Seminar events

After adding a Seminar activity to a course page, events should be created that contain the specific date, time, and location (sessions) for the instructor-led /classroom-based training (when known).

Any number of events may be added to a seminar activity with all activity settings applicable to each event.

An event can be made up of any number of sessions.

(This video is taken from the Seminar management course in the Totara Academy, where you can access more resources and learning materials - including other videos).

Add a new seminar event

If you wish to add a new seminar event, follow these steps:

1. Log in as a Site Administrator or Editing Trainer and navigate to (or create) the required course.
2. Click on the name of the seminar event or **View all events** from the course homepage.
3. Click the **Add a new event** link.
4. Enter the relevant details for the event as per the below, including any custom fields.
5. Click **Save changes** to add the event or **Cancel** to discard your changes.

Edit a seminar event

Once you have created a seminar activity you can edit it, by following these steps:

1. Log in as a Site Administrator or Editing Trainer and navigate to the required course.
2. Where the event is not displayed on the course front page, click on the name of the seminar activity or **View all events** from the course homepage.
3. Select the corresponding edit icon ( ) under the **Options** column.
4. Make the required changes.
5. Click **Save changes** to add the event or **Cancel** to discard your changes.

General settings

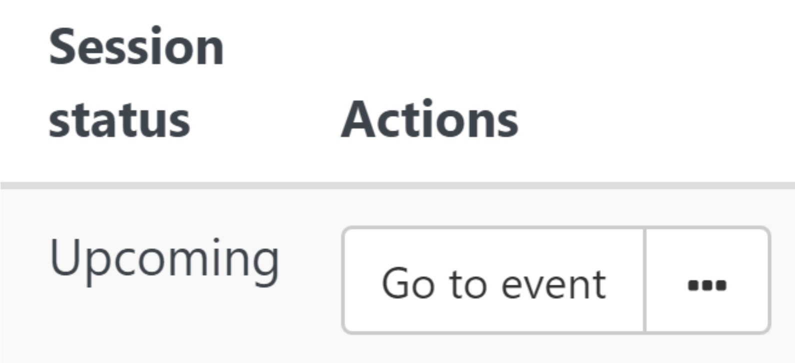
Setting	Description	Notes

Date and time	By default, tomorrow's date and 9am-10am will be given as the (first) **Date and time** (Session) of the Event. Use the edit icon (cog) to open the **Start** and **Finish Date** time selector and enter the required dates. Select **Add a new date** if additional sessions are required or use the **Copy** icon () to duplicate a Session **Date/Time** and make the required edits. To create an Event without a known date (or remove a **Date/Time**) use the corresponding **Delete** icon (). This will allow attendees to **Sign-up** to the **Waitlist** for this Event where they will be booked automatically once one or more Sessions are added. When editing a **Date and time** or adding a new date the **Select date** dialogue box will display the following options: • **Timezone:** Select the timezone you want this Event to be displayed in e.g. 'Pacific/Auckland'. This will display the start time, finish time and timezone in accordance with the timezone selected. If you choose **User timezone**, this will display the start time, finish date and timezone in relation to the preferred timezone of the user viewing the event. • **Start time:** When creating or editing an Event, the event timezone may differ from the timezone for the **Start time**. This is because the timezone for **Start time** is determined by the timezone of the user creating or editing the Event. The timezone of the user creating or editing the event does not affect the event timezone itself. Use the calendar icon to open the calendar view date selector. • **Finish time:** When creating or editing a Event, the event timezone may differ from the timezone for the **Finish time**. This is because the timezone for **Finish time** is determined by the timezone of the user creating or editing the Event. The timezone of the user creating or editing the event does not affect the event timezone itself.	Duplicating a session is helpful where only one or two details will be different from the original session such as the day or the **Room**. If your Event spans several days, you can create one Session with a different day for start and finish time, although you should indicate when breaks/lunch will be offered within the Event Details area. If you will be in a different Room and/or require different Assets on different days, it would be best to create several Sessions. You can set the default date and time in the seminar global settings.
Rooms	Click on **Select room** under the **Room** column to choose an existing **Room** for this **Event** Session or, if needed, **Create a new room**. Click **Ok** to save your selection(s) or **Cancel** to close the box without saving. Please see **Manage Rooms** for more information. Note that you can add multiple rooms for a single session, for example if you are using conjoined rooms or require additional breakout rooms.	If your Event is run regularly over a set period of time (for example every Monday for a month) you should create a different Session for each day so you don't book a **Room** or for the entire month and calendar invites reflect the split training period. If you **Create a new room** within a Seminar Event, the **Room** will only be available for the current Event unless the '**Publish for reuse by other events**' checkbox is enabled. This room can be made available to other Events at any time via the **Edit Event** dialog box. To create rooms within a seminar event users must have the **mod/facetoface:manageadhocrooms** capability.
Facilitators	Click on **Select facilitators** under the **Facilitators** column to select an existing facilitator, or add a new facilitator if required. Select a facilitator, or multiple facilitators, then click **Ok** to confirm your selection. Alternatively, click **Create** to add a new facilitator and add the facilitator's details.	Only users with the **mod/facetoface:manageadhocfacilitators** capability can create new facilitators from this page. In addition to the standard fields you can also select **Add to sitewide list** if you want to use the facilitator for other events. If this setting is not enabled then the facilitator will only be available for the current event. Facilitators created within an event can only be set as **External**, meaning they cannot be linked to a user on the site. If you want to create an **Internal** facilitator linked to a user account this should be done sitewide.
Assets	Click on **Select assets** under the **Assets** column to book existing assets for this event or, if needed select **Create new asset**. Click **Save** to save your selection(s) or **Cancel** to close the box without saving. (Please see Manage assets for more information). Assets added via the **Create new asset** option will only be available within the current seminar activity unless **Add to sitewide list** button is submitted. This asset can be made available to other events at any time via the edit event dialog box.	-
Sign-up opens	If enabled, learners will not be able to sign up for this session until this time has arrived.	-

Sign-up closes	If enabled, learners will not be able to sign up for this session once this time has passed.	-
Maximum bookings	Sets the number of seats available at an Event. When a Seminar event reaches capacity, the event details no longer appear on the course page. The details will appear greyed out on the **View all events page** and the learner cannot enrol on the event. You can either use the selected room capacity or manually override the maximum bookings allowed.	If you expect a certain number of attendees to cancel or not attend the session, you might want to allow overbooking to ensure a full session. If you need to keep seats free for moderators or other trainers, you might choose to reduce the number of bookings available.
Enable waitlist	When checked, learners will be able to sign up for a Seminar event even if it is already full. When a learner signs up for a event that is already full, they will receive an email advising that they have been waitlisted for the event and will be notified when a booking becomes available. Please see **Wait-listed events** for more information. When manager approval is required and a manager has the **mod /facetoface/signupwaitlist** capability then the user on approval will go directly into the session. When manager approval is required and the manager doesn't have the **mod/facetoface/signupwaitlist** capability then the user on approval will go to the wait-list. To stop an Editing Trainer, Trainer, or Course creator adding learners to the waitlist when it has been disabled, the capability **mod/facetoface:signupwaitlist** must be switch off in the role.	Learners will only be wait-listed if they have signed up for a session themselves. If the learner is booked by a Site Administrator, Editing Trainer, Trainer, or Course Creator, they will be automatically booked into the course, regardless of whether the session is over capacity or not. Learners who have the **Sign up to full events** (mod/facetoface /signupwaitlist) capability set to **Allow**, will be signed up to the event instead of joining the waitlist.
Allow cancellations	Allow users to cancel their bookings **At any time**, **Never**, or **Until specified period** (x amount of time before the session starts).	-
Minimum bookings	If the minimum bookings has not been reached by the cut-off point, then the appropriate users will be automatically notified.	-
Notify about minimum bookings	If the minimum bookings have not been reached by the cut-off point, then the appropriate users will be notified.	Users to be notified is determined by role assignments and the configuration setting under *Site administration > Seminars > General Settings > Notification recipients.*
Normal cost	Normal cost is the amount paid by learners who do not have a discount code.	-
Discount cost	The discount cost is the amount paid by learners with a discount code.	If a discount cost is entered, the learner will be required to enter a discount code when signing up for a session.
Details	Details are tracked per Event. If text is populated in the Details field, the text will be displayed on the user signup page. By default, the details text also appears in the confirmation, reminder, waitlist and cancellation email messages.	-

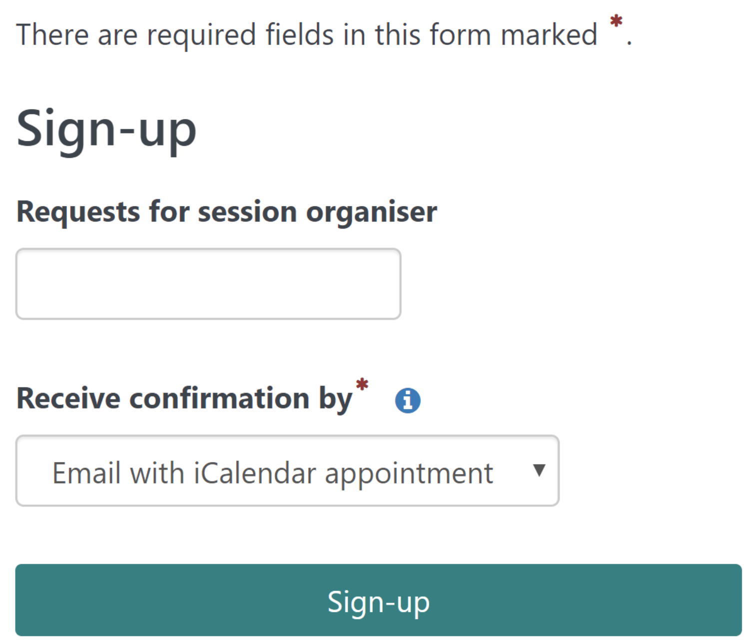
Event page

From the list of events in a seminar activity, or from the course page, learners can click the **Go to event** button to see that event's **Event page**.



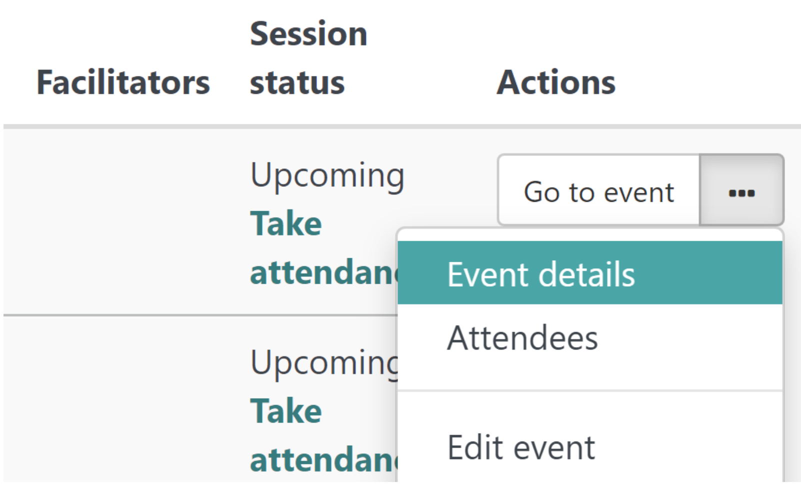
The event page displays the seminar description at the top of the page, then the event details, and a table of session details. From the sticky menu at the top of the page you can quickly navigate to the **Event** or **Sessions** sections, or return to view **All events**. The event fields are hidden if they are not being used for the selected event.

When viewing this page as a learner, a sign-up card will be displayed in the top-right corner of the page. Here learners can enter any requests for the organiser and select how they want their sign-up to be confirmed, then click **Sign-up** to register for the event. When learners view an **Event page** for an event they are already signed up to, this card will be replaced with a card allowing them to **Cancel** their booking.

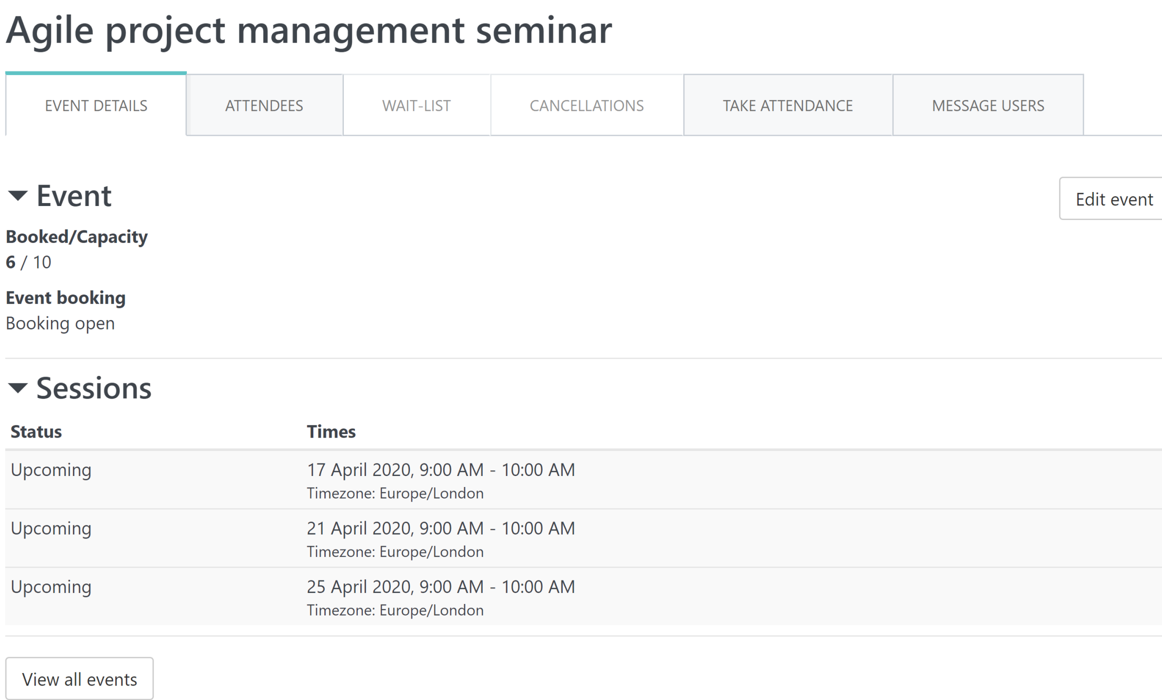


Event details

From the seminar activity you can view the details of an event by clicking the icon of three dots in the **Actions** column, then select **Event details**.

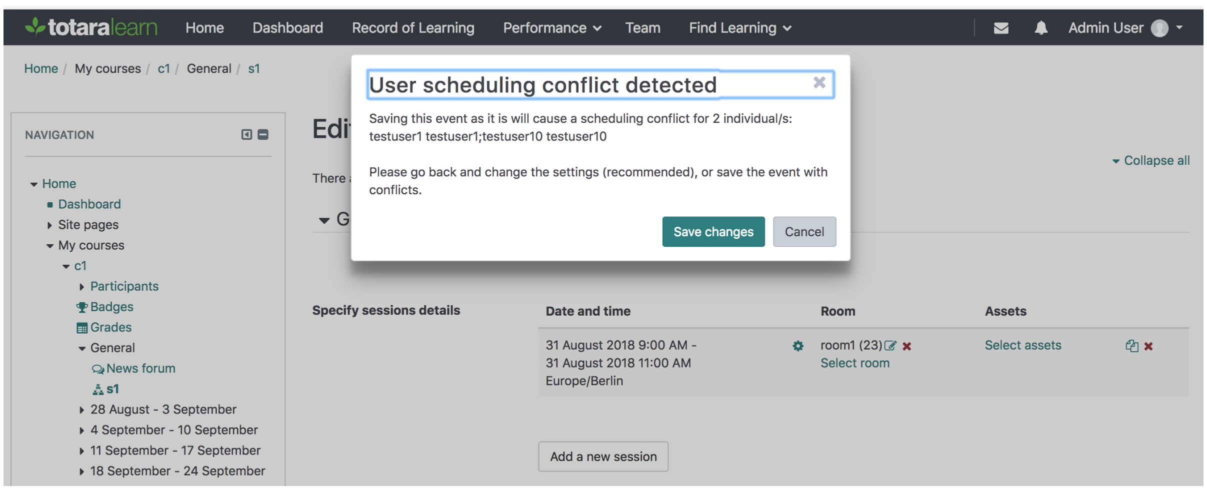


This will take you to the **Event details tab**. This tab shows you at a glance how many people have booked onto the event (and the maximum capacity for the event) and the status and time/date of each session. This page will also show any facilitators or assets that have been assigned to the event. Here you can click **Edit event** to change the event settings or add rooms, facilitators and assets.



Scheduling conflicts

When updating the day or time of a Seminar Event, resulting in a scheduling conflict for one or more confirmed Attendees, you will be presented with a dialog box confirming whether you would like to **Cancel** your update, or **Save changes** and ignore all conflicts.



Totara Academy

The Totara Academy has a whole course dedicated to using Seminar Management in Totara Learn. Here you can learn more on how to use seminars, see best practice, and give it a go yourself.