OCS Conference Event Self-Registration: User Guide

A brief guide to using OCS Conference Event Self-Registration

Delegates

In order to self-register for available events, members must have access to OCS and be registered as a delegate to the conference in question.

Delegates should initially access OCS, select the "Login as a Member" link and then select a conference from the list shown for which they wish to manage event registrations.

The following screen should then be shown:



D1 – Delegate Conference Menu

Delegates should next click the "My Requirements" link and the "My Requirements Selection" screen is shown as below:

	6 \$
t Yrew Favorites Iools Help Jees Conferences Agenda My Requirements Conference Details Help UNISON Member - 2020 National Black Members' Conference	
Conferences Agenda My Requirements Conference Datails Help	
UNISON Member - 2020 National Black Members' Conference	
UNISON Member - 2020 National Black Members' Conference	
Member - 2020 National Black Members' Conference	
2020 National Black Members' Conference	
Branch Delegation	
Submitting Body	
The following options are evailable to your	
My Requirement Request Status Item Status	
Child Care Not Selected History	
Personal Assistant Not Selected History	
Reasonable Adjustments Not Selected Not Applicable History	
Conference Funct Coll conjunction	
Emergency Contact Details	
Upload Badge Image	
Opt out of hard copy documents	

D2 – My Requirements Selection

Delegates should now click the "Conference Event Self-Registration" link and the Conference Event Self Registration screen is shown as below:

	1000			
<	C 🛬 Confere	ence Event Self-Regi ×		
Ele Edit View Favorites Icols Help				
Roles Conferences Agenda My	Requirements	Conference Details Help		^
LINISON	Member -		10.1	
UNIDON	2020 Nation	nal Black Member	s' Conference	
Conference Event Self Reg	istration			
Contelence Event Sei-Reg	ISUBUON			
The following Conference e	vents are avail	lable to you to self-reg	ster:	
Date	Start Time	Available Events		
Sunday, March 01, 2020	5:00 PM	Select Event	~	
Monday, March 02, 2020	1:00 PM	Select Event	~	
	- C	a Datas I		
	Sav	ve Return		
				~
¢				>

D3 – Conference Event Self-Registration

This screen shows the Dates/Time slots for which in which there are available self-registerable events along with a dropdown list for each slot showing the available events for that slot.

Note that on entry to this screen "Select Event" for any slot indicates that this delegate is not registered for any event in that slot.

As noted above, the dropdown list shows available events for each slot (available meaning that the event is not full, and that self-registration has not yet closed) as shown below:

UNISON	Member 2020 National Black Members' Conference
Conference Event Self-Rec	pistration
The following Conference e	events are available to you to self-register:
	5:00 PM Solort Event
Sunday, March 01, 2020	Openet Cross
Sunday, March 01, 2020 Monday, March 02, 2020	1:00 PM Test Workshop 1 (Workshop) Test Workshop 2 (Workshop)
Sunday, March 01, 2020 Monday, March 02, 2020	1:00 PM Test Workshop 1 (Workshop) Test Workshop 2 (Workshop) Save Return
Sunday, March 01, 2020 Monday, March 02, 2020	1:00 PM Test Workshop 1 (Workshop) Test Workshop 2 (Workshop) Save Return
Sunday, March 01, 2020 Monday, March 02, 2020	1:00 PM Test Workshop 1 (Workshop) Test Workshop 2 (Workshop) Save Return
Sunday, March 01, 2020 Monday, March 02, 2020	1:00 PM Test Workshop 1 (Workshop) Test Workshop 2 (Workshop) Save Return

D4 – Conference Event Self Registration dropdown list

Note that the text in brackets indicates the event type for each event.

Delegates should simply select events from each date/time slot that they wish to attend and click the "Save" button.

This will:

- Register the delegate as an attendee as the events just added
- Send an email notification to the delegate detailing the date/time, event name, event type and venue for each event just added
- Return the delegate to the "My Requirements Selection" screen (D2 above).

From screen D2, delegates can access the "Conference Event Self-Registration" screen again, and at any time, using the link to view their current self-registrable event registrations.

The screen below shows the delegate is registered as an attendee for "Test Workshop 1" and "Test Workshop 4":

M http://rus-vocs02/mdawmb.₽ dit View Favorites Tools Help Roles Conferences Agenda My	Conference Event Self-Regi X
UNISON	Member - 2020 National Black Members' Conference
Conference Event Self-Rec	istration
The following Conference e	vents are available to you to self-register.
Date	Start Time Available Events
Sunday, March 01, 2020 Monday, March 02, 2020	5:00 PM Test Workshop 1 (Workshop)
Monday, March 02, 2020	1.00 PM [Test Workshop 4 (Workshop)
	Course Determined
	Save Return

D5 – Existing event registrations

Should a delegate be unable to attend an event for which they are registered, they simply need to de-select that event by selecting "Select Event" from the dropdown list for the appropriate slot.

For example, if the delegate does not now wish to attend "Test Workshop 1", "Select Event" can be selected from the March 01/5:00pm slot dropdown as below:

Sile Edit View Fgvorites Iools Help	C Conference Event Self-Regi X
Roles Conferences Agenda My	Requirements Conference Details Help
UNISON	2020 National Black Members' Conference
Conference Event Self-Reg	stration
The following Conference e	vents are available to you to self-register:
Date	Start Time Available Events
Sunday, March 01, 2020	5:00 PM Select Event
Monday, March 02, 2020	1:00 PM Test Workshop 4 (Workshop)
	Save Return
(>

D6 – De-select event

...before clicking the "Save" button.

The "Save " button will cause:

- The delegate to be deregistered as an attendee from the events just removed
- An email notification to be sent to the delegate detailing the date/time, event name, event type for each event just removed
- OCS to return the delegate to the "<My Requirements Selection" screen (D2 above).

Note that using the "Return" button on the "Conference Event Self-Registration" screen (D3, D4, D5, D6) will discard any changes and simply return to the "My Requirements Selection" screen (D2).

Email Reminders for delegates registered as attendees at events occurring in 2 days time appear as below:



E3 – Event Reminder Notification