

MyEventBoard Application Features

Home Page

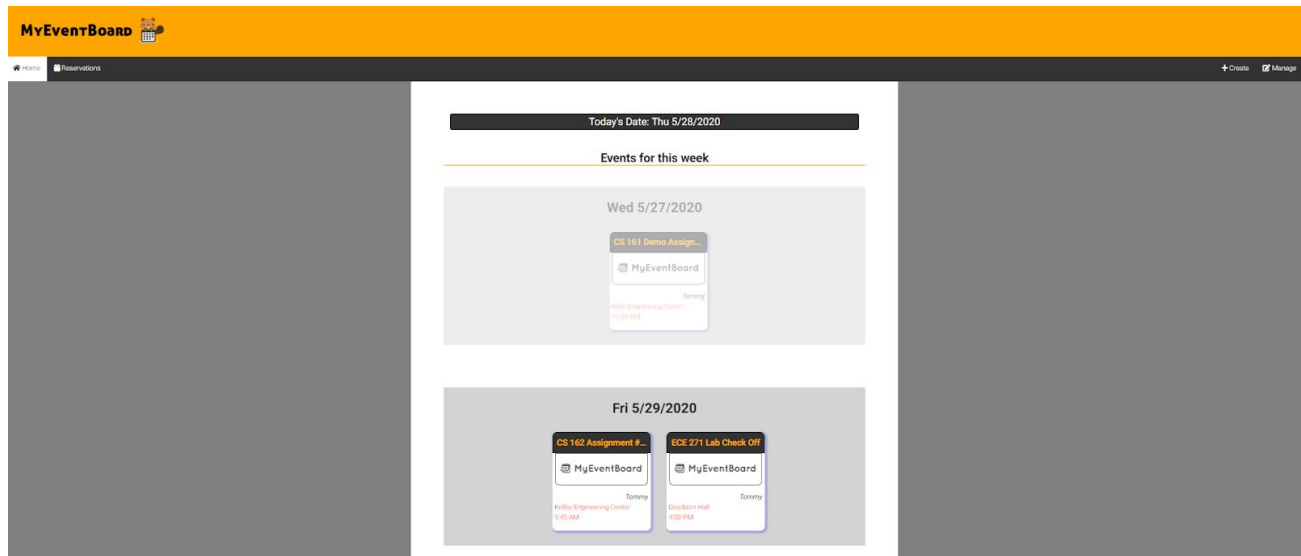


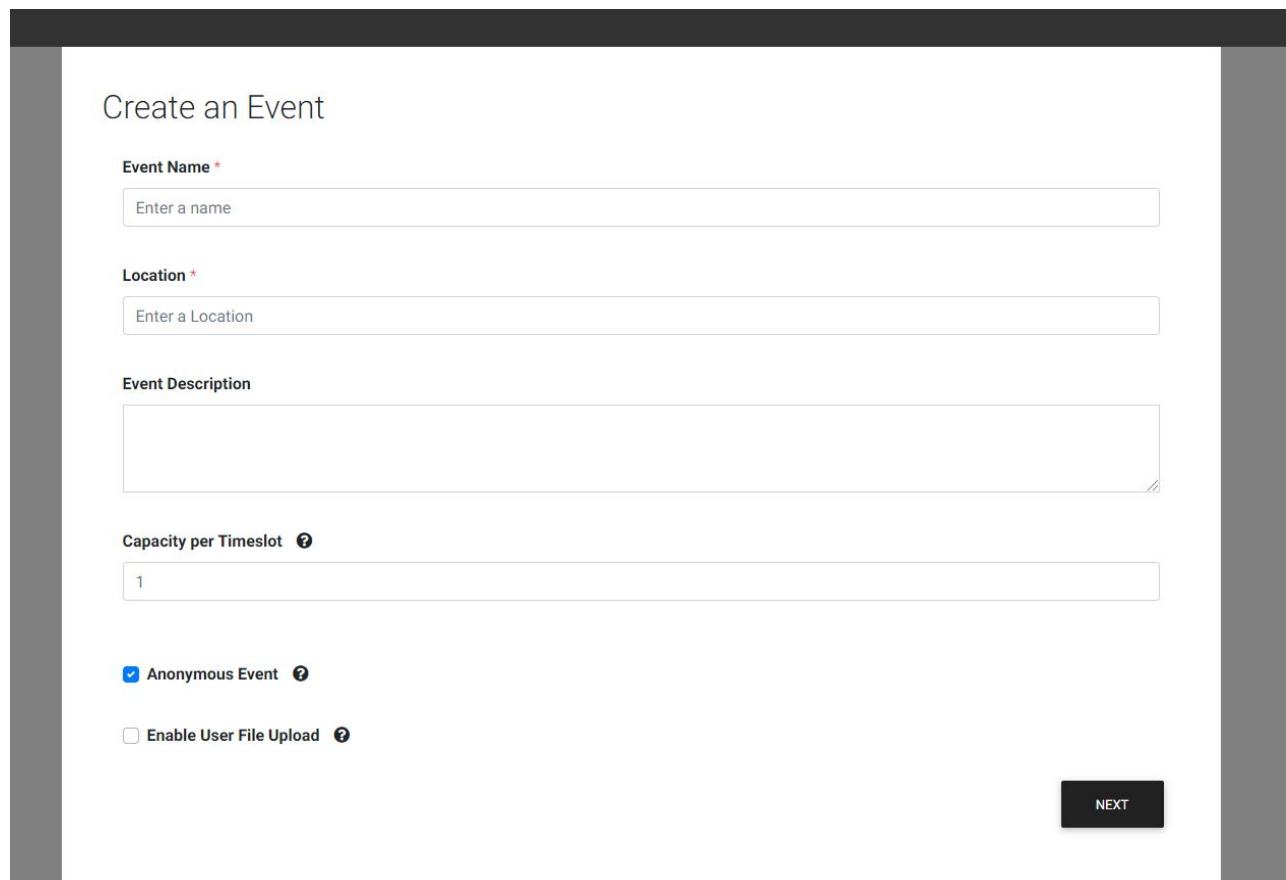
Figure 1: MyEventBoard Home

This is the homepage of the MyEventBoard website. The home page will display the current reservations that the user booked for the current week. Any past reservations will be transparent, while the current day will be highlighted in orange.

Event Creation

MyEventBoard allows the user to create an event under their ONID (Oregon State University Network ID). An event must have a Name, Location, Capacity, Slot Duration, an Event Date, and a time slot. A time slot is denoted by one cell in the table (see figure 3).

- Anonymous Event option allows users to be visible on the slots they are registered to for this event.
- File Upload option allows users to upload a file to their reservation for this specific event.
 - This is useful if the user needs to bring documents to their meeting.
- A user can select 15 minutes, 30 minutes, or 60 minutes for the slot duration.
- The event time slots can be selected via a table slider akin to Doodle.
- The capacity (1 by default) sets the number of spaces available in one time range slot. This is primarily used for 1 host to many attendees meetings.
- Users have the option to input a description for their event.



Create an Event

Event Name *

Enter a name

Location *

Enter a Location

Event Description

Capacity per Timeslot ?

1

☒ Anonymous Event ?

☐ Enable User File Upload ?

NEXT

Figure 2: Create (section 1)

Create an Event

Slot Duration

1 Hour

Event Dates *

05/28/2020,05/30/2020,06/05/2020

Time	05/28/2020	05/30/2020	06/05/2020
7:00 AM			
8:00 AM			
9:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			
1:00 PM			
2:00 PM			
3:00 PM			
4:00 PM			
5:00 PM			
6:00 PM			
7:00 PM			

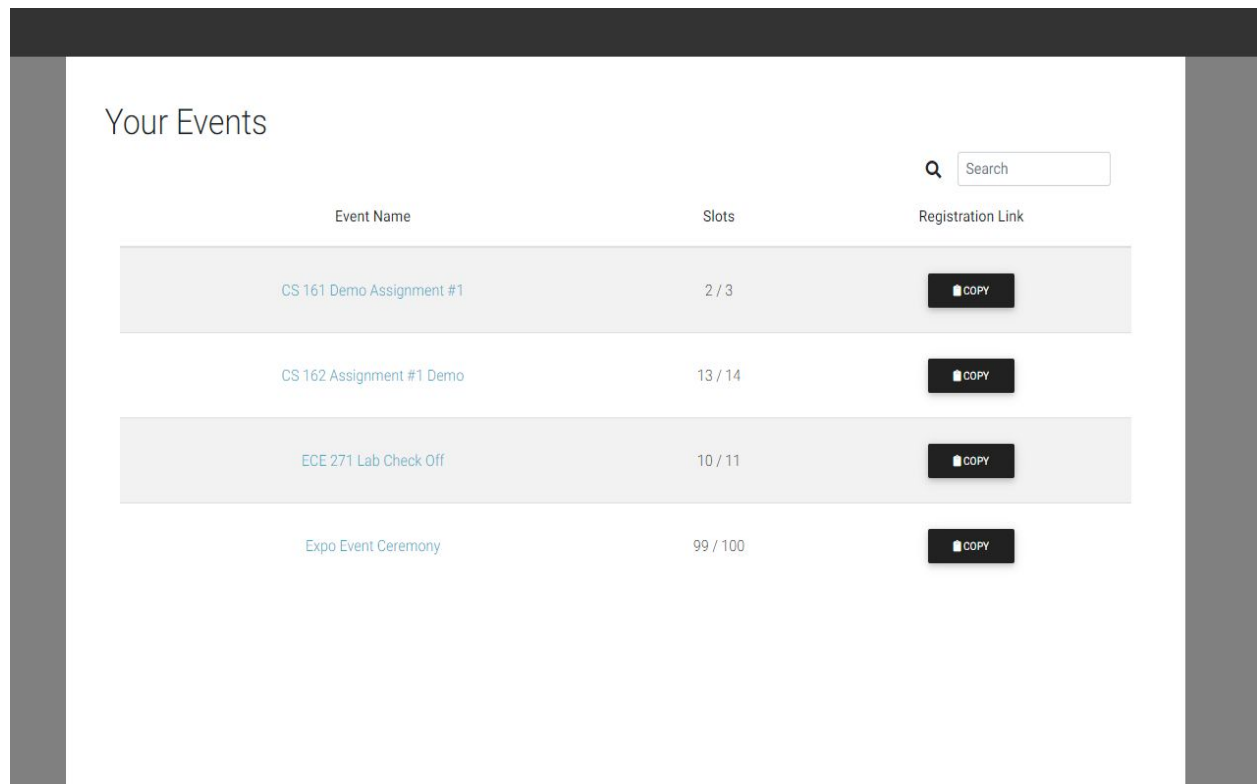
GO BACK

SUBMIT

Figure 3: Create (section 2)

Event Management

Users can view their events that they have created in the Manage page. As seen in figure 4, the copy link allows the user to copy a link to the registration page for that specific event. This link is meant to be shared among others such that they can register for the user's event. By clicking on the event name of an event, a page with more details and actions for that event will be opened (see figure 5). Users can manage that specific event in more detail on this page such as deleting the event or viewing who's registered to this event.



The screenshot displays a web interface titled "Your Events". It features a search bar in the top right corner. Below the search bar is a table with three columns: "Event Name", "Slots", and "Registration Link". The table lists four events, each with a "COPY" button next to its registration link. The events are: "CS 161 Demo Assignment #1" (2 / 3 slots), "CS 162 Assignment #1 Demo" (13 / 14 slots), "ECE 271 Lab Check Off" (10 / 11 slots), and "Expo Event Ceremony" (99 / 100 slots).





Event Name	Slots	Registration Link
CS 161 Demo Assignment #1	2 / 3	
CS 162 Assignment #1 Demo	13 / 14	
ECE 271 Lab Check Off	10 / 11	
Expo Event Ceremony	99 / 100	

Figure 4: Manage Events Page

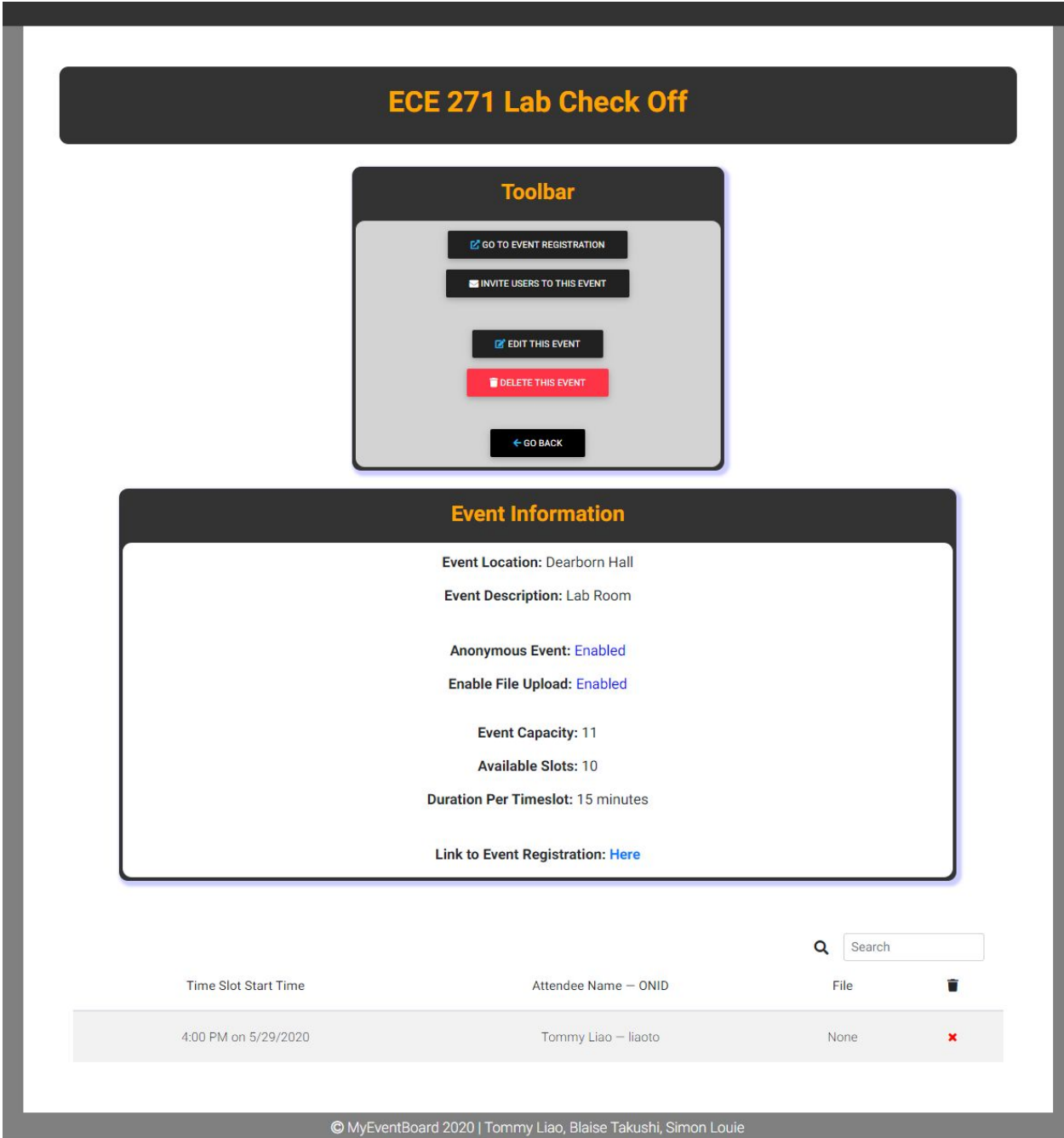


Figure 5: Manage Events - Detailed Page

Event Registration

Users can register to a created event via the registration page of that event. Users can receive the registration page link from the event creators. Dates with open registration slots are highlighted in blue. Dates with no registration slots remaining will be colored red and unclickable.

- After selecting an available date, the user can pick a time slot to register for (see figure 7).
- After registering for a slot, they will be sent a confirmation via an email to their Oregon State University email. If the event has file uploading enabled, the registration feedback will prompt the user to optionally upload a file at this time (see figure 8).

ECE 271 Lab Check Off

Dearborn Hall

Event Description
Lab Room

May 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Figure 6: Example Registration Page

Pick a timeslot

Friday

5/29/2020

Time	Slots
9:00 AM	1
1:00 PM	1
1:15 PM	1
1:30 PM	1
1:45 PM	1
2:00 PM	1
2:15 PM	✓
4:00 PM	1
4:45 PM	1

CLOSE

SUBMIT

Figure 7: Selecting a time slot to register for

You have been registered!

A confirmation email has been sent to your Oregon State Email!

Registration Notice

This event has file uploading enabled. You may optionally upload a file to your registration now or you can upload a file at a later time in the reservations page.

Choose a File

Browse

Upload

FINISH

Figure 8: Registration Complete

User Reservations

Users can view what reservations they booked via the reservations page (figure 9). Like the manage page, the user can click on the event name of the event that they booked to open a detailed page about their reservation. On this page they can also upload files and delete their reservation (see figure 10).

The screenshot displays a web interface for user reservations. It features a header 'Your Reservations' and a search bar. Below is a table with three columns: Event, Start Time, and Location. The table lists three reservations: 'CS 162 Assignment #1 Demo' at 9:45 AM on 5/29/2020 at Kelley Engineering Center, 'ECE 271 Lab Check Off' at 4:00 PM on 5/29/2020 at Dearborn Hall, and 'Expo Event Ceremony' at 10:00 AM on 6/8/2020 at Remote. Below this table is a section titled 'Past Reservations' with a similar table structure, showing one reservation: 'CS 161 Demo Assignment #1' at 11:00 AM on 5/27/2020 at Kelly Engineering Center.

Your Reservations		
Event	Start Time	Location
CS 162 Assignment #1 Demo	9:45 AM on 5/29/2020	Kelley Engineering Center
ECE 271 Lab Check Off	4:00 PM on 5/29/2020	Dearborn Hall
Expo Event Ceremony	10:00 AM on 6/8/2020	Remote

Past Reservations		
Event	Start Time	Location
CS 161 Demo Assignment #1	11:00 AM on 5/27/2020	Kelly Engineering Center

Figure 9: User Reservations

ECE 271 Lab Check Off

Toolbar

[GO TO EVENT REGISTRATION](#)
[DELETE THIS RESERVATION](#)
[GO BACK](#)

Reservation Information

Start Time: 4:00 PM on 5/29/2020

End Time: 4:15 PM on 5/29/2020

Location: Dearborn Hall

Event Creator: Tommy Liao

Description: Lab Room

File: None

Upload a File for the Event Creator:

[Browse](#) [Upload](#)

Figure 10: Example Reservation - Detailed Page

Event Editing

Users are able to edit any existing events they have created. They are capable of changing any values previously mentioned in creating an event. The edit event page is split into two sections based on description values and time values. Any value associated with the warning sign next to it will prompt a confirmation before allowing the field to be edited. These fields are usually fields that will affect other areas of the event if edited. Edited values are ONLY saved upon the save button for each section (see figures 14 & 15 respectively).

Description Fields Edit Page (see figure 11)

- Values that can be edited
 - Event Name (Cannot be Blank)
 - Location (Cannot be Blank)
 - Description
 - Anonymous Event Option
 - File Upload Option

Time Fields Edit Page (see figure 12)

- Values that can be edited
 - Event Duration (options are 15 minutes, 30 minutes, 1 hour)
 - Capacity (min. 1)
 - Time Slots (min. 1)
- For editing time slots, the user can add more time slots to the event via the + button in the added dates section. The time selection for adding dates and time slots will be similar to the one used in the create event.
- Users can also edit existing event slots by selecting an event slot and opening up the edit event slot menu via the edit button (see figure 13).
- For deleting existing slots, the user just simply needs to check the event for delete denoted by the garbage icon.

Edit an Event

EDIT EVENT TIME

Event Name

Expo Event Ceremony

Location

Remote

Event Description

Zoom Link: TBA

☒ Anonymous Event ⚠

☐ Enable User File Upload ⚠

RESET

SAVE FORM CHANGES

Figure 11: Edit Event - Descriptor Values

Edit an Event

EDIT EVENT FIELDS

Capacity per Timeslot ⚠

100

Slot Duration ⚠

1 Hour

Existing Dates



Date	Day Name	Start Time	End Time	
05/28/2020	Thursday	10:00 AM	11:00 AM	
05/28/2020	Thursday	12:00 PM	1:00 PM	
05/28/2020	Thursday	2:00 PM	3:00 PM	
06/08/2020	Monday	10:00 AM	11:00 AM	

Added Dates



Date	Day Name	Start Time	End Time	
05/29/2020	Friday	9:00 AM	10:00 AM	✗
05/29/2020	Friday	10:00 AM	11:00 AM	✗

RESET

SAVE SLOT CHANGES

Figure 12: Edit Event - Time Values

Confirm Save

Event Name: Unchanged

Event Location: Kelly Engineering Center

Event Description: Unchanged

Event Anonymous Option: ON (Unchanged)

Event File Option: OFF (Unchanged)

CANCEL

CONFIRM

Figure 14: Save Confirmation (Descriptor Section)

Confirm Save

Duration: 60 Minutes (Unchanged)

Capacity: 100 (Unchanged)

Slots to be ADDED:

05/29/2020 , Friday , 9:00 AM - 10:00 AM

05/29/2020 , Friday , 10:00 AM - 11:00 AM

Slots to be DELETED:

05/28/2020, Thursday, 10:00 AM - 11:00 AM

CANCEL

CONFIRM

Figure 15: Save Confirmation (Time Section)