Events - Admin

Events

Overview

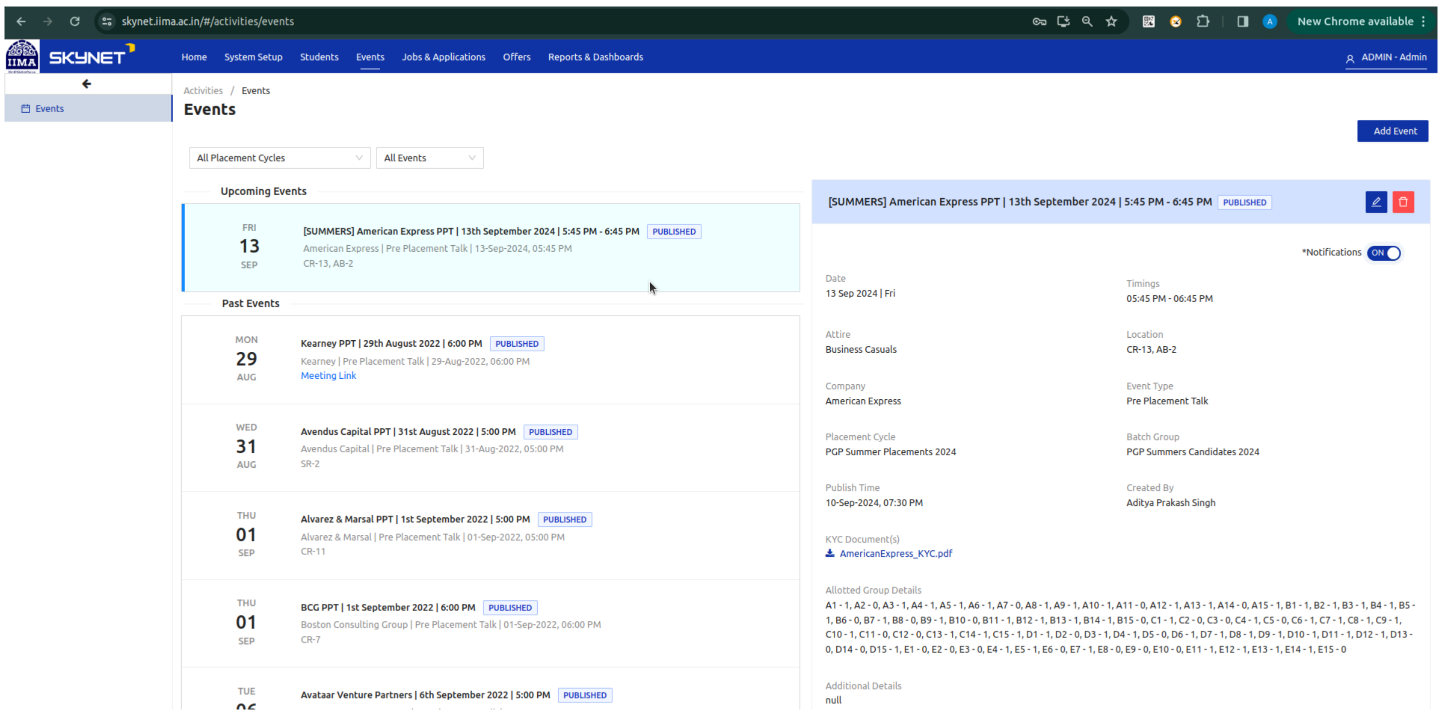
- The Events Module is designed to facilitate information on upcoming events, which are mostly placement-related activities, to the students.
- It allows Admins/Placecoms to create, schedule, and publish events like Pre-Placement Talks (PPTs), guest lectures, workshops, and more. This module simplifies event communication between the administration and students while automating email notifications for published events.

Steps to Events Module

- The admin needs to log in using their credentials.
- After logging in, navigate to the "Events" section in the navbar.
- Here, the admin can view all existing event information, including upcoming events, past events, and details for individual events.

Actions that can be performed

- Events View

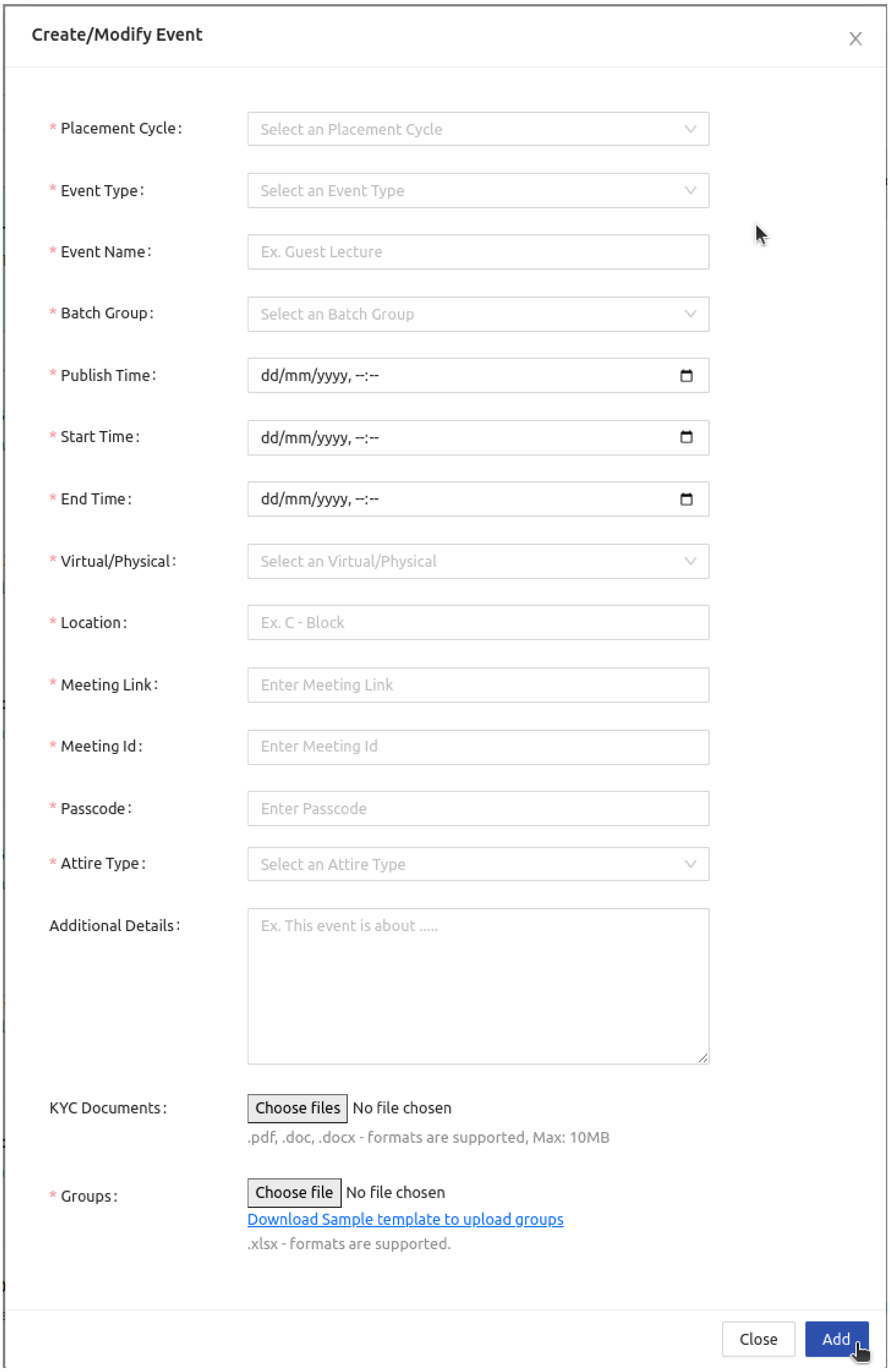


Events. The event whichever is at top - its details are dispalyed at right.

- Since multiple placement cycles can exist, the admin can filter results by selecting the relevant cycle, such as Summer Placements or Final Placements, from the Placement Cycle filter.
- As events can be created by both the admin and Placecoms, the admin can filter to view only their events by selecting the “My Events” filter.
- Events are categorized into "Upcoming Events" and "Past Events."
- The admin can click on any event to view complete information about it.
- To modify an existing event, the admin can click on the edit (pencil) icon, and to delete an event, the admin can click on the delete (trash) icon.
- To enable or disable email notifications about the event, the admin can toggle the notifications on or off.
- To create a new event, the admin can click on the “Add Event” button.

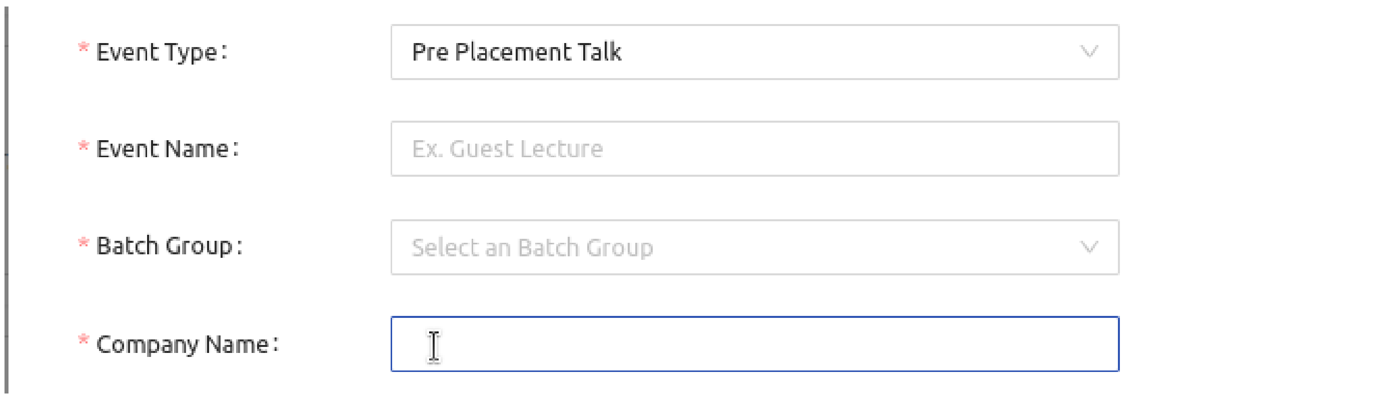
Creating an Event

- Clicking on “Add Event” opens a modal(form).



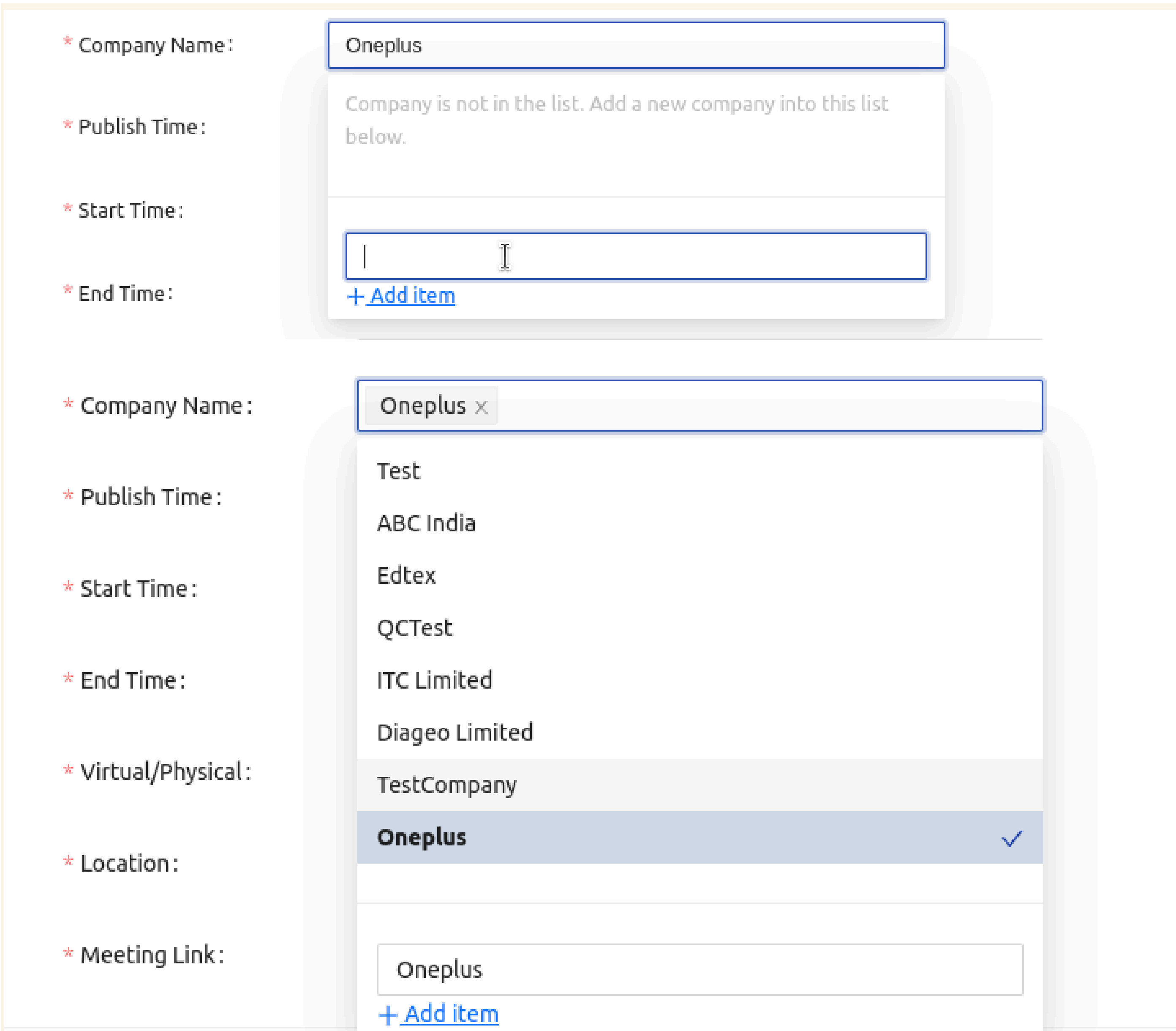
Add Event Form

- The fields marked with an asterisk(*) are mandatory. And all the fields are self-explanatory.
- **Placement cycle:** This is a dropdown which shows current **"ACTIVE"** placement cycles in the system. So the admin can select the relevant placement cycle for which the event is related.
- **Event type:** This is also a dropdown. Admin can select the type of event.
- Points to note while selecting event type.
  1. When event type is selected as **"Pre Placement Talk"**, a new field **"Company"** is added & it is a mandatory field.



For Pre Placement Talk event - company field is displayed.

2. If the company doesn't exist in the system, there is also a provision to add a new company. Just type the name of the company in the input field & click on "**Add Item"**



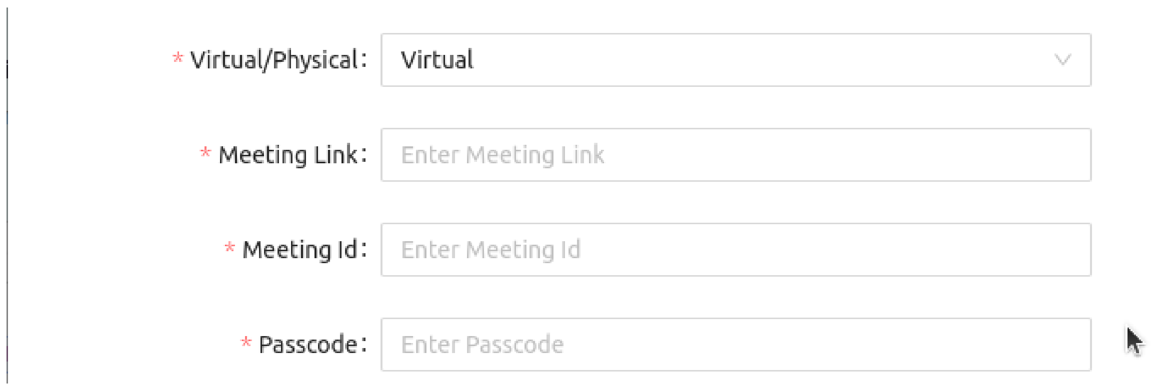
Adding a new company

3. Admin can define a new event type by selecting **"Others",** which results in a new field **"Event Type Name".** Here admin can give the desired event type name & it is added to the system.

Adding a new Event Type.

- **Batch Group:** It is also a dropdown. It displays the current **"ACTIVE"** batches in the system.
- **Virtual/Physical:** It is a dropdown with two fields - Virtual, Physical.
  - On selecting Virtual,
    - Meeting Link
    - Meeting Id
    - Passcode

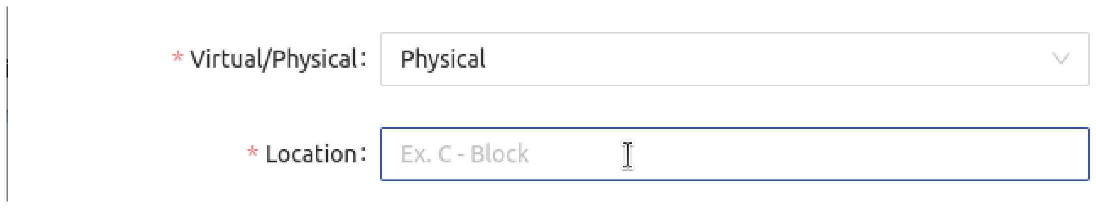
    Fields are displayed and are mandatory.



For Virtual Event

***Meeting Link** is a URL of the meeting. And it is displayed as a "Clickable" link in the event details. So make sure not to make any typos in the URL to avoid access issues.
Meeting ID, Passcode are self-explanatory - provide the meeting ID, passcode that you get when you host/schedule a meeting in the different platforms.

- On selecting Physical,
  - The location field is added & is mandatory.

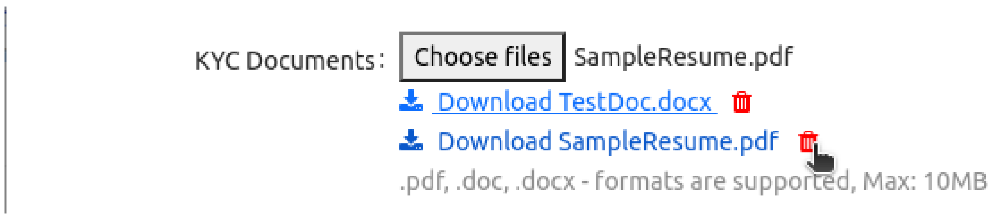


For Physical Event

Provide the Hall No./ Block where the event is to be scheduled.

KYC Documents

- This is an optional field. For Pre Placement Talk events, any details about the company, like company brochures, etc, can be uploaded here.



Uploading KYC Document(s)

- Can upload Multiple files if required.
- Only PDF and doc/docx file formats are supported. The maximum file size allowed is **10 MB.**
- You can delete the uploaded file by clicking on the "Trash" icon.
- You can download the uploaded file by clicking on the file name./

Groups:

This field is mandatory and requires uploading an Excel file that contains the intended groups for the event. Only Excel files are supported.
Admins can download a sample template by clicking **"Download Sample Template to Upload Groups."**
Students are linked to specific groups when they are added to the system. While creating an event, if groups are specified, the event becomes visible to all students associated with the respective batch groups, regardless of the specific groups selected.
On the student side, using the **"My Events"** filter will display only the events associated with their individual groups.

- **Template**: The template consists of two sheets.
  - **Sheet 1**: Allows you to select the desired groups from a dropdown in the "Study Group Label*" column. The "Students Count" column is optional and defaults to zero if left blank.
  - **Sheet 2**: Contains all the group labels available in the system for reference. The Group Label is mandatory; otherwise, the upload will fail.

Note

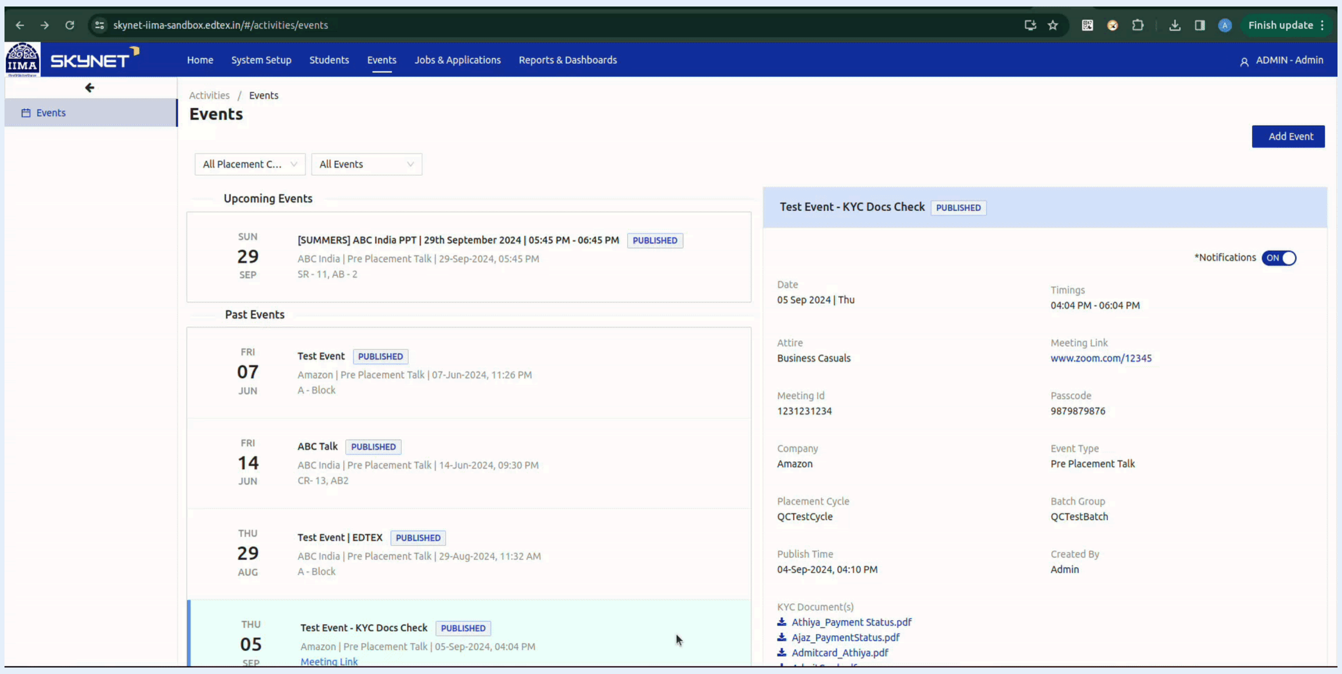
> - The publish time must be later than the current time.
> - The start time must be later than the publish time.

- The end time must be later than the start time.

Note - Regarding Publish Time

- At the specified publish time, the event is published and becomes visible to students who are part of the relevant batch group and placement cycle.
- The exact publish time may vary because a CRON job runs at regular intervals. Any events scheduled to be published within that interval are processed during the next CRON run.
- Example: If the CRON job runs every 15 minutes and the publish time is set for 10:00 AM, but the previous CRON run is completed at 9:50 AM, the next run will occur at 10:05 AM. As a result, the event will be published around 10:05 AM instead of exactly at 10:00 AM.

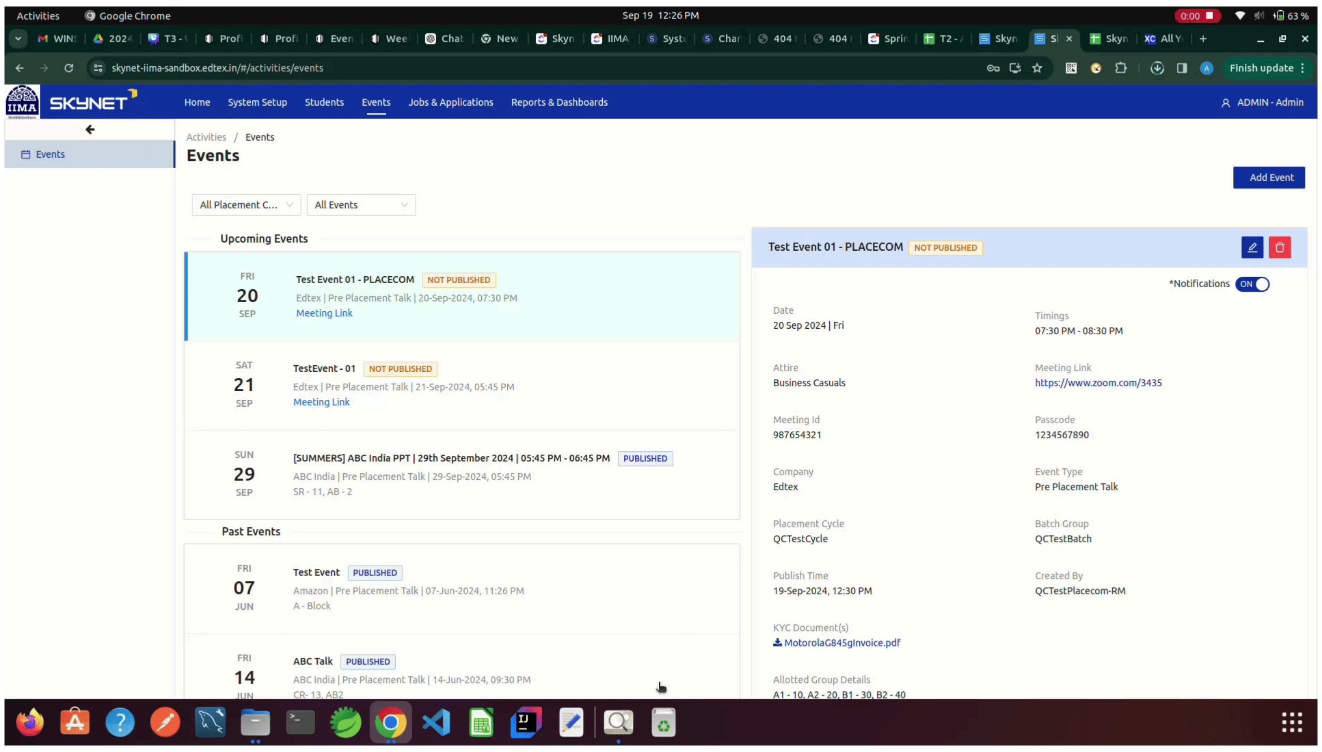
- Once the event is published, an email is triggered with the event information. This is only when the notifications are turned on.
- Admin can toggle notifications on/off.



Mute/Unmute the notifications.

Viewing Events

- Events are categorized into two sections based on their start and end times:
  - Upcoming Events
  - Past Events
- The admin can click on any event to view its details, which will be displayed on the right side.
- Since events can also be created by placecoms, the admin can filter to view only their own events by selecting "My Events."
- Events can also be filtered by placement cycle.
- If the event is virtual, the meeting link is clickable and will open in a new tab.
- The admin can download or view KYC document(s), if any, by clicking on the file name.
- Events can be modified by clicking the "Pencil" icon, which opens a modal for editing.
- Events can be deleted by clicking the "Trash" icon.
- Past or completed events cannot be edited or deleted.
- The status of the event, whether published or not, is indicated by tags displayed beside the event name.



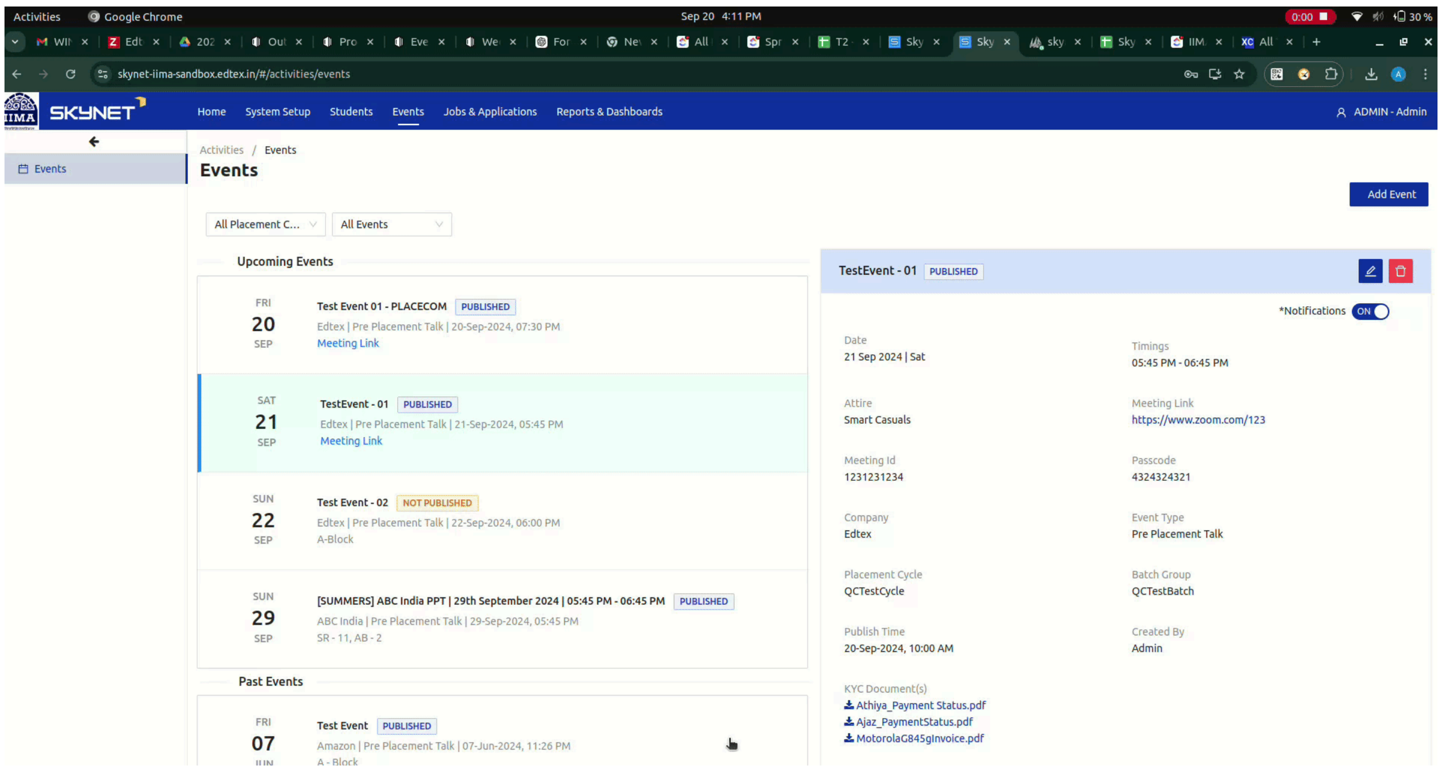
View Event Information

Filtering the Events

- The Admin can filter out the events by selecting “Placement Cycle” from the dropdown.
- The Admin can also filter the events created by the Admin by selecting “My Events” from the dropdown.

Modifying an Event

- To modify an event, click on the "Pencil" icon, which opens the same modal used for creating the event.
- You can make any changes as required.
- The admin can modify or delete any event, regardless of who created it.



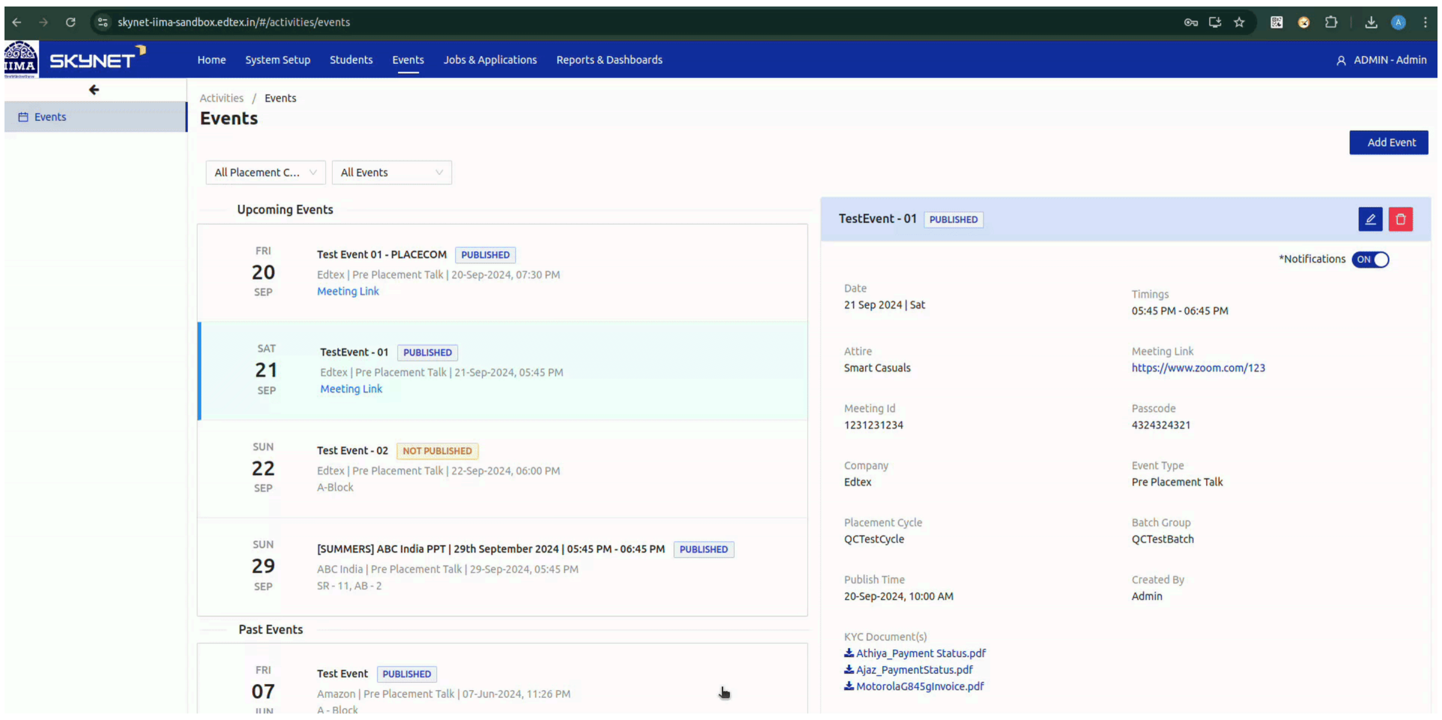
Modifying an Event

Note

> - Once the event is published, the publish time cannot be modified.
> - Past event information cannot be modified.

Deleting an Event

- To delete an event, click the "Trash" icon and confirm the deletion.
- The admin can delete any event, regardless of who created it.



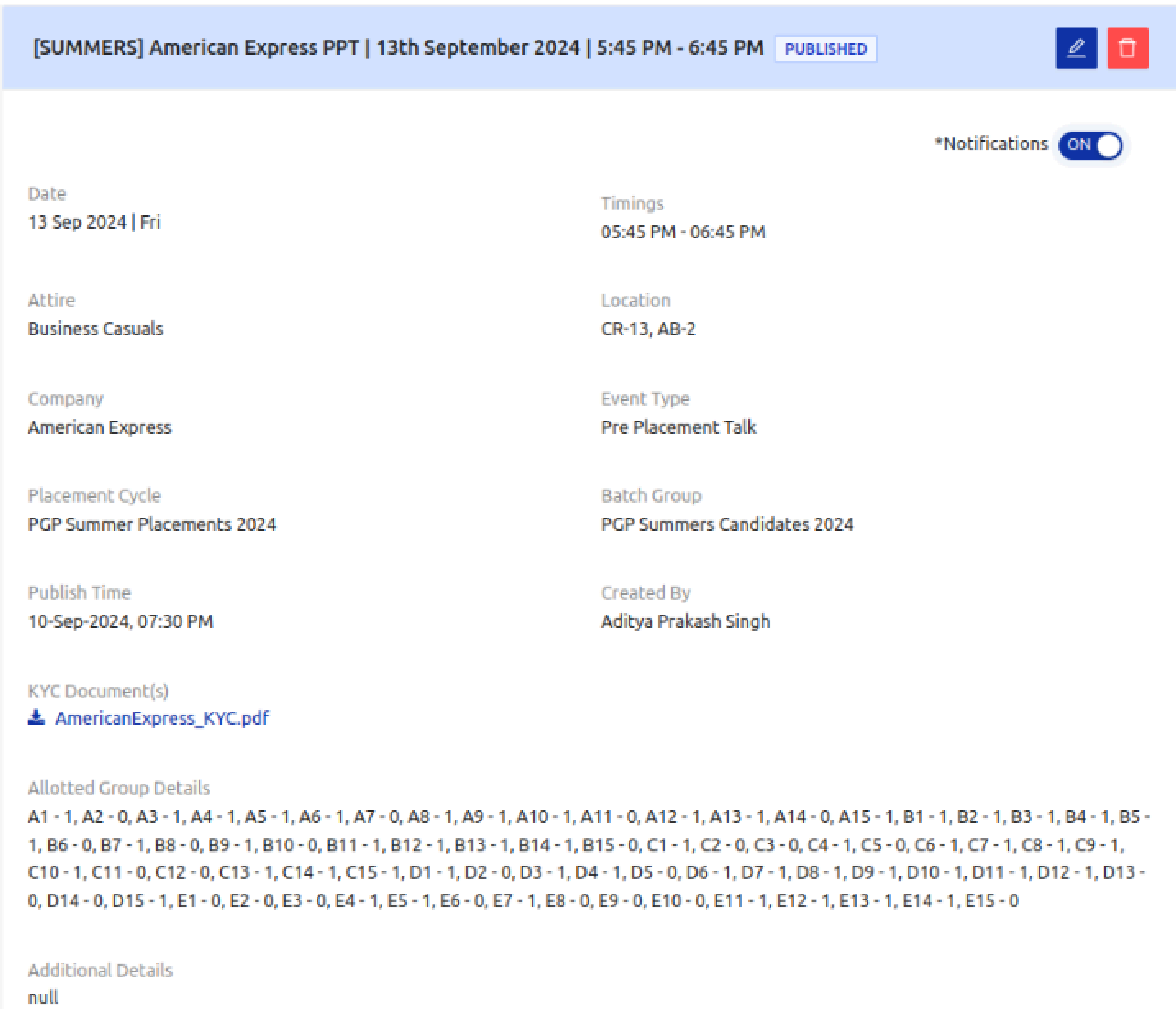
Deleting an Event.

Note

- Past/Completed events cannot be deleted.

Notifications

- To enable or disable the notifications, toggle the notifications button to ON/OFF present at the event information.



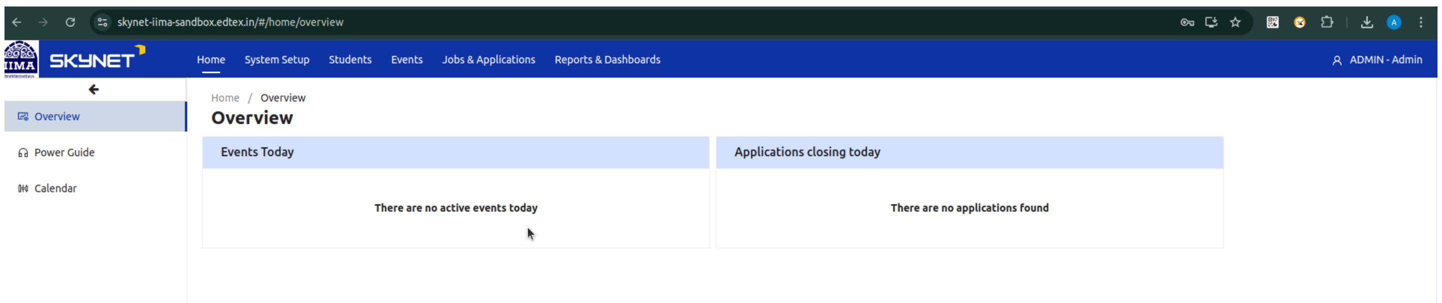
Notifications are ON

- When notifications are turned on (By default, the notifications are ON), when an event is published, an email is triggered to the batch group email.
- When an event is modified, an email is triggered to the batch group email.

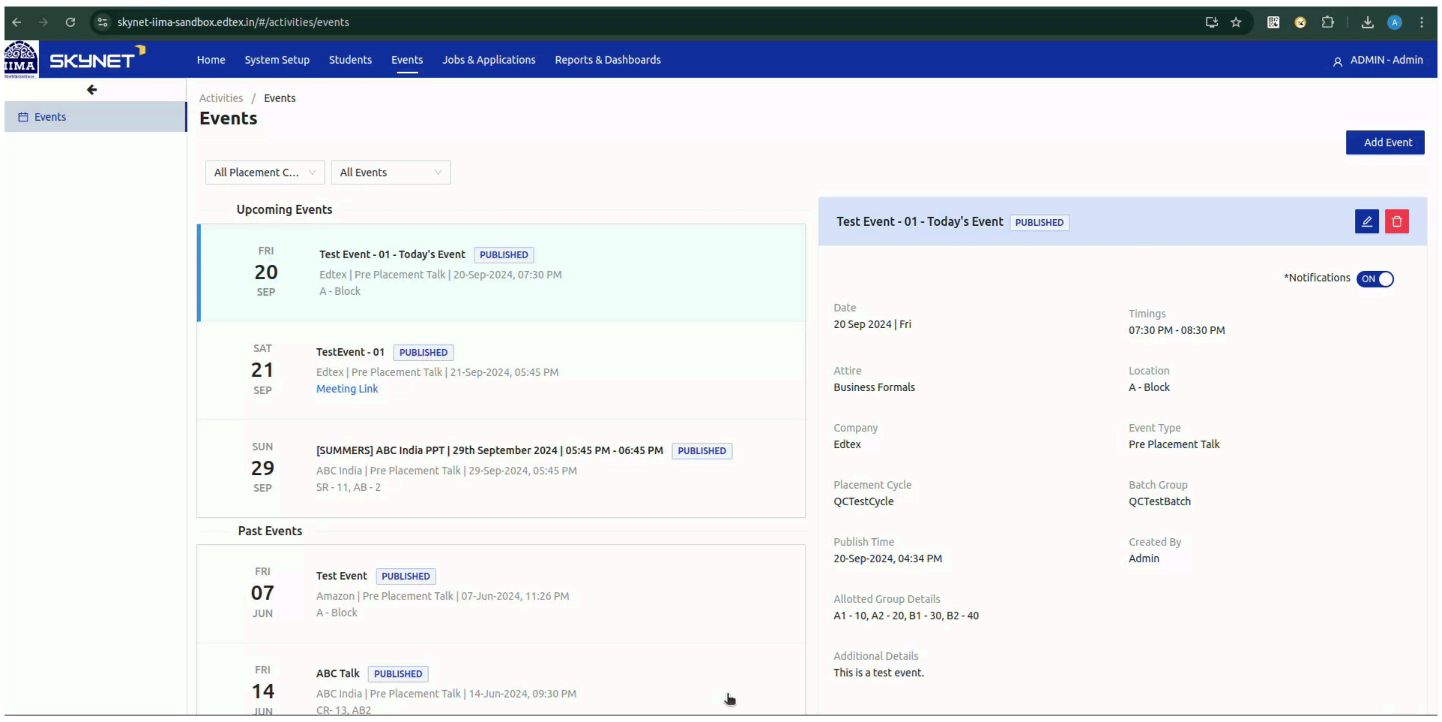
Event Information in Home Section

- Events **"scheduled for today"** are displayed in the Home section.
- The events are displayed only if the student is part of the batch group and is enrolled in respective placement cycle.

- You can click on an event to view more information about it.



Events Card in Home Module



Example of Event scheduled today.