



Coursedog Event Scheduling Form

Custom Question Options

(All questions can be optional or required)

Text Question: allows for a custom question and provides the user an empty text box for their answer. Character limits can be added to the answer field if needed. Event Name will be one required field on each form with a 30 character limit to sync with Banner.

Custom Question - User Provides Text Answer in Blank Field

Yes/No Question: allows the user to select their answer. Special workflows can be generated with Yes/No questions if desired.

Yes/No Question - User selects choice

YES NO

Yes/No Question

YES NO

Yes/No Question

YES NO

Select Question: can be used to generate a list of choices. The setting can be fixed to allow one selection or multiple.

Select Question

Option 1 x Option 3 x

Select Question

Option 1

Option 2

Option 3

Select Question

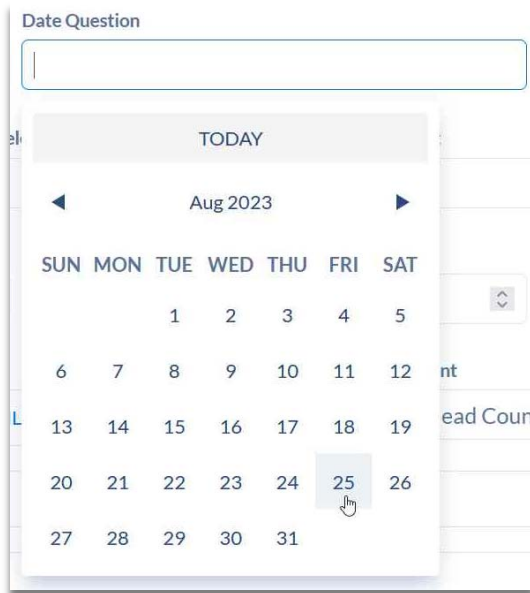
Option 1 x

Option 1

Option 2

Option 3

Date Question: provides a calendar for the user to select the desired date. Actual meeting/event dates will be added in the Meetings and Locations section of the event form. However, this option is available if other calendar data is needed.

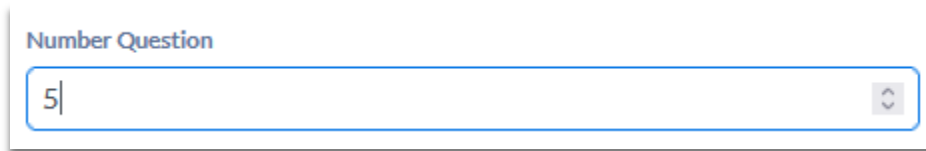


The image shows a form titled "Date Question" with an empty text input field. A calendar overlay is displayed, showing the month of August 2023. The calendar has a header with "TODAY" and "Aug 2023". The days of the week are listed as SUN, MON, TUE, WED, THU, FRI, and SAT. The dates 1 through 31 are arranged in a grid. The date 25 is highlighted with a mouse cursor pointing to it.



The image shows a form titled "Date Question" with a text input field containing the date "Aug 25, 2023".

Number Question: allows the user to enter a number or advance to a number using the arrows on the right-hand side.



The image shows a form titled "Number Question" with a text input field containing the number "5". A small arrow icon is visible on the right side of the input field.

Files: allows the user to upload documents with their submission.

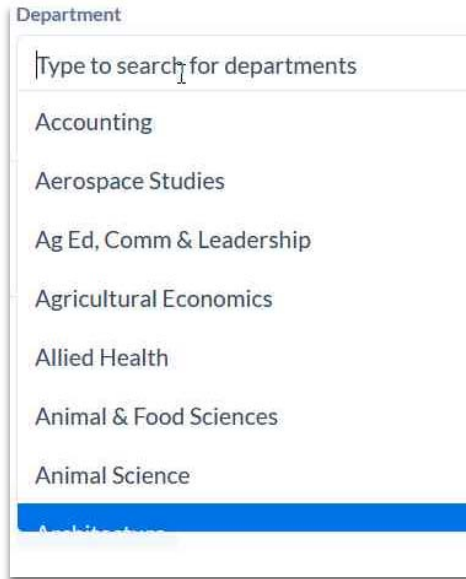


The image shows a form titled "Files" with a button labeled "ADD FILES" and a plus icon.

Pre-Built Question Options

(All questions can be optional or required)

Department Question: allows the user to select or type in the department associated with the request. This field will sync to Banner.



Department

Type to search for departments

- Accounting
- Aerospace Studies
- Ag Ed, Comm & Leadership
- Agricultural Economics
- Allied Health
- Animal & Food Sciences
- Animal Science
- Architecture

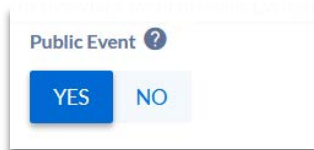


Department

animal

- Animal & Food Sciences
- Animal Science

Public Event Question: allows the user to select if this event should appear on the Courshedog public event site or remain private.



Public Event ?

YES NO

Event Owner: allows the user to select from a list of names in Banner. If the form is not intended for only internal users, adding a Banner ID and Name question will be a better option.



Event Owners

Type to search for users

- Suzanne Bilbeisi
- Sharon Burch
- Sarah Chabinak
- Stephen Clarke
- Sandy Earls
- Stacia Enns
- Shona Gambrell
- Scott Gelfand

Various Fee Questions: *allows for charges/discounts if fees are associated with event scheduling for your college.*

Discount (%)	Flat Discount Rate
50	\$ Set flat discount

Administrative Fee (%)	Administrative Fee (\$)
Set administrative fee (%)	\$ Set administrative fee (\$)

Various Head Count Questions: *allows for tracking or expected and actual head counts per event if this data is tracked by your college.*

Expected Head Count	Registered Head Count	Actual Head Count
0	0	0