

# Creating and editing special events

Contents

- Creating a special event.....3
- Editing special events.....5
  - Editing basic data.....6
  - Editing the organizational unit .....7
  - Adding organizers .....8
  - Assigning attendees .....9
  - Appointment selection.....9
  - Request/assign a room .....11
  - Basic appointment data and individual appointments.....12
  - Detailed view .....13
- Delete special event.....14

## Creating a special event

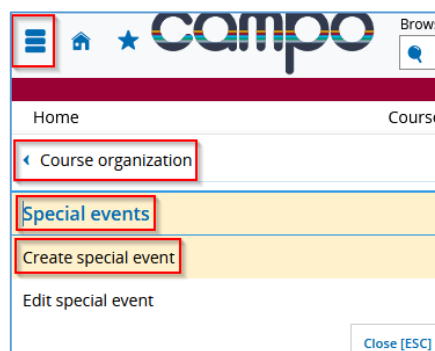
You require one of the following roles to be able to create a special event:

- Room manager
- Campo administrator
- Lecturer

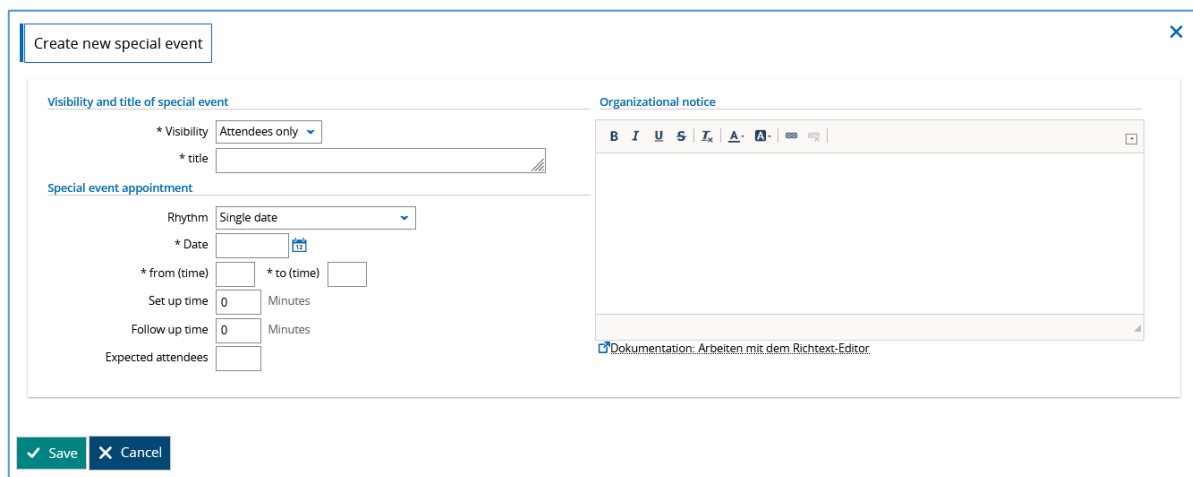
You can create a special event, for example, if you are planning an event that is not a lecture or seminar that is part of the curriculum (e.g. internal meeting, conference, placement test, doctoral presentation, inspection of written examinations etc.).

The main purpose behind setting up a special event is to book a room.

To create a special event, follow the menu path: “Course organization” > “Special events” > “Create special event”.



The following input screen opens:

A screenshot of the 'Create new special event' input screen. The form is divided into two main sections: 'Visibility and title of special event' and 'Special event appointment'. The 'Visibility and title of special event' section includes a dropdown for '\* Visibility' (set to 'Attendees only'), a text input for '\* title', and a rich text editor for 'Organizational notice'. The 'Special event appointment' section includes a dropdown for 'Rhythm' (set to 'Single date'), a date input for '\* Date', and time inputs for '\* from (time)', '\* to (time)', 'Set up time', and 'Follow up time'. There is also an input for 'Expected attendees'. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Visibility at FAU is always set to “public”, as this is the only way to ensure the visibility of room bookings. If something else is entered in the box for visibility, this will be automatically corrected in the background.

Give your special event a meaningful name. You can then enter the frequency (rhythm), the date and the time. You can also enter times for setting up and following up on the event should you require the room for longer than the specified time. Then click on “Save”.

For example:

### Create new special event

**Visibility and title of special event**

\* Visibility: Public

\* title:

**Special event appointment**

Rhythm: Single date

\* Date:

\* from (time):  \* to (time):

Set up time:  Minutes

Follow up time:  Minutes

Expected attendees:

**Organizational notice**

**B I U S** | *I<sub>x</sub>* | **A** | **A** | |

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[Dokumentation: Arbeiten mit dem Richtext-Editor](#)

Save
 Cancel

After saving your changes, you are directed to the edit page, which contains the basic data of the special event you created and provides additional editing options.

You are here: [Home](#) > [Course organization](#) > [Special events](#) > [Create special event](#)

### Create special event

Edit view for special event

[Back](#)

**Conference X**

Special event visibility: Attendees only

Noch keine Organisatorische Bemerkung erfasst.

[Edit basic data](#)

**Involved departments**

Name	Actions
Professur für Volkswirtschaftslehre	

[Assign department](#)

**Organizers**

Name	Departments	Actions
Beate Baumler	Lehrstuhl für Betriebswirtschaftslehre, insbesondere Versicherungsmarketing, Professur für Volkswirtschaftslehre	

[Assign organizer](#)

**Appointment selection**

year: 2024 Term: Tue, April 30, 10:00 AM - 6:00 PM  incl. appointments that have already taken place

[Create new appointments](#) [Edit basic data of appointment](#) [Request / assign room](#) [Delete appointment](#)

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**Base appointment data & schedule**

Frequency: Single date

Set up and follow up times: 30 Minutes / 30 Minutes

Expected attendees: -

Room / request state: -

	Day	Time from / to	Date	Room / request state	Actions
	Tue	10:00 AM - 6:00 PM	4/30/24		

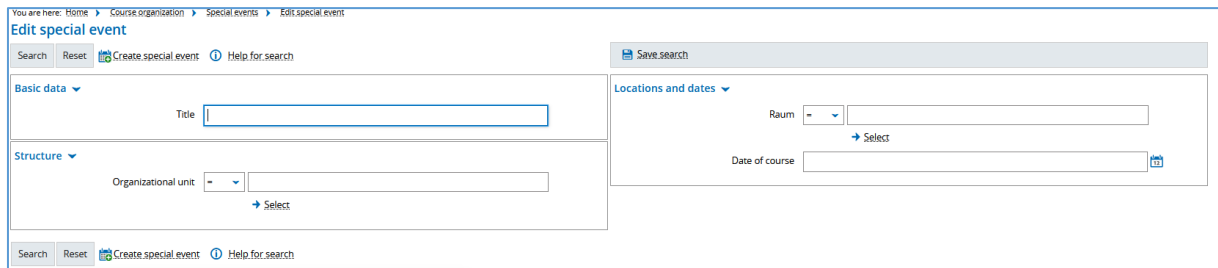
## Editing special events

Various editing options for special events are explained below.

However, before that, we would like to show you how to search for and edit special events that have already been created.

To access existing special events, follow the menu path: “Course organization” > “Special events” and “Edit special event”.

Enter the title of the special event and then click “Search”. Alternatively, you can filter according to organizational unit, room and the date to limit the search.

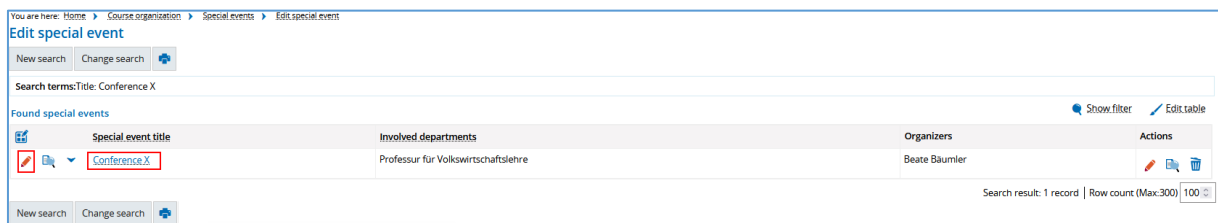


The screenshot shows the 'Edit special event' search interface. It features a breadcrumb trail at the top: 'You are here: Home > Course organization > Special events > Edit special event'. Below this, the page title is 'Edit special event'. There are two main search sections: 'Basic data' and 'Locations and dates'. The 'Basic data' section includes a 'Title' input field and an 'Organizational unit' dropdown menu with a 'Select' button. The 'Locations and dates' section includes a 'Raum' dropdown menu with a 'Select' button and a 'Date of course' input field with a calendar icon. At the bottom of the form, there are buttons for 'Search', 'Reset', 'Create special event', and 'Help for search'.



A hit list is displayed.

If you have been added as the organizer of the special event, you can edit the event by clicking the pencil icon. If you are not the organizer of the special event, you can view the details by clicking the magnifying glass.

To edit a special event, you can either click on the title or the pencil icon.



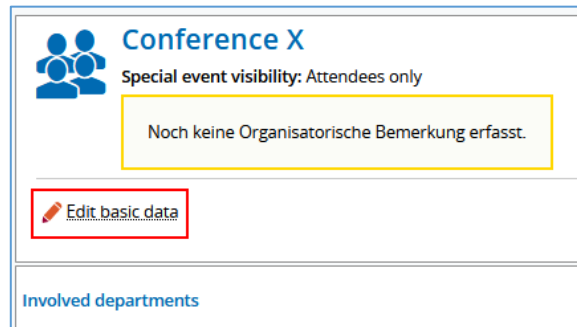
The screenshot shows the search results table. At the top, there is a search bar with 'New search' and 'Change search' buttons. Below the search bar, the search terms are 'Title: Conference X'. The table has the following columns: 'Special event title', 'Involved departments', 'Organizers', and 'Actions'. The table contains one row with the following data: 'Conference X', 'Professur für Volkswirtschaftslehre', 'Beate Bäumer', and a pencil icon for editing and a magnifying glass icon for details. At the bottom right of the table, it says 'Search result: 1 record | Row count (Max:300) | 100'.

Special event title	Involved departments	Organizers	Actions
Conference X	Professur für Volkswirtschaftslehre	Beate Bäumer	 

An overview of the special event is then displayed.


## Editing basic data

Click on the “Edit basic data” button marked in red.



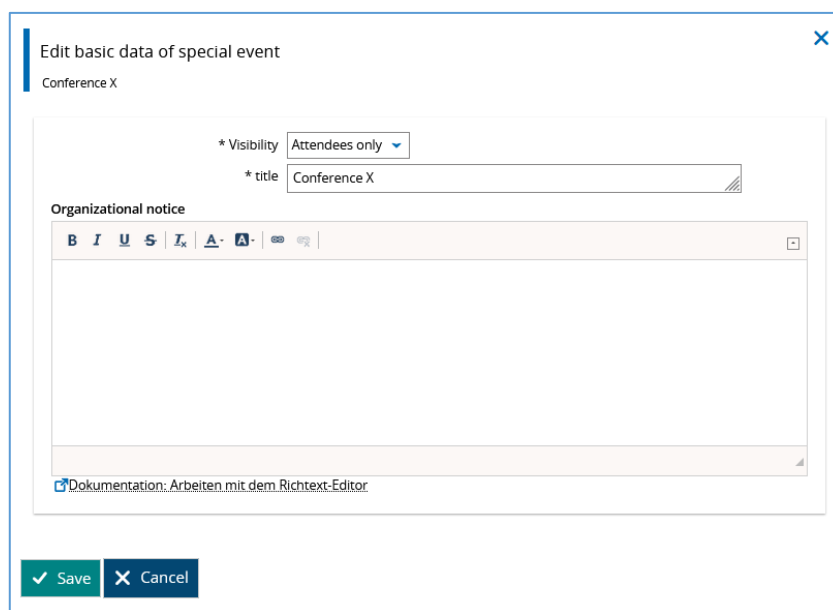
**Conference X**  
Special event visibility: Attendees only

Noch keine Organisatorische Bemerkung erfasst.

 Edit basic data

[Involved departments](#)

Here you can edit the visibility, title and organizational note.








Edit basic data of special event ✕

Conference X

\* Visibility: Attendees only

\* title: Conference X

Organizational notice

**B I U S** |    |  

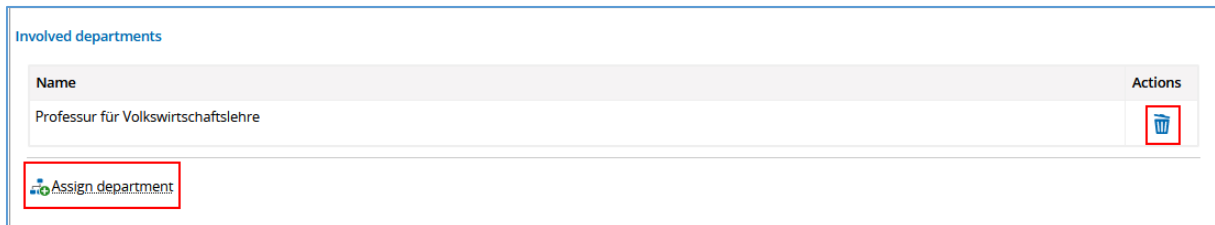
[Dokumentation: Arbeiten mit dem Richtext-Editor](#)

Save  Cancel

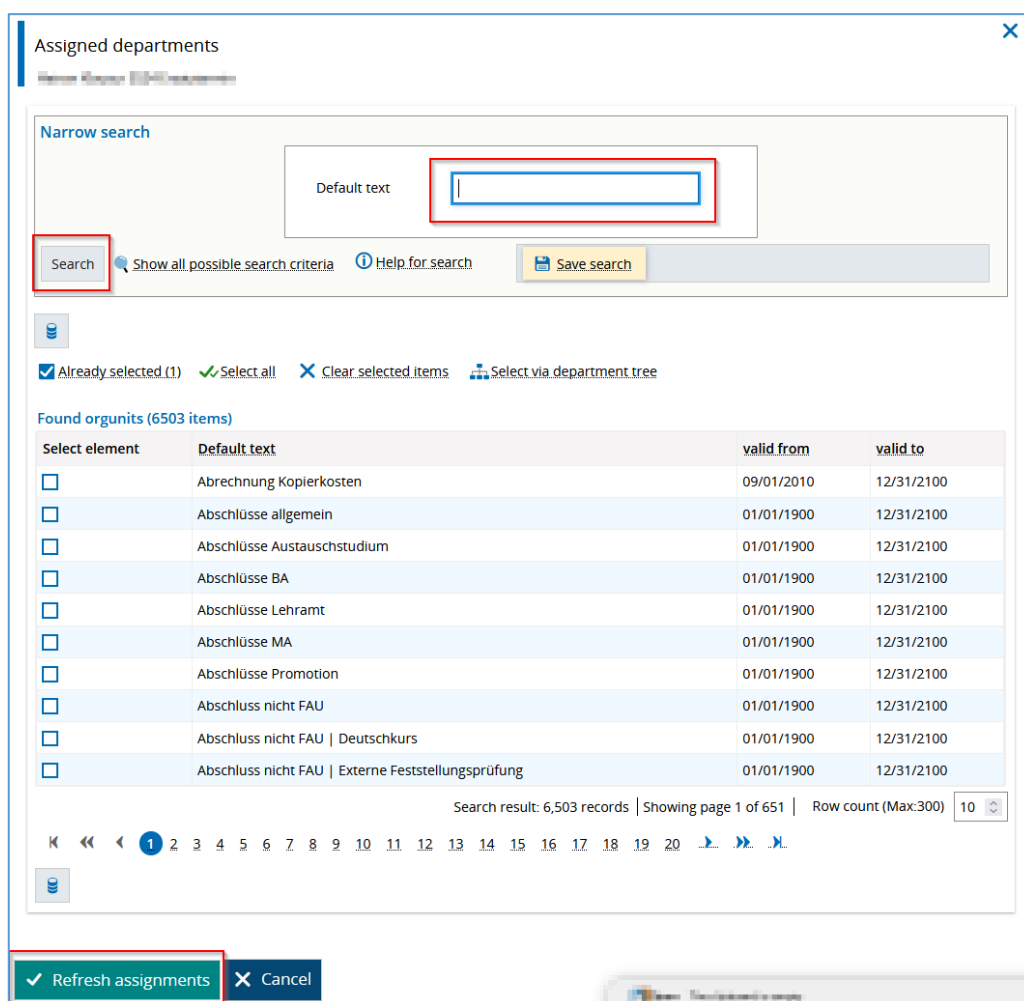
## Editing the organizational unit

In its basic form, a special event that has been created is always assigned to the person who is entered as the organizer in the system.

You can remove organizational units or departments by clicking on the delete icon or add new ones by clicking on “Assign department”.



Click on “Assign department” to open the search screen below.



Enter the organizational unit or department you require and click on “Search”. Alternatively, you can select the organizational unit or department from the list displayed below. After selecting the relevant entry, click “Update”.

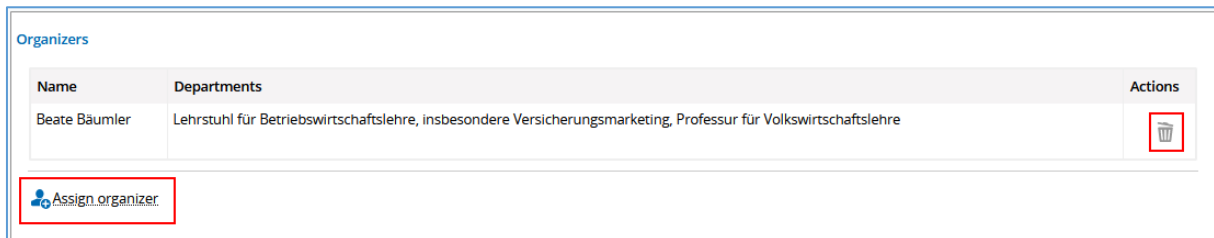
The selected organization is then assigned as a unit for the special event.

## Adding organizers


Organizers have the rights to manage special events and make, change or delete entries.


The person who created the special event is always first assigned as the organizer of the special event.

If you would like to delete organizers, click on the delete icon next to the entry. To add people as organizers, click “Assign organizer”.

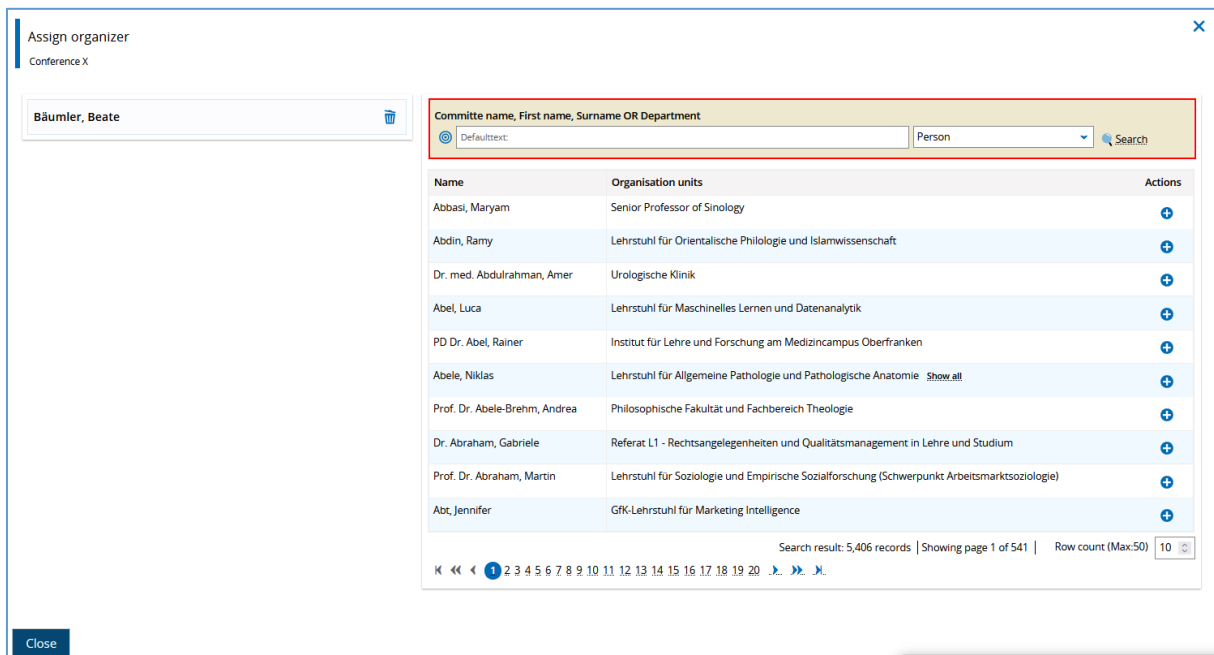


Organizers


Name	Departments	Actions
Beate Bäumlér	Lehrstuhl für Betriebswirtschaftslehre, insbesondere Versicherungsmarketing, Professur für Volkswirtschaftslehre	













Clicking “Assign organizer” opens the screen below. You can filter according to last name, first name or department. Click on the blue plus symbol next to an entry to assign that person as an organizer. Then click on “Save”.



Assign organizer  
Conference X

Bäumlér, Beate 

Committee name, First name, Surname OR Department  
Defaulttext: Person Search

Name	Organisation units	Actions
Abbasi, Maryam	Senior Professor of Sinology	
Abdin, Ramy	Lehrstuhl für Orientalische Philologie und Islamwissenschaft	
Dr. med. Abdulrahman, Amer	Urologische Klinik	
Abel, Luca	Lehrstuhl für Maschinelles Lernen und Datenanalytik	
PD Dr. Abel, Rainer	Institut für Lehre und Forschung am Medizincampus Oberfranken	
Abele, Niklas	Lehrstuhl für Allgemeine Pathologie und Pathologische Anatomie <a href="#">Show all</a>	
Prof. Dr. Abele-Brehm, Andrea	Philosophische Fakultät und Fachbereich Theologie	
Dr. Abraham, Gabriele	Referat L1 - Rechtsangelegenheiten und Qualitätsmanagement in Lehre und Studium	
Prof. Dr. Abraham, Martin	Lehrstuhl für Soziologie und Empirische Sozialforschung (Schwerpunkt Arbeitsmarktssoziologie)	
Abc, Jennifer	GfK-Lehrstuhl für Marketing Intelligence	

Search result: 5,406 records | Showing page 1 of 541 | Row count (Max:50) 10

« « 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 » » »

Close

It is important that at least one person is assigned as the organizer of a special event.



## Assigning attendees

You can use this function to add attendees to your special event.

However, the list is restricted to people with an IdM user account. External people (e.g. visiting lecturers) cannot be added.

Using the special event function, it is not possible to create a list of attendees or send an email to all attendees.

As the special event does not have a StudOn interface, it is not transferred to StudOn either.

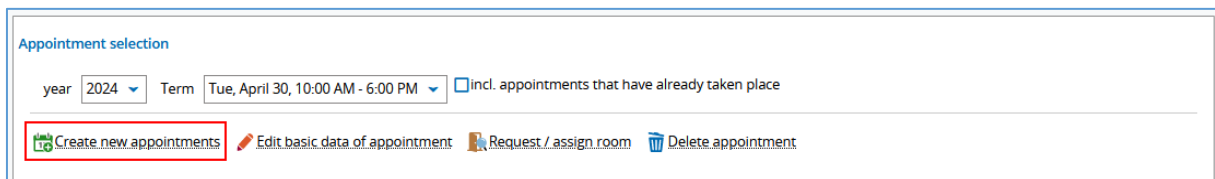
These FAU-specific criteria mean that the function is not particularly useful.

## Appointment selection

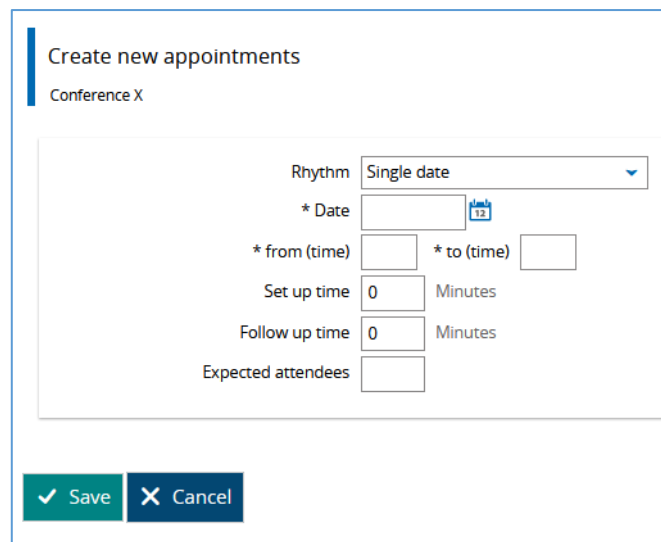
The information you initially entered about the appointment when creating the appointment is displayed here.

You can create another appointment, edit the basic data of the appointment, request/assign a room or delete an appointment.

To create another appointment, click “Create new appointments”.



The following input screen opens in which you can enter the required information.



Click “Save” to confirm the information you have entered.

You have now created another appointment. You can switch between appointments to edit the basic data of an appointment, assign a room or delete the appointment.

Appointment selection

year 2024 Term Thu, May 2, 10:00 AM - 6:00 PM  incl. appointments that have already taken place

Create new appointment Tue, April 30, 10:00 AM - 6:00 PM Request / assign room Delete appointment

Base appointment data & sc Tue, April 30, 10:00 AM - 6:00 PM Thu, May 2, 10:00 AM - 6:00 PM

To change the basic data of an appointment, click on “Edit basic data of appointment”.

Appointment selection

year 2024 Term Thu, May 2, 10:00 AM - 6:00 PM  incl. appointments that have already taken place

Create new appointments Edit basic data of appointment Request / assign room Delete appointment

An input screen opens with which you can edit the basic data of the appointment.

Edit basic data of appointment

Conference X

Rhythm Single date

\* Date 05/02/2024

\* from (time) 10:00 \* to (time) 6:00 F

Set up time 0 Minutes

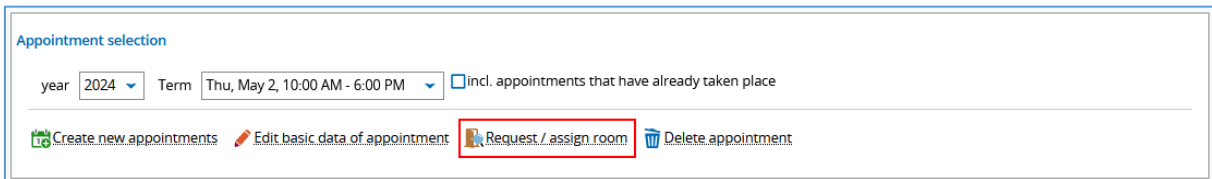
Follow up time 0 Minutes

Expected attendees

Save Cancel

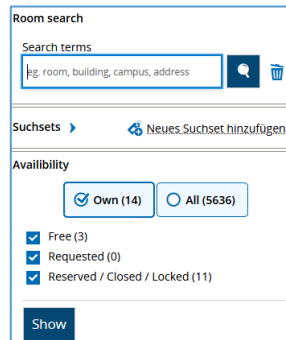
## Request/assign a room

To request a room, click the “Request/assign room” button.

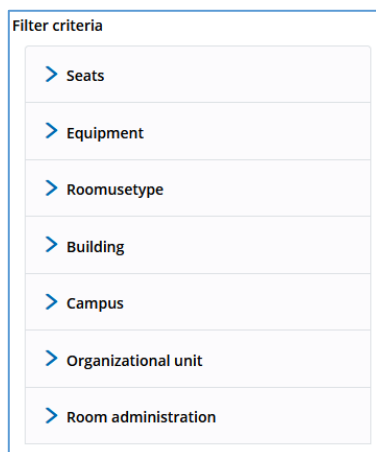


The screenshot shows the 'Appointment selection' interface. It includes a 'year' dropdown set to '2024' and a 'Term' dropdown set to 'Thu, May 2, 10:00 AM - 6:00 PM'. There is a checkbox labeled 'incl. appointments that have already taken place'. Below these are four action buttons: 'Create new appointments' (with a calendar icon), 'Edit basic data of appointment' (with a pencil icon), 'Request / assign room' (with a door icon and highlighted by a red box), and 'Delete appointment' (with a trash can icon).

This opens a detailed search screen. Enter the search criteria you require. Detailed instructions for individual search criteria are available here: [Request/assign a room](#).



The screenshot shows the 'Room search' interface. It features a 'Search terms' input field with a placeholder 'e.g. room, building, campus, address' and a search button. Below the search field is a 'Suchsets' section with a button 'Neues Suchset hinzufügen'. The 'Availability' section has two radio buttons: 'Own (14)' (selected) and 'All (5636)'. There are three checked checkboxes: 'Free (3)', 'Requested (0)', and 'Reserved / Closed / Locked (11)'. A 'Show' button is at the bottom.



The screenshot shows the 'Filter criteria' interface. It is a list of expandable filter categories, each with a right-pointing chevron icon: 'Seats', 'Equipment', 'Roomusetype', 'Building', 'Campus', 'Organizational unit', and 'Room administration'.

Please select the room or rooms you require from the results list by either clicking on the door icon or by placing a checkmark in the box and clicking on “Räume reservieren/anfragen”.

Actions





Information zur vorhandenen Raumplanung

Räume reservieren / anfragen

Sortorder > Availability > Administration (administrated first) > Room (Aa-Zz)

Rooms that match your search criteria




Discard room selection Raumlpläne anzeigen (Live-Vorschau) Edit table

Select element	Room	Building	Organizational unit	Roomusetype	Seats	Valid until	Par. Req.	Room administration	Availability
	11301.00.035 (0.035 Besprechungsraum)	RRZE Regionales Rechenzentrum	Lehrstuhl für Informatik 4 (Systemssoftware)	Besprechungsraum allg.	15	Dec 31, 2099	0	Administrated Room	Free
	11302.00.152 (00.152-113 Übungsraum)	WHH - Wolfgang - Händler - Hochhaus Informatik	Department Informatik	Übungsraum	24	Dec 31, 2099	0	Administrated Room	Free
	11302.01.1551 (01.155N-113 CIP CIP-Pool Informatik (CIP1N))	WHH - Wolfgang - Händler - Hochhaus Informatik	Department Informatik	Medienunt. Unterrichts.	12	Dec 31, 2099	0	Administrated Room	Free
	11301.00.031 (0.031-113)	RRZE Regionales	Department Informatik	Übungsraum	40	Dec 31, 2099	0	Administrated Room	Occupied (1/1)

If you would like to reserve several rooms for an appointment, you must create a separate appointment for each room and make a request for each room.

Appointment selection




year 2023 Term Wed, September 13, 1:00 PM - 5:00 PM  Incl. appointments that have already taken place

 Create new appointments  Edit basic data of appointment  Delete appointment

In this example, two identical appointments are shown for two different rooms:

Appointment selection

year 2024 Term Tue, April 30, 10:00 AM - 6:00 PM  Incl. appointments that have already taken place

 Create new appointment  Request / assign room  Delete appointment

Tue, April 30, 10:00 AM - 6:00 PM  
Tue, April 30, 10:00 AM - 6:00 PM

If you are the room coordinator for the room you require, the room is reserved directly and a separate room request is not made.

### Basic appointment data and individual appointments

In this section, you can edit the basic data of an appointment and make a room request by clicking the relevant icon under "Actions". You can also cancel an appointment here.

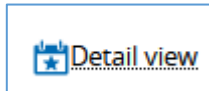
Base appointment data & schedule

Frequency Single date  
Set up and follow up times 30 Minutes / 30 Minutes  
Expected attendees -  
Room / request state

	Day	Time from / to	Date	Room / request state	Actions
	Tue	10:00 AM - 6:00 PM 	4/30/24		  

### Detailed view

The function called “Detail view” is located at the top right of the screen. Click on the button to open a screen with which you can share the appointment and export it to your calendar.



## Delete special event

A trash can icon is located on the top left hand side of the screen with which you can delete the entire special event.

