

Adding an event to CPD Events

The CPD Events section is a separate site embedded within the appraisal sites. In order to make changes to the site, you will have to open the site directly. To do this:

From the **Appraisal Management** home page, open the site directly:

- Click on the **Administration** section
- Click on site link for **CPD Events**

You'll notice when the site opens, it doesn't look the same as most Frog sites, that because its theme is designed to embed within other sites, so we have stripped off any title bar or description space and any design elements like padding.

The initial site has an example training workshop, called *Boosting Boys Confidence and Engagement*. Let's edit the site and take a look at this page.

At the top, I have a Text widget, in which I have used a table to list the title, date, time and location. I can edit this as easily as any other Text widget in Frog.

Underneath that Text widget, I have another. This is for my description of the event. This can be as light or in-depth as you choose, but this is the advert for the training.

Below everything, I have included a forum – so that staff can discuss the CPD. It's always good to encourage discussion, it can help clarify points and highlight where training can be improved.

The final element on the page is the sign up form.

To make a page for the next event, we have provided a Page Template:

- Make sure you're **not in Editing mode**, then click on the **Form Results** page
- There is a button at the top, labelled **Add New Event**, click this
- A new page is created and you are prompted to give it a name. I'd suggest the **title and date**.
- Now click **Edit** to edit the site.
- Select your new page and edit the details of the Text widgets
- To set up the Form, click on the form widget
- Now click on the **Edit Form** button and **change the title** of the form to match your event.
- Click **Save** and close the pop up.
- In the Editing panel, click to expand the **Advanced** section, here you can add email addresses and limit the number of submissions.

When you're happy with your changes, click **Save Changes** and close the Editor.

The **Form Results page** lists all the sign up forms and will show you who is attending. If you followed the instructions in the *Setting Up* video, this page will be only be accessible to the Appraisal Management group.

Adding an event to CPD Events (cont.)

The forms are not just there for staff to note interest, they also serve as a **register**.

Double-clicking on an entry allows you to edit the form – and note the new field, regarding attendance. You can now update the result and there's your register.

All the form results can be filtered on this page, but if you wish to do more analysis, you can export a spreadsheet. Just click on the **Action Cog** and choose **Export to CSV**

From the Action Cog, you can also **reset forms** and **delete entries**.