

Engineering Scotland – Guide for Adding and Editing Events

1. Navigate to <http://www.engineeringscotland.org> and login with your USER ID and PASSWORD.

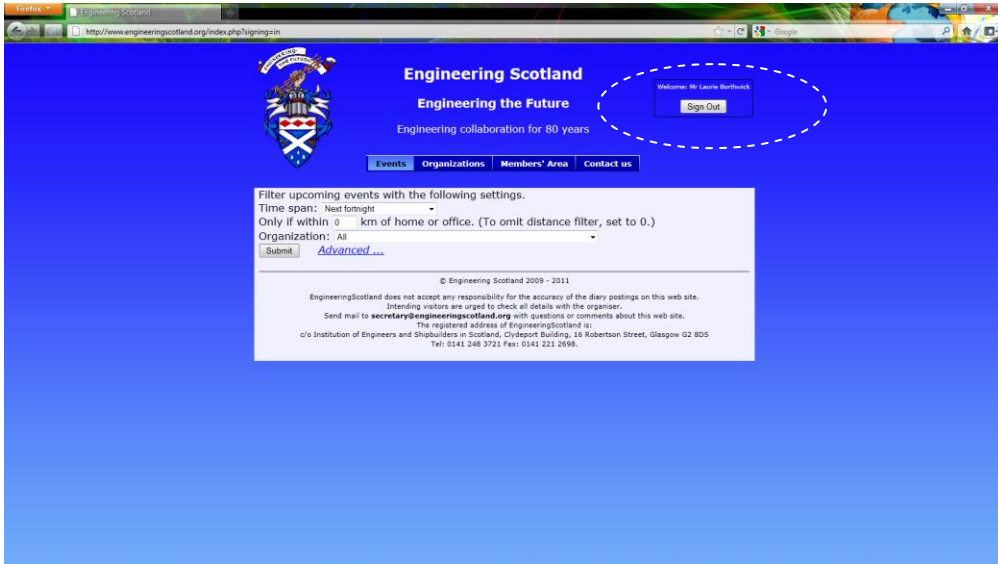


Figure 1

2. Click on **Members' Area** tab



Figure 2

3. Click on **Edit Existing Event** or **Add New Event**.

Note that for this example we will add a new event for EScO – this will be a “dummy” event and will be deleted.

4. You should now be in the **Add New Event** screen – please pay particular attention to the tabs which are **mandatory** (highlighted with an *) and also notice that **contextual information popups** are available when you put your mouse over the “?”.

Figure 3

Figure 4

5. When you have added the required information for the event, click on the **Submit** button.

5a. Should you wish to delete an event, then navigate to the **Members' Area** (Figure 2 on page 1) and select **Edit Existing Event**.

ESco Event Page

Please select what you wish to update (or the operation you wish to perform).

Events	
<input type="button" value="New Event"/>	Select this option to add a new ESco Event
<input type="radio"/>	2011-Nov-07 18:00 Practical Lecture Series 2011: Eco Housing - Old and New
<input checked="" type="radio"/>	2020-Jan-20 00:00 I'm Not A Real Event!
If you wish to delete the selected Event please check this box. <input checked="" type="checkbox"/>	
<input type="button" value="Submit"/>	

Figure 5

5b. Select the required event, ensure the **check box is ticked**, and then click **Submit**.

Delete Event

Enter the two initials of person whose Userid you seek:

Recordid* : 900

Organization* : (ESco) Engineering Scotland

Assembly* : 2020-01-20 00:00:00

Time : 18:30:00

Until : 20:00:00

Title* : I'm Not A Real Event!

LeadName :

LeadName2 :

Location* : (stow) Stow College

RegReq :

Comment1 :

Comment2 :

Comment3 :

URL : www.ciwem.org.uk

FurtherInfo :

Type* : None

Convenor :

CostToMember : 0.00

CostToNonMember : 0.00

CostToConcession : 0.00

Really delete this record permanently from the database?

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Figure 6

5c. The Delete Event webpage will appear to ensure that you want to **permanently delete this event from the database**.

When you click Submit, as shown in Figure 7, the next webpage will confirm that **Record XXX has been deleted**.

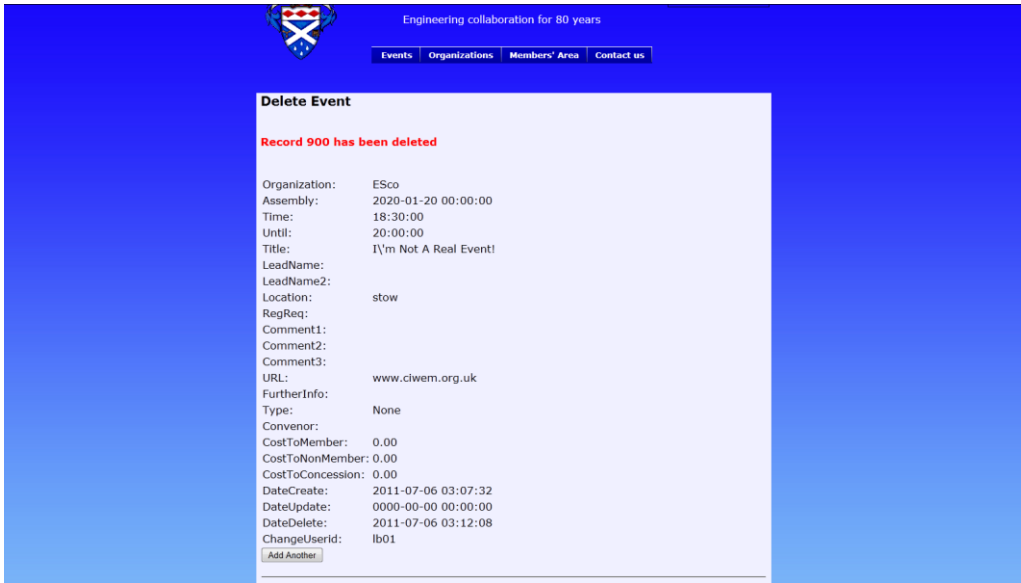


Figure 7