



FoodSHIELD

Event Management Made Easy

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Project Info

Summary:

Originally developed for FERN, the Event Manager on FoodSHIELD provides an easy to use, practical tool for managing event and conference details. The Event Manager collects information for Event Details, Venue Information and Custom Questions. The Event Manager admin also has the option to upload an Agenda. An email is automatically sent to registrants.

IMPACT:

The Event Manager module will allow for a central repository of event information to be used by event organizers, and attendees increasing efficiency of correspondence and resource sharing. This module will be a standardized place and process for registering and accessing information related to events.

Event Listing

The screenshot displays the FoodSHIELD Conference/Meeting Manager interface. At the top, there is a dark navigation bar with the FoodSHIELD logo and various utility icons. Below this is a secondary navigation bar with options like 'My Groups', 'View All', 'Create', 'Invites', and 'Access Requests'. The main content area is titled 'Conference/Meeting Manager' and includes a sub-header 'Current/Upcoming Events'. A light blue box contains the text: 'The following is a list of all current meeting events. You can manage these events, or add a new one.' Below this, there are two buttons: 'Add New Event' and 'View Event Archives'. A table lists the current events, with one event shown: 'FoodSHIELD Event Manager Meeting' starting on Mar 1, 2016 and ending on Mar 3, 2016, with a registration period from Feb 1, 2016 to Feb 29, 2016. The event status is 'Current' and there is a 'Manage Event' button next to it. At the bottom, there is a footer with navigation links (HOME, SUPPORT, CORESHIELD, SYSTEM UPDATES, SECURITY) and a copyright notice for the University of Minnesota, Food Protection and Defense Institute.

FoodSHIELD

Apps 260

My Groups View All Create Invites 0 Access Requests 0

Conference/Meeting Manager

Admin Home Conference Home

Current/Upcoming Events

The following is a list of all current meeting events. You can manage these events, or add a new one.

Add New Event View Event Archives

Event Name	Event Start	Event End	Registration Start	Registration End	Status	
FoodSHIELD Event Manager Meeting	Mar 1, 2016	Mar 3, 2016	Feb 1, 2016	Feb 29, 2016	Current	Manage Event

HOME SUPPORT CORESHIELD SYSTEM UPDATES SECURITY

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Events App

The screenshot displays the FoodSHIELD application interface. At the top left is the FoodSHIELD logo. On the right of the top navigation bar is an 'Apps' dropdown menu, which is currently open, showing a list of applications including 'App Store', 'Collaboration & Productivity', 'Contacts', 'Documents', 'Discussions', 'SecureSend', 'Calendars', 'Conferences', 'Scheduler', 'Meetings', and 'Workgroups'. Below the navigation bar, there are buttons for 'My Groups', 'View All', 'Create', 'Invites 0', and 'Access Requests 0'. The main content area is titled 'Workgroups' and features a 'Latest Activity' section with a message input field containing 'your message...'. Below the input field, a date '1/8/16' and a timestamp '11:01 AM' are visible, followed by a notification: 'Documents in FoodShield sent from MN ISO CAP Mentor Labs'.

Event Creation

Conference/Meeting Manager

[Admin Home](#) [Conference Home](#)

To add a new event, please fill out the following form. All fields are required.

Create New Event


To add a new event, please fill out the following form. All fields are required.




Event Details

Event Name:

Event Start Date:


Event End Date:



Registration Start Date:

Registration End Date:

Description:

Event Completion

FoodSHIELD Apps ▾ | 258 | ? ▾ | 🔒 | 👤 ▾

Conference/Meeting Manager

[Admin Home](#) [Conference Home](#)

Create New Event

- 1 Main Information
- 2 Default Information
- 3 Custom Questions
- 4 Upload Agenda
- 5 Compose Email
- 6 Complete

Confirm Event

Please review your new event details. If you need to edit any of the information, click "Edit" for each section. If you are satisfied with the information, click "Add Event".

Main Event Information [Edit](#)


Event Name:	FoodSHIELD Event Manager Meeting
Event Dates:	Mar 1, 2016 - Mar 3, 2016
Event Registration Dates:	Feb 1, 2016 - Feb 29, 2016
Event Description:	Meeting to present the Event Manager module to Federal, State, Local, and Tribal stakeholders.
Venue Information:	Hotel/Lodging Information:
Park Hotel 555-555-5555 555 Main St. Saint Paul, MN 55108 This hotel has a pool and gym.	Park Hotel 555-555-5555 555 Main St. Saint Paul, MN 55108 This hotel has deluxe rooms.

Event Custom Questions [Edit](#)

No questions available.

Event Agenda Upload [Edit](#)

Event Management



My Groups ▾ View All Create Invites 0 Access Requests 0

Conference/Meeting Manager

[Admin Home](#) [Conference Home](#)

FoodSHIELD Event Manager Meeting [» Enter Core Workgroup «](#)

[Registered Attendees](#) [Reports](#)

Regular Attendees:
0 Total Attendees Registered

[Main Event Details](#) [Edit Main Event Info](#)

Event Dates: Tuesday, March 1, 2016 - Thursday, March 3, 2016
Registration Dates: Monday, February 1, 2016 - Monday, February 29, 2016
Description: Meeting to present the Event Manager module to Federal, State, Local, and Tribal stakeholders.

[Venue Information](#) [Lodging Information](#)

<p>Park Hotel 555-555-5555 555 Main St. Saint Paul , MN 55108</p> <p>This hotel has a pool and gym.</p>	<p>Park Hotel 555-555-5555 555 Main St. Saint Paul , MN 55108</p> <p>This hotel has deluxe rooms.</p>
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[Event Registration Questions](#)

[View Default Questions](#) [View Custom Questions](#)

Event Workgroup

The screenshot displays the FoodSHIELD Event Manager Meeting interface. At the top, a dark blue navigation bar features the FoodSHIELD logo on the left and system icons (Apps, notifications, search, help, lock, user) on the right. Below this is a white navigation bar with buttons for 'My Groups', 'View All', 'Create', 'Invites 0', and 'Access Requests 0'. The main content area is titled 'Workgroups' and shows the 'FoodSHIELD Event Manager Meeting' page, which is a 'Meeting/Conference (Closed Group)'. The page is divided into three main sections: 1. 'Latest Activity' on the left, which includes a text input field for posting messages and a 'Post' button, with a message that 'No activity found.' 2. 'Upcoming Activity' on the right, which has tabs for 'Meetings', 'Tasks', and 'Events', and a message that 'No upcoming meetings scheduled.' 3. 'Workgroup Apps' on the right, which lists various application categories: Documents, Meetings, FAQs, Members, SecureSend, Video Gallery, and Admin. At the bottom, a green navigation bar contains links for HOME, SUPPORT, CORESHIELD, SYSTEM UPDATES, and SECURITY. A footer section includes the Food Protection and Defense Institute logo and copyright information: 'Copyright 2005-2016 Regents of the University of Minnesota. All Rights Reserved. Operated and developed by the Food Protection and Defense Institute. Read our Privacy Policy & Terms of Service.'

Event Registration



My Groups ▾

View All

Create

Invites **0**

Access Requests **0**

Meetings/Conference Events

ADMINISTRATION

Registration Information for FoodSHIELD Event Manager Meeting

The registration via the secure portal is coming soon!