



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 displays the Leo Admin interface. On the left, the 'COURSE MANAGEMENT' menu is expanded, and 'Lotteries/Sign Ups' is selected. The main content area is titled 'Lotteries/Sign Ups | Open Lottery/Sign Up Report'. A dropdown menu is open over the 'View' button, showing options: 'Add New', 'Refresh', 'All', 'Open', 'Preview', 'Finalized', and 'Deleted'. The 'Add New' option is highlighted. Below the menu is a table with the following columns: 'Name', 'Status', 'Link Type', 'Opens', and 'Closes'. The table lists several signups, including 'Clerkship block', 'Clerkship Lottery', 'Clerkship2020', 'Clinical Elective Block Signup', 'Clinical Experience', 'Course Lottery', 'Course Test 1', and 'Cycle Three'. The 'Cycle Three' row is highlighted in orange.

Name	Status	Link Type	Opens	Closes
Clerkship block	Open	Lottery/Course	2014-07-31 08:10	2014-08-31 08:10
Clerkship Lottery	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 dropdown menu is open under the 'Options' tab, with 'Add' (1) and 'Settings' (4) highlighted. The 'Add' option points to the 'Add or Edit Lottery Event for Signup Test2 (New Record)' form. In this form, the 'Linked to:' field (2) is highlighted, and the 'Save Record' button (3) is also highlighted. The form includes fields for 'Min Count', 'Max Count', 'History', '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. At the top, the 'Group Access' tab (1) is selected. Below it, the 'Edit Lottery' form is visible, showing details for 'Signup Test2'. The 'Group Access for Signup Test2' window is open, displaying a list of 'Available Groups' (2) on the left and 'Selected Groups' on the right. A group is being moved from the available list to the selected list. A close button (3) is highlighted in the top right corner of the window.

Tags

Long Event

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