Creating and editing special events

November 14, 2024

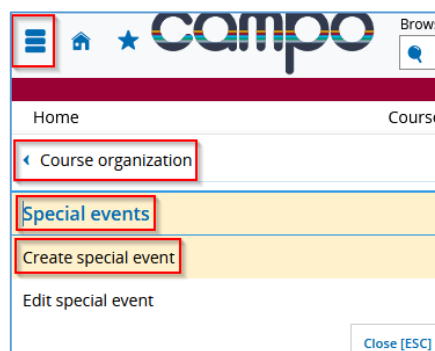# Contents

Creating a special event

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

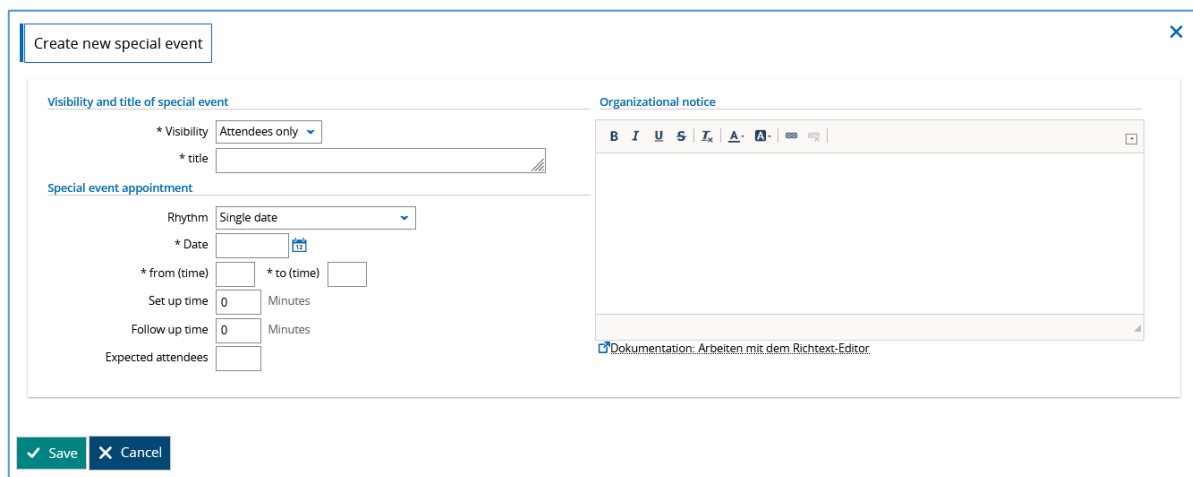- Room manager
- Campo administrator
- Lecturer

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:

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:

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.
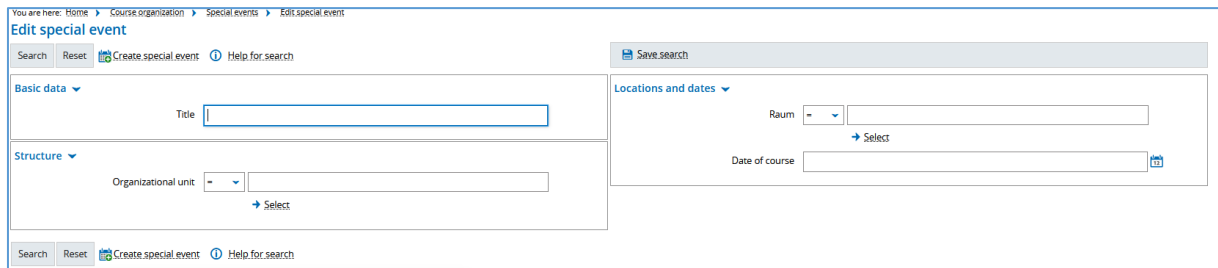
Editing special events

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.
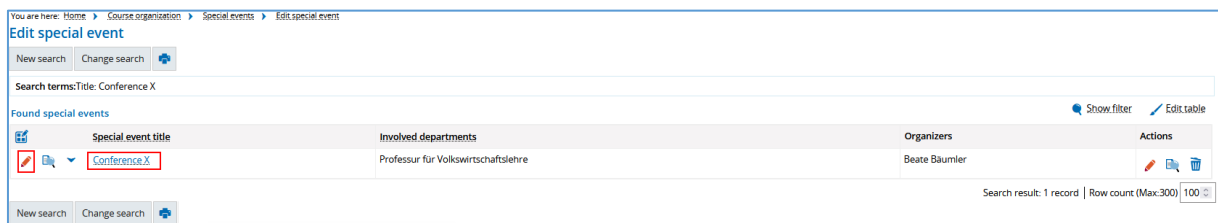

A hit list is displayed.

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.
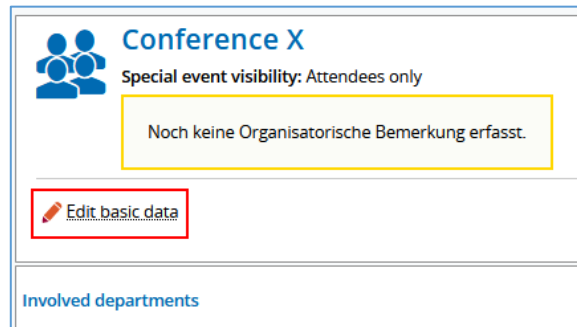

An overview of the special event is then displayed.

Editing basic data
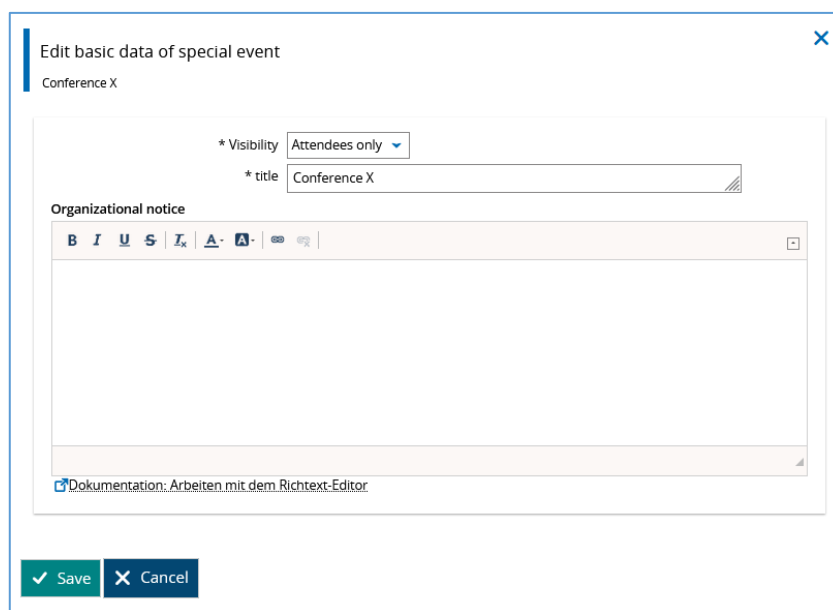
Click on the "Edit basic data" button marked in red.

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

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.
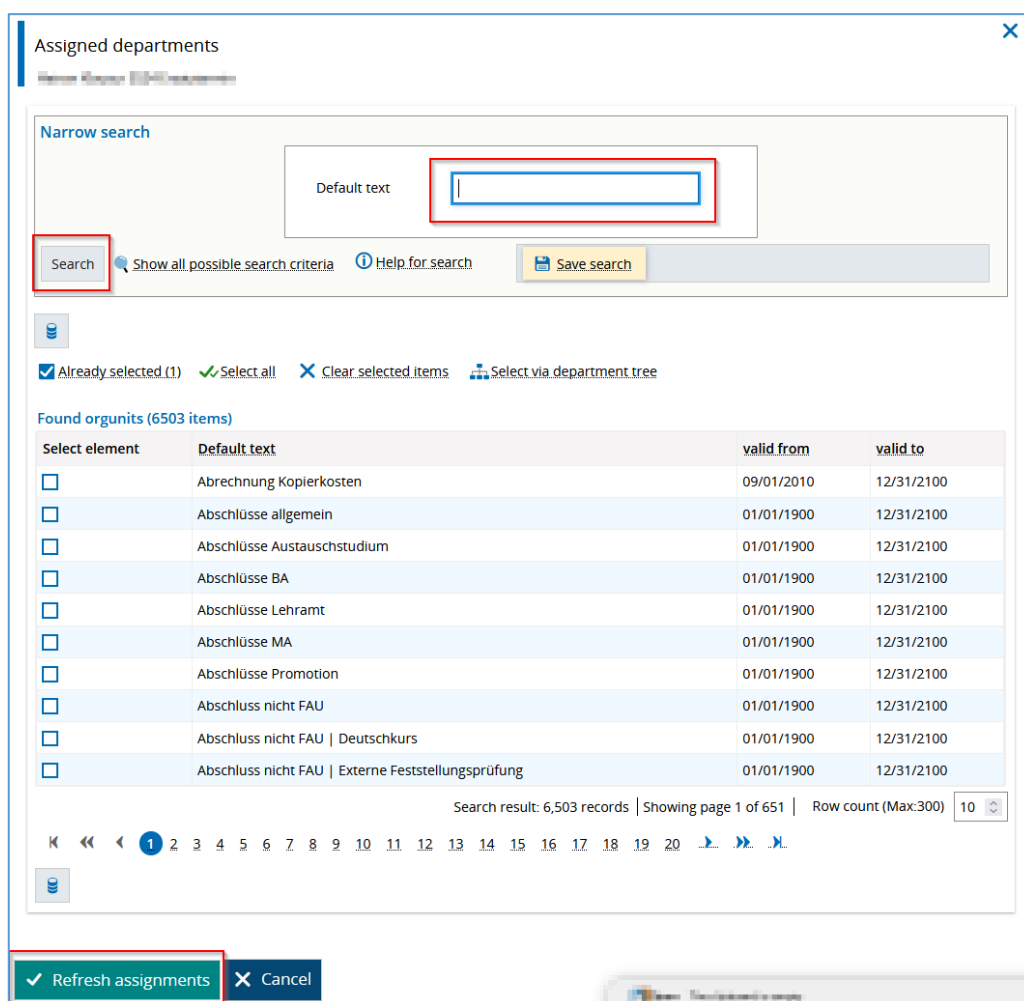
You can remove organizational units or departments by clicking on the delete icon or add new ones by clicking on "Assign department".
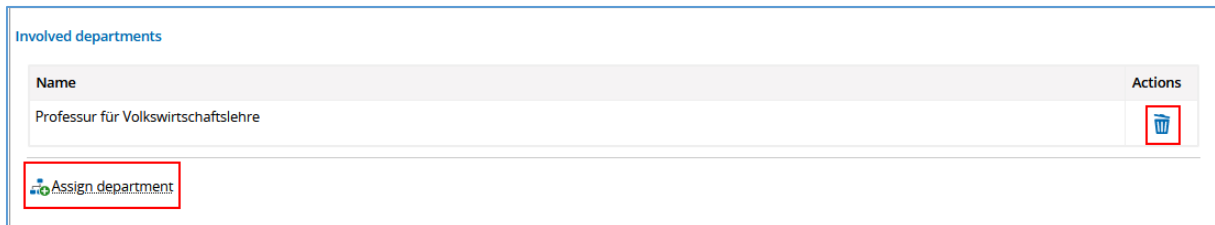
Click on "Assign department" to open the search screen below.

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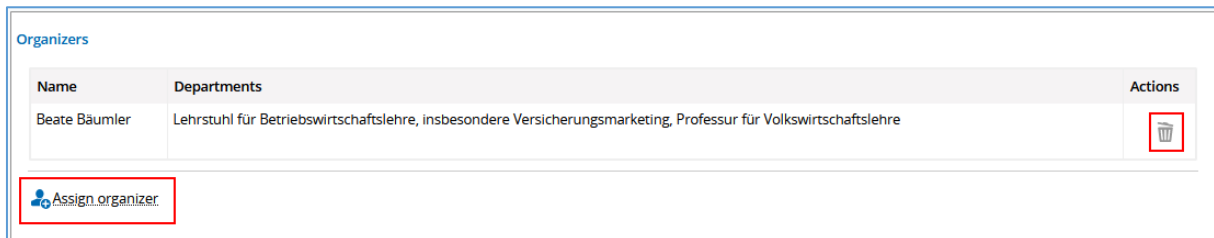
The selected organization is then assigned as a unit for the special event.

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".
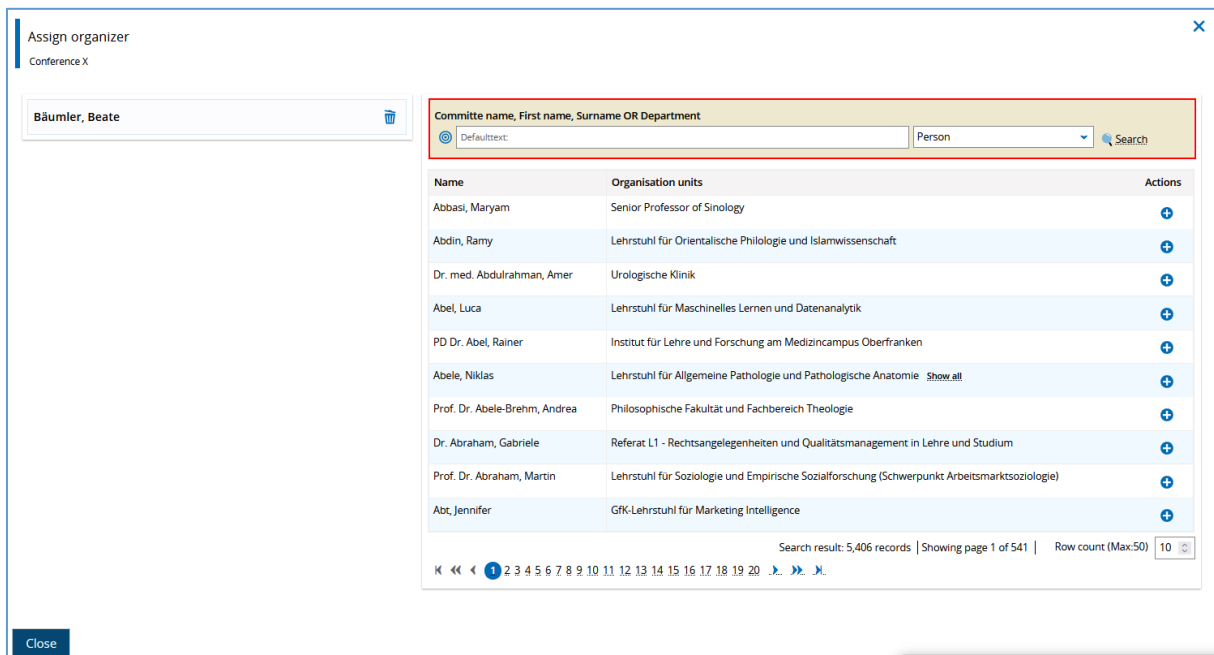

Clicking "Assign organizer" opens the screen below. You can filter according to last name, first name or department. Click on the blue plus symbol next to an entry to assign that person as an organizer. Then click on "Save".

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.

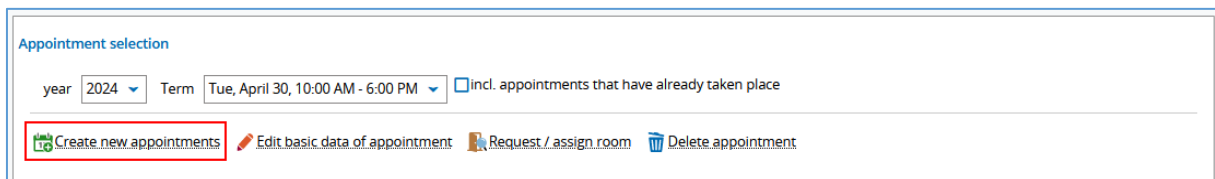As the special event does not have a StudOn interface, it is not transferred to StudOn either.

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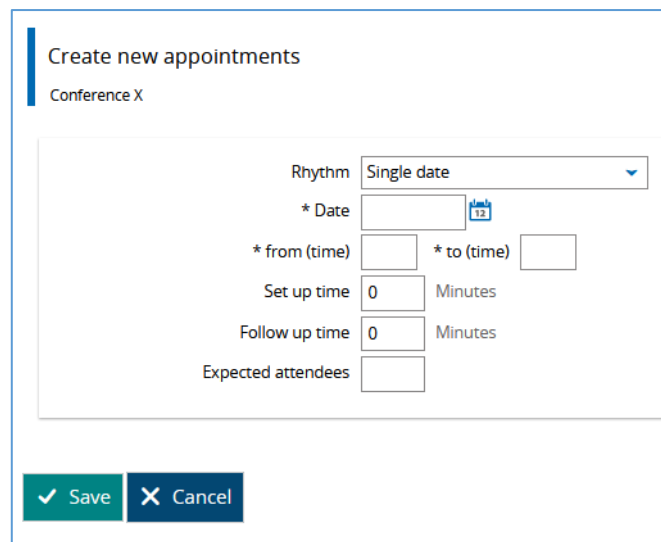

Appointment selection

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.

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

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

Request/assign a room

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

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.

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".

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.

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

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.
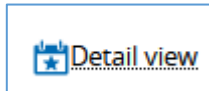
Delete special event

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