

Event Registration System (ERS)

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Getting Access

To be able to create events, request access to ERS by submitting a request using the following link:

https://service.tamu.edu/TDClient/36/Portal/Requests/TicketRequests/NewForm?ID=ubBT6F6FRvI_&RequestorType=ServiceOffering

Title:

Access to ERS

Description:

I would like access to ers.tamu.edu to be able to create events. My UIN is XXXXXXXXX. The office name is "", the email address to use when sending communications for the event is "".

Environment:

Leave as Production

Application Group:

Leave as All Applications

Application:

ERS.tamu.edu

Web Page:

Leave blank

Click Submit

Technology Services group Enterprise Application Services – Integrations and Custom Development will process the request.

If that department is already setup in ERS, you will receive an email with the list of people setup as Admin and you will need to contact them directly to have them set you up as a User or Admin. If the department had not been setup already, you will receive an email that will state that the department has been setup and you have been made Admin for it.

You are now ready to Login and start creating Events.

ERS Overview and Menu

ERS can be used by any unit of TAMU to create events available for registration by people with NetIDs and Guests.

Events must be scheduled and can have multiple schedules and can be setup to have specific eligibility requirements.

User Types

ERS has 4 main different user types: Website Admin, Department Admin, Department View, Regular User.

Website Admin are the designated Technology Services users who setup the Departments.

Department View user has the ability to:

- Create, Cancel, Edit or Archive an Event
- Create or Cancel a Schedule
- Send Emails for Schedules
- Add CheckIn Admins for an Event
- Register Another User for an Event
- CheckIn a User for an Event

Department Admin user has the same access as Department View users but they can also Add another Admin or View user to their department.

Regular Users – A regular user, (TAMU or NON-TAMU) can register or cancel event registrations for themselves.

Events and Schedules:

Events do not have a date and time associated with them. They have Schedules. Those Schedules have the specifics such as location, date, time and other information. This is so if there are multiple dates/times they can be easily grouped together.

Menu

Events List – lists all future events. When logged in, the filter Eligibility is set to I am eligible. Users are able to switch to All.

My Profile – Displays your Name, Eligibility, and Email. It also shows your Upcoming Events, Waitlisted Events, Past Events, and Cancelled Events.

Register Someone Else – This allows an authenticated TAMU user to register someone else for an event. It is for administrative assistants and such. The person who is logged in is also logged and saved in the system and the person who gets registered is shown who registered them.

Department Setup – This will only be shown for Website Administrators. Department Admins and Users will not see this menu item.

User Setup – This will only show for Department Admins. They are able to update the users access for all the Departments the logged in user is an Admin for. They can also add new users for their departments.

Event Setup – Allows both Admin and View users the ability to add, modify, and delete events for their associated departments.

Event Reports – A simple reporting page to allow cross event reporting.

Registrant Search – Allows an admin or view user to view the list of events for their departments that a specific UIN is associated with.

Check In – Event Schedules can have UINs specified to allow them to use this page to check-in people to events.

Suggestions – A simple place to submit suggestions for the website.

User Guide – a link to this guide.

Logging In

Go to the website <https://ers.tamu.edu>

The screenshot shows the Texas A&M Event Registration System. At the top, there is a navigation bar with the university logo and a 'LOGIN' link. Below the navigation bar, the page title 'Event Registration System' is displayed, along with the Texas A&M logo and the text 'TEXAS A&M UNIVERSITY'. The main content area is titled 'Events List'. A 'Filter' section contains fields for 'Event Name' and 'Hosted By', and a dropdown for 'Eligibility' with options including 'All', 'Faculty', 'Staff', 'Undergrad', 'Graduate', and 'TAMU Guest'. Below the filter is a table with columns: 'Event', 'Eligibility', 'Event Date', and 'Registration'. The table lists one event: 'Conversation Circle for English Language Proficiency', hosted by 'CTE - English Language Proficiency'. The event details are: Starts: 2/14/2025 1:00 AM, Ends: 5/26/2025 1:30 PM, Other Dates/Times: Tuesday 5/27/2025 9:00 AM, Seats Available: 14 out of 15.

Click the LogIn link in the upper right corner.

The screenshot shows the 'Login' page of the Texas A&M Event Registration System. The page has a navigation bar with the university logo and a 'LOGIN' link. The main content area is titled 'Event Registration System' and 'Events List'. Below this, the word 'Login' is prominently displayed. A question 'Do you have a TAMU NetID and Password?' is asked, with two buttons: 'YES' and 'NO'. At the bottom of the page, there is a footer bar with links to 'Texas A&M University', 'Accessibility Policy', 'Site Policies', and 'Contact Us'.

Click YES to login with your NetID and Password. This will redirect the user to the Microsoft Entra Login page.



People who do NOT have a NetID and are wanting to register for an event would click No:



They will then enter their information and will need to pass the reCAPTCHA check:

Enter the following information to continue:

First Name:

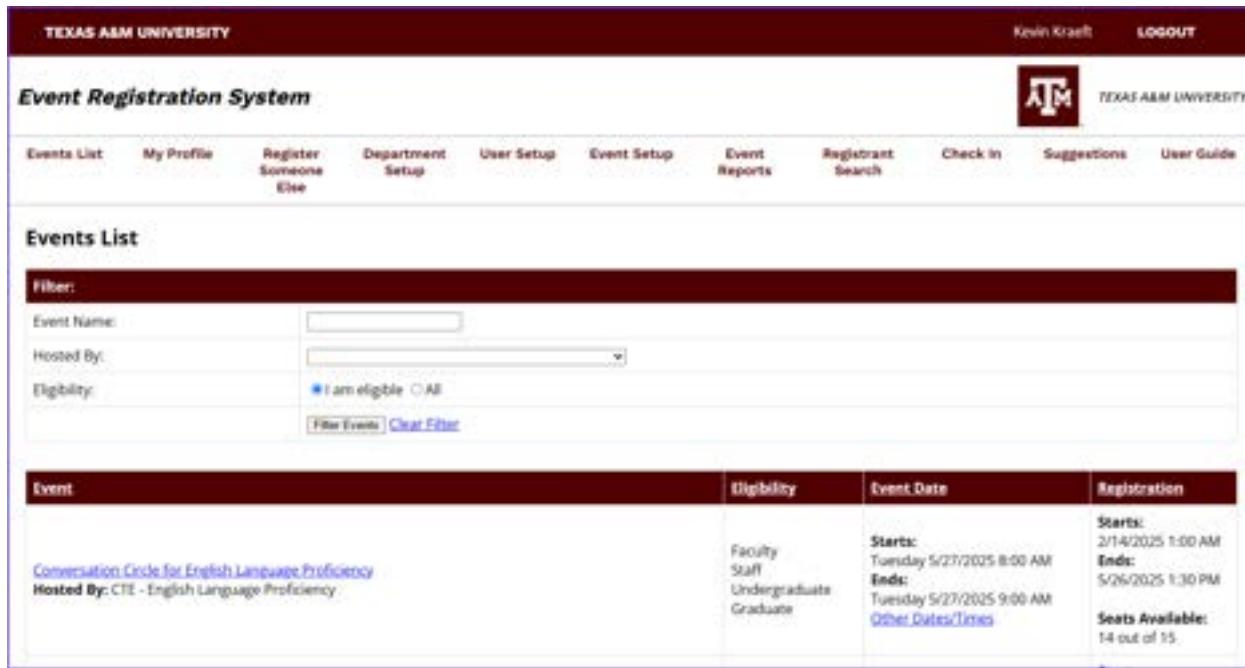
Last Name:

Email:

I'm not a robot  reCAPTCHA
Privacy - Terms

Event List

This page displays all of the Events that have are in the future. It does not display past events. The Eligibility filter will allow the user to see just those events they can register for based on their eligibility. Eligibility is determined by their TAMU directory flags of being Faculty, Staff, Undergraduate student, Graduate student, Guest (logged in without NetID), or being specifically Invited to an Event.



Event Registration System

Events List

Filter:

Event	Eligibility	Event Date	Registration
Conversation Circle for English Language Proficiency Hosted By: CTE - English Language Proficiency	Faculty Staff Undergraduate Graduate	Starts: Tuesday 5/27/2025 8:00 AM Ends: Tuesday 5/27/2025 9:00 AM Other Dates/Times	Seats Available: 14 out of 15

The system has links to register for that specific scheduled event, or if available, Other Dates/Times. Users can see when the Event starts and stops, and when Registrations starts and stops along with the Seats Available.

My Profile

This displays the logged in user's Name, Eligibility, Email, Upcoming Events, Waitlisted Events, and Past Events, and Cancelled Events.

The user can cancel their registration from the Upcoming Events list

My Profile

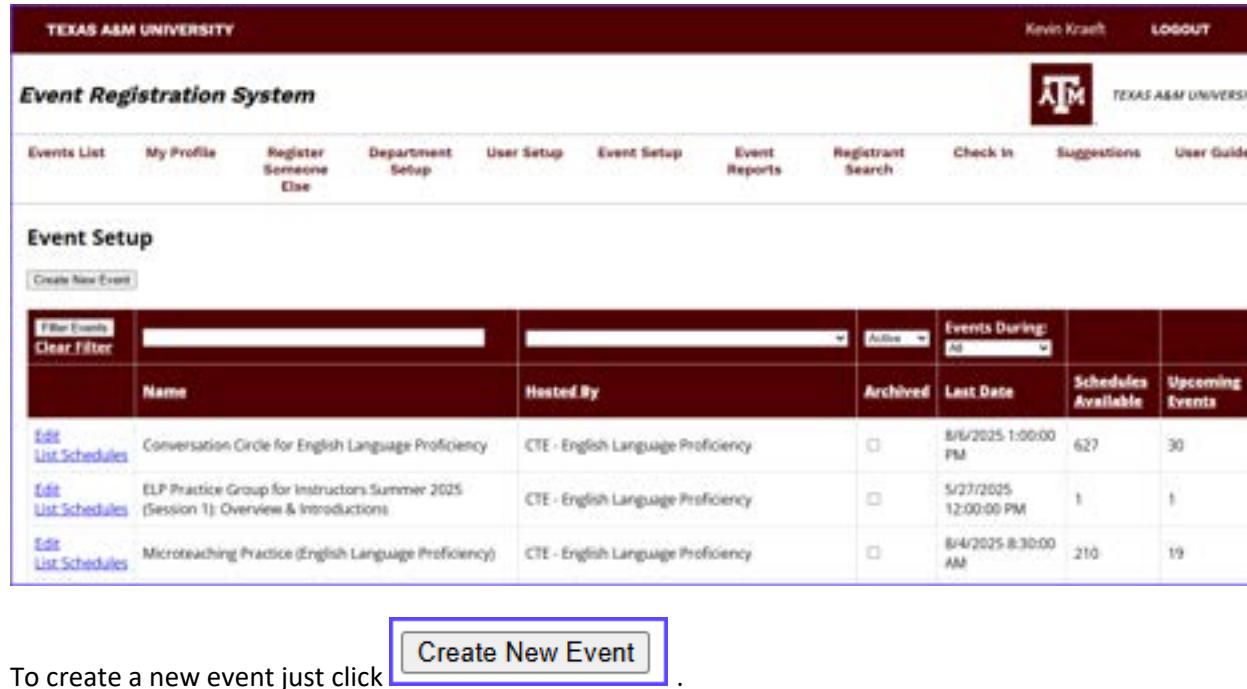
Name: Kevin Kraeft
 Eligibility: Staff Undergrad
 Email Address: kkraeft@tamu.edu

Upcoming Events:

Cancel Registration	Event	Hosted By	Location	Presenters	Start Date	End Date	Contact Email
Cancel	Digital Accessibility Series - Session 1: What is Digital Accessibility?	Center for Teaching Excellence	Zoom	Carlos Perez, Center for Teaching Excellence Dr. Jamie Thompson, Center for Teaching Excellence	6/11/2025 1:00:00 PM	6/11/2025 1:45:00 PM	
Cancel	Proctoring Your Exams using Respondus Lock Down Browser	Center for Teaching Excellence	Zoom	Rebecca Schkade - Respondus Dr. Armanto Sutedjo - Center for Teaching Excellence	6/9/2025 10:00:00 AM	6/9/2025 11:00:00 AM	
Cancel	DEMO	Provost Information Technology Office	Event Location	To Be Determined	5/22/2025 1:00:00 AM	5/22/2026 1:00:00 AM	

Event Setup

Users will see the list of events for their associated departments. The list can be filtered and sorted. Clicking the Edit link will allow you to edit the event. List Schedules will display all of the event's associated schedules with a link to edit that specific event schedule.



				Events During:			
				Active	All		
		Name	Hosted By	Archived	Last Date	Schedules Available	Upcoming Events
Edit List Schedules	Conversation Circle for English Language Proficiency	CTE - English Language Proficiency	<input type="checkbox"/>	8/6/2025 1:00:00 PM	627	30	
Edit List Schedules	ELP Practice Group for Instructors Summer 2025 (Session 1): Overview & Introductions	CTE - English Language Proficiency	<input type="checkbox"/>	8/27/2025 12:00:00 PM	1	1	
Edit List Schedules	Microteaching Practice (English Language Proficiency)	CTE - English Language Proficiency	<input type="checkbox"/>	8/4/2025 8:30:00 AM	210	19	

To create a new event just click

Create New Event

Creating a new event or editing will take you to the Event Details page

Event Details

Event Details page has the following sections:

Event Information

Base information for an event.

Event Questions

Questions that will be asked when Regular users register.

Event Schedules

List of all the Schedules for the Event with the ability to create new and edit existing

Event Information

Event Details

Event Information

Event Title:

Registration Link for all Schedules: <http://localhost:8628/event/11226>

Long Description:

Department:

Contact Email for event questions:

Faculty
 Staff
 Undergraduate
 Graduate
 TAMU Guest

Who is Eligible to Attend?

Eligible Student Colleges: comma separated e.g. AG,EN,BA. Leave blank for all

Eligible Student Departments: comma separated e.g. MEEN,ARCH,EAHR. Leave blank for all

Eligible Student Majors: comma separated e.g. ENDL,AGJR,POLL,MEEN. Leave blank for all

Allow people to only attend once:

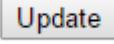
Guests count towards Total Seats:

Maximum number of guests:

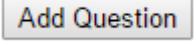
Archived:

- **Event Title** is required and is displayed on the Events List page.
- **Long Description:** Description of the event with details.
- **Department:** This is generated automatically based on the department of the admin user who is creating the event. If the user is associated with multiple departments, they can select which department it is associated with. It can also be changed at any time.
- **Contact Email for event questions:** This will appear on the event page for registrants to send an email if they have questions related to the event. It is also the email address that will be used when sending emails from the application regarding the event.
- **Who is Eligible to Attend:** Select Faculty, Staff, Undergraduate, Graduate or TAMUGuest as intended attendees of the event.
- **Eligible Student Colleges/Departments/Majors:** These are used to restrict the Undergraduate and Graduate students even further. You can enter a comma separated list for each. For example, AG,EN for college will make the system check the student's current collegecode in BANNER and only allow those to be able to register.

- **Allow people to only attend once:** Mark the checkbox in order to group the different scheduled events of a single catalog event together so that it doesn't allow the users to register for more than one scheduled event of that catalog event.
- **Guests count towards Total Seats:** The system allows you to let registrants select the number of guests they will be bringing. This checkbox makes it so the selected number is used when checking the Seats Available for a given Schedule.
- **Maximum number of guests:** This lets you specify the maximum number of guests per registrant.
- **Archived:** Hide the event when Department Users first log in.

When you click the  button, the event information will be saved.

Event Questions

You can also add questions in the Event Questions section by clicking the  button.

There is no limit to the number of questions allowed. You can also mark questions as Required.

Questions can have answer types of Open Response (textbox), Multiple choice (radio buttons), or Drop Down (dropdown list).

Event Questions

You may add as many questions as you like. You are able to select the Answer Type (textbox, drop down, checkbox, radiobutton, etc) and if it is required. You can also have questions that are only shown if the answer to a different question is selected.

	ID	Order	Question	Required	Answer Type	Answers
--	----	-------	----------	----------	-------------	---------

[Add Question](#)**Add Question**

Question ID: 6377

what is your favorite ice cream flavor?

Question:

Required: Answer Type: [Radio Button](#)

Answers:

	ID	Order	Answer	Associated QuestionIDs
--	----	-------	--------	------------------------

[Add New](#)[Save Question](#) [Delete Question](#) [Close Question](#)[Preview Questions](#)

Answers can be added for all question types but will only be displayed for Multiple choice and Drop Down.

Answers and Questions can be reorganized by using the up and down arrows.

Answer Type: [Radio Button](#)

Answers:

	ID	Order	Answer	Associated QuestionIDs
edit	8004	↑ ↓	Vanilla	
edit	8005	↑ ↓	Chocolate	
edit	8006	↑ ↓	Strawberry	

[Add New](#)[Save Question](#) [Delete Question](#) [Close Question](#)

To add an Answer for a Question, click the **Add New** button. It will add a “New answer” that you can then **edit**.

Answer Type:	Radio Button																																								
Answers:	<table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Order</th> <th>Answer</th> <th>Associated QuestionIDs</th> </tr> </thead> <tbody> <tr> <td>edit</td> <td>8004</td> <td>↑↓</td> <td>Vanilla</td> <td></td> </tr> <tr> <td>edit</td> <td>8005</td> <td>↑↓</td> <td>Chocolate</td> <td></td> </tr> <tr> <td>edit</td> <td>8006</td> <td>↑↓</td> <td>Strawberry</td> <td></td> </tr> <tr> <td>edit</td> <td>8009</td> <td>↑↓</td> <td>New answer</td> <td></td> </tr> <tr> <td>Save Answer</td> <td>8009</td> <td>Update To:</td> <td><input type="text" value="Other"/></td> <td></td> </tr> <tr> <td>Delete Answer</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Close Answer</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		ID	Order	Answer	Associated QuestionIDs	edit	8004	↑↓	Vanilla		edit	8005	↑↓	Chocolate		edit	8006	↑↓	Strawberry		edit	8009	↑↓	New answer		Save Answer	8009	Update To:	<input type="text" value="Other"/>		Delete Answer					Close Answer				
	ID	Order	Answer	Associated QuestionIDs																																					
edit	8004	↑↓	Vanilla																																						
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edit	8009	↑↓	New answer																																						
Save Answer	8009	Update To:	<input type="text" value="Other"/>																																						
Delete Answer																																									
Close Answer																																									

You can also have questions be hidden until a specific Answer is selected from other questions. That is the Associated QuestionIDs. For example, if you wanted to know what the Other flavor of ice cream is, you would add another Question:

Event Questions																
You may add as many questions as you like. You are able to select the Answer Type (textbox, drop down, checkbox, radiobutton, etc) and if it is required. You can also have questions that are only shown if the answer to a different question is selected.																
	ID	Order	Question	Required	Answer Type	Answers										
edit	6377	↑↓	What is your favorite ice cream flavor?	<input type="checkbox"/>	Radio Button	<table border="1"> <thead> <tr> <th>Answer</th> <th>Associated QuestionIDs</th> </tr> </thead> <tbody> <tr> <td>Vanilla</td> <td></td> </tr> <tr> <td>Chocolate</td> <td></td> </tr> <tr> <td>Strawberry</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </tbody> </table>	Answer	Associated QuestionIDs	Vanilla		Chocolate		Strawberry		Other	
Answer	Associated QuestionIDs															
Vanilla																
Chocolate																
Strawberry																
Other																
Add Question																
<h3>Add Question</h3> <p>Question ID: 6378</p> <p>Other ice cream flavor: <input type="text"/></p> <p>Question: <input type="text"/></p> <p>Required: <input checked="" type="checkbox"/></p> <p>Answer Type: Open response</p> <p>Answers:</p> <table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Order</th> <th>Answer</th> <th>Associated QuestionIDs</th> </tr> </thead> <tbody> <tr> <td>Add New</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Save Question Delete Question Close Question</p>								ID	Order	Answer	Associated QuestionIDs	Add New				
	ID	Order	Answer	Associated QuestionIDs												
Add New																

Now go back to the original question and edit it and the **Other** answer:

edit	6377	±±	What is your favorite ice cream flavor?	■	Radio Button	Chocolate	
						Strawberry	
						Other	
edit	6378	±±	Other ice cream flavor:	■	Open response	Answer	Associated QuestionIDs

[Add Question](#)

Edit Question

Question ID: 6377

Question:

Question:

Required:

Answer Type: [Radio Button](#)

Answers:	ID	Order	Answer	Associated QuestionIDs
edit	8004	±±	Vanilla	
edit	8005	±±	Chocolate	
edit	8006	±±	Strawberry	
edit	8010	±±	Other	

[Save Answer](#) [Delete Answer](#) [Close Answer](#) 8010 Update To: 6378

[Save Question](#) [Delete Question](#) [Close Question](#)

Notice you can now check the box for 6378. That will make the “Other ice cream flavor” question hidden to the registrant UNLESS they select **Other** for the “What is your favorite ice cream flavor?”.

Be sure to save the using the **Save Answer** button.

You are able to preview how the questions look and see them hide/show by using the **Preview Questions** button:

Clicking the Preview Questions button will display all questions that do NOT have an associated question tied to their answers:

[Hide Preview](#)

Questions:

* - Required

* What is your favorite ice cream flavor?

Vanilla
 Chocolate
 Strawberry
 Other

Selecting one of the answers that does not have an associated question:

Questions:

* - Required

* What is your favorite ice cream flavor?

Vanilla
 Chocolate
 Strawberry
 Other

Then changing it to Other:

Questions:

* - Required

* What is your favorite ice cream flavor?

Vanilla
 Chocolate
 Strawberry
 Other

* Other ice cream flavor:

Again, there is no limit to the number of questions or answers allowed to be entered. You can even have some answers be associated with multiple questions and some answers be associated to the same question (even answers from different questions).

Contact Kevin Kraeft (kkraeft@tamu.edu) if you would like help with questions.

Event Schedules

Schedule an Event or Events

An event can have multiple schedules created for it so there are different dates/times/locations/etc that are still tied to a single Event.

To create a schedule, scroll down to the **Event Schedules** section and click to create a New Schedule:



The screenshot shows a table with 14 columns. The columns are: Location, Presenters, Registration Opens, Registration Closes, Start Date, End Date, Tracking, By Invite Only, Cancelled, Total Seats, Registered, Guests, Available, and Waitlist. Above the table, there are two links: 'Create New Schedule [here](#)' and 'Create Mass Schedules [here](#)'. The 'Create New Schedule' link is circled in red.

Clicking the links for a new schedule, mass schedule, or editing an existing schedule will display the **Schedule Details** section.

Schedule Details

Schedule Details is made up of the following sections:

Schedule Details Information – all configuration information specific to the schedule

Emails – List of Scheduled Emails with ability to view/edit/add.

Registrations – All Registration information and has its own subsections of Summary, Invited, Registered, Waitlist, Roster

Schedule Details Information

This displays a new section **Schedule Details** that needs to be filled out. The main section of it has many things that can and need to be entered and updated:

Schedule Details

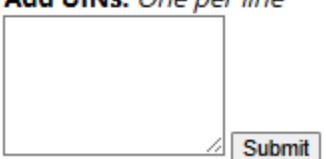
Registration Link:	http://localhost:8628/register.aspx?scheduleid=44812		
Event Location:	<input type="text" value="To Be Determined"/>		
Enable Tracking:	<input type="checkbox"/> This allows registrants to use the Tracking URL to log start and stop times.		
Tracking Link:	http://localhost:8628/tracking/44812		
Meeting Types:	<input type="checkbox"/> In Person <input type="checkbox"/> Online Synchronous <input type="checkbox"/> Online Asynchronous		
Meeting Link if online:	<input type="text"/>		
Instructors/Presenters:	<input type="text" value="To Be Determined"/>		
Event Start Date:	<input type="text" value="9/22/2025"/>	Event Start Time:	<input type="text" value="01:30 AM"/>
Event End Date:	<input type="text" value="9/22/2025"/>	Event End Time:	<input type="text" value="01:30 AM"/>
Registration Open:	<input type="text" value="9/22/2025"/>	Registration Start Time:	<input type="text" value="01:30 AM"/>
Registration Close:	<input type="text" value="9/22/2025"/>	Registration Close Time:	<input type="text" value="01:30 AM"/>
Food Provided:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Menu:	<input type="text"/>
Waitlist Available:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Send Confirmation/Cancellation Email:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Seats Available:	<input type="text" value="8"/>	Attendance by invite only:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cancel this event:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Send 1 hour Email Reminder:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Check In Permissions:	Add UINic: One per line <input type="text"/> <input type="button" value="Submit"/>		
<input type="button" value="Save Schedule Details"/> <input type="button" value="Delete Schedule"/> <input type="button" value="Copy Schedule"/>			

- **Registration Link:** This is a direct registration link for this specific event and schedule.
- **Event Location** Specify the location of the Event.
- **Enable Tracking:** This allows registrants to use the Tracking URL to log start and stop times. This is useful if you want registrants to check in and out. It allows them to continuously check in and out and will be gone over in more detail later in the **Tracking** section.
- **Tracking Link:** This is the link to display for registrants to check in and out. Again, more detail will be given later in the **Tracking** section.
- **Meeting Types:** In Person is just that. Online Synchronous and Online Asynchronous are for if the meeting will be virtual through Zoom/Teams or any other method you wish to use.
- **Meeting Link if online:** This is the link that will be sent to the registrants upon registration.
- **Instructors/Presenters (Limit to 500 Characters or less):** Include the names of instructors for the session.
- **Event Start Date and Event End Date:** Select the Event start date and end date from the calendar.
- **Event Start Time and Event End Time:** Specify the start and end times of the Event. in hh: mm: AM/PM format.
- **Registration Start Date and Registration End Date:** Enter the registration start and end dates so that the attendees can register for the event in time.
- **Food Provided?:** Mark the checkbox if food is provided.
- **Menu:** You are able to specify what food will be provided
- **Waitlist Available:** If the number of Registrations (plus Guests if they have been marked as being included in attendance) is over the schedule's Seats Available, then this will allow people to still sign

up for the Event Schedule and be put on a Waitlist. If a user is on the Waitlist and a registrant cancels their registration, the first person on the list will then be moved to the registrant list and off of the waitlist.

- **Send Confirmation/Cancellation Emails:** It is optional if you want registration confirmation and cancellation emails sent. They are sent real time.
- **Seats Available:** Enter the number of seats for the maximum attendees. Be aware if you have allowed guests and if they are to be included in the attendance count.
- **Attendance By Invite Only:** If the event is intended to a particular group of attendees, check Yes. You will have an opportunity to enter the UIN of invitees in the Registrations section when the schedule is saved.
- **Cancel this event:** This option is only to be used when you want to cancel a schedule you have already saved and not when you are scheduling an event
- **Send 1 hour email reminder:** Check Yes if you want the user to be sent a reminder 1 hour before the event
- **Check In Permissions:** Specify the UINs of the people to add who will be able to login and Check In registrants for this scheduled event. More details about Check In will be detailed later. This is for those users who you don't want to have access to the system, but would like them to be able to help with checking users in.

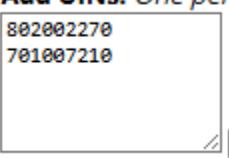
Check In Permissions: **Add UINs: One per line**



Submit

Enter in the UINs (one per line) you want to be able to check in.

Check In Permissions: **Add UINs: One per line**

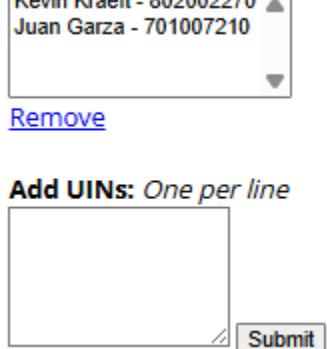


802002270
701007210

Submit

Click Submit and you will see those uins that were able to be found in the TAMU directory

Check In Permissions: **Add UINs: One per line**



Kevin Kraeft - 802002270
Juan Garza - 701007210

Remove

Submit

To remove a person, click their name – uin. You can hold down the Ctrl key to be able to click and select multiple.

Check In Permissions:

Kevin Kraeft - 802002270
Juan Garza - 701007210

[Remove](#)

Add UINs: *One per line*

Click Remove link to remove them:

Check In Permissions: **Add UINs:** *One per line*

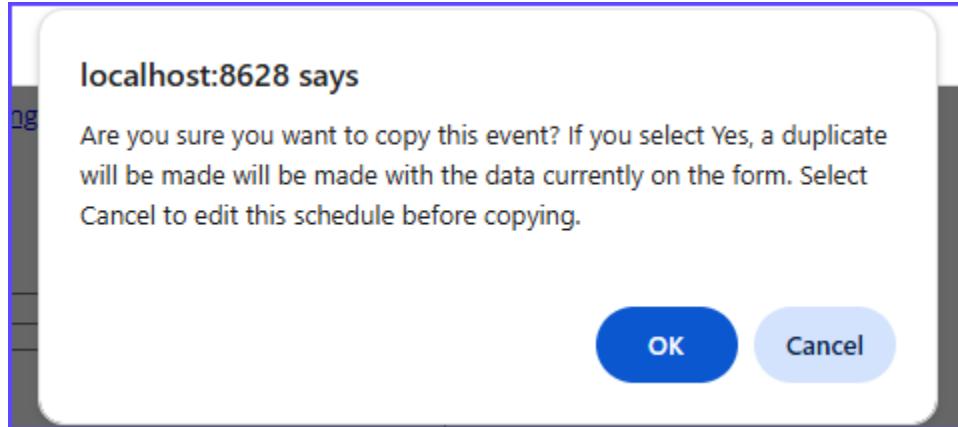
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- **Show in Events List:** This allows the administrators to schedule the event without making it public, so that it can be available to the users only when it is ready.

Be sure to Save the Schedule by clicking the [Save Schedule Details](#) button.

You can also delete the schedule and make a copy by clicking the Copy Schedule.

Copying a schedule duplicates everything in the Schedule Details section. When you click the Copy Schedule button you will need to verify your request:



Clicking Ok will copy it. Cancel will take you back.

When the schedule is saved or copied, the Event Schedules section is updated.

Event Schedules															
		Location	Presenters	Registration Opens	Registration Closes	Start Date	End Date	Tracking	By Invite Only	Cancelled	Total Seats	Registered	Guests	Available	Waitlist
Edit/View		To Be Determined	To Be Determined	5/22/2025 01:00 AM	5/22/2025 01:00 AM	5/22/2025 01:00 AM	5/22/2025 01:00 AM	10	0	0	0	0	0
Edit/View		To Be Determined	To Be Determined	5/22/2025 01:00 AM	5/22/2025 01:00 AM	5/22/2025 01:00 AM	5/22/2025 01:00 AM	10	0	0	0	0	0

Clicking the Edit/View link will allow you to edit that specific **Schedule**

Emails

This section is for scheduling emails to be sent. You are able to see all of the scheduled emails that have been setup.

Emails										
Scheduled Emails										
Action	Date	Hour	Invited	Waitlisted	Registered	Attending	Notices	Subject	Send	
New Email										

To create a new email, just click the New Email button.

New Email

Email Details

Send Email:

When to send: Now Specify When

Hour: Email will be sent:

Date:

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Email type: Custom Standard

From: do-not-reply@ers.tamu.edu

To:

Invited
 Waitlist
 Registered
 Attended
 No Show

Subject:

Formats:

Message:

When to send: Allows you to specify if it should be sent **Now** or to **Specify When** by selecting an Hour and Date to be sent. If you select **Now**, the current date will be placed into the list of **Email will be sent:** and the Date calendar will no longer be visible.

Send Email:	When to send: <input checked="" type="radio"/> Now <input type="radio"/> Specify When	Hour: <input type="text" value="Midnight"/> <input type="button" value="▼"/>	Email will be sent: <input type="text" value="5/29/2025"/> <input type="button" value="▲"/>
		Date:	<input type="button" value="▼"/>
Email type:	<input checked="" type="radio"/> Custom <input type="radio"/> Standard		

If you select **Specify When**, then you can select the **Hour** and multiple dates. Each time you click a date in the calendar, it will show in the **Email will be sent** list.

Send Email:

When to send: Now Specify When Hour: Email will be sent:

Date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

To remove a date from the list, just click it.

Send Email:

When to send: Now Specify When Hour: Email will be sent:

Date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Email type can be **Custom** or **Standard**

Standard does not allow you to modify the **To**, **Subject**, and **Message**

Email type: Custom Standard

From: do-not-reply@ers.tamu.edu

To: Invited
 Waitlist
 Registered
 Attended
 No Show

Subject: Event Reminder

This is a reminder that you are signed up to attend the event DEMO on 05/22/2025 at 01:00 AM in Event Location.

Message: Thank You,
 PITO

Custom allows you to select the **To** and enter the **Subject** and **Message**.

From: uses the email address as specified for the event in the event details

To: is used to determine what audience you want the email to be sent to. Invited, Waitlist, Registered, Attended, No Show

Subject: will be the email subject

Message: will be the email body. You can use the buttons to help format the email and can include links.

Here is a Custom message example:

Email type: Custom Standard

From: do-not-reply@ers.tamu.edu

To: Invited
 Waitlist
 Registered
 Attended
 No Show

Subject: Don't forget!

Formats: B I U C @ # \$ % < > <> <><>

You are registered for the Demo event on 5/30/2025.
We will be starting promptly at 9am. Be sure to bring a pen.
Please review the material at <https://www.tamu.edu>

Message:

Send Cancel

Clicking Send will save the email and you will see it in the list. If it was marked as Send Now, then it will also send the emails.

Emails										
Scheduled Emails										
Actions	Date	Hour	Invited	Waitlisted	Registered	Attending	NoShow	Subject	Sent	
View	5/29/2025	Midnight						Howdy!		
View	6/2/2025	Midnight						Don't forget!		

When the system does send the emails, it also saves the date/time in the Sent column:

Scheduled Emails										
Actions	Date	Hour	Invited	Waitlisted	Registered	Attending	NoShow	Subject	Sent	
View	5/29/2025	9 AM						Howdy!	5/29/2025 9:49:37 AM	
View	6/2/2025	Midnight						Don't forget!		

Registrations

When you view/edit a Schedule, the Registrations section has lots of information.

The summary at the top displays useful counts for various things:

Registrations									
SUMMARY:	Seats: 10	Invited: 0	Registered: 0	Guests:	Cancelled: 0	Attended: 0	Walkin: 0	No Show: 0	Waitlisted: 0

Seats: from the Schedule Details

Invited: You are able to invite specific UINs to the event/schedule.

Registered: Those that actually registered for the event, it does not include those invited that did not register

Guests: If you specified the maximum number of guests, then this is the total number of guests specified from the registrations.

Cancelled: Number of people that cancelled their registrations

Attended: You can mark registrants as Attended to keep track of people that actually showed up. More on this in later sections.

WalkIn: This is for those that did not register but showed up and were checked in using the Check-In feature. More on this in later sections.

No Show: This is the number of registrants that are not marked as attended.

Waitlisted: This is the number of people on the waitlist

Invited:

You are able to invite people to an event/schedule. To do so, enter their UINs one per line and click the search button:

Registrations		
SUMMARY:	Seats: 10	Invited: 0
Invited:	<input type="button" value="Show List"/> Enter UINs to Invite: <i>One per line</i> <div style="border: 1px solid black; padding: 5px; height: 100px; width: 100px; margin-bottom: 5px;">802002270 701007210</div> <input type="button" value="Search"/>	

The Show List button will display all the invited people. You are able to delete them if necessary:

Invited:	UIN	Name	Email
Delete	802002270	Kevin Kraeft	kkraeft@tamu.edu
Enter UINs to invite: One per line <input type="text"/> Search			

Notice you are still able to add additional invites as well. There is no limit.

The next area is for Registered people.

There are links to download spreadsheet information.

[Download All Registration/Q&A/Waitlist Data](#)

[Download Just Q&A Data](#)

You can register people for the event schedule by clicking the Register User button

If they have a UIN, you can register them in bulk similar to the Invites. If they do not have a UIN, you will need to enter their Email, First Name, and Last Name:

Registered:
Download All Registration/Q&A/Waitlist Data
Download Just Q&A Data
Register User
Register TAMU person: Register TAMU Guest:
Enter UINs to Register: <input type="text"/> Email: <input type="text"/> Enter 1 UIN per line
First Name: <input type="text"/> Last Name: <input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Submit"/>

After registering them, they will be shown in the list of people registered.

Registered:[Download All Registration/Q&A/Waitlist Data](#)[Download Just Q&A Data](#)[Register User](#)**Register TAMU person:**Enter UINs to Register:
Enter 1 UIN per line
[Submit](#)**Register TAMU Guest:**Email:
First:
Name:
Last:
Name: [Submit](#)

802002270 Successfully Registered

Invited UIN	Name	Email	Organization	Guests Attended	Walk-In	Questions Answered
Cancel Yes	802002270	Kevin Kraeft	kkraeft@tamu.edu	Technology Services-Eas-IT Academic Services	0	? Update

You can Cancel anyone's registration, update their Guests (even if the event doesn't allow), you can mark them as Attended by checking the box. The checkbox in the header will update it for everyone. The Walk-In checkbox is not updateable. It will be checked if the Check-In feature is used for someone and they had not registered previously. More details on that later. You can also update the answers to the questions for each registrant by clicking the Update link.

Invited UIN	Name	Email	Organization	Guests Attended	Walk-In	Questions Answered
Cancel Yes	802002270	Kevin Kraeft	kkraeft@tamu.edu	Technology Services-Eas-IT Academic Services	0	? Update

Answer Questions:

Questions:

* - Required

May 2025

24

June 2025

16

[Update Answers](#)

Be sure to click the Update Answers button.

Waitlist

If Waitlist Available is Yes for the schedule and more people register than the Seats Available, those extra ones will be listed here. You have the ability to Cancel someone from the waitlist.

Waitlist:			
	UIN	Name	Email
Cancel	1020017717	Sylvia Kraeft	skraeft@tamu.edu

Roster

This is used to create a printable webpage with the selected items to display. Check the boxes that you want displayed and click Create Roster

Roster:

Display:

UIN
 Signature
 Email
 Academic Department
 Staff Department
 Cancelled
 Status

Create Roster

It will take you to a new page that can be printed:

DEMO
Date/Time: 5/22/2025 at 01:00 AM

- Location: Event Location
- Presenter: To Be Determined
- Hosted by: Prevent Information Technology Office

UIN	Name	Academic Department	Staff Department	Status	Sign In
802002270	Kevin Kraft	INFO	Technology Services-Eas-IT Academic Services	Registered	_____
102002737	Sylvia Kraft	EAHR	Technology Services-Eas-Enterprise Information Sys	Waitlist	_____

User Setup

Department Admin users have access to this page. It displays all the users that have access to any department that the logged in user is a Department Admin for.

User Setup						
Add New User		User Access List				
UIN: 102002737		Search				
User Access List						
	First Name	Last Name	Department	Department Admin	Website Admin	Mobile Admin
100001	Christopher	Wright	Provost Information Technology Office	False	False	False
100002	David	Yang	Provost Information Technology Office	False	False	False
100003	David	Wheeler	Provost Information Technology Office	False	False	False
100004	Eric	Porter	Aggie One Stop	True	False	False
100005	Jeffrey	Park	Provost Information Technology Office	True	False	False
100006	Keith	Brandt	Aggie One Stop	True	False	False
100007	Kevin	Brandt	Provost Information Technology Office	True	False	False
100008	Thomas	Monroe	Aggie One Stop	True	False	False
100009	Wesley	Paul	Provost Information Technology Office	False	False	False
100010	Karen	Bergen	Provost Information Technology Office	False	False	False
100011	Sylvia	Charles	Provost Information Technology Office	False	False	False
100012	Tamara	Holloman	Aggie One Stop	True	False	False
100013	Angela	Li	Provost Information Technology Office	False	False	False

Users can be Admin or View user for multiple departments.

Add New User

Enter their UIN and click Search. It will search the TAMU Directory to find the user:

User Setup

Add New User

UIN:

User Information

UIN: **102002737**
 Name: **Sylvia Kraeft**
 Email: **skraeft@tamu.edu**

Department Access:

Admin	View	None	Department
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Aggie One Stop
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Center for Teaching Excellence
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Provost Information Technology Office

You can then change their access to each of the Departments you are an Admin. You can give them Admin or View access. Be sure to click Save.

Edit user

Clicking Update for a User/Department will take you to the same page and allow you to update their access:

User Setup

Add New User

UIN:

User Information

UIN: **423002864**

Name: **Dale Sharp**

Email: **dsharp@tamu.edu**

Department Access:

Admin	View	None	Department
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Aggie One Stop
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Center for Teaching Excellence
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Provost Information Technology Office

Remove User

To remove a user, just update their access to None.

Register Someone Else

This is to allow users such as administrative assistants and such to register other people for events.

Register Someone Else

The user will only have access to the events available to them according to their user profile.

User City:

Selected User:
 Employee Faculty Staff Undergrad Graduate

Available Events for Selected User:

Event	Event Name	Created By	Date Created	Last Updated
Event 1	Event 1 Name	Created By 1	2023-09-01	2023-09-01
Event 2	Event 2 Name	Created By 2	2023-09-02	2023-09-02
Event 3	Event 3 Name	Created By 3	2023-09-03	2023-09-03

They would enter the UIN of the person they want to register and click Search.

Register Someone Else

This user will only have access to the events available to them according to their user profile.

User Link: [\[REDACTED\]](#) [\[REDACTED\]](#)

Selected User: **Kevin** [\[REDACTED\]](#)
8520061270 [\[REDACTED\]](#)
 (Employee - Faculty - Staff - Undergrad - Graduate)

Available Events for Selected User:

Filter: [\[REDACTED\]](#) [\[REDACTED\]](#) [\[REDACTED\]](#)

Event	Eligibility	Event Date	Registration
English Language Proficiency Practice Group for Nonnative Speakers: Session 2 (2025-2026)	Employee Staff Graduate	Friday, 10/13/2023 10:30 AM - 1:00 PM	Starts: 10/13/2023 Ends: 1/05/2024 Open Availability: 0 out of 0

English Language Proficiency Practice Group for Nonnative Speakers: Session 2 (2025-2026)

Hosted By: L75 - English Language Proficiency

If the UIN is found, it will display the UIN, name and their Eligibility. It will use their eligibility to display the list of Available Events for Selected User.

To register for an event, the user would click the Event link. It will use the same registration page as a normal user.

Check In

Attendees can be checked in to an event by CheckIn Users (as setup for schedules in Event Setup) or Department Admin and View users. When the CheckIn link is clicked list of events that the admin is eligible to checkin attendees for will be displayed.

Check Ins can be done be Event or Person

Check In

Check In By: [Event Person](#)

Event

A list of future events that the user has access to is listed in order by Start Date.

Check In						
Check In By Guest Person						
Selected Event						
Event	Hosted By	Location	Presenters	Maximum Guests	Start Date	
Processing Final Exams using Microsoft 365 Down Browser	Center for Teaching Excellence	Zoom	Rebecca Schaefer, Benjamin Dr. Johnstone, Jennifer - Center for Teaching Excellence	0	6/10/2023 10:00:00 AM	
Digital Accessibility Series - Session 1: What is Digital Accessibility?	Center for Teaching Excellence	Zoom	Carrie Perez, Center for Teaching Excellence Dr. Janice Thompson, Center for Teaching Excellence	0	6/11/2023 10:00:00 PM	
Canvas Gradebook Setup	Center for Teaching Excellence	Zoom	Reem Hussam, Center for Teaching Excellence	0	6/12/2023 10:00:00 PM	
Creating Accessible Content with Word and PowerPoint 2023	Center for Teaching Excellence	Zoom	Carrie Perez, Center for Teaching Excellence Dr. Janice Thompson, Center for Teaching Excellence	0	6/16/2023 10:00:00 PM	
How Canvas Works and its Potential Use in Higher Education	Center for Teaching Excellence	Zoom	Reem Hussam, Center for Teaching Excellence	0	6/17/2023 10:00:00 AM	

Click the select link to pull up that Event/Schedule detail.

Check In						
Check In By Guest Person						
Selected Event: Check In Details						
Event	Hosted By	Location	Presenters	Maximum Guests	Start Date	
Teaching Assessment Institute Fall 2023	Center for Teaching Excellence	John H. Biever Building - First Floor	Center for Teaching Excellence	0	6/19/2023 8:00:00 AM	
SUMMARY: Seats: 300 Hosted: 0 Registered: 214 Available: 214 Cancelled: 0 Attended: 198 Walkin: 0 No Show: 0 Waitlisted: 0						
SEARCH FOR CHECK IN: (This is registered, automatically register and checkin Card Name: <input type="text"/> Card: <input type="text"/> Seats: <input type="text"/> Email: <input type="text"/> Send: <input type="button" value="Send"/>						
Registrations						
Last Name	First Name	Seats	Checked In			
<input type="text"/>	<input type="text"/>	0	0			
<input type="text"/>	<input type="text"/>	0	0			
<input type="text"/>	<input type="text"/>	0	0			
<input type="text"/>	<input type="text"/>	0	0			

You will see the Event Info Name, Hosted By, Location, Presenters, Maximum Guests, and Start Date

Summary of the counts of statuses: Seats, Invited, Registered, Guests, Cancelled, Attended, Walkin, No Show, Waitlisted.

The next section is to check in users.

Search to Check In: <input type="checkbox"/> If not registered, automatically register and checkin
Card Swipe: <input type="text"/> UIN: <input type="text"/> <input type="button" value="Search"/> Non TAMU Email: <input type="text"/> <input type="button" value="Search"/>

The system will notify you if the person is NOT already registered.

You can specify to go ahead and register a user if they are not, otherwise the system will give you a message if the person is NOT registered.

Card Swipe can be used with a USB card swipe that does keyboard emulation and is set to scan Track 2 and enter. It will take the data that is scanned from a TAMU ID and use it to look up the UIN.

Alternatively, you can just enter the UIN or the Non-TAMU Email used at registration.

When the UIN is found, they were not registered, it will display their information and you can click the link to Register and Check In. You can also update the Guests if needed.

Search to Check In: <input type="checkbox"/> If not registered, automatically register and checkin												
Card Swipe: <input type="text"/> UIN: <input type="text"/> <input type="button" value="Search"/> Non TAMU Email: <input type="text"/> <input type="button" value="Search"/>												
Found User(s):												
<table border="1"> <thead> <tr> <th>Name</th> <th>Registered</th> <th>Cancelled</th> <th>Checked In</th> <th>Guests</th> <th></th> </tr> </thead> <tbody> <tr> <td>Kraeft, Kevin</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="button" value="0"/></td> <td>Register and Check In</td> </tr> </tbody> </table>	Name	Registered	Cancelled	Checked In	Guests		Kraeft, Kevin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="0"/>	Register and Check In
Name	Registered	Cancelled	Checked In	Guests								
Kraeft, Kevin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="0"/>	Register and Check In							

Clicking the Register and Check In link will update the Registrations:

Search to Check In: <input type="checkbox"/> If not registered, automatically register and checkin								
Card Swipe: <input type="text"/> UIN: <input type="text"/> <input type="button" value="Search"/> Non TAMU Email: <input type="text"/> <input type="button" value="Search"/>								
Kevin Kraeft successfully Checked In! - 5/29/2025 12:19:13 PM								
Registrations:								
<table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Guests</th> <th>Checked In</th> </tr> </thead> <tbody> <tr> <td>Kraeft</td> <td>Kevin</td> <td>0</td> <td>True</td> </tr> </tbody> </table>	Last Name	First Name	Guests	Checked In	Kraeft	Kevin	0	True
Last Name	First Name	Guests	Checked In					
Kraeft	Kevin	0	True					

If the “If not registered, automatically register and checkin” checkbox is checked, then if it finds the UIN, you will not have to click the Register and Check In link.

Person

If you select to Check In By Person, it works very similar, but you first search for the person

Sometimes, multiple results will comeback because a user had registered previously under a different Organization and the search is looking in the list of ERS Registrants.

It will display the list of events the logged in user can check in for:

Person:							
Card Swipe:	<input type="text"/>	UIIN:	<input type="text" value="802002270"/>	<input type="button" value="Search"/>	Non TAMU Email:	<input type="text"/>	<input type="button" value="Search"/>
Found Registrant(s):							
	Last Name	First Name	Organization				
Select	Kraeft	Kevin	IT Academic Services				
Select	Kraeft	Kevin	Technology Services-Eas-IT Academic Services				
Check In For:							
	Start Date	Registration Status	Event	Hosted By	Location		
Check-In	6/9/2025 10:00:00 AM	Attended	Proctoring Your Exams using Respondus Lock Down Browser	Center for Teaching Excellence	Zoom		
Check-In	6/11/2025 1:00:00 PM	Not Registered	Digital Accessibility Series - Session 1: What is Digital Accessibility?	Center for Teaching Excellence	Zoom		
Check-In	6/12/2025 1:00:00 PM	Not Registered	Canvas Gradebook Setup	Center for Teaching Excellence	Zoom		
Check-In	6/16/2025 1:00:00 PM	Not Registered	Creating Accessible Content with Word and PowerPoint Files	Center for Teaching Excellence	Zoom		
Check-In	6/17/2025 11:00:00 AM	Not Registered	How GenAI Works and Its Potential Use in Higher Education	Center for Teaching Excellence	Zoom		

Event Reports

Get a report that can be for a given date range, across multiple departments a user has access to, and specific events.

Reports

Date Range:

5/1/2025	5/31/2025	All	<input type="button" value="Apply"/>		
<input type="checkbox"/> Event ID	Department	Event Schedules	Total Registered	Total Waitlisted	<input type="button" value="Generate Report"/>
<input type="checkbox"/> 2857	Provost Information Technology Office	DEMO1	2	1	

It will create an .xls file that has the registration and questions and answers data.