CALENDAR & EVENTS FOR ADMINS – Class Registrations

Logging into Sitecore

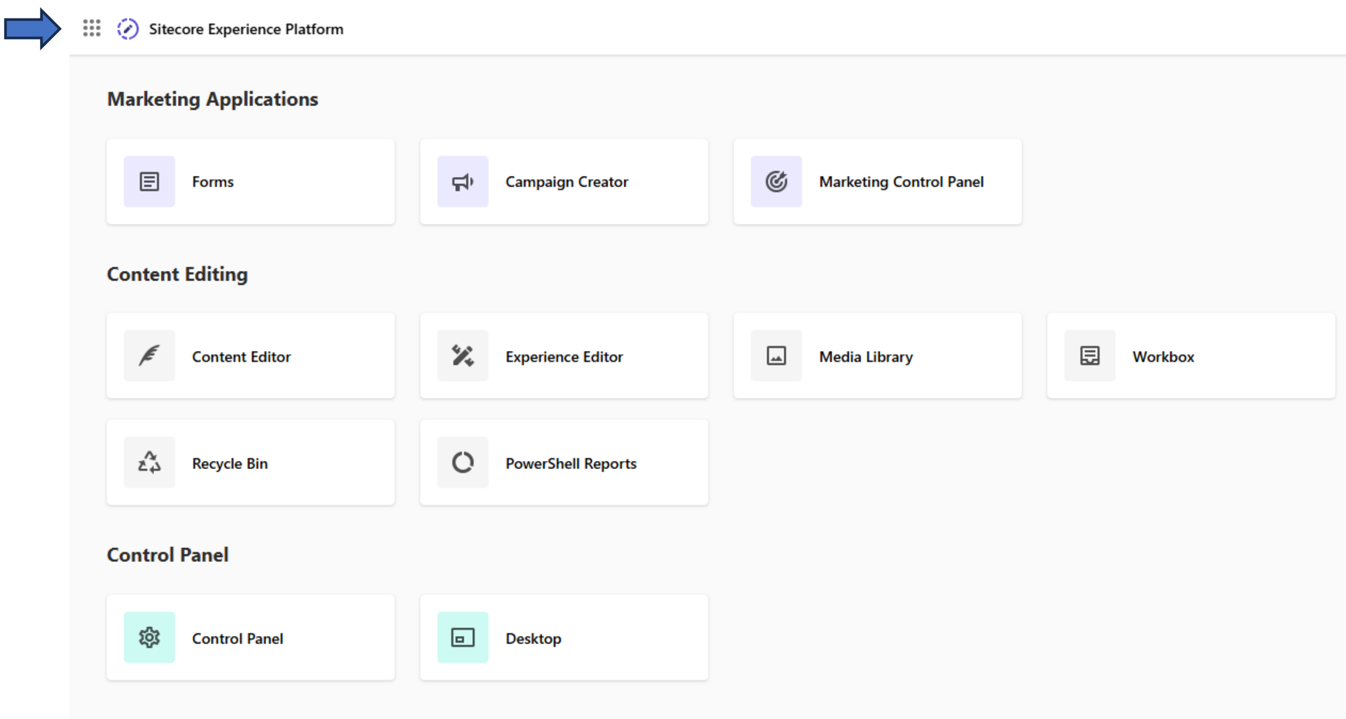
1. Visit: https://prod-cm.henryford.com/sitecore/login

2. Click **HFH Enterprise ID** to log into Sitecore. Enter your **HFH Corporate email** and **password** when prompted.

3. It is recommended that you use either **Chrome**, **Mozilla** or **Edge**.

The Launchpad – The Experience Platform

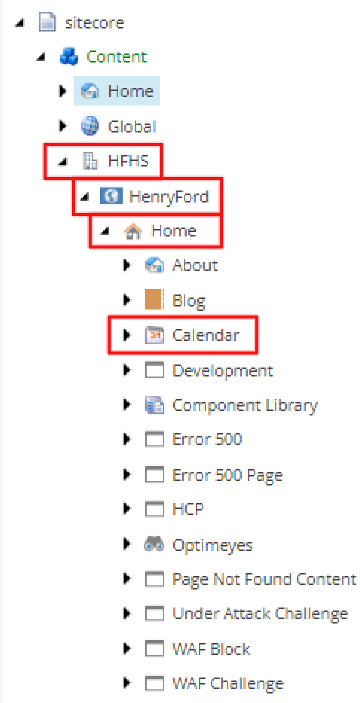
Note: *Based on the access rights of your account and role, your launchpad may look different. If you do not see the launchpad on login, click on the grid icon in the top left corner.*



Navigating to the Calendar Module

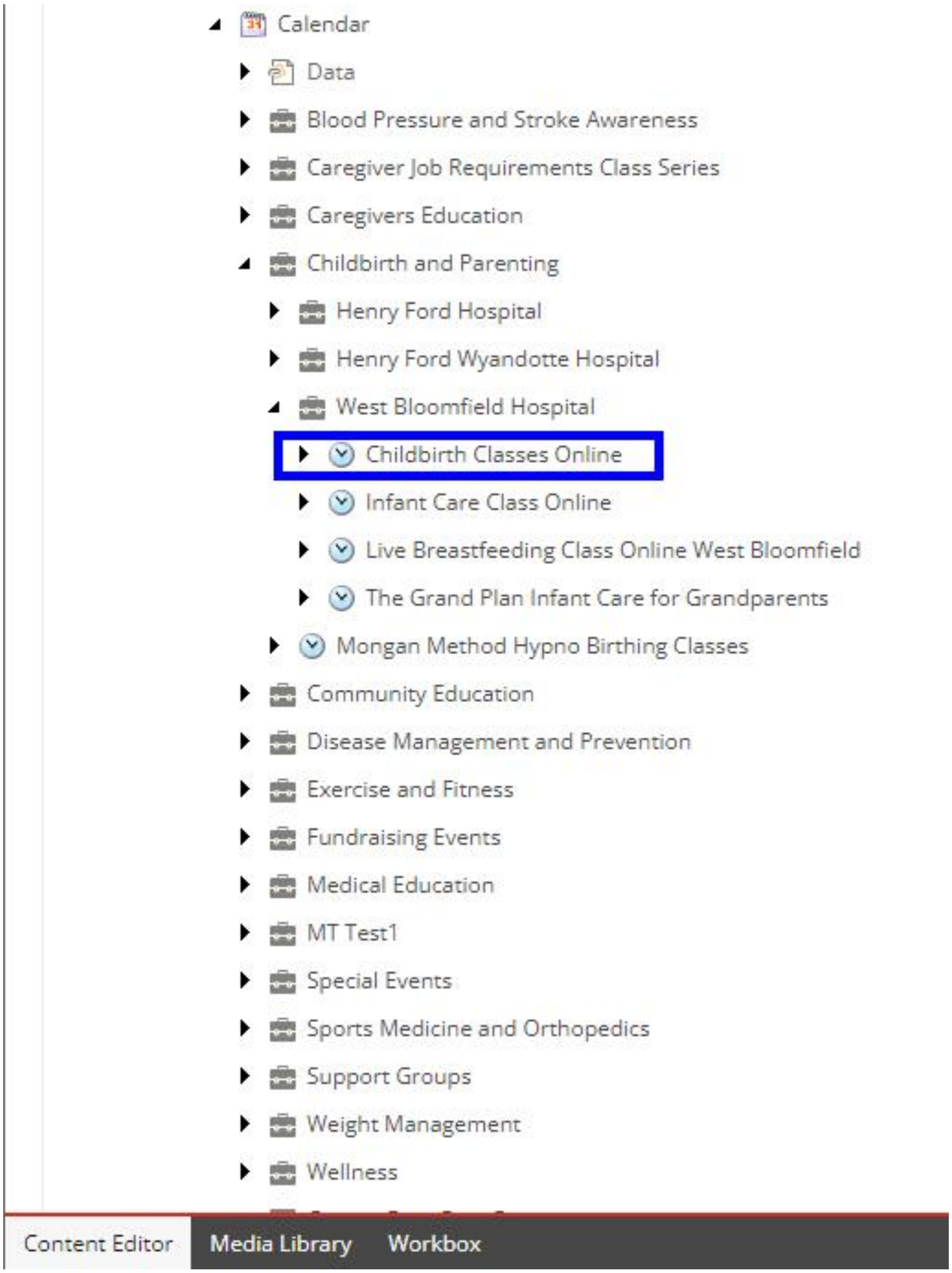
1. Select the **Content Editor button.**
    - To start editing from the backend select the **Content Editor** button

2. The Content Tree contains all your website's pages, items, and modules (including Calendar).
    - Note: The Calendar Events and Topics will be found under the Content > HFHS > HenryFord > Home > Calendar folder.
    - Set up your Content Editor with the appropriate settings and menus by opening the **View** ribbon and having the following checkboxes checked:
        - Content Tree (checked by default)
        - Entire Tree



Finding Your Calendar Registrations

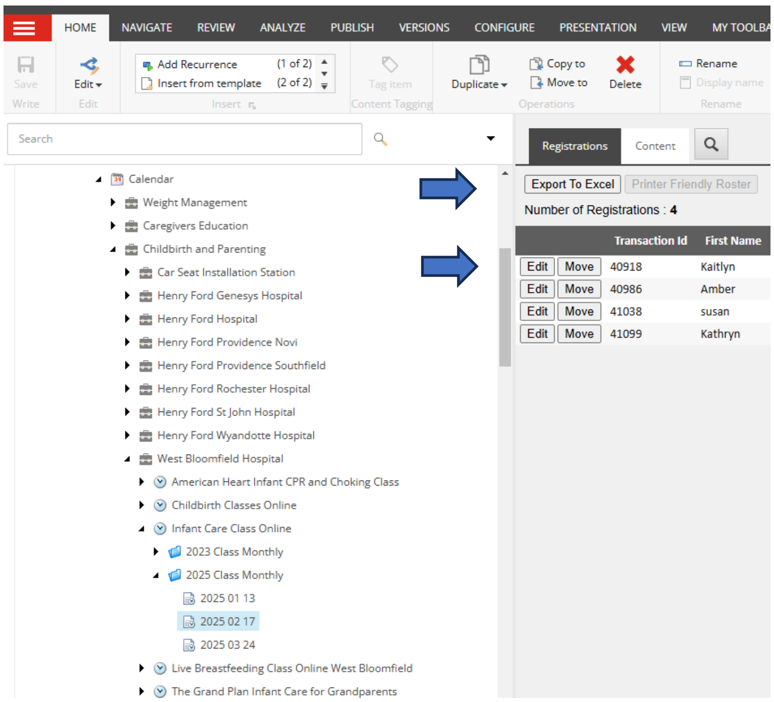
1. Go to the **Calendar Folder Tree**, and then open the sub-folders to locate your Class Category > Location > Class Title. All Event Sessions (dates) will be shown underneath the Class Title.



Managing Event Registrations

The Event Registration management is a tab which enables you to Edit and Export Registrants for individual Event Sessions.

1. Navigate to the Event Session you are interested in reviewing. The Registrations Tab will be displayed by default (takes a few seconds to load) and if there are registrants that have signed up for the event, a table will be displayed with the information pertaining to each registrant.
    a. *If there are 0 registrants for the event session, the table will not display.*



2. **Edit**
    a. Select the **Edit button** (to the left of the registrant's name) to change any information, such as removing them from a class.
    b. After selecting Edit, an **Edit Registration Window** will appear and allow you to change the Name, Address, Phone Number, and Status of the registrant, as well as any information that was entered into the Additional Form fields. To remove a registrant from a class, change their status to "Canceled".
    c. To save your updates, scroll down to the bottom of the window, and select OK, or select Cancel to cancel your changes.

3. **Move**
    a. Select the **Move button** (to the left of the registrant's name) to remove them from a class session and into another one. NOTE: Registrants can only be moved within the same class, if there are seats available for a future date.

b. After selecting Move, a **Move Registration Window** will appear showing the list and seats available for upcoming class sessions. Indicate the preferred session to move the registrant to by using the radio button under Select.

c. To save your updates, scroll down to the bottom of the window, and select OK, or select Cancel to cancel your changes.

4. **Export To Excel**

   a. To export the list of registrants of the Event Session to an Excel File, select Export to Excel at the top of the table. Wait a few seconds and an exported version of the table will be downloaded to your computer showing all the registrant data available for that session.