



# Entering Events in myExtension

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# 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/>**

# 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**

# myExtension- Create new event



Choose Create new event

OR

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



Extension Teaching: My Event Information

Create, edit, copy and report on program events. Complete your annual creating of events and reporting by December 31 at midnight for the calendar year sessions (January 1 - December 31)

[Create new event](#) [Copy prior events](#)

Edit	Event ID	Event name	Sessions	Begin date	End date	Delete event	Remove me from team	Reporting
	393756	Business Financials: The Basics	1	2/23/2023	2/23/2023			
	393755	Stay Strong, Stay Healthy - Level 1 - Virtual - Statewide	16	2/6/2023	3/30/2023			

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

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

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

# 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

# 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



Select extension program area

Community Development

Select extension program

Community Arts

Select team from My Teams

Select a team (optional)

Number of events ⓘ 1

Continue

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

**For County Council and other county office events, choose the “Engagement Activities” program area.**

# 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**

[Back to My Events list](#)

[Create events](#)

**Event 1 information:**

Display event on MU Extension website

Does the participant need to register?  
(If yes, additional information requested on Submit to Cvent)

Yes  No

**Recurrence schedule**

No recurrence schedule

Weekly

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Monthly

Day 1 for every 1 months

The first day of every 1 months

Number of sessions for event 1: 1 [Create sessions](#)

[Create events](#)

# 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

# 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**



The screenshot shows a user interface for managing events. At the top, there are two buttons: "Create new event" (with a pencil icon) and "Copy prior events" (with a document icon). Below these buttons is a table with the following columns: "Edit", "Event ID", "Event name", "Sessions", "Begin date", "End date", and "Delete event". The table contains two rows of event data. The first row has an edit pencil icon highlighted with a red box, an Event ID of 364581, the name "Community Arts", 1 session, and dates of 4/1/2020. The second row has an edit pencil icon, an Event ID of 364564, the name "Story Lounge: Compassion, and other Verbs", 1 session, and dates of 3/26/2020. A trash can icon is visible in the "Delete event" column for the first row.

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

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

**Saving the event adds new tabs**

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

# 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=SHhmVW1nMDIpU0ZHZTRpZEZu>

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.**

# myExtension- Create new event- Event details

If you want a deadline for registration, enter it here

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

Registration deadline ⓘ

Participant Registration Fee ⓘ

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 ⓘ

Maximum class size

(Leave blank if there is no limit)

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

# 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

The screenshot shows a web form for creating an event. At the top, there is a 'Partners' field with a red box around it containing the text 'Missouri Center for the Arts'. Below this is a 'Website interest areas' section with a list of categories and checkboxes. 'Arts and culture' and 'Theater and performing arts' are checked and highlighted with red boxes. Other categories include 'Agriculture and environment', 'Literature', 'Media arts', 'Music', 'Sports and recreation', 'Visual arts', 'Business and community', 'Business development', 'Community development', 'Labor and workforce development', 'Health and safety', and 'Youth and family'. At the bottom of the form, there is a 'Save event' button highlighted with a red box. Red arrows point from the text boxes on the left to these specific elements in the form.

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**

# 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.

# 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

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

### Team

Event team ⓘ  
Add people

Search for a name  
Dahling  Search

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 support ⓘ

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

Faculty and staff	Role	Change to:	Promote to:	Remove
Overholser, Lisa M	Team leader			
Dahling, Amanda Kate	Team member	Team support	Team leader	✕
Salmons, Michael Evan	Team member	Team support	Team leader	✕

# 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

Sessions

Recurrence schedule ⓘ

No recurrence schedule

Weekly ⓘ

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Monthly ⓘ

Day  for every  months ⓘ

The  day of every  months ⓘ

+ Save recurrence schedule

Edit	Session number	Begin date	End date	Display on website	Session description	Start time	End time	Delete	Cancel	Copy	Add to Outlook
	1	4/1/2020	4/1/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Cancel		

Add session Post all sessions to web Cancel all sessions Go to Reporting

# 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

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 ⓘ

If the session needs a description beyond the main event, enter here

# 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 ▼

# 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**

The screenshot shows a form with the following elements:

- Event county**: A dropdown menu with "St. Louis City" selected. A red box highlights the dropdown.
- Map URL**: An empty text input field. A red box highlights the input field.
- Display on website**: A checked checkbox. A red box highlights the checkbox.
- Cancel session**: An unchecked checkbox.
- Save session**: A button with a save icon. A red box highlights the button.
- Cancel changes**: A button with an 'x' icon.

# 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.**

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

What county is managing the funds?

Mocode for registration income.

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.

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](mailto:muconf8@missouri.edu) with questions.

Email address of Fiscal office contact.

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

Attach File(s)  No file chosen

Event submitted to Cvent.

These must be filled out for event to submit.

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

# Confirmation



# 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](mailto:ETCS@Missouri.edu) to check on status.***

Any changes to this event, or additional needs, should be sent to [muconf8@missouri.edu](mailto:muconf8@missouri.edu) rather than edited in MyExtension. This guarantees that the MU Conference Office can be informed of any updates. You may also direct 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](mailto:muconf8@missouri.edu) with any updates or changes so they can be reflected on your public site.**

# Teams



# 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

The screenshot displays the myExtension web application interface. At the top, the logo "myExtension" is visible on the left, and "UNIVERSITY OF MISSOURI Extension" is on the right. A user profile dropdown shows "For: Michael Salmons". Below the header is a navigation bar with buttons for HOME, MY DATA, REPORTS, CUSTOMERS, ADMIN, SETTINGS (highlighted with a red box), and HELP. A "Hide menu" link is positioned above a vertical list of menu items: My Program Templates, My Teams (highlighted with a red box), My Address Book, My Delegates, My Counties, My Reports, My Date Ranges, and My Event Teams. The main content area is titled "My Teams" and contains the instruction: "Create teams to use when you create events in MY DATA > My Events: My Event Information." Below this instruction is a button labeled "Create a new team" (highlighted with a red box) and a message box stating "No teams created."

# myExtension- Create a Team

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

My Team: Create new team

 [Back to My Teams list](#)

Create new team

\* required field

\*Team name 



 **Create team**  Cancel changes

# 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	

# 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

# 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

The screenshot shows the myExtension user interface. At the top, the user is logged in as Michael Salmons. The navigation menu includes HOME, MY DATA, REPORTS, CUSTOMERS, ADMIN, and SETTINGS. The SETTINGS menu item is highlighted with a red box. Below the menu, the 'My Address Book' section is visible, containing a 'Create a new contact' button (highlighted with a red box) and sections for 'Active contacts' (showing 'No active addresses found.') and 'Inactive contacts'. A 'Hide menu' section on the left lists various options, with 'My Address Book' highlighted by a red box. Red arrows point from the text on the left to these specific elements in the interface.

# 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

The screenshot shows the myExtension user interface. At the top, the user is logged in as Michael Salmons. The navigation menu includes HOME, MY DATA, REPORTS, CUSTOMERS, ADMIN, and SETTINGS (highlighted with a red box). Below the menu, the 'My Address Book' section is visible. The 'My Address Book' menu item in the left sidebar is highlighted with a red box. The main content area shows the 'My Address Book' page with a 'Create a new contact' button (highlighted with a red box) and a message stating 'No active addresses found.' in the 'Active contacts' section. The 'Inactive contacts' section is also visible at the bottom.

# 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.

# 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 ⓘ

Select an event/activity for reporting (optional)

\*Begin date ⓘ   \*End date ⓘ

Begin Time ⓘ  End Time ⓘ

Session location ⓘ My Address Book  

or Extension Offices

or Event County

# Event Reporting



# 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](mailto:muconf8@missouri.edu) at end of event.

The screenshot shows the 'Report - Event ID 362339' page in the MyExtension system. The navigation bar includes HOME, MY DATA, REPORTS, CUSTOMERS, ADMIN, SETTINGS, and HELP. The page displays event details: Program name: Private PAT, Event name: Private Pesticide Applicator Training - Nevada, and Session: 1 Date: 2/25/2020 - 2/25/2020. There are tabs for Demographics, Event summary, and Event tags. The 'Demographics - Session 1' section indicates that 24 people are registered and provides an 'Import' button. Below this is a 'Volunteers and partners' table with columns for Edit, Volunteers, Volunteer hours, Partners, and Partner hours. The 'Participants' table lists individuals by County, Race origin, and counts for Adult and Youth males and females, along with a Total and Delete column. At the bottom, there are buttons to 'Add participants from one county or area' and 'Add participants from multiple counties or areas'. A yellow arrow points to the 'Import' button. A black box on the right contains the text: 'Reminder sent from ETCS if not completed in 30 days.'

Edit	Volunteers	Volunteer hours	Partners	Partner hours
	0	0	0	0

  

Edit	County	Race origin	Adult males	Adult females	Youth males	Youth females	Total	Delete
	Barton	White	1	0	0	0	1	
	Bates	White	6	0	0	0	6	
	Cedar	White	1	0	0	0	1	
	St. Clair	White	2	0	0	0	2	
	Vernon	White	12	1	0	0	13	
		Totals:	22	1	0	0	23	

# Questions?

- Event entry and registration set-up: MU Conference Office, [muconf8@missouri.edu](mailto:muconf8@missouri.edu)
- Webpages: Extension Web Services, [nexus@missouri.edu](mailto:nexus@missouri.edu)
- myExtension: [ETCS@missouri.edu](mailto: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.

Thank You!

