

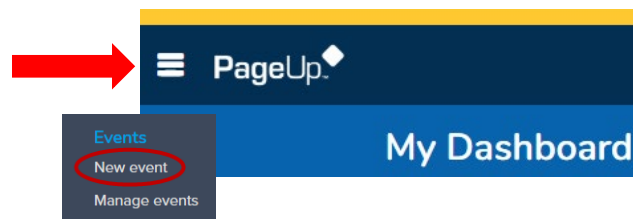
How to Create & Book an Event

Create & Book an Event

Booking an event allows users to manage and invite applicants to interview or phone screening calls. The user sets up time slots and invites applicants to book a preferred time. These events can be entered into user's Outlook calendar.

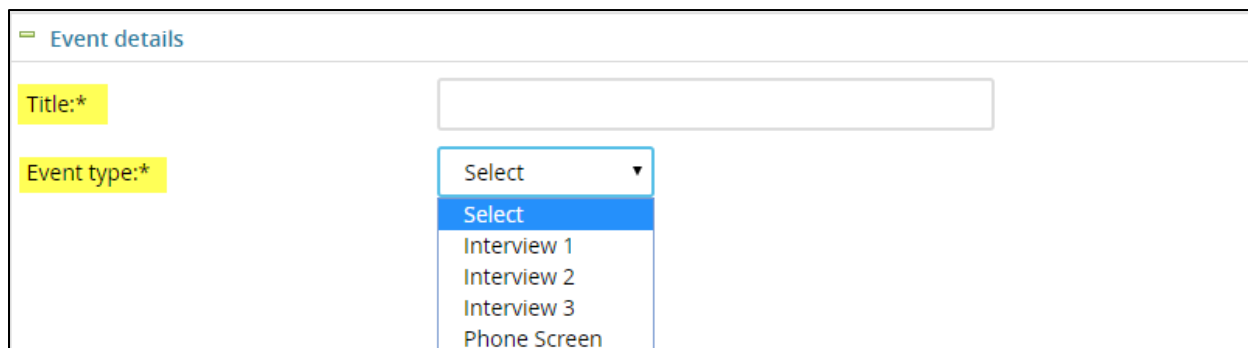
PAGEUP MY DASHBOARD


Navigation: Main Menu  \ New event

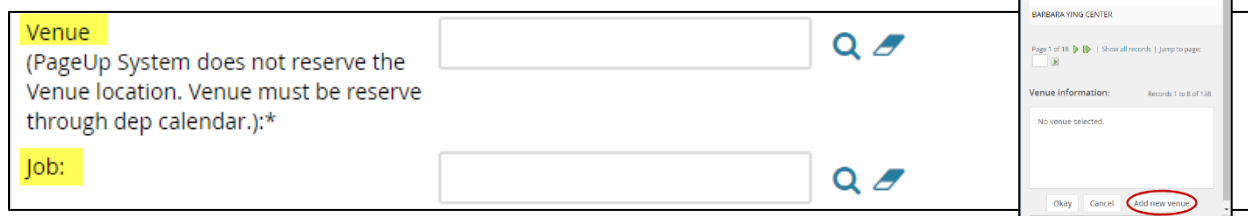


Create New Event

1. **Title:** Type in a title for your event, for example: *Phone screen for Job No#* or *Interview for Job No#*.
2. **Event type:** Select from drop down menu.



3. **Venue:** Click  icon to select venue.
 - **IMPORTANT:** PageUp does not reserve the *Venue* location. **Venue must be reserved through department calendar.**
 - **NOTE:** Allow pop-ups in your browser to open in settings to search for venue
 - If you do not see the venue, **you may add a venue** by performing the following actions:
 - **Scroll down** and select **Add new venue**
 - **Type in** venue name and mandatory information in fields
 - **Save**
4. **Job:** Select the **job** that the event is being scheduled for, if required.



5. **Owner:** Identify the *Owner* of the event. **NOTE:** This will default to the initiator who creates the event. This should be the person who will be managing the interviewees and timeslots.
6. **Add owner as user?** Set to *Yes*, this will set the owner of the event as a user against the time slot when an applicant selects and confirms a time slot. Assigned users may be facilitators of the event.
7. **Contact name:** This is helpful to applicants when asking for someone when arriving at an event.
8. **Public instructions:** For example, directions to the venue or information about what to bring.

Owner:*

Jamie (Mgr) Manager

Email address: pupdown3+20@gmail.com

Add owner as user?: ☐ Yes ☒ No

Contact name:

Public instructions:

9. Click **Save** to create the event and progress to set up the *time slots* available for event.

Please click **SAVE** below (not Save & Exit). This will allow you to enter timeslots.

Save

Save & exit

Cancel

Creating time slots in bulk

Time slots

Add bulk time slots:

Add

Creating Bulk time slots enables you to set up several time slots at once. *For example*, if interviews are being held every Tuesday, Wednesday, and Friday for the next four weeks, this function allows you to create all the time slots in one operation.

1. Next to *Add bulk time slots*, click **Add**.
2. In the *Bulk add timeslots* pop up window, complete the following:
 - **Venue** – Carries over from prior screen
 - **From** – Beginning date of the event
 - **To** – End date of the event
 - Select the day(s)
 - Complete the **Start time** and **End time** for up to 10 time slots
 - **Positions** – Enter the number of applicant(s) the timeslot is available to hold.

Bulk add timeslots

Please fill in all mandatory fields marked with an asterisk (*).

Venue

(Page) System does not reserve the Venue location. Venue must be reserved through dep calendar.*

No venue selected.

From:*

To:*

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

Start time:

End time:

Start time:

End time:

1

2

3

4

5

6

7

8

9

10

Positions:*

Users: 1

Invite

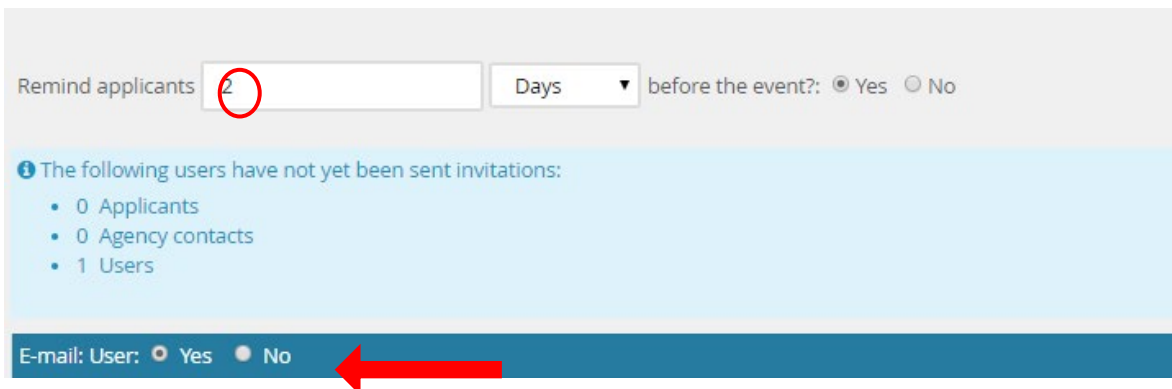
Cancel

- For example, for an Assessment, you might allow a maximum of 12 people to attend one time slot, so you will indicate 12 positions; for a face-to-face interview, you may only want 1 person to attend each timeslot, so you will indicate 1 position.
 - Users** – If required, click **Invite** to select users in the *Add Attendees* pop up-window, then click **OK**. You will have the option to email them regarding the upcoming event below. For example: Hiring managers, Staffing Coordinators, etc. At bottom of screen click **Okay** to email the invited users, notifying them of the event.
 - Active** – If Yes, the timeslots will be as available for applicants.
3. Confirm all details are completed and then click **Add**. The time slot will then be displayed in the time slot panel below.



✓	Date	Start Time	End Time	Users	Applicants	Location
✓	5 Feb 2019	8:00am	9:00am	0 Users	0 App	ARTS & HUMANITIES A
✓	5 Feb 2019	9:00am	10:00am	0 Users	0 App	ARTS & HUMANITIES A
✓	5 Feb 2019	11:00am	12:00pm	0 Users	0 App	ARTS & HUMANITIES A
✓	5 Feb 2019	1:00pm	2:00pm	0 Users	0 App	ARTS & HUMANITIES ANNEX
✓	6 Feb 2019	9:00am	10:00am	0 Users	0 App	ARTS & HUMANITIES ANNEX
✓	6 Feb 2019	11:00am	12:00pm	0 Users	0 App	ARTS & HUMANITIES ANNEX
✓	8 Feb 2019	8:00am	9:00am	0 Users	0 App	ARTS & HUMANITIES ANNEX

4. If you desire to send out a reminder email out to applicants prior to the event, select **Yes** against the *Remind applicants* field and set the desired reminder time using the drop-down box (for example, two hours or two days).
5. Email User: YES



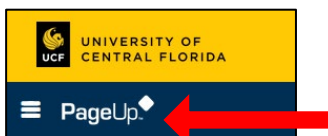
Remind applicants: 2 Days before the event?: ☒ Yes ☐ No

The following users have not yet been sent invitations:

- 0 Applicants
- 0 Agency contacts
- 1 Users

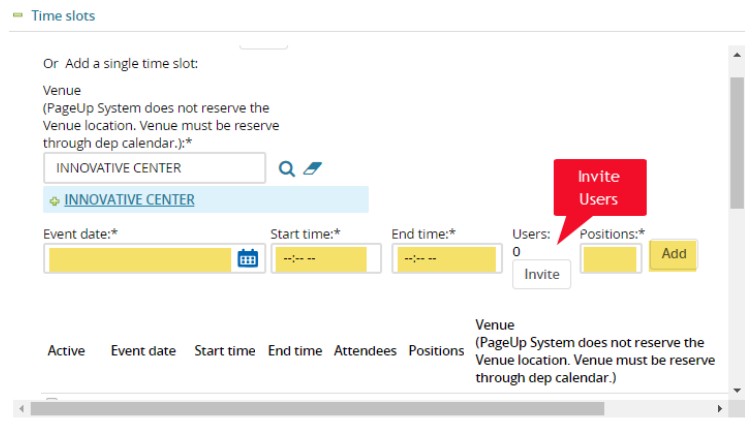
E-mail: User: ☒ Yes ☐ No

6. Click **Save & Exit** to confirm the time slot details for the new event and be redirected to the *Manage events* page.
7. Click **PageUp** to return to *Hiring Manager Dashboard*



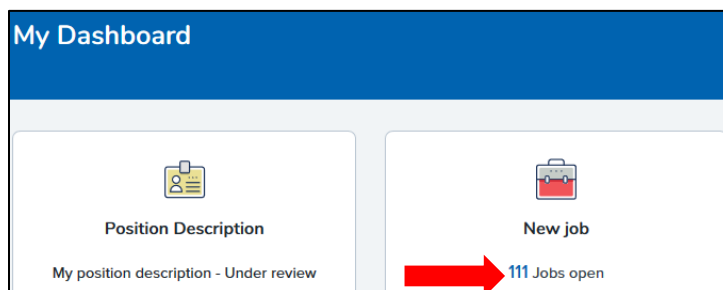
Creating a single time slot

1. **Venue:** This will pre-populate with the event's *Venue*.
2. **Event date:** Use the date picker
3. **Start time:** Use the number selector to set a 12-hour format
4. **End time:** Use the number selector to set a 12-hour format
5. **Users:** If required, click **Invite** to select users in the *Add attendees pop up window*, then click **Ok**. You will have the option to email them of this upcoming event below.
6. **Positions:** Enter the number of applicant(s) positions available.
7. Click **Add**.



Inviting applicants to an event

1. Click on **Jobs open**.



2. Click on **View** for the position for which you created the event.

My jobs

Visibility

All jobsMy jobsTeam jobs

Status

AllCurrentNon-current

111 search results

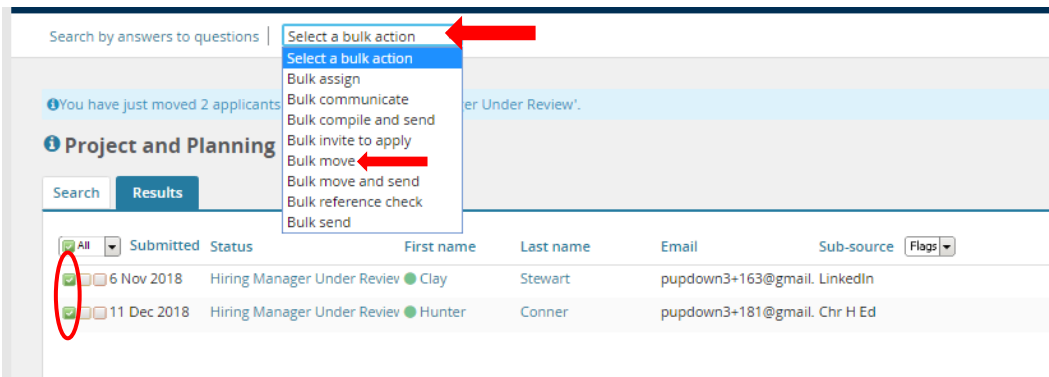
Settings

Job number	Title	Functional/Administrative Title	Sub Department	Date added	Status	Request Provider	Reporting to Manager	Team	
492616	HRIS Analyst Senior		HRIS	7 Dec 2018	Approved	Jamie (Mgr) Manager		HR Administration	View
492613	Senior Telecomm Services Speci			30 Nov 2018	Approved	Jamie (Mgr) Manager		HR Administration	View
492612	Human Resources Representative	Human Resources Representative	Employment Services & Records	27 Nov 2018	Approved	Jamie (Mgr) Manager		HR Administration	View
492609	HRIS Analyst Senior			7 Nov 2018	Approved	Jamie (Mgr) Manager		HR Administration	View
492608	Project and Planning Manager			6 Nov 2018	Declined	Jamie (Mgr) Manager		HR Administration	View
492604	Project and Planning Manager	Project and Planning Manager		29 Oct 2018	Approved	Jamie (Mgr) Manager			View

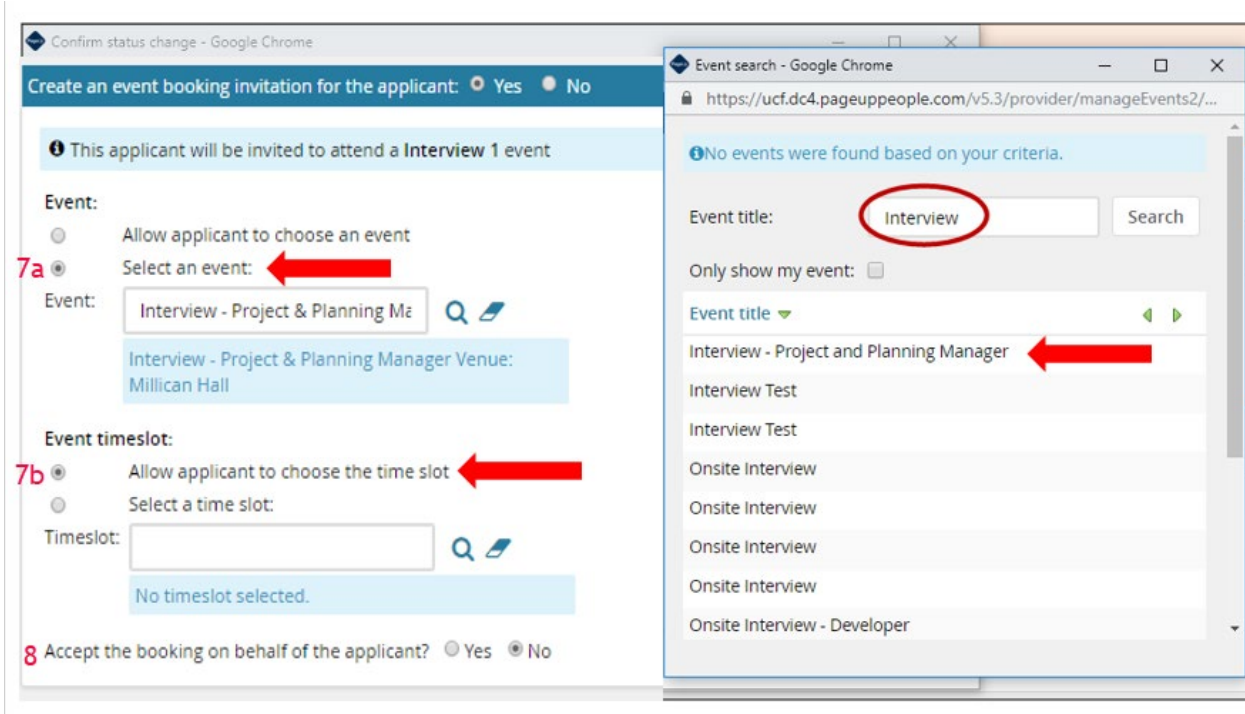
3. Click on **View applications**.



4. To send event invitation to more than one applicant, select the applicants you want to invite by **clicking on the selection box**.
5. Click on **Select a bulk action** to choose **Bulk move**.



6. **Select the status** the event is for:
For example: **Interview 1**, then click **Next**
7. **Recommendation:**
 - a. For **Event**, click the radio button: **Select an event** and for
 - b. **Event timeslot** click the radio button: **Allow the applicant to choose an event** to allow applicants to select the time slot on their own.
8. Leave **Accept the booking on behalf of the applicant?** As **NO**.
9. Click **Move now**. There is a template email attached to the status which explains the steps the applicant will need to follow to book a time slot.



Create an event booking invitation for the applicant: ☐ Yes ☒ No

7a **Event:**
☐ Allow applicant to choose an event
☒ Select an event: **←**
 Event: **←**
 Interview - Project & Planning Manager Venue: Millican Hall

7b **Event timeslot:**
☐ Allow applicant to choose the time slot **←**
☐ Select a time slot:
 Timeslot: **←**
 No timeslot selected.

8 **Accept the booking on behalf of the applicant?** ☐ Yes ☒ No

Event search - Google Chrome
<https://ucf.dc4.pageuppeople.com/v5.3/provider/manageEvents2/...>
 No events were found based on your criteria.
 Event title: **←** Search
 Only show my event: ☐
 Event title **←**
 Interview - Project and Planning Manager
 Interview Test
 Interview Test
 Onsite Interview
 Onsite Interview
 Onsite Interview
 Onsite Interview
 Onsite Interview - Developer

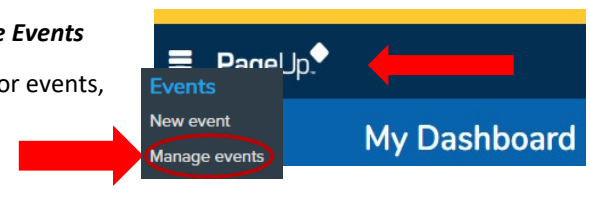
10. The applicant status will change.

<input checked="" type="checkbox"/> All	Submitted	Status	First name	Last name
<input type="checkbox"/>	26 Jul 2018	Hiring Manager Under Review	Greg	Morton
<input type="checkbox"/>	26 Jul 2018	Hiring Manager Under Review	John	Miller
<input type="checkbox"/>	14 Aug 2018	Hiring Manager Under Review	Samantha	Jones
<input type="checkbox"/>	14 Aug 2018	Onsite Interview #1 scheduled ←	Steve	Carlton

Managing your event(s) by navigating to **Main Menu**  / **Manage Events**

Here you will be able to view events, view bookings to events, search for events, edit events, delete events and delete bookings.

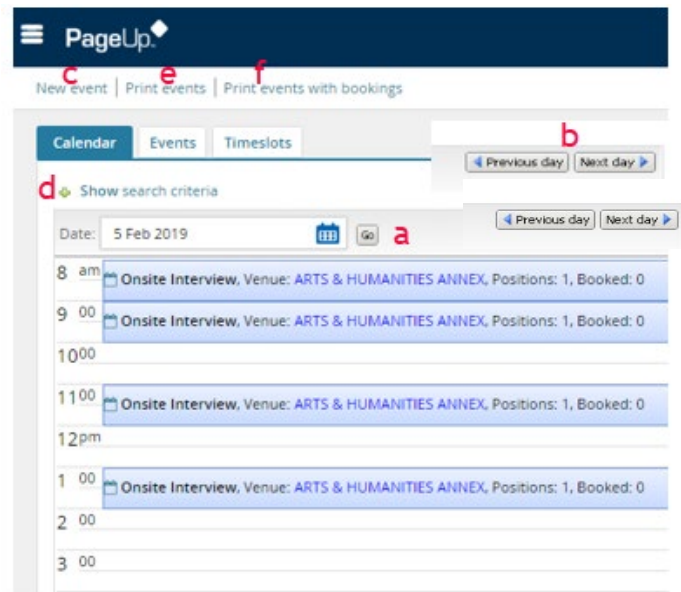
To navigate through different days, use the following features:



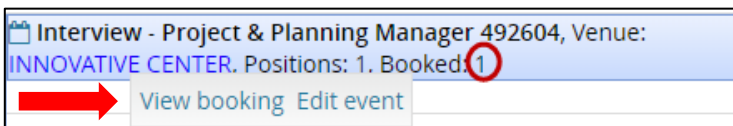
- Select a specific date and click the **Go** button. That day's events will be listed.
- You can also **navigate to previous or following days** by selecting the **Previous day** or **Next day** buttons respectively.

Other options available on this page are:

- New event** - Provides the ability to add new events.
- Show search criteria** - Provides the ability to search for specific events (click plus sign to open).
- Print events** - Provides the ability for users to print the events displayed on the calendar.
- Print events with bookings** - Provides the ability for users to print the events displayed on the calendar, along with the names of the applicants who are booked into the time slots for that day.



Once applicants book their event, their booking will appear on the event calendar.



- Editing an event** - Specific details about an event may need to be edited from time to time. This can be done two ways:
 - When viewing events in the *Calendar* tab, **left-click in the event panel**, and click the **Edit event** link.
 - When viewing bookings within the *Events* tab, click the **Edit** link next to any event. To search for a particular event, click the **Show** other search criteria
 You can modify the details as required and click **Save** to continue.

2. Editing a timeslot (Rescheduling)


- From the *Main Menu*, click **Manage events**.
- Click the **Timeslots** tab.
- Next to the relevant event, click **Edit timeslot**.
- Make the required changes.
- Click **Save**.

You will be asked if you wish to send an e-mail to existing users and/or attendees to notify them of any changes. If you choose **Yes**, an email template will populate. You may edit this template if desired.

3. Deleting applicant bookings (Canceling)

- From the *Main menu*, click **Manage events**.
- Click the **Timeslots** tab.
- Next to the relevant event, click **Edit timeslot**.
- Click **Delete** next to the applicant you wish to remove from the booking.



4. **Adding events to your calendar** - This currently only works for Microsoft Outlook.
 - a. From the *side menu*, click on **Manage events**.
 - b. On the *calendar page*, you will see any events you have scheduled for that day and the option to go to the next day or the previous one. **Find your desired event**.
 - c. Click the **calendar icon**  to export the event and add it to your calendar.
 - d. **Open the details of the calendar file** that you have just downloaded. Click **Save & Close** to save the file to your Outlook calendar.