring event and you want to cancel all occurrences, click **Cancel All Occurrences**.



The screenshot shows the 'Event Details' page for an event titled 'Test Event'. The page includes a table of event information and two buttons at the bottom for cancellation. The 'Cancel This Event' button is highlighted with a red box.

Event Details	
Event Title	Test Event
Description	Enter event details here.
Seats Remaining	25
Type of Event	Job Fair
Service	Assessment Services
Starts At	Sep 20, 2023 10:30am CDT
Ends At	Sep 20, 2023 11:00am CDT
Participation Type	Virtual
Link to Event Page or Documents	https://www.kansasworks.com/

4. In the Event dialog that displays, enter a **Cancellation reason**, then click **Yes, Cancel** to cancel the event. To close the Event dialog without canceling, click **No, Don't**.



The screenshot shows the 'Event' dialog box with a 'Cancellation reason (required)' text input field. Below the input field are two buttons: 'Yes, Cancel' and 'No, Don't'.

Event

Cancellation reason (required)