

Adding Event Attendance

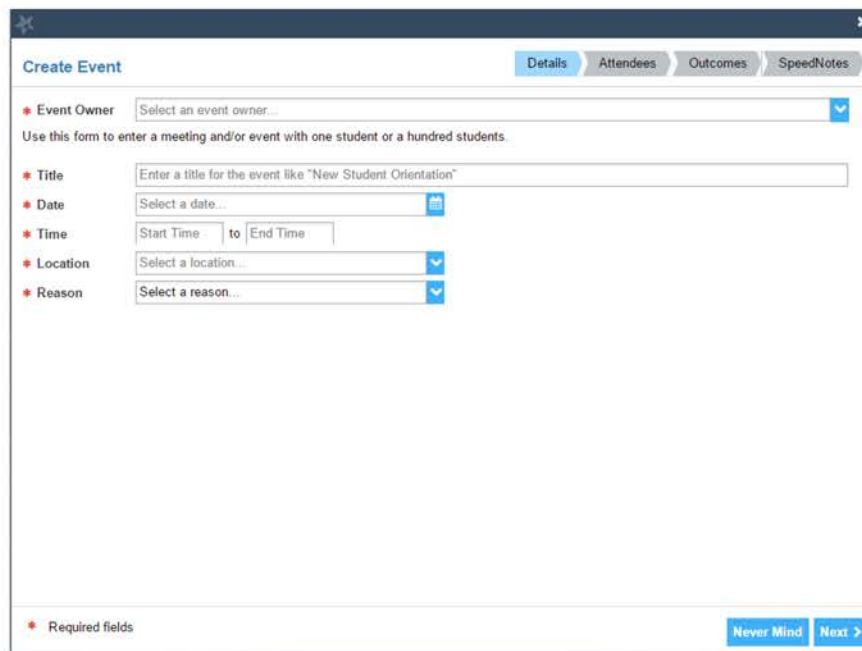
To add an event in Starfish, navigate to your **Appointments** page and click the add **(+) Event** button. If you do not see the **Event** button, ask your Starfish administrator to check your role permissions.



This will bring up the **Create Event** wizard which will guide you through the four steps of adding your event: [Details](#), [Attendees](#), [Outcomes](#), and [SpeedNotes](#) (if available). Let's take a look at each step.

Enter Event Details

The first step will be to enter details regarding your event. A red asterisk denotes all required fields.




The screenshot shows the 'Create Event' wizard with the 'Details' tab selected. The form contains the following fields:

- Event Owner:** A dropdown menu with the text 'Select an event owner...'. A red asterisk is to its left.
- Title:** A text input field with the placeholder 'Enter a title for the event like "New Student Orientation"'. A red asterisk is to its left.
- Date:** A date picker field with the text 'Select a date...'. A red asterisk is to its left.
- Time:** Two time input fields labeled 'Start Time' and 'End Time' with a 'to' separator between them. A red asterisk is to the left of the 'Start Time' field.
- Location:** A dropdown menu with the text 'Select a location...'. A red asterisk is to its left.
- Reason:** A dropdown menu with the text 'Select a reason...'. A red asterisk is to its left.

At the bottom left, there is a legend: a red asterisk followed by the text 'Required fields'. At the bottom right, there are two buttons: 'Never Mind' and 'Next >'.

1. If you manage multiple calendars, you will need to select the **Event Owner**. This will be the individual on whose calendar **Agenda** the event will reside.
2. Enter the event **Title**.
3. Enter the **Date** and **Time** of the event.

 **Important Note:** Only events in the past can be added. The calendar will not allow you to pick a date in the future.

4. Choose a **Location** for the event from the dropdown menu, or type a new location. Once a location is entered into the system, it will be available to the Event Owner for new events.

5. Select the **Reason** for the event.



Important Note: the reasons listed are based on the appointment types your role has permission to use with events. The reason selected here drives the options that will be displayed on the **SpeedNotes** page of the wizard. If no SpeedNotes are associated with the reason, that will be noted below the selected reason.

6. Click the **Next** button to continue or **Never Mind** to cancel.

Add Event Attendees

When you click the **Next** button after entering your event **Details**, you will be asked to define the event **Attendees**. A red asterisk denotes required fields.

The screenshot shows a web application window titled "Create Event" with a progress bar at the top containing "Details", "Attendees", and "Outcomes". The "Attendees" tab is active. Under the heading "Student Identifier", there are three radio button options: "Username", "Student ID", and "Integration ID". Below this is a large text input field for "Attendees". A note below the field reads: "Enter one or more Student Identifiers. Student Identifier should be separated by commas or new lines." At the bottom left, there is a legend for "Required fields" with a red asterisk. At the bottom right, there are three buttons: "Never Mind", "< Back", and "Next >".

1. Begin by selecting the type of **Student Identifier** you will be using. Available options may include Username, Student ID, or Integration ID.
 - If you received a list from an external source, verify the student identifier used to create the list.
 - If you created your list by downloading a list of students from your **My Students** tab within the **Student** area in Starfish, use either Username or Student ID, both of which are included as columns in the download .csv file.
 - If you created your list by downloading a list of students from your **Tracking** tab within the **Student** area in Starfish, use Student ID which is included in the .csv download in the column titled **studentExtId**.

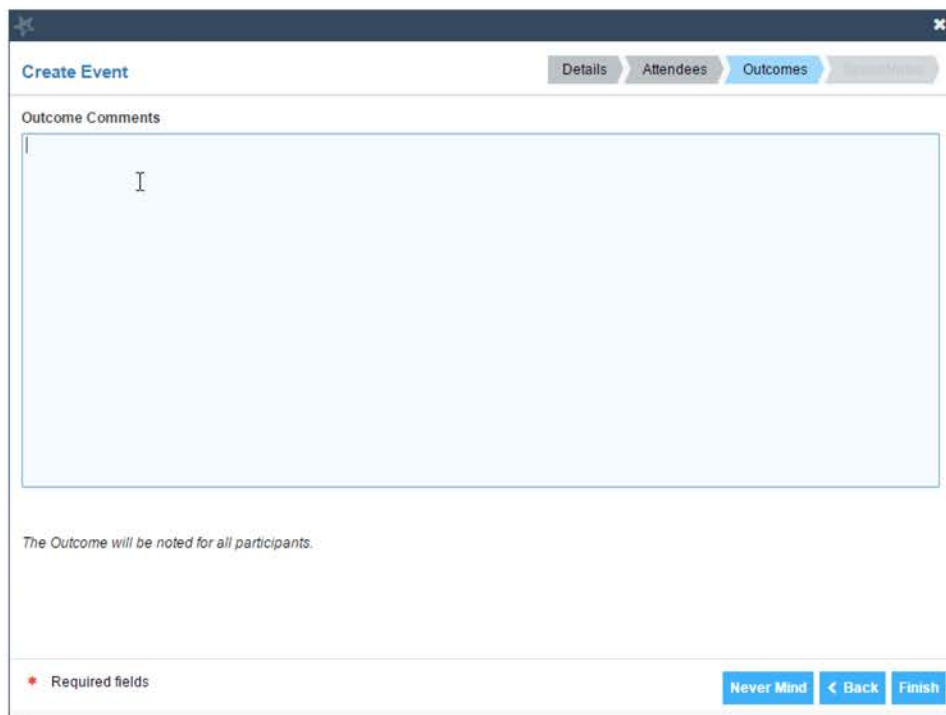
- Next you can either type or copy & paste a list of **Attendees** (using the student identifier you selected) into the text box.

Note: Student identifiers need to be listed one identifier per line or separated by a comma.

- Click the **Next** button to continue or **Never Mind** to cancel. You can also click the **Back** button to return to the previous step.

Add Outcomes

When you click the **Next** button after entering your event **Attendees**, you will be asked to enter free form comments as **Outcomes** for the event. This is an optional but recommended field. Comments entered here will be available on the student folder of each attendee uploaded for the event.



The screenshot shows a web application window titled "Create Event". At the top, there are four tabs: "Details", "Attendees", "Outcomes" (which is active), and "Attendees". Below the tabs, the "Outcome Comments" section is visible, featuring a large, empty text area with a cursor. Below the text area, a note reads "The Outcome will be noted for all participants." At the bottom of the form, there is a "Required fields" indicator and three buttons: "Never Mind", "< Back", and "Finish".

- Use the **Outcome Comments** area to document event outcome comments.

Note: All comments added will be displayed for this event on the student folder **Meetings** tab for **all** attendee participants.

- Click the **Next** button to continue or **Never Mind** to cancel. You can also click the **Back** button to return to the previous step.

Add SpeedNotes

When you click the **Next** button after reaching the **Outcomes** page of the wizard, you may have the option to select **SpeedNotes** for the event. This will allow you to document topics discussed or activities completed during the event.



Important Note: The **SpeedNotes** listed are configured by your Starfish administrator and are tied to the **Reason** selected for the event. If there are no SpeedNotes configured for the reason you selected, the SpeedNotes tab will not be available.

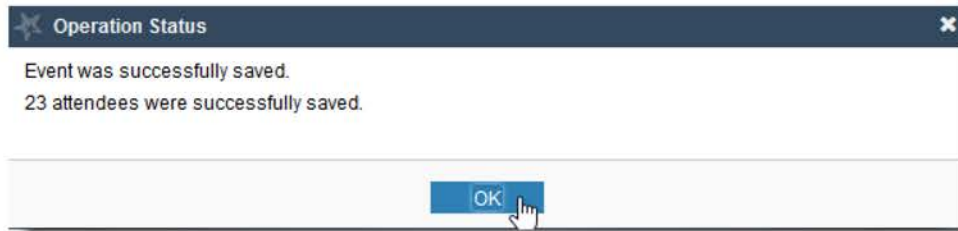
The screenshot shows a web interface for creating an event. The title is "Create Event" and there are four tabs: "Details", "Attendees", "Outcomes", and "SpeedNotes". The "SpeedNotes" tab is active. Below the tabs, there is a heading: "Check off the topics discussed and activities completed in this meeting." Underneath, there are three checkboxes: "Academic Plan Review", "Interview Skills", and "Career Exploration". At the bottom left, there is a red asterisk and the text "Required fields". At the bottom right, there are three buttons: "Never Mind", "< Back", and "Finish".

1. To add **SpeedNotes** to your event, simply check any of the topics/activities listed.
2. Click the **Finish** button to save your event or **Never Mind** to cancel. You can also click the **Back** button to return to the previous step.

Confirm Saved Event

Once you complete all of the necessary information and click **Finish**, Starfish will confirm that the event was successfully saved. The confirmation message will also list the number of attendees that were successfully added to the event.

Saved events will be available to view or edit from the event owner's **Agenda** on the **Appointments** page. Any Outcomes or SpeedNotes for the event will be listed on the student folder for each attendee that was successfully uploaded with the event.



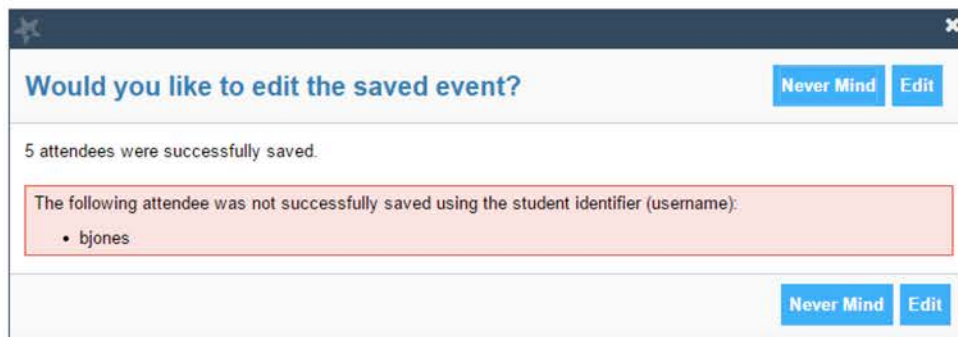
1. Click the **OK** button to close the confirmation box.

Handling unrecognized Student Identifiers

If you enter any Student Identifiers unrecognized by Starfish, your event confirmation message will show both the number of attendees that were successfully saved as well as a list of those that were not saved. You have the option to either **Edit** the saved event to fix the Student Identifiers, or ignore them (**Never Mind**).



Important Note: At this point, all recognized attendees have been saved in Starfish with your event. Unrecognized identifiers are no longer included in your attendee list. Make a note of the identifiers that were not successfully saved before leaving this page.



- Click the **Edit** button to return to the Attendees step of the wizard and modify the list of attendees. After updating the attendee list, continue through the wizard using the **Next** and **Finish** buttons.
- Click the **Never Mind** button to ignore Student Identifiers that were not recognized. You will have the option to add the attendees from the Agenda tab of the event owner's calendar.

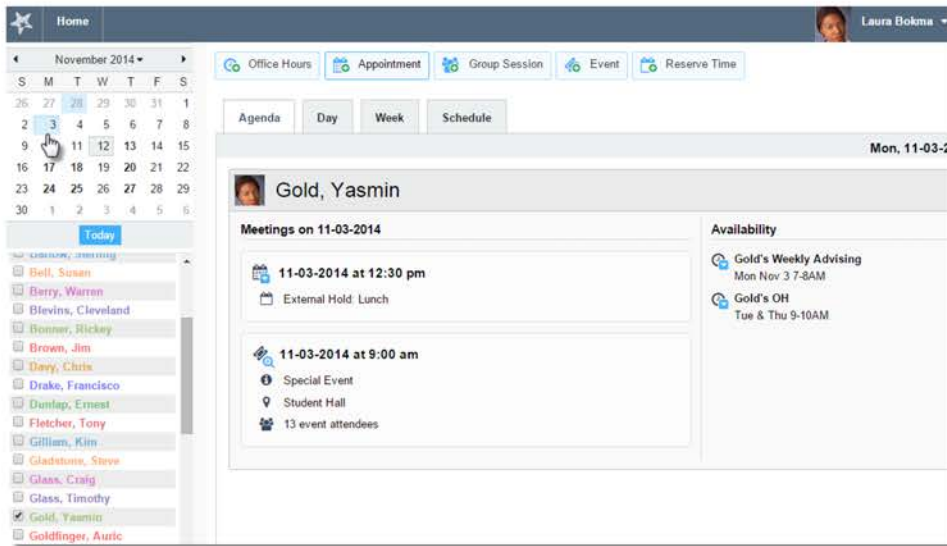
Editing / Deleting an Event

Although the need to edit events should be minimal, you can easily edit an event to make a correction or update attendees from either the [Event Owner's Agenda](#) on the **Appointments** page or the [Recent Changes](#) channel on the **Home** page.

Open Event Menu

From the Event Owner's Agenda

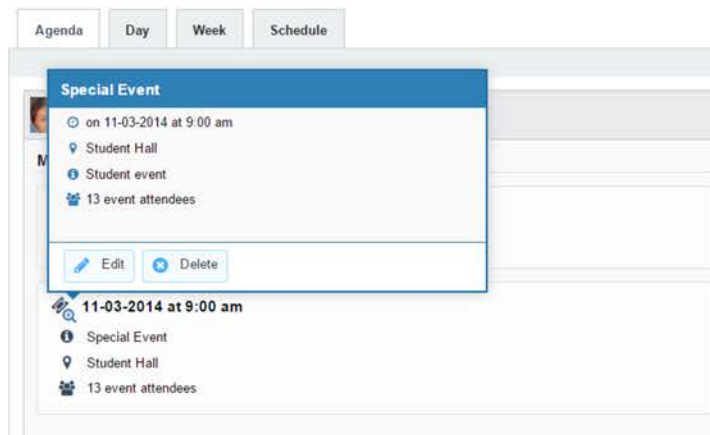
Both Calendar Managers and Calendar Owners can edit an event via the Event Owner's **Agenda**.



1. Calendar Managers should begin by selecting the Event Owner under **Calendars I Manage**.
2. Choose the date of the event from the mini calendar.
3. Select the **Agenda** view of the calendar.

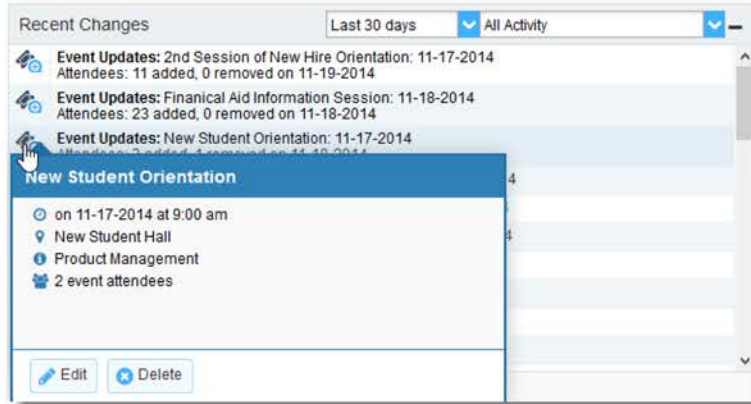
 **Important Note:** Events are *only* displayed in the Agenda view and will not appear on Day, Week, or Schedule view.


4. Position the mouse over (but don't click) the **Event Menu** icon () to open the **Event Menu**.




From the Recent Changes Channel

Recently added or updated events will be displayed in the **Recent Changes** channel on the Event Owner's Starfish **Home** page.



1. Mouse over (but do not click) the **Event Menu** icon () associated with an event in the **Recent Changes** channel to open the **Event Menu**.

Edit or Delete Event

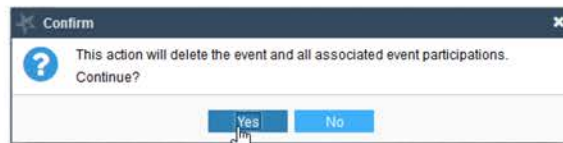
From the **Event Menu** that opens when you mouse over the **Event Menu** icon () on the [Agenda view](#) or [Recent Changes](#) channel, you can either **Edit** or **Delete** an event as described below.

Edit

1. Click the **Edit** button to open the event wizard to make changes to event [Details](#), [Attendees](#), [Outcomes](#) and/or [SpeedNotes](#).
2. Step through the wizard using the **Next** and **Finish** buttons to save your edits following the same steps as outlined for [adding an event](#).

Delete

1. Click the **Delete** button to remove the event and all attendee information from Starfish.
2. Confirm deletion of the event and its attendees, outcomes, and SpeedNotes by clicking the **Yes** button on the **Confirm** dialog box displayed. Click **No** to cancel deletion of the event.



Important Note: When **Yes** is clicked all information about the event and its attendees will be permanently removed from Starfish. The event can no longer be retrieved and all related notes in the student folder(s) will be removed.