



## Owlmed: Add New Event/Long Event Signup

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### 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**

The screenshot shows the Leo system interface. The left sidebar has 'COURSE MANAGEMENT' expanded, with 'Lotteries/Sign Ups' selected. The main content area is titled 'Lotteries/Sign Ups | Open Lottery/Sign Up Report'. A dropdown menu is open over the 'View' button, with 'Add New' circled in orange. Below the menu is a table with columns: Name, Status, Link Type, Opens, and Closes. The table contains several rows, with the last row 'Cycle Three' circled in orange.

Name	Status	Link Type	Opens	Closes
Clerkship bloc	Open	Lottery/Course	2014-07-31 08:10	2014-08-31 08:10
Clerkship Lott	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
- **Save Record**
- **Close Lottery**
- **Deleted:** Yes/No Toggle

Elements | Group Access | Status | Roster | Logs |

**Edit Lottery (New Record)**

Lottery Name: Signup Test2 \*

Program: MEDICINE \*

Type: Signup \*

Sign-up for: Event \*

Course: HIDDEN

Begin date: 2019-11-19 \*

Begin Time: 08:00 AM \*

End Date: 2019-11-22 \*

End Time: 08:00 PM \*

Min Count:

Max Count:

**Save Record**

**Close Lottery**

Deleted: No

**Best Practices:** We recommend that you click the **Save Record**, and then reopen to add **Elements**

Add Event Elements

This report will show you the **Elements** selected for this Signup.

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

**2. Linked to:** Begin typing for the Events that you wish to add to this Signup. Double click to see a list. **NOTE:** Only first 100 items will be shown.

### 3. Save Record

Keep repeating these steps until you have the number of Events that will be part of this Signup.

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

The screenshot shows the 'Lotteries/Sign Ups' interface for 'Active Event(s) for Cycle Three'. A table lists events with columns for Name, Min, Max, Count, and Active. A dropdown menu is open over the table, with 'Add' and 'Settings' highlighted. Below the table, a modal titled 'Add or Edit Lottery Event for Signup Test2 (New Record)' is displayed. The modal contains fields for 'Linked to:', 'Min Count:', and 'Max Count:'. A 'Save Record' button is highlighted. Below the button are dropdown menus for 'Finalized:', 'Canceled:', and 'Deleted:'.

### 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

The screenshot shows the 'Group Access' interface. A modal titled 'Edit Lottery' is open, showing fields for 'Lottery Name', 'Program', 'Type', 'Sign-up for', 'Course', and 'Begin date'. Below the modal, a table titled 'Group Access for Signup Test2' is displayed. The table has two columns: 'Available Groups' and 'Selected Groups'. A list of groups is shown in the 'Available Groups' column, including '3Yr-Med [59]', 'CARDIOMED2019r1Main [25]', 'FCTTEST2019r1Main [1]', 'GE2019V1 [1]', 'Lab-1 [9]', 'Lab-2 [8]', and 'Lab-3 [8]'. A button is highlighted in the top right corner of the table.

Tags

Long Event

OwlMed