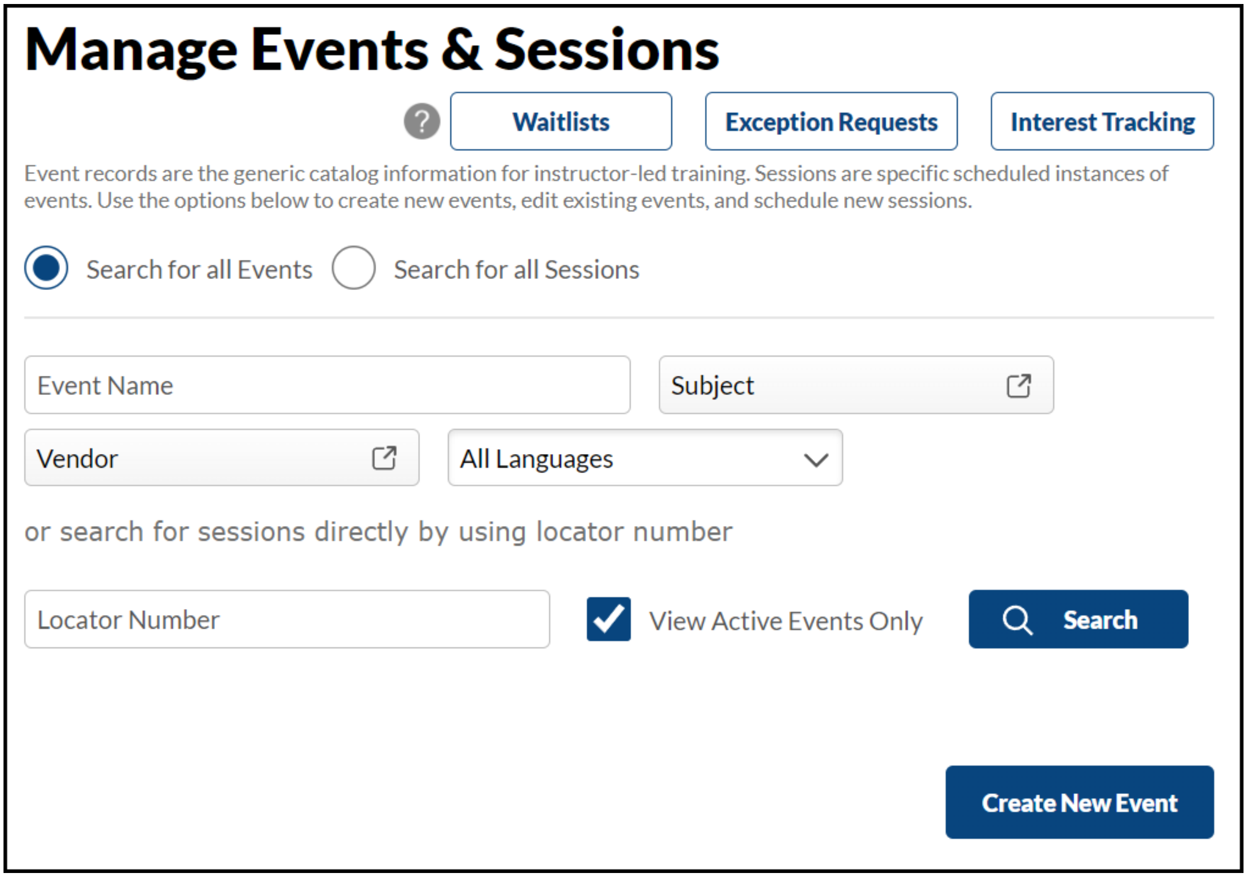
Create an event

Events contain general information about an in-person training, such as the description, objectives, provider, and subjects. Once an event has been created, different instances of the event – called sessions – are created for learners to attend.

For explanations of each field in the event creation process, see the Cornerstone Online Help pages about creating ILT events.

1. In the menu, select **ILT Admin**, then select **Manage Events & Sessions**.
2. Select the **Create New Event** button found in the bottom right-hand corner.



3. On the Properties page, enter the event's name, primary vendor, training hours, description, subject, and keywords. Depending on the event, you may wish to add additional information, like resource files, training contact, and agency-specific custom field data.
4. On the Availability page, select the populations that should be able to search for and access the training.
    - In most cases, it is best to use division(s) and/or group(s) for availability.
    - Ensure that the *Register Upon Approval* checkbox is checked.
    - Ensure the *Copy Availability to New Sessions* checkbox is checked for more convenient session creation.

If a user or population is not included in the event's availability, they will not be able to find sessions of that event in the catalog even if they're included in the session availability.

Never select the External Users division when setting availability. If a session should be made available to external users for a specific agency, expand the External Users division and select the agency-specific external users division(s) underneath it.

5. Most agencies don't use the pricing features, so leave everything as it is on the Pricing page unless your agency has a payment software integration that they contract with Cornerstone to use.
6. On the Training Units page, leave everything as it is.
7. On the Session Defaults page, fill out the registration and waitlist fields. You may wish to add additional information, such as resource files, agency-specific custom field data, meeting link and conference call information for virtual sessions, or pre- and post-work.
   a. In most cases, it is best not to use the Advance Registration features.
   b. The registration deadline and the waitlist expiration date should match. The waitlist expiration date must never be later than the registration deadline.
   c. It is best practice to set the waitlist to *Allow Auto-Management of Waitlist*, to *Grant Waitlist Opening to One User at a Time Based on Priority*, and to *Auto-Register User Upon Granting Waitlist*.
   d. Do not enter anything in the Virtual Meeting Link or Teleconference Line & Code fields since any information relevant to joining the training virtually, if applicable, will be different for each session.

For in-depth training on creating an event, search the Cornerstone catalog for "REPLAY: Create Events and Sessions in Cornerstone." It is a recorded demo training session put together by State of Wisconsin Cornerstone regional system admins.