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Owlmed: Add New Event/Long Event Signup

Ankit Shah - 2023-05-30 - [Software](#)

Event/Long Event Signup

The **Signup** for an Event or a Long Event works in the same manner as the Lottery for a Course. Article on [Course Lottery](#)

1. **Add New:** create a new Signup
2. **Name:** Edit a recent Signup

Create your Events/Long Events first. Click here to learn how to [Add an Event](#) or [Add a Long Event](#). Before Elements can be added to the Signup for an Event or Long Event, the Events themselves must be created.

- The access to those Events or Long Events, in the Signup, will be limited to the Students who are enrolled in the Course itself.
- Leo assumes that if you are linking Events or Long Events to a Course, the attendees must be part of the Course to attend the Event.
- **NOTE:** If you do not want to limit the attendance to Students from a particular Course, then do not link the Event's Signup to a Course.

Path: Admin Toolbar > Course Management > Lotteries/Signups

Name	Status	Link Type	Opens	Closes
Clerkship bloc	Open	Lottery/Course	2014-07-31 08:10	2014-08-31 08:10
Clerkship Lot	Open	Lottery/Course	2020-07-31 10:00	2020-08-31 09:00
Clerkship2020	Open	Lottery/Course	2019-12-06 08:00	2019-12-27 20:00
Clinical Elective Block Signup	Open	Lottery/Course	2014-04-21 08:10	2017-03-03 08:10
Clinical Experience	Open	Lottery/Course	2016-01-13 08:10	2016-01-20 08:10
Course Lottery	Open	Lottery/Course	2010-12-29 08:10	2011-01-26 08:10
Course Test 1	Open	Lottery/Course	2017-10-30 08:10	2017-11-10 08:10
Cycle Three	Open	Signup/Course	2015-12-01 20:00	2015-12-04 20:00

Add New Event/Long Event Signup

This New Record screen is used to create a Signup for an Event.

- **Signup (Lottery) Name (*):** Create a name for the Signup
- **Program (*):** Select from drop-down
- **Type (*):** Select from drop-down: **Signup**
- **Signup for (*):** Select from drop-down: **Event**
- **Course:** Hidden
- **Begin Date and Time (*):** Select on pop-up calendar
- **End Date and Time (*):** Select on pop-up calendar
- **Min Count:** Enter the default minimum number of Signups required; 0 = no minimum limit
- **Max Count:** Enter the default maximum number of Signups required; 0 = no maximum limit

- Edit Lottery (New Record)**

Lottery Name: *

Program: *

Type: *

Sign-up for: *

Course:

Begin date: *

Begin Time: *

End Date: *

End Time: *

Min Count:

Max Count:

Deleted:

Add Event Elements

1. Add: Click to Add or Edit Elements in the Record screen

3. Save Record

4. Click the **Settings** links to return to the **Signup Edit Screen**

Lotteries/Sign Ups | Active Event(s) for Cycle Three

View Options

Viewing 1

1 Add

Filter

Conflicts

Over subscribed

Canceled

Deleted

Finalized

4 Settings

Search:

Name	Min	Max	Count	Active
Capstone SOM	1	4	0	56

Previous 1 Next

2 Linked to:

Min Count:

Max Count:

History:

3 Save Record

Finalized: No

Canceled: No

Deleted: No

Group Access

1. Click **Group Access**
2. Select a Group from the **Available Groups** to move into the **Selected Groups**
3. Click the square to close the window

Elements | **Group Access** | Reset Min/Max | Status | Roster | Logs | Force Close

1 Edit Lottery

Lottery Name: Signup Test2

Program: MEDICINE

Type: Signup

Sign-up for: Event

Course: HIDDEN

Begin date: 2019-11-19

2

3

Group Access for Signup Test2

Available Groups	Selected Groups
3Yr-Med [59]	
CARDIOMED2019r1Main [25]	
FCTTEST2019r1Main [1]	
GE2019V1 [1]	
Lab-1 [9]	
Lab-2 [8]	
Lab-3 [8]	

- Tags
- [Long Event](#)
- [OwlMed](#)