

Administering seminars

Site Administrators can configure a range of settings to make it easier to set up [seminars](#).

Firstly, Site Administrators can change the [global settings](#) for seminar activities across your site. Administrators can change approval settings, configure event roles, determine which information is shown, and more. Additionally you can change the settings for which notifications will be sent to attendees regarding upcoming events, [cancellations](#), and [waitlists](#).

Administrators can also set the [defaults for the seminar activity type](#). You can set when attendance is tracked, determine how seminars are graded, and set a passing grade if required. Furthermore, you can enable [manager reservations](#).

You can also configure the [event defaults](#) to minimise the duplication of effort when creating a large number of seminar events. For example, you can set default start/finish times, minimum bookings, the number of days between start and finish dates, and so on. If you have a lot of similar events it is worth configuring your default event settings.

As a Site Administrator you can also view a list of all seminar events across the site on the [seminar administration dashboard](#).

EVENTS VIEW SESSIONS VIEW

Seminar events: 3 records shown

▼ Search by

Seminar Name ⓘ contains

Course (multi-item) ⓘ is any value

Booking Status ⓘ is any value Underbooked

Seminar Name	Course Name	Event Maximum Bookings	Overbooking allowed	Number of Attendees (linked to attendee page)	Booking Status	Actions
First Aid Training	Seminar testing	10	No	3	Booking open	
First Aid Training	Seminar testing	10	No	0	Booking open	
Health and Safety	Seminar testing	10	No	2	Booking open	

Export as CSV

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.