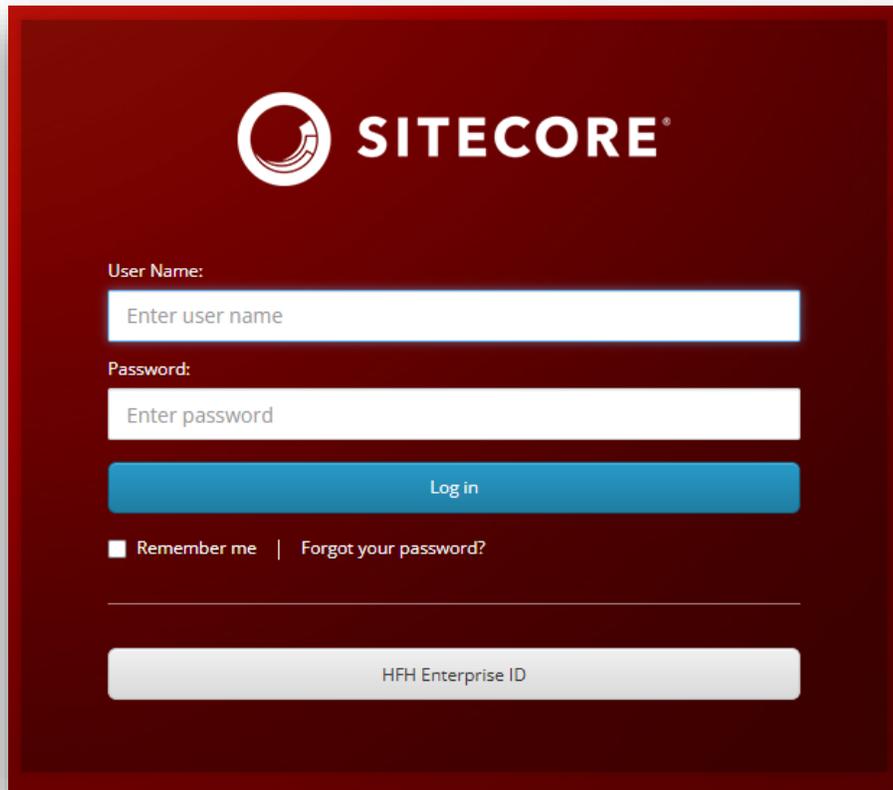


CALENDAR & EVENTS FOR ADMINS – Class Registrations

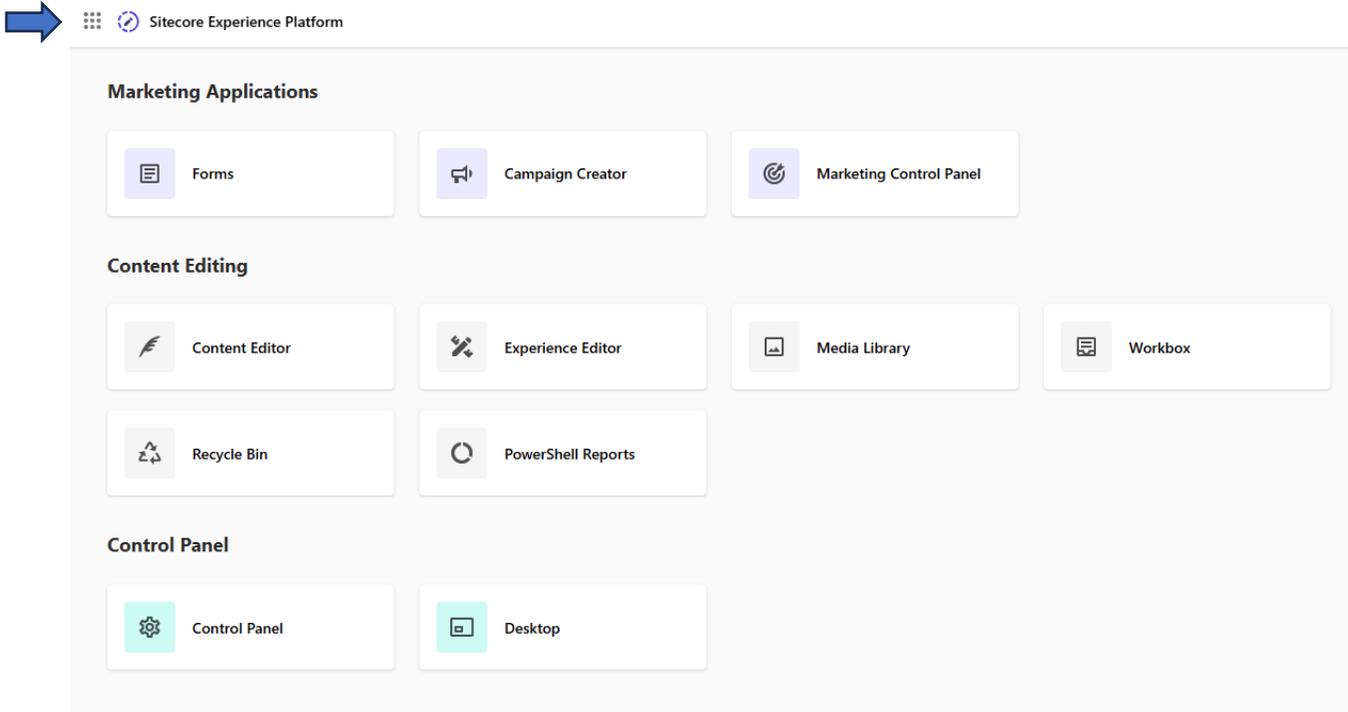
Logging into Sitecore

The image shows a login form for Sitecore. At the top center is the Sitecore logo, which consists of a white circular icon with a stylized 'S' and the word 'SITECORE' in white capital letters to its right. Below the logo, the text 'User Name:' is followed by a white input field containing the placeholder text 'Enter user name'. Underneath that, the text 'Password:' is followed by another white input field containing the placeholder text 'Enter password'. A blue button with the text 'Log in' is positioned below the password field. Below the button, there is a checkbox labeled 'Remember me' and a link 'Forgot your password?'. At the bottom of the form, there is a white button with the text 'HFH Enterprise ID'.

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.



The screenshot shows the Sitecore Experience Platform Launchpad interface. At the top left, there is a blue arrow pointing to a grid icon and the text "Sitecore Experience Platform". The interface is organized into three main sections:

- Marketing Applications:** Contains three tiles: "Forms" (with a list icon), "Campaign Creator" (with a megaphone icon), and "Marketing Control Panel" (with a refresh icon).
- Content Editing:** Contains five tiles: "Content Editor" (with a feather icon), "Experience Editor" (with a wrench icon), "Media Library" (with a photo icon), "Workbox" (with a list icon), and "Recycle Bin" (with a trash can icon).
- Control Panel:** Contains two tiles: "Control Panel" (with a gear icon) and "Desktop" (with a monitor icon).

Navigating to the Calendar Module

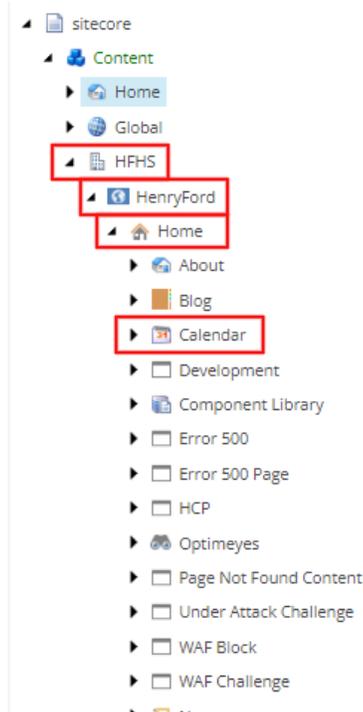
1. Select the **Content Editor** button.

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



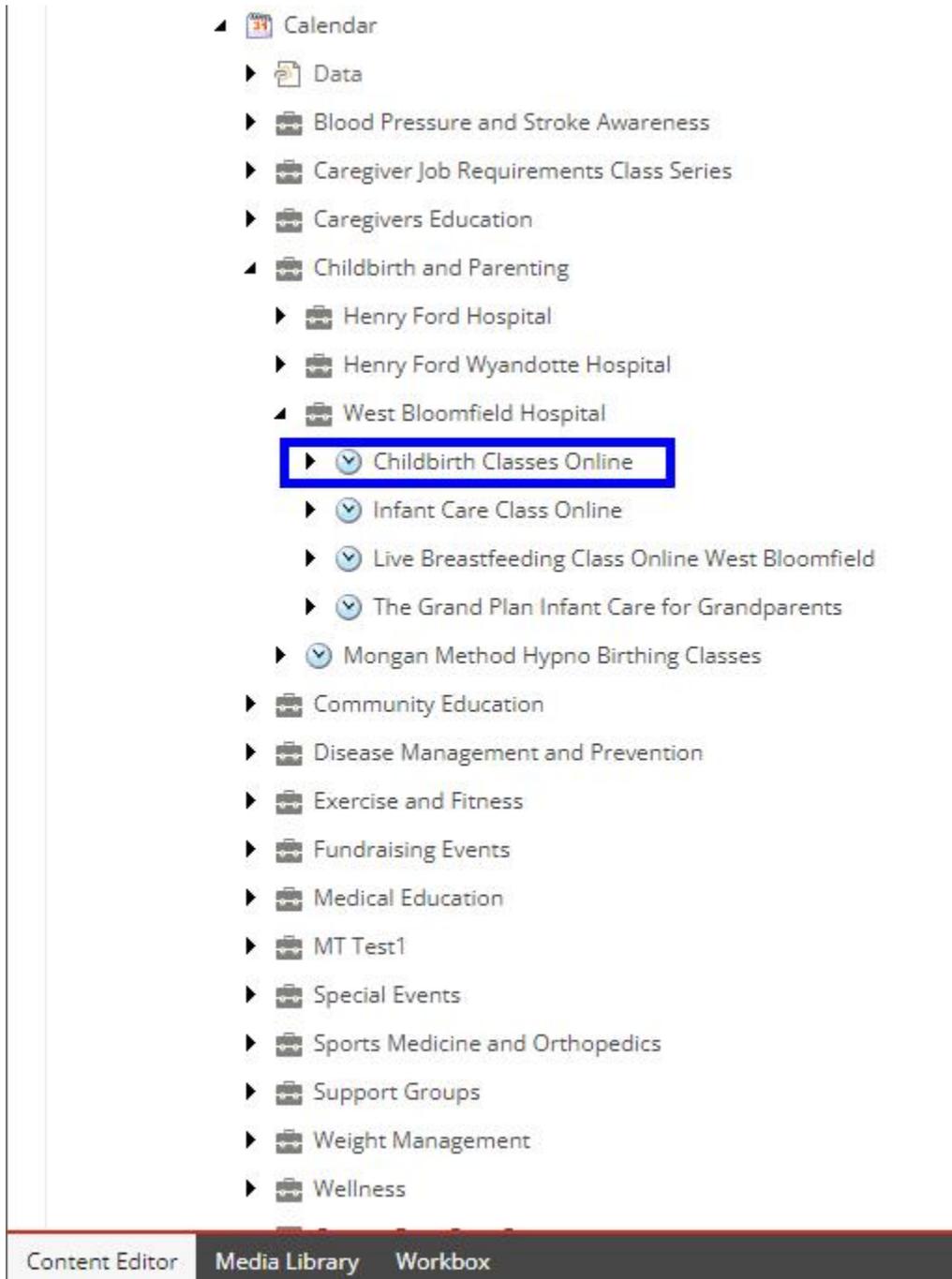
2. The Content Tree contains all your website's pages, items, and modules (including Calendar).

- 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.



The screenshot shows a hierarchical folder tree for a calendar. The root folder is 'Calendar', which is expanded to show several sub-folders. The 'Childbirth and Parenting' folder is also expanded, showing three sub-folders: 'Henry Ford Hospital', 'Henry Ford Wyandotte Hospital', and 'West Bloomfield Hospital'. The 'West Bloomfield Hospital' folder is expanded, and the 'Childbirth Classes Online' folder is highlighted with a blue box. Below this folder, several class titles are listed, each with a dropdown arrow indicating it can be expanded. At the bottom of the screen, there is a navigation bar with three tabs: 'Content Editor', 'Media Library', and 'Workbox'.

- Calendar
 - Data
 - Blood Pressure and Stroke Awareness
 - Caregiver Job Requirements Class Series
 - Caregivers Education
 - Childbirth and Parenting
 - Henry Ford Hospital
 - Henry Ford Wyandotte Hospital
 - West Bloomfield Hospital
 - Childbirth Classes Online**
 - Infant Care Class Online
 - Live Breastfeeding Class Online West Bloomfield
 - The Grand Plan Infant Care for Grandparents
 - Mongan Method Hypno Birthing Classes
 - Community Education
 - Disease Management and Prevention
 - Exercise and Fitness
 - Fundraising Events
 - Medical Education
 - MT Test1
 - Special Events
 - Sports Medicine and Orthopedics
 - Support Groups
 - Weight Management
 - Wellness

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.

The screenshot shows the 'Registrations' tab in the software. The left sidebar contains a tree view of event sessions, with '2025 02 17' selected. Two blue arrows point from the tree view to the table of registrants. The table has the following data:

Transaction Id	First Name
40918	Kaitlyn
40986	Amber
41038	susan
41099	Kathryn

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.