Entering Events in myExtension

myExtension

- myExtension is a tool for program planning, entering events, and outcomes reporting

- This training is about using myExtension to enter events and the steps to display them on the MU Extension website

- Address is **https://extensionapps.missouri.edu/myextension/**

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Creating the event

myExtension- My Events

To create an event, choose the **My Data** tab, then on the left nav choose **Extension Teaching**→ **My Event Information**
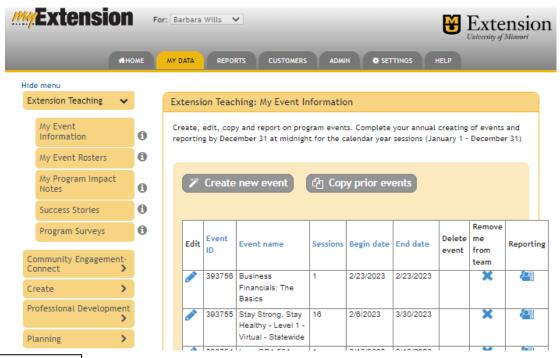
Click on the INFO icon for more information about a field. You will see several of them in the system

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myExtension- Create new event

Choose **Create new event**

OR

To model a new event after existing- choose **Copy prior events**

prior events are listed in a table
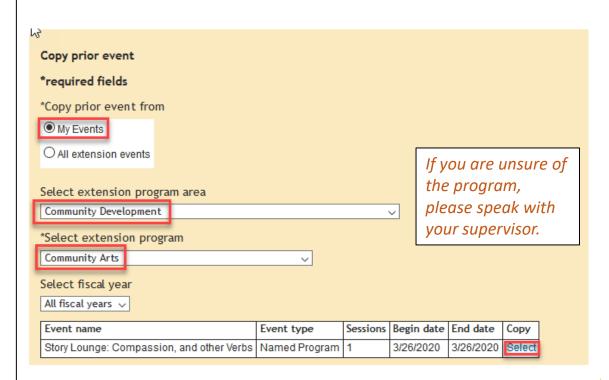
myExtension- Create new event

If copying a prior event:

you can copy one from "My Events" and prefill the fields

Choose the **program** and **program area**

Next to the event you want to copy, choose **Select**.

Copy prior event

*required fields

*Copy prior event from

◉ My Events

○ All extension events

If you are unsure of the program, please speak with your supervisor.

Select extension program area

Community Development

*Select extension program

Community Arts

Select fiscal year

All fiscal years

Event name	Event type	Sessions	Begin date	End date	Copy
Story Lounge: Compassion, and other Verbs	Named Program	1	3/26/2020	3/26/2020	Select

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myExtension- Create new event

If creating new event:

Your home program may have event templates

In most cases, choose All Programs

My Events: My Event Information

← Back to My Events list

Create new event

Create event from a program in

○ My Program Templates

○ My plan

○ All programs

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myExtension- Create new event
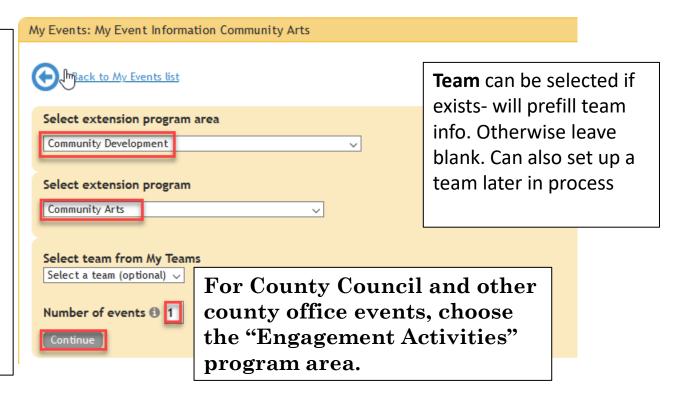
In example, event is a Storytelling Festival event, under the **Community Development** program area

The program list is then filtered for that area

Choose Continue

My Events: My Event Information Community Arts

Back to My Events list

Team can be selected if exists- will prefill team info. Otherwise leave blank. Can also set up a team later in process

Select extension program area

Community Development

Select extension program

Community Arts

Select team from My Teams

Select a team (optional)

Number of events ❶ 1

Continue

For County Council and other county office events, choose the "Engagement Activities" program area.
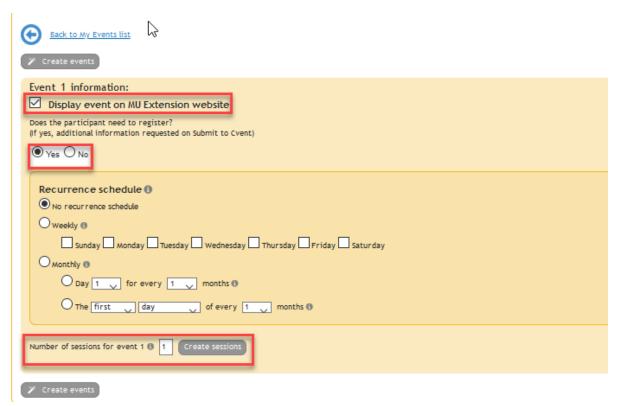
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myExtension- Create new event

Make sure Display event on the MU Extension website is checked if needed

Choose whether registration is required

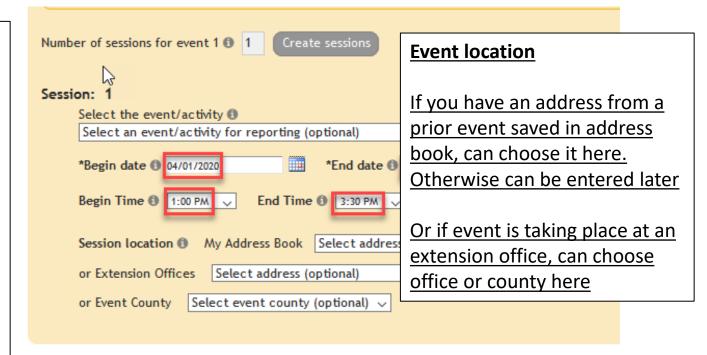All events must have at least one session. Enter **1** and choose **Create Sessions**

myExtension- Create new event

Creating a session adds session section.

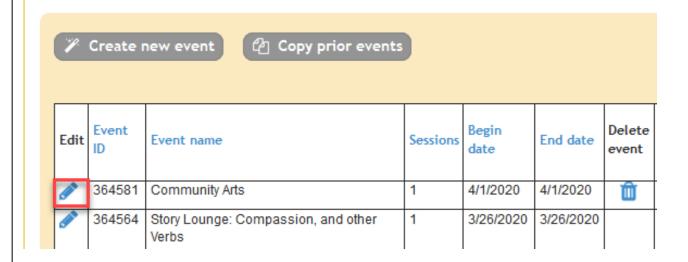**If reporting is needed, choose the category, but it is optional**

Choose the beginning and end date, and start time/end time

Number of sessions for event 1 ⓘ 1   Create sessions

Session: 1

Select the event/activity ⓘ

Select an event/activity for reporting (optional)

*Begin date ⓘ 04/01/2020   *End date ⓘ

Begin Time ⓘ 1:00 PM ⌄   End Time ⓘ 3:30 PM ⌄

Session location ⓘ My Address Book Select address

or Extension Offices Select address (optional)

or Event County Select event county (optional) ⌄

Create events

Event location

If you have an address from a prior event saved in address book, can choose it here. Otherwise can be entered later

Or if event is taking place at an extension office, can choose office or county here

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myExtension- Create new event

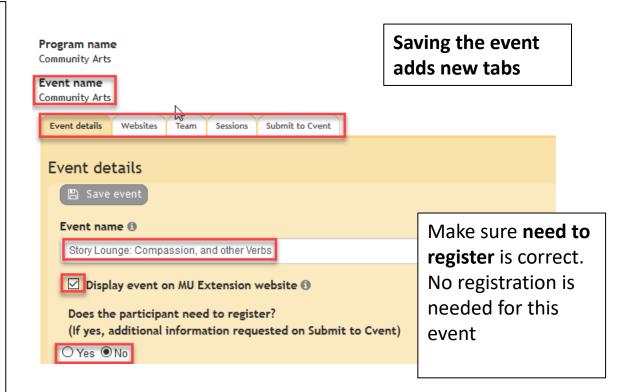The new event is added to event home page events grid with the name of the program area which must be edited

To continue editing, you must choose the Edit pencil next to the newly created event

Edit	Event ID	Event name	Sessions	Begin date	End date	Delete event
✏️	364581	Community Arts	1	4/1/2020	4/1/2020	🗑️
✏️	364564	Story Lounge: Compassion, and other Verbs	1	3/26/2020	3/26/2020	

myExtension- Create new event- Event details

Notice the system gives your event the default name of the program

On the **Event details** tab, enter the name of the event that will be shared with the public

Confirm **Display event on MU Extension website** is still checked

Saving the event adds new tabs

Program name
Community Arts

Event name
Community Arts

Event details | Websites | Team | Sessions | Submit to Cvent

Event details

💾 Save event

Event name ⓘ

Story Lounge: Compassion, and other Verbs

☑ Display event on MU Extension website ⓘ

Does the participant need to register?
(If yes, additional information requested on Submit to Cvent)
○ Yes ● No

Make sure **need to register** is correct. No registration is needed for this event

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myExtension- Create new event- Event details

Description is prefilled with default program description.

Edit with a description for the public, with any info an attendee needs to know.

(time and date does not need to be included here unless clarification required (i.e. course offered Tuesdays & Thursday)

Event description for MU Extension website ⓘ

Observation & Assessment of Children in the Childcare Setting will allow participants to learn or review the importance of observation and assessment for the child and program's success. We will define the components of a comprehensive evaluation of children. Participants will review developmental milestones and how they connect to the observation and assessment process. We will discuss the importance of objectivity during observation including the influence implicit bias as well as the use of objective language in the documentation of anecdotal records and running records.

Registration instructions including any applicable Zoom details ⓘ

Please add required registration question: MOPDID

Join Zoom Meeting
https://umsystem.zoom.us/j/94721540661?pwd=SHhmVW1nMDlpU0ZHZTRpZEZu
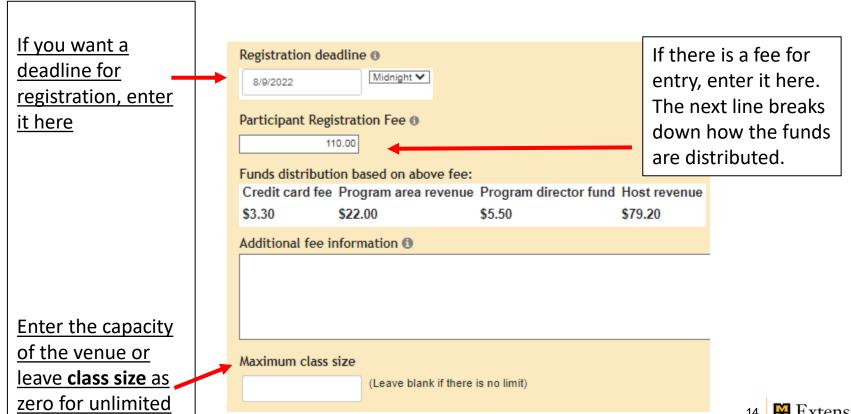
Meeting ID: 947 2154 0661
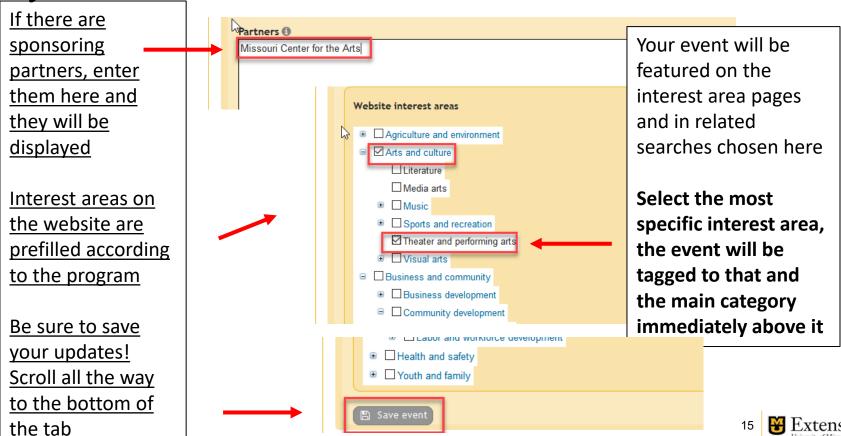Passcode: 744381
One tap mobile
+16469313860,,94721540661# US
+13017158592,,94721540661# US (Washington DC)

Add additional registration needs and/or Zoom details under **Registration Instructions.**

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myExtension- Create new event- Event details

If you want a deadline for registration, enter it here

If there is a fee for entry, enter it here. The next line breaks down how the funds are distributed.

Registration deadline ⓘ

8/9/2022 | Midnight ▼

Participant Registration Fee ⓘ

110.00

Funds distribution based on above fee:

Credit card fee	Program area revenue	Program director fund	Host revenue
$3.30	$22.00	$5.50	$79.20

Additional fee information ⓘ

Enter the capacity of the venue or leave **class size** as zero for unlimited

Maximum class size

(Leave blank if there is no limit)

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myExtension- Create new event- Event details

If there are sponsoring partners, enter them here and they will be displayed

Interest areas on the website are prefilled according to the program

Be sure to save your updates! Scroll all the way to the bottom of the tab

Partners ⓘ

Missouri Center for the Arts

Website interest areas

- ⊞ ☐ Agriculture and environment
- ⊟ ☑ Arts and culture
  - ☐ Literature
  - ☐ Media arts
  - ⊞ ☐ Music
  - ⊞ ☐ Sports and recreation
  - ☑ Theater and performing arts
  - ⊞ ☐ Visual arts
- ⊟ ☐ Business and community
  - ⊞ ☐ Business development
  - ⊟ ☐ Community development
    - ☐ Labor and workforce development
- ⊞ ☐ Health and safety
- ⊞ ☐ Youth and family

Your event will be featured on the interest area pages and in related searches chosen here

Select the most specific interest area, the event will be tagged to that and the main category immediately above it
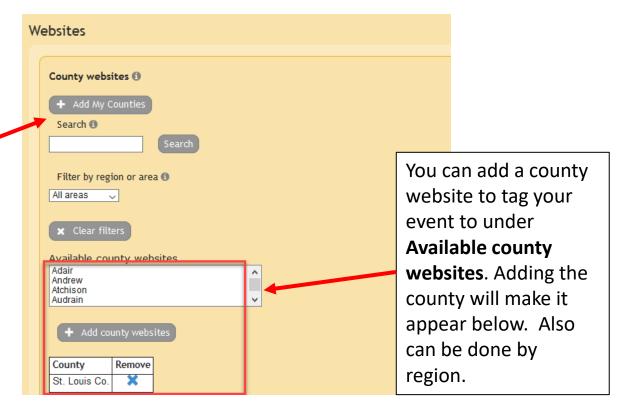
💾 Save event

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myExtension- Create new event- Website Tab

If you want to the event to be tagged to a county website, add it here.

If you have county assignments, you choose **Add my counties** to add those
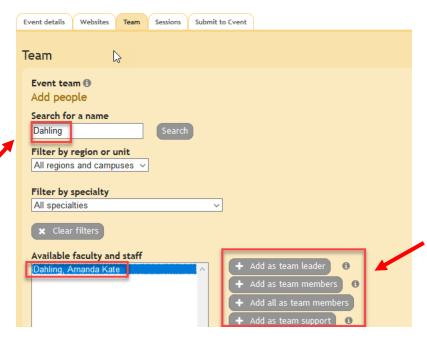
Websites

County websites ⓘ

➕ Add My Counties

Search ⓘ

[   ] [Search]

Filter by region or area ⓘ

[All areas   ∨]

✖ Clear filters

Available county websites

| Adair |
| Andrew |
| Atchison |
| Audrain |

➕ Add county websites

County	Remove
St. Louis Co.	✖

You can add a county website to tag your event to under **Available county websites**. Adding the county will make it appear below. Also can be done by region.

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myExtension- Create new event - Team Tab

Create a team for your event by adding people under the Team tab

Search for a name to add

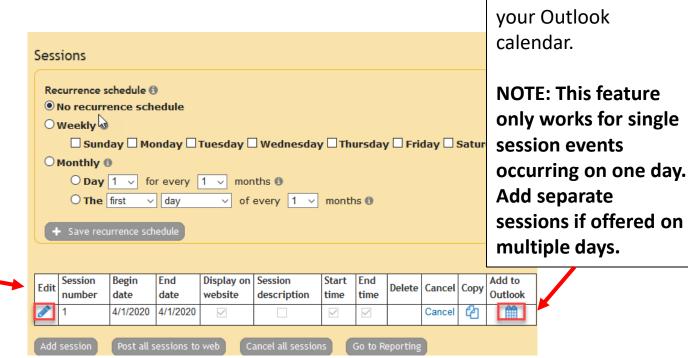Change roles, promote members, or remove members in the box below

Add them to any number of team roles. The team leader will receive notifications and reporting access from Cvent.

myExtension- Create new event - Sessions

Add the session to your Outlook calendar.

NOTE: This feature only works for single session events occurring on one day. Add separate sessions if offered on multiple days.
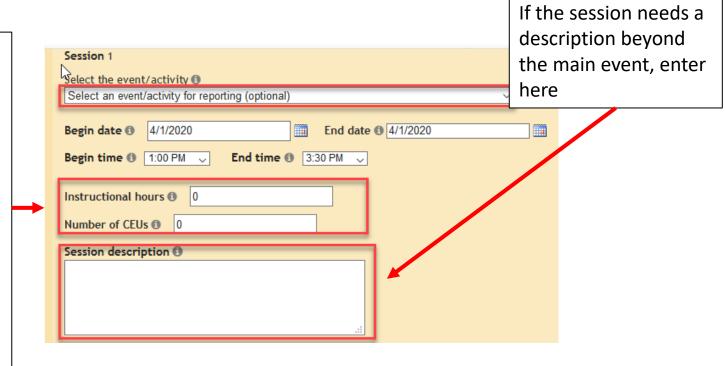
Edit the session to add venue address to event

myExtension- Create new event- Sessions

Sessions tab gives you opportunity to report on individual session

Instructional hours and CEUs should be set to 0 if they do not offer instructional hours or continuing education credits- otherwise put those here
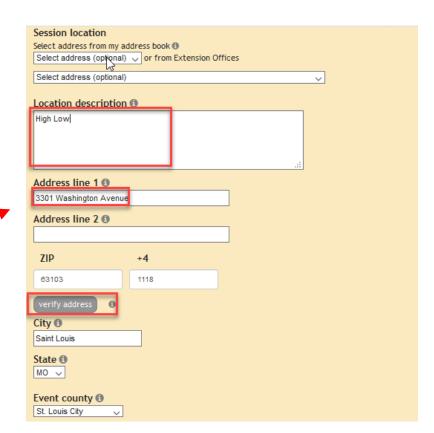
If the session needs a description beyond the main event, enter here

Session 1

Select the event/activity ⓘ

Select an event/activity for reporting (optional)

Begin date ⓘ 4/1/2020   **End date** ⓘ 4/1/2020

Begin time ⓘ 1:00 PM   **End time** ⓘ 3:30 PM

Instructional hours ⓘ 0

Number of CEUs ⓘ 0

Session description ⓘ

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myExtension- Create new event- Sessions

Location:

Enter a location description (ie venue name if applicable)

Enter the Address line 1, and the Zip

Click **Verify Address**. It may require some changes or add a +4 to zip code

Session location

Select address from my address book ⓘ

Select address (optional) ⌄ or from Extension Offices

Select address (optional) ⌄

Location description ⓘ

High Low

Address line 1 ⓘ

3301 Washington Avenue

Address line 2 ⓘ

ZIP   +4

63103   1118

verify address ⓘ

City ⓘ

Saint Louis

State ⓘ

MO ⌄

Event county ⓘ

St. Louis City ⌄

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myExtension- Create new event- Sessions

Verify the event county
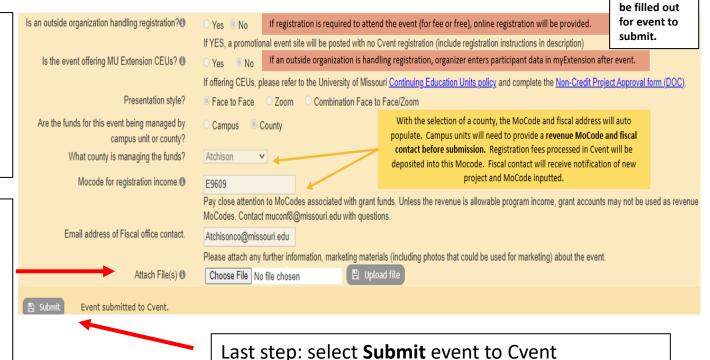
Enter a Google map URL if desired

Make sure **Display on website** is checked, and click **Save session**

myExtension- Create new event- Submit to Cvent

All of the choices made are summarized. If any are incorrect, go back to previous tabs and correct

Choose **Browse** to upload supporting docs like flyer or logo. Select the file then choose **Upload File.**

These must be filled out for event to submit.

Is an outside organization handling registration? ⓘ ○ Yes ● No   If registration is required to attend the event (for fee or free), online registration will be provided.

If YES, a promotional event site will be posted with no Cvent registration (include registration instructions in description)

Is the event offering MU Extension CEUs? ⓘ ○ Yes ● No   If an outside organization is handling registration, organizer enters participant data in myExtension after event.

If offering CEUs, please refer to the University of Missouri Continuing Education Units policy and complete the Non-Credit Project Approval form (DOC).

Presentation style? ● Face to Face ○ Zoom ○ Combination Face to Face/Zoom

Are the funds for this event being managed by campus unit or county? ○ Campus ● County

With the selection of a county, the MoCode and fiscal address will auto populate. Campus units will need to provide a **revenue MoCode and fiscal contact before submission.** Registration fees processed in Cvent will be deposited into this Mocode. Fiscal contact will receive notification of new project and MoCode inputted.

What county is managing the funds? [Atchison ▾]

Mocode for registration income. ⓘ [E9609]

Pay close attention to MoCodes associated with grant funds. Unless the revenue is allowable program income, grant accounts may not be used as revenue MoCodes. Contact muconf8@missouri.edu with questions.

Email address of Fiscal office contact. [Atchisonco@missouri.edu]

Please attach any further information, marketing materials (including photos that could be used for marketing) about the event.

Attach File(s) ⓘ [Choose File] No file chosen [💾 Upload file]

[💾 Submit] Event submitted to Cvent.

Last step: select **Submit** event to Cvent

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Confirmation

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myExtension- Email confirmation

You will receive an email confirmation immediately with a successful submission.

If you do not receive, make sure you have pushed the SUBMIT to CVENT button. If so, then contact ETCS@Missouri.edu to check on status.

Any changes to this event, or additional needs, should be sent to muconf8@missouri.edu rather than edited in MyExtension. This guarantees that the MU Conference Office can be informed of any updates. You may also dire questions to this address.

Request Details	
Question/Field	**Answer**
Event Information	
Event Name: Name to appear on NEXUS website to public. This will also be used on reports. If necessary, use a name that localizes it to the community and makes it stand out from others events linked to this program.	TEST- Art Workshop Boone County
Event Begin Date/Time	2 Mar 2020 10:00AM
Event End Date/Time (could be the same as start date)	2 Mar 2020 12:00PM
	Description: Arts program at the Boone County Extension office- all ages welc

Take a moment to look and make sure it's right.

If you make edits in myExtension they will not be updated to the Conference Office team. Please email muconf8@missouri.edu with any updates or changes so they can be reflected on your public site.
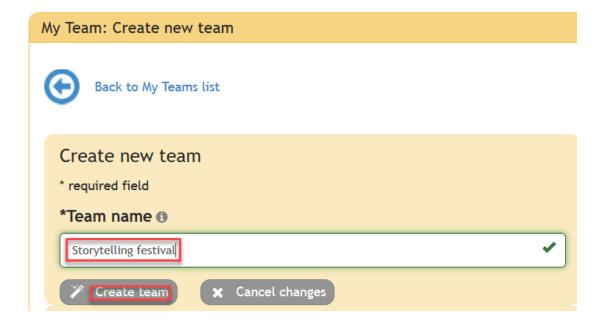
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Teams

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myExtension- Create a Team

For planning of future multiple events, create a team in advance

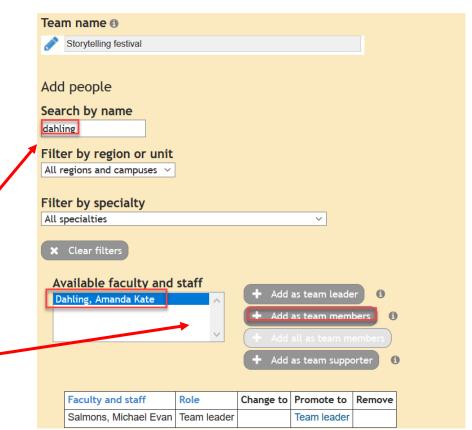Choose **Settings** tab, then **My Teams**, then **Create a new team**

myExtension- Create a Team

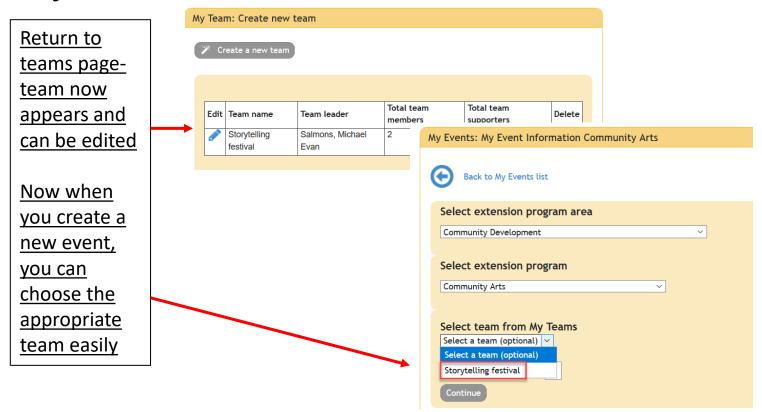Indicate the name of the team and choose **Create team**

myExtension- Create a Team

Interface is same as teams tab in Create an Event.

Enter part of team member's name, press enter

Click on their name and choose role

Team name ⓘ

✏️ Storytelling festival

Add people

Search by name

dahling

Filter by region or unit

All regions and campuses ▾

Filter by specialty

All specialties ▾

✖ Clear filters

Available faculty and staff

Dahling, Amanda Kate

➕ Add as team leader ⓘ
➕ Add as team members ⓘ
➕ Add all as team members
➕ Add as team supporter ⓘ

Faculty and staff	Role	Change to	Promote to	Remove
Salmons, Michael Evan	Team leader		Team leader	

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myExtension- Create a Team

Return to teams page- team now appears and can be edited

Now when you create a new event, you can choose the appropriate team easily

My Team: Create new team

Create a new team

Edit	Team name	Team leader	Total team members	Total team supporters	Delete
✏️	Storytelling festival	Salmons, Michael Evan	2		

My Events: My Event Information Community Arts

⬅️ Back to My Events list

Select extension program area

Community Development

Select extension program

Community Arts

Select team from My Teams

Select a team (optional)

Select a team (optional)

Storytelling festival

Continue

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myExtension- Add to Address Book

To add a venue address for future use, use the Address Book

From main menu:
Settings →
My Address Book →
Create a new contact

myExtension- Add to Address Book

To add a venue address for future use, use the Address Book

From main menu: Settings → My Address Book → Create a new contact
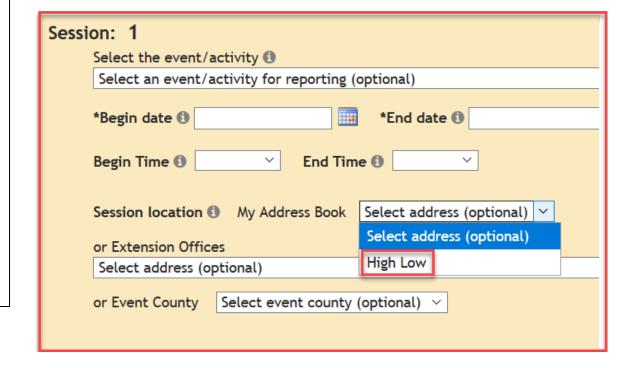

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myExtension- Add to Address Book

Add name, any helpful location information, address and ZIP code.

Click on Verify address in case any adjustments need to be made

Organization or business name ⓘ

High Low

Location description ⓘ

Grand Center

Address line 1 ⓘ

3301 Washington Avenue

Address line 2 ⓘ

ZIP: ⓘ   +4

63103   -   1118

Verify address   ⓘ

Organization or business email ⓘ

Organization or business phone (999-999-9999) ⓘ

Organization or business fax (999-999-9999) ⓘ

Organization or business website URL ⓘ

Contact first name ⓘ

Contact last name ⓘ

Add other information if known, such as email, business phone, website URL, and contact name.

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myExtension- Add to Address Book

Now when creating a new event, the contact can chosen in the Session Location dropdown, and the name and address will be autofilled.

Session: 1

Select the event/activity ❶

Select an event/activity for reporting (optional)

*Begin date ❶ [　　　　　　] 📅   *End date ❶ [　　　　　　]

Begin Time ❶ [　　　▼]   End Time ❶ [　　　▼]

Session location ❶   My Address Book   [Select address (optional) ▼]

Select address (optional)

or Extension Offices

Select address (optional)   High Low

or Event County   [Select event county (optional) ▼]

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Event Reporting
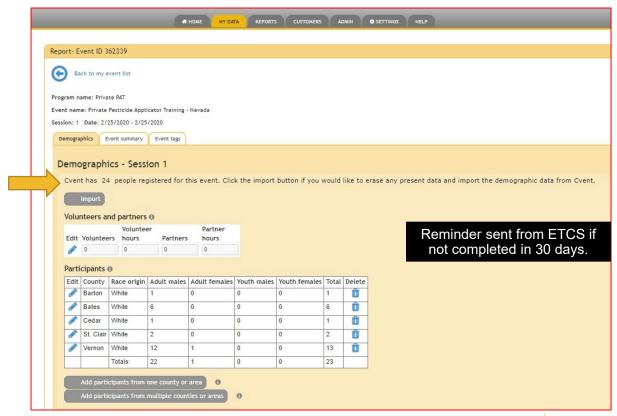
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My Extension - Post Event Data Reporting

Organizer finalizes reporting in MyExtension.

Cvent data is available to import, in full, once the registrant data is confirmed by team leader with muconf8@missouri.edu at end of event.

Reminder sent from ETCS if not completed in 30 days.

Questions?

- Event entry and registration set-up: MU Conference Office, **muconf8@missouri.edu**

- Webpages: Extension Web Services, **nexus@missouri.edu**

- myExtension: **ETCS@missouri.edu**

Resources for faculty and staff regarding the process and fees can be found within the event management pages of the MU Extension Way.

Or reference and print the Event Lifecycle and Submission Process for a summary and visual of the process.

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Thank You!

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