

CREATING EVENTS

Learning Fundamentals - System Administrator Training

In Cornerstone's Learning platform, Events represents the overall packaging of your Instructor Led Training. Events contain the general information about the course, such as the description, the objectives, the vendor, and the subjects.

To create an **event**, navigate to: **ILT > MANAGE EVENTS & SESSIONS**

Select the Create New Event link

Edit Evaluation	Miew Evaluation Report	📝 Ed	lit Event	Copy Event	
Create New Event	X Export to Excel				
Events					
Event Name		Subjects			
Advanced Leadership II			Management & Leadership Leadership 2 "Leadership 10"		
Don't Throw Me Shade-Sales Effectiveness			Customer Service		
Effective Communications			Productivity Training		

On the **Properties** page give the event a **Name**, **Vendor**, **Description**, **Subject**, and other information

Properties					
Event Name:	S				
Event Number:	9				
Vendor:	ي ع				
Training Hours:	0 hour(s) 0 minute(s)				
Description:					
	Contraction Contraction Contraction				
	· · · · · · · · · · · · · · · · · · ·				
Resources: Add Attachment o					
	No attachments have been uploaded for this Event				
Objectives:	B I U E				
	,_ ,_				
	Contraction Contraction Contraction				
	· · · · · · · · · · · · · · · · · · ·				
Available Languages:	English (US) Check all the languages that th				
Default Language:	English (US) : This is the language in which the event is shown to the user i				
Accreditation:	Master Fundamentals				
	Data Management				
Additional Information:					
Drease Contra					
Dress Code:	Select \$				
Exemption Type:	Select =				
Resources:	Add Material				
	Type Title				
6 ,11	- Add Subject				
Subjects:	Add Subject Add Competency				
Skills:	Add Skill				
Ontioner	Active Allow Lears To Attend Multiple Sessions C Allow interact tra				



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On the **Availability** page select which users can access the training

All Users		¢ Add � (Create New Grou	ıp
REMOVE CRIT	ERIA		IN	CLUDE SUBORDI
« Back Save	Cancel Nex	t »		



On the **Session Defaults** page, select the settings that will be inherited by newly created Sessions

ession Defaults					
RESOURCES					
dd Attachment o					
o attachments have been uploaded for this Session					
REGISTRATION					
Advance Registration: I Allow Advance Registration for Interested Users Advance Registration lasts for 10 days after session is created I Users are Pre-Approved I Register Users on Approval					
Registration Deadline: Day(s) Day(s) Before Before Timing Selected Above = Registra					
After: (Session Start Date and Time + Timing Selected Above = Registration					
Maximum Registration:					
Accreditation Master					
Additional Information:					
Dress Code: Select					
Exemption: Select					
Exemption Type: Select a Exemption					
ENROLLMENT					
None Place Enrollment Restrictions					
WAITLIST					
Waltlist: 2 Allow waitlist for sessions in this event 2 Allow Auto-Management of Waitlist Grant waitlist opening to one user at a time based on priority Grant opening to all waitlisted users at once for first come first served Auto-Register User upon Granting Waitlist Limit users to one waitlite gravent					
Waitlist Deadlines: Students have 0 days and 0 hours to register for a class after a v Waitlist expires 0 days and 0 hours before session start date					
COST					

Once an Event has been created, Sessions can be created for learners to attend.