

# Seminar Global Settings

Site administrators can manage Seminar activity settings across all seminars via **Global settings**. These settings can also be accessed via the **Site Administration menu** via *Seminars > Global settings* or via *Plugins > Activity modules > Seminars*.

(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).

## General settings

| Setting                                    | Description   | Notes  |
|--|---|--|
| <b>Event roles</b>                         | A user can be assigned to a particular role at event level rather than activity level. This information can also be reported on.  | -  |
| <b>Available Approval Options</b>          | The options selected will be available in the <a href="#">Require approval</a> by setting for all Seminar activities. Text entered below the <b>Learner accepts terms and conditions</b> option will be default for all activities but can be edited for each activity. Selected Site level administrative approvers are automatically added to all Seminar activities and can not be removed from within any given activity. | Site level administrative approvers can be selected under <i>Seminars &gt; Activity defaults</i> within the <b>Site administration menu</b> . Other administrative approvers can be added to each Seminar Activity as required using the <b>Add approver</b> button under Approval Options. Please see <a href="#">Sign-up approvals</a> for more information.<br><br>If an approval option is disabled in global settings that is already being used within a seminar it will still be honoured within the seminar it has already been selected in. If the disabled option is changed within a seminar it will then disappear from that seminar's settings until it is re-enabled in the global settings. |
| <b>Site level administrative approvers</b> | Selected <b>Site level administrative approvers</b> are automatically added to all seminar activities and can not be removed from within any given activity.  | Other administrative approvers can be added to each seminar activity.  |
| <b>Users Select Manager</b>                | Recommended when manager assignment data is not available. When enabled and a <b>Seminar Activity</b> requires approval by manager, the Event sign-up page will force users to search for and select a user to approve their request to attend a session each time they sign-up. The selected user will receive a notification about the request and instructions on how to approve or decline it.                            | When this is enabled the user will be able to select their manager on the <b>Approval required</b> tab. A list of all users in the system will be presented so they can find their manager.  |
| <b>Export user profile fields</b>          | The profile fields listed here will be included in the the <a href="#">seminar attendance export</a> . You will need to ensure that the list is separated by commas. By default the lists is:<br><br><b>firstname,lastname,idnumber,institution,department,email</b>  | -  |
| <b>Export custom profile fields</b>        | Include any required Custom fields (short names) in Seminar exports, separated by commas.   | -  |

### On this page

- [General settings](#)
- [Notifications](#)
- [Additional Features](#)

### Related pages



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.

|                                   |  |  |
|-----------------------------------|--|--|
| <b>Add calendar filters</b>       | Select one or more fields that will be displayed as filters in the user's Calendar. To select multiple fields, hold down ctrl (Windows) or cmd (Mac) and left click the required number of fields. | -  |
| <b>Previous event time period</b> | This specifies the length of time you want to see the previous events in the seminar page.   | -  |
| <b>Show records by audience</b>   | Configure the site-wide default for showing records by audience. The <b>Show records by audience</b> setting restricts report results by audience so you only see data for that sub-set of users.  | This setting only applies to newly created reports, existing reports are not affected. |

## Notifications

| Setting                                | Description   | Notes  |
|--|---|--|
| <b>Disable notifications</b>           | Turn on/off seminar activity notification emails to users   | -  |
| <b>Notification recipients</b>         | The roles in the Seminar event that will receive notifications about the minimum bookings and minimum bookings cut-off point warning. | -  |
| <b>One message per date</b>            | Send multiple confirmation emails for multi-date events.  | If there is more than one event date on a single day then each session will generate an email. One session spanning over multiple days will generate only one email. |
| <b>Disable iCalendar cancellations</b> | Disable sending cancellation emails with iCal information.  | -  |

## Additional Features

| Setting                                | Description   | Notes   |
|--|---|---|
| <b>Display event timezones</b>         | When enabled the timezone of the Seminar event will be shown otherwise it will be hidden (selecting a timezone for an Event will also be enabled/disabled).   | -   |
| <b>Select job assignment on signup</b> | When enabled, a setting will appear in Seminar activity settings to force users with multiple job assignments to choose which job is specific to their signup. All notifications go to the manager related to the job assignment chosen by the user. When disabled, notifications go to all of the user's managers. | If the setting <b>Users select manager</b> is enabled (see Seminar <b>General settings</b> ), notifications are sent to the manager selected on sign-up, regardless of the user's job assignment. |
| <b>Everyone on waiting list</b>        | When enabled a setting will appear in Seminar event settings to put all users onto the waiting list when they sign-up regardless of event capacity.   |   |
| <b>Wait-list lottery</b>               | Enable or disable Wait-list lottery.  | Please see <a href="#">Wait-listed events</a> for more information  |
| <b>Hide cost and discount</b>          | Hide the cost, discount code and user discount code fields.   | -   |
| <b>Hide discount</b>                   | Hide the discount cost and user discount code fields.   | -   |