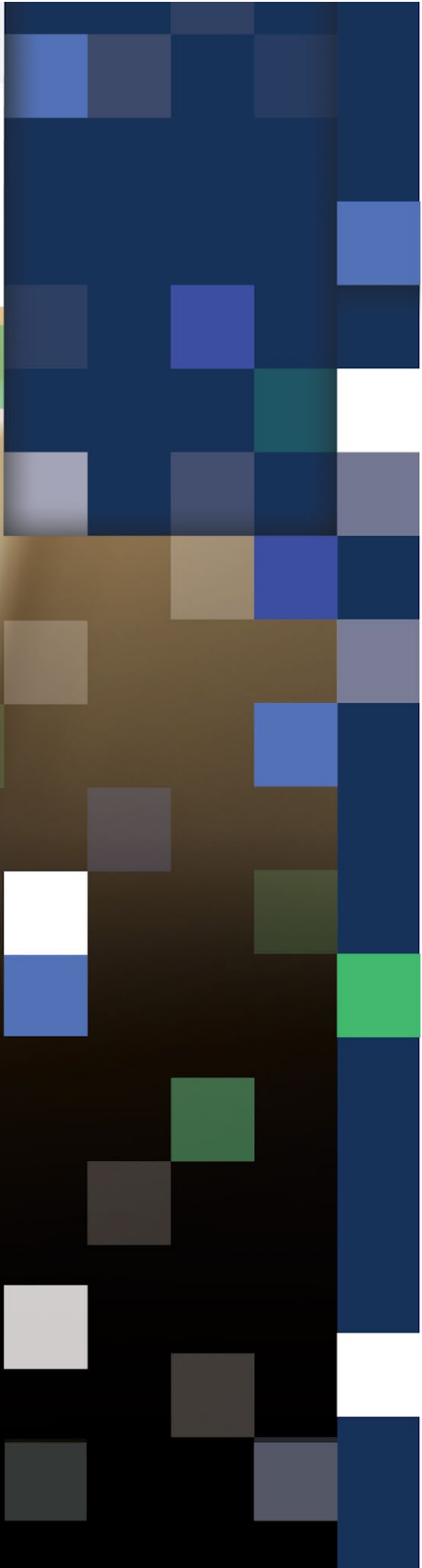




Coursedog



COURSEDOG EVENTS END USER GUIDE



Events Scheduling



Training and Reference Guide for End Users

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Access / Login

Logging In

- Coursedog works with most browsers, but Google Chrome is recommended.
- Log into Coursedog at <app.coursedog.com> with your Brookdale email address. You will be redirected to Brookdale's Coursedog login page where you will log in with your Brookdale Email address and NetID password.



Sign In

1



Sign in with your organizational account

Sign in

2

Requesting An Event in the Coursedog UI

Additional help resources [here](#).

- Select the Events tile from the Coursedog dashboard or from the menu icon on the far-right side of the dashboard.



- Select **Request an Event** from the Actions menu

Actions

REQUEST AN EVENT

MY REQUESTS

VIEW PUBLIC EVENT SITE

- Select an **Event Type** from the Request New Event drop-down list and click **Continue**. (NOTE: **Internal Meetings and Events** should be used for most Event Requests)

File Edit View History Bookmarks Tools Help

Cases (Case view) | ServiceNow x Event Type | Request Event | Co: X +

https://staging.coursedog.com/#/em/events/new-request/

BROOKDALE Brookdale Community College - STAGING

Events Management

- Home
- Events
- Rooms
- Organizations
- Resources
- Buildings

Request New Event

Please select the event type

Select Event Type

- Internal Meetings and Events
- Student Club Event

Completing the Event Form in the Coursedog UI

Based on your Event Type selection, you will be directed to the correct **Event Request Form**. The Event Form has a series of 'cards' (Event Information, Meetings & Location, Contacts, etc.) with questions Complete the form's requested fields.

Request New Event

Internal Meetings and Events Event Form

Contacts and Presenter Information (Complete all required fields)

Name	Email	Phone
BCC Faculty	bccfaculty@brookdalecc.edu	—
Address		
—		
Send Email Notifications		
Yes		

+ ADD NEW CONTACT

Event Info

SUBMIT EVENT REQUEST

DELETE REQUEST

Contents

- Contacts and Presenter Information...
- Event Info
- Event Description
- Expected Head Count
- Meetings & Locations
- Department
- Private Event
- Additional Event Information (optio...

Cards on forms



Required fields: When completing your request be sure to pay close attention to required fields, which are designated with a red star. Required fields must be completed to be able to submit the form successfully.

Contacts Card: Indicate who will need to be notified about the progress of the Event request (the Event Requester (the person submitting the form) will automatically be added as a contact to be notified on the status). Note that you can specify whether to send email notifications to other contacts for the event.

Meetings & Location Card: Your event can have multiple meetings if you require multiple rooms, or the event is spread across time (i.e., a recurring meeting).

Within the Meetings & Location card complete the following:

- Start Date and End Date of your Event
- Start Time and End Time of your Event
- Whether your Event will be a Multiday Event or a Repeating Event (i.e., have a recurrence pattern)
 - Multi-Day Events: To ensure your multi-day event is accurately displayed on the calendar we recommend users create a new meeting for each day of the event. This is because events will only be displayed on the calendar if their meeting start date is within the date range of the month, week, or day calendar view. Add additional days by selecting **+Add NEW MEETING** link on the "Meetings & Locations" card.
 - Repeating Events (i.e., have a recurrence pattern): Please enter the same start and end dates and then configure the recurrence pattern as shown below. On the 'Meetings & Locations' card, select 'repeat' and configure the desired settings.

Request New Event

Internal Meetings and Events Event Form



Recurrence



Predefined options

NONE

DAILY

WEEKLY

WORKDAYS

Repeat every

1

Week

Repeat on

S

M

T

W

T

F

S

Ends

On

Dec 5, 2022

After

—

occurrences

CANCEL

DONE

- The Location of your Event: Rooms may be selected for **Internal Meeting and Events** type only. When viewing Rooms you can filter by room Availability, Room Type, Room Features, or you can search for specific Rooms
 - Rooms that would result in a double-booking conflict will show up with a red border
 - Note that selecting 'Select No Room' or 'Select TBA' (in the bottom left) could result in your Request being delayed or rejected (unless your event is not happening in-person)
- Whether or not the Event you are creating should appear on the Public Events website/calendar (Y/N). *If no value is set, the event WILL be shown on the public event calendar.*

Public Event ?

YES NO

- Whether your Event will require Resources. Not some resources are only visible when selecting specific locations. If you choose a location and cannot select a necessary resource, please include that resources request in the **Additional Event Information**
- cad on the request form.
 - Select the Resource(s) needed for your event and select Save
 - If you do not need any Resources, select 'No Resources Needed' in the bottom left corner



Selected: Audio Visual Technician (1), Audio Visual Technician (1)
You can select as many resources as you want.

Search for resources...

Viewing 1-25 of 29 < PREVIOUS NEXT >

TYPE	CATEGORY	COST	QTY AVAILABLE
Service	AV Technology Specialist - SLC	Not Found	Unlimited
NOTES Notes about how this resource should be used...			

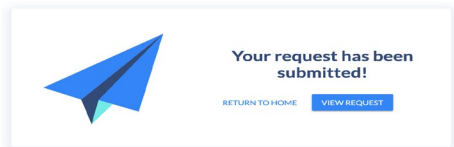
TYPE	CATEGORY	COST	QTY AVAILABLE
Equipment	AV Technology Specialists - Arena and BREC	Not Found	Unlimited
NOTES Notes about how this resource should be used...			

TYPE	CATEGORY	COST	QTY AVAILABLE
Service	Brookdale Television	Not Found	Unlimited
NOTES Notes about how this resource should be used...			

NO RESOURCES NEEDED **SAVE**

Submitting an Event Request in the Coursedog UI

When you have finished completing the Event Request, click 'Submit Event Request'. Once submitted, your dashboard will display successful submission.



Tracking an Event Request in the Coursedog UI

Upon submission, click on **View Request** to see details of your event. From this view, you can see where your event is in its approval workflow and what activity has been taken on the Event request by reviewers (under 'Request Toolbox'). You may also delete your request in the top right of the screen.

← ALL REQUESTS Submitted on 9/8/2020 at 9:42 AM by Test User1 (uapc-cuny@example.com) ARCHIVE REQUEST DELETE REQUEST

Event Request	
Request Type	Author
New Event	Test User1
Event Name	Event Type
Test Submitting	Athletics

Organization Making Request

Request Toolbox

Status: Approved
Decisions: ✔ ✔

DECISION WORKFLOW ACTIVITY

This request has been approved! [Click here](#) to view the event.



Alternatively, you may also find the other Event Requests you created by navigating to **All Requests** on the left-hand navigation and clicking on **Created by Me**.

NAME	REQUEST TYPE	DECISIONS	STATUS
Test Submitting <small>Added 4 minutes ago by Test User1</small>	New Event	🟢🟢	Approved

Clicking on the Request name will take you to the specific Request's page to view details and status. Select the **Click Here** link from the Request Toolbox to view the event details

Submitted on 9/8/2020 at 9:42 AM by Test User1 (uapc-cuny@example.com)

Event Request

Request Type	Author
New Event	Test User1
Event Name	Event Type
Test Submitting	Athletics

Organization Making Request

Request Toolbox

Status: Approved
Decisions: 🟢🟢

DECISION WORKFLOW ACTIVITY

This request has been approved! [Click here to view the event.](#)

Requesting An Event from the Public Events Site

Additional help resources [here](#).

Navigating

Your institution's Public Events Site URL: <https://brookdaleccevents.coursedog.com/>

Initiating the Request in the Public Events Site

Navigate to **Request An Event** section of the page on the bottom right. Select an Event Type from the drop-down menu.



The screenshot shows a web interface with a calendar at the top left, a filtering section in the middle, and a 'REQUEST AN EVENT' section at the bottom. The calendar displays dates from 3 to 31. The filtering section includes a 'Show Academic Events' dropdown set to 'No', and filters for 'Event type' and 'organization'. The 'REQUEST AN EVENT' section has a dropdown for 'Select event type'.

Completing the Event Form in the Public Events Site

There are several event types available from the Public Events site. Each event type may have a slightly different form with different questions. This form requires the requester to enter their email as well.

Request A New Event: Exhibit Performance

The screenshot shows a form titled 'Request A New Event: Exhibit Performance'. It has two main sections: 'REQUESTER INFO' with an 'Email Address *' field, and 'CONTACTS AND PRESENTER INFORMATION (COMPLETE ALL REQUIRED FIELDS) *' with an '+ Add Contact' button.

The requester will always receive an email notification when submitting an Event Request.

You may determine whether event contacts (in a Form's Contacts card) receive email notifications or not. Note that this setting is only for emails as they relate to the event contacts - i.e., if a user is an event requestor, they will receive an email regardless of how this setting was defined for event contacts. Additionally, if the requestor is the same as the contact, but the contact has "send email notifications" to off, the requestor will still get an email notification.

The screenshot shows the 'CONTACTS' section of the form. It has a 'Contact Details' section with fields for 'Name' (Example Name), 'Email' (examplename@example.com), and 'Phone' ((555) 555-5555). There is also a 'Send Email Notifications' section with radio buttons for 'Yes' and 'No' (selected). Below the fields are buttons for 'Delete Contact' and '+ Add Contact'.

Editing An Event Request Submitted through the Coursedog UI

Additional help resources [here](#).

If you have submitted an event request for your institution through the Coursedog UI, and you need to modify the content of the request, you are able to do so in Coursedog. The fastest way to navigate to your

personal event requests is via the click 'My Requests' under the action



home page. Simply bar on the right form the Events home page

If your Role permissions set by your institution allow, the author of a request will have an "Edit Request" button on the top right corner.

Depending on the permissions set by your institution, upon editing the event and hitting 'Save' the workflow might reset or not. You will be notified of the appropriate downstream effects.

- If prompted to Save & Reset Workflow upon saving, please select the **Recommended** option as indicated in the screenshot below

Editing An Existing Event

If your permissions set by your institution allow, you may be able to Edit an Existing Event or Request Event Changes.

Edit an Event or Request Event



Changes

To either Edit an Event or Request Event Changes, navigate to Events in the left-hand navigation and select a given Event. Select the **Click here** under the Request Toolbox to view the Event details and to edit.

The screenshot shows the 'Event Request' details on the left and the 'Request Toolbox' on the right. The 'Event Request' section includes fields for Request Type (New Event), Event Name (Testing Editing a Public Event as Staff), Author (BCC Faculty), and Event Type (Exhibit/Performance). The 'Request Toolbox' shows a status of 'Approved' and a message: 'This request has been approved! Click here to view the event.'

Your allowed actions are specified under 'Actions' in the right-hand side and depend on the Role permissions your institution set.

The screenshot displays the event details for 'Testing Editing a Public Event as Staff'. It includes the event ID (LWJjgHDLQlgLWGY7NXiV), event type (Exhibit/Performance), and creation/last edit dates. Below this is a 'Contacts and Presenter Information' section with fields for Name (Linda bernabeu), Email, and Phone. To the right, there is an 'ACTIONS' menu with options: VIEW REQUESTS, REQUEST CHANGES, and DOWNLOAD PDF. Below the actions is a 'Contents' section with a link to 'Contacts and Presenter Information...'.

Editing Meetings and Locations Recurrence Patterns

If editing the Meeting & Locations card, keep in mind that the card will automatically collapse recurrence patterns and will show just the first meeting by default. If the user uncollapses the recurrence pattern (by clicking on 'Show All Meetings in Recurrence Pattern'), they can view all meetings individually.

The screenshot shows the 'Meetings & Locations' card. It features a checkbox for 'All day' and a table with columns for Start Date, Start Time, End Date, and End Time. The table shows a meeting on Sep 14, 2020, from 09:00 AM to 10:00 AM. Below the table, it indicates the recurrence pattern: 'Every 1 week on Mon, repeated until Sep 29, 2020'. There are also fields for Location, Resources, Setup Times, and Teardown Times. At the bottom, there is a button labeled 'SHOW ALL MEETINGS IN RECURRENCE PATTERN'.



When editing events, if a user is editing the recurrence pattern in the collapsed view, they are able to edit all meetings in the recurrence pattern together. Users are notified of this via a yellow banner at the top of the card.

editing the recurrence pattern together. Users are notified of this via a yellow banner at the top of the card.

The screenshot shows a form titled "Meetings & Locations". At the top, a yellow banner reads "You are currently editing all meetings in the recurrence pattern". Below this, there is a checkbox for "All day". The form includes fields for "Start Date" (Sep 14, 2020), "Start Time" (09:00 AM), "End Date" (Sep 14, 2020), and "End Time" (10:00 AM). A "Repeat" field contains the text "Every 1 week on Mon, repeated until Sep 29, 2020". There are also fields for "Location", "Resources", "Setup Times", and "Teardown Times". At the bottom, there is a red trash icon and a button labeled "SHOW ALL MEETINGS IN RECURRENCE PATTERN".

If a user is editing individual meetings, the user can switch between editing a "single" meeting, and editing "this and following meetings". Users are notified of this via a yellow banner at the top of the card.

The screenshot shows the same "Meetings & Locations" form. The yellow banner now reads "You are currently editing only this meeting." and includes a button labeled "SWITCH TO 'EDIT THIS AND FOLLOWING MEETINGS'". The rest of the form, including the "All day" checkbox, date and time fields, repeat pattern, and other input fields, remains the same as in the previous screenshot.

Once you have finished editing your Event

Viewing All Available Rooms in a Calendar View

If you would like to see what events are taking place on campus in a calendar view, click on Events on in the menu on the left-hand side. Click "Calendar View". This view will give you only non-academic events. If you would also like classes & academic events to appear, in the top right corner check the box "Show Academic Events".

To make this view your default, click on Saved Views and "Save Current View".



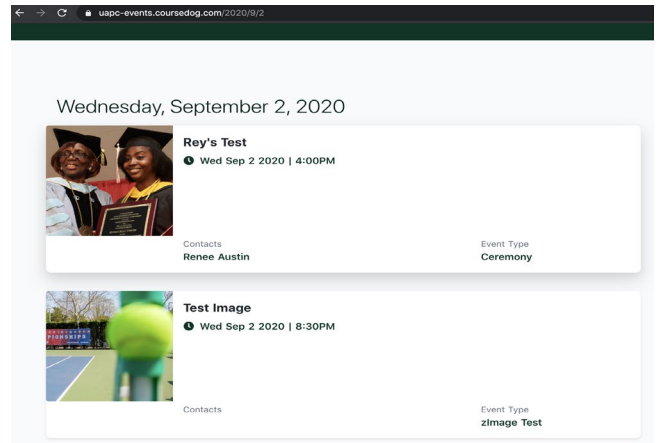
Next, name this view (i.e., Events & Academic Events) and click SAVE.

To save this view as your default view, click on the top right drop down menu and select Account Settings. Select the saved view as your Default View.

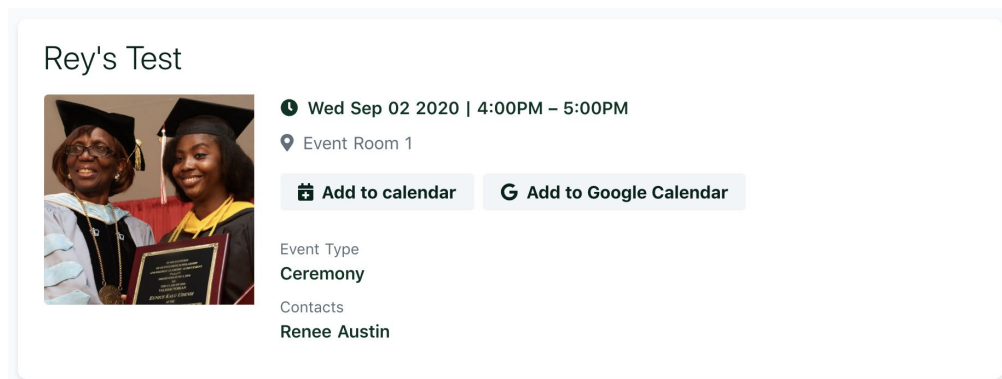
Calendar Integration

Additional help resources [here](#).

It is quick and easy to add events from the Coursedog Public Events calendar to your personal calendar. In the Public Events Site, click on a given Event card (you may click either on the Event Name - the bold text at the top of the card - or in the blank space on the card).

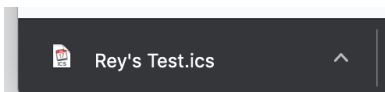


From the Event Card, you will see two buttons to add the Event to your calendar. The first is for Outlook/iCalendar, and the second is for Google Calendar.



Outlook/iCalendar

When you click 'Add to calendar', a download will run in your browser. Open the link and you will be able to add the event directly to your calendar.



Google Calendar

To add an event directly to your google calendar, select 'Add to Google Calendar'. You will be prompted to log in or if you are already logged in the event will automatically open in a new tab. Here you can make any edits to the event before saving it directly to your google calendar.



Save

× Rey's Test

Sep 2, 2020 4:00pm to 5:00pm Sep 2, 2020 Time zone

All day Does not repeat ▾

Event Details Find a Time

Add video conferencing ▾

Make it a Zoom Meeting

Event Room 1 Event Building

Notification ▾ 10 minutes ▾ ×

Add notification

adelezica@courseedog.com ● ▾

Busy ▾ Default visibility ▾ ⓘ

Guests

Add guests

Guest permissions

Modify event

Invite others

See guest list