

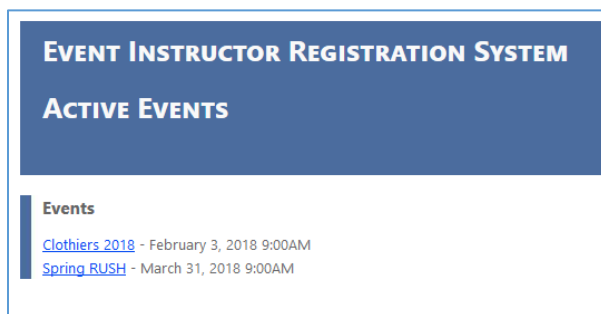
# RUSH Event Instructor Registration System User Guide

Guide by Mèstra Giraude Benet – giraudebenet@hotmail.com  
Event System created by Master Guillaume de la Sudeterre

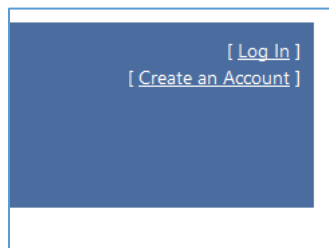
## How to Sign up/Log In

Go to the Event System, which is located at <http://www.medievalcity.com/eventsystem> .

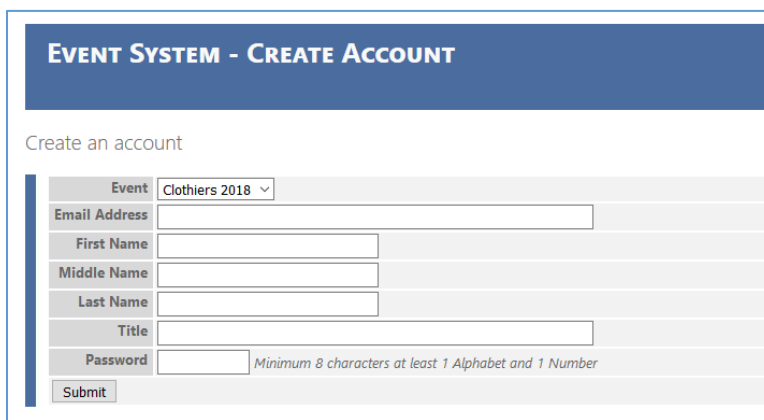
The left side of the page will look like this, and display links to the events currently enrolling classes:



The right side of the page will have links to either log in or create an account:



If you have never used the Event System before, click on "Create an Account." It will take you to a page where you can enter your information and create your account:



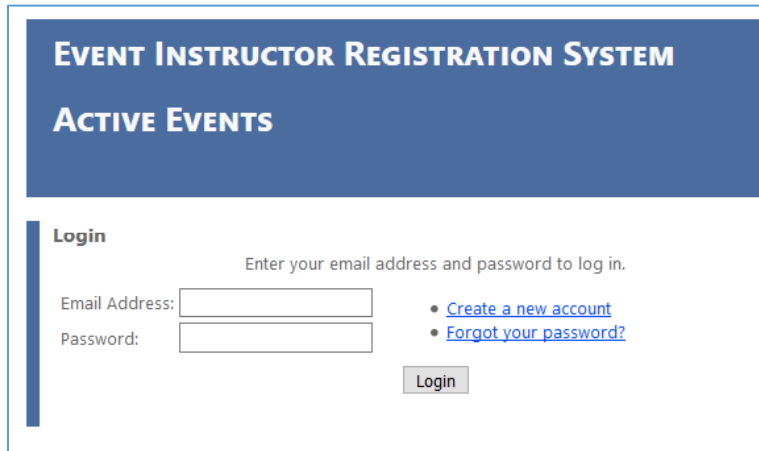
Be sure to enter your SCA name and title as you wish it to appear on the published class information, not your modern name.

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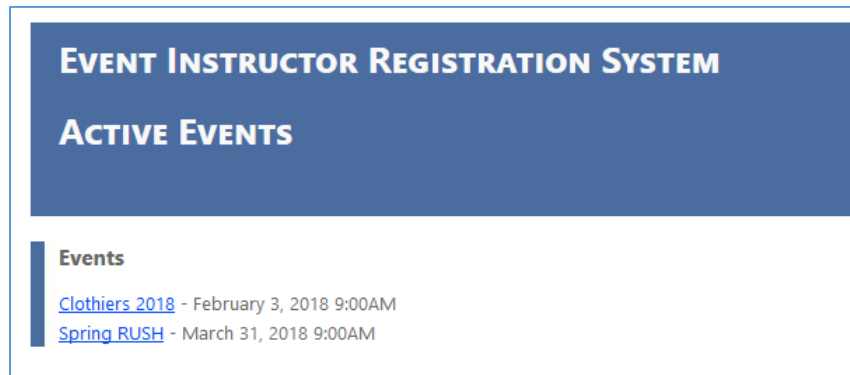
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If you have already created an account, click "Log In"



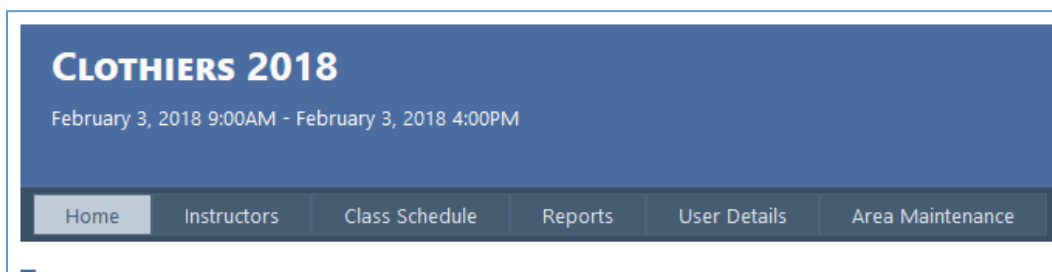
The screenshot shows the login interface. At the top, a dark blue header contains the text "EVENT INSTRUCTOR REGISTRATION SYSTEM" and "ACTIVE EVENTS". Below this, a "Login" section is titled. It includes the instruction "Enter your email address and password to log in." There are two input fields: "Email Address:" and "Password:". To the right of the password field are two links: "Create a new account" and "Forgot your password?". A "Login" button is positioned below the password field.

Once you are logged in, you will see a list of events currently accepting registration for classes. Click on the name of the event you are interested in.



The screenshot shows the "ACTIVE EVENTS" page. The header is the same as the login page. Below the header, the "Events" section lists two events: "Clothiers 2018 - February 3, 2018 9:00AM" and "Spring RUSH - March 31, 2018 9:00AM". Both event names are underlined and appear to be clickable links.

When you are logged in, you should see a list of tabs across the top of the page:



The screenshot shows the details for the "CLOTHIERS 2018" event. The header displays the event name and the date and time: "February 3, 2018 9:00AM - February 3, 2018 4:00PM". Below the header is a navigation bar with six tabs: "Home", "Instructors", "Class Schedule", "Reports", "User Details", and "Area Maintenance". The "Home" tab is currently selected and highlighted.

If this is not visible when you are logged in, please see the Troubleshooting section on page 5.

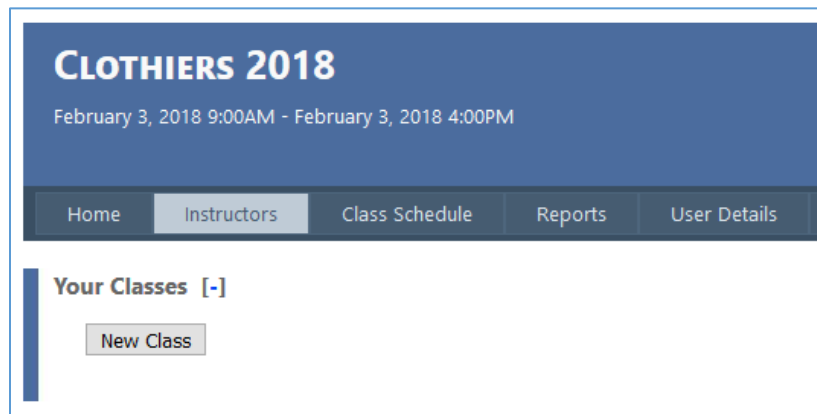
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## How to Create a New Class in the Event System

Click on the tab that says "Instructors." You will see a listing of classes you have already registered (if there are any), and a button that says "New Class." Click on this button to create your new class listing:



You can then fill out the information for your class.

Name	Introduction to....
Type	Class
Instructor	Benet, Giraude
Description	In this class, you will learn the basics of....
Age Limit	10
Class Limit	7
Fee	12
Fee Note	Fee covers cost of mater
Skill Level	Beginner
Audience	All
Area	Classroom D
<small>Open assignment areas or areas you have been given permission to assign to by the Event Coordinator</small>	
Alternate Area Name	
<small>Use for Private Encampment names, etc.</small>	
Cancelled	<input type="radio"/> Yes <input type="radio"/> No
Insert	Cancel

You may enter the date, time, and duration of your class under Class Sessions after you create this record.

Be sure to indicate any age limit, class size limit, fees, etc. For Clothiers Seminar, be sure to indicate in the "Area" section the classroom you wish to teach in. You need to choose an area in order to be able to add a session for your class in the next step. When you are finished, click the "Insert" button.

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## How to Add a Session for Your Class

After you have created your class, you will need to add a session for your class. On the screen that appears after you click the "Insert" button, you have the opportunity to schedule the time you wish to teach your class. Select the Date (**be sure to select the date of the event at which you will be teaching**), the time, and the duration of the class. Only the available times will appear as options. If you do not see the time available that you wish to teach, you will need to edit the class and select a different classroom in the Area field that has your desired timeslot available. (See next page for how to view the class schedule, which will assist you in selecting a class room and time slot.) Use the Notes field to indicate any special needs or requests.

Click on "Insert" to complete adding your class session.

The screenshot displays the 'Introduction to...' section of the system. It contains a table with the following details:

Instructor	Giraude Benet
Description	In this class, you will learn the basics of...
Type	Class
Age Limit	10
Class Size	0
Fee	\$12 (Fee covers cost of materials used in class)
Skill Level	Beginner
Audience	All
Area	Classroom D
Alternate Area	
Cancelled	N

Below the table are three buttons: 'Edit', 'New', and 'Delete'.

The 'Class Sessions' section features a table with columns: Day, Time, Date, Hours, Notes, and Action. A red message states: **No Sessions Found. Add Session(s) to define day/duration of your class.**

Below the table is a form for adding a session with the following fields:

- Date: Saturday 2/3
- Time: 10:00am (with a note: *time slots already taken for this area will not appear on the list*)
- Duration (hours): 2
- Notes: Will need use of projector if one is available

At the bottom of the form are 'Insert' and 'Cancel' buttons.

You are able to edit your class information at any point by logging in to your account, going to the instructors tab, and selecting your class.

**Note: Classes will not appear in the published schedule until they have an assigned Area (classroom) and scheduled Class Session.**

If you are having difficulty with this step, try to contact the class coordinator for assistance.

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## Viewing the Class Schedule

Both on the event main page (before logging in) and after logging in, you should see a link that will allow you to view the class schedule for that event.

**Schedule of Classes** - Published 12/5/2017  
[Saturday 2/3](#)

When you click on the date under "Schedule of Classes," it will show you the current class schedule as of the date it was published. The class schedule does not update automatically; the person responsible for managing the event must publish the schedule on a regular basis to keep the listings current.

**Schedule of Classes** - Published 12/5/2017  
Saturday 2/3

Saturday 2/3	9:00am	10:00am	11:00am	12:00pm	1:00pm
Classroom A		Women's Fashion in the Early Fourteenth Century Mistress Avery Quatremaine	Wire weaving Mistress Miranda Logansdottir	Lunch	Walk Through Hist
Classroom B	What the Best Dressed Italian Courtesan Wore Baroness Briana MacKorkhill	Geometric Construction: More than just the rectangle! Mistress Rebecca Beaumont	Men's clothing in 15th century germany HL Helena Soranzo	Lunch	Walk Through Hist
Classroom C		Decorative Embroidery Honorable Lady Constanza de Sevilla		Lunch	Walk Through Hist
Classroom D		Sewing Machine Basics Ms Nesscia inghean Chearnaigh		Lunch	Walk Through Hist
Classroom E	HRH Ashir's class bataciqan Ashir		HRH Ashir's class bataciqan Ashir	Lunch	Walk Through Hist
Classroom F	HRH Ashland's class ashland de mumford			Lunch	Walk Through Hist

Available class times will appear as unfilled blocks. Please be aware that an instructor may have scheduled a class in a block that appears to be open, but the updated schedule may not yet be posted.

## Troubleshooting

If you are having difficulty seeing the section where you can create your class or add a session, please try using a different web browser, or an updated version of your current browser. Safari doesn't work well with this system, but other browsers for Mac computers seem to be fine.

When all else fails, please email the class coordinator for assistance in creating an account and adding your class to the schedule.