



Event Calendar Module

TARGET AUDIENCE: Supervisor

This guide provides a clear overview of the key components required to effectively manage events in MedSIS, including:

1. [Accessing the Event Calendar](#)
2. [Viewing Event details and Self-registration](#)
3. [Searching for Events and Managing Notifications](#)
4. [Synchronizing Events with a Personal Calendar](#)
5. [Glossary of Terms](#)

Terminology Note

Throughout this guide, you may notice differences between the terminology used in our programs and the terminology used in the MedSIS system interface.

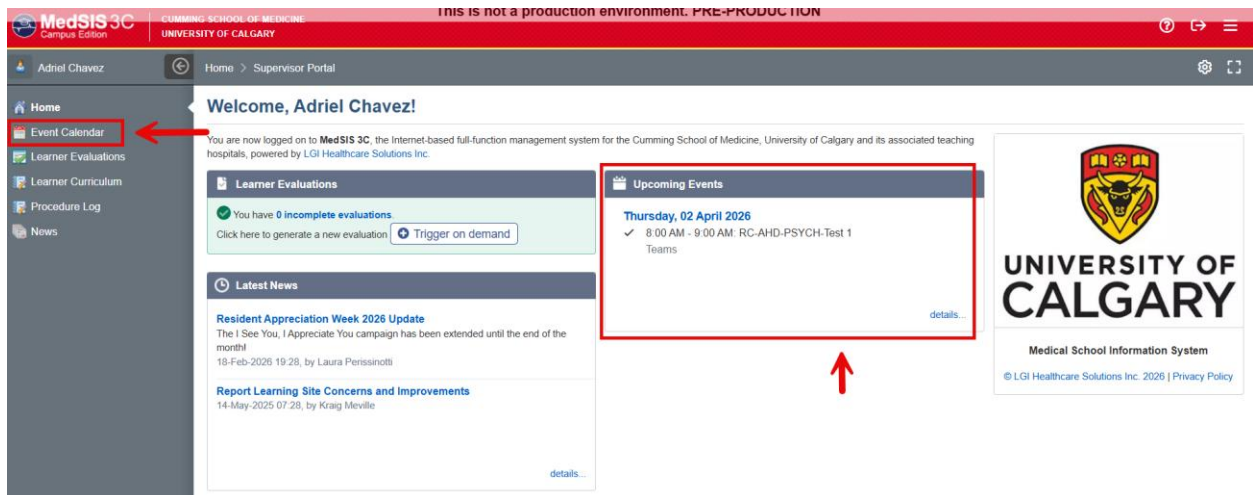
PGME Terminology MedSIS Term Description	MedSIS Term	Description
Preceptor / Assessor	Supervisor/Evaluator	The individual responsible for completing the evaluation.

1-Accessing the Event Calendar

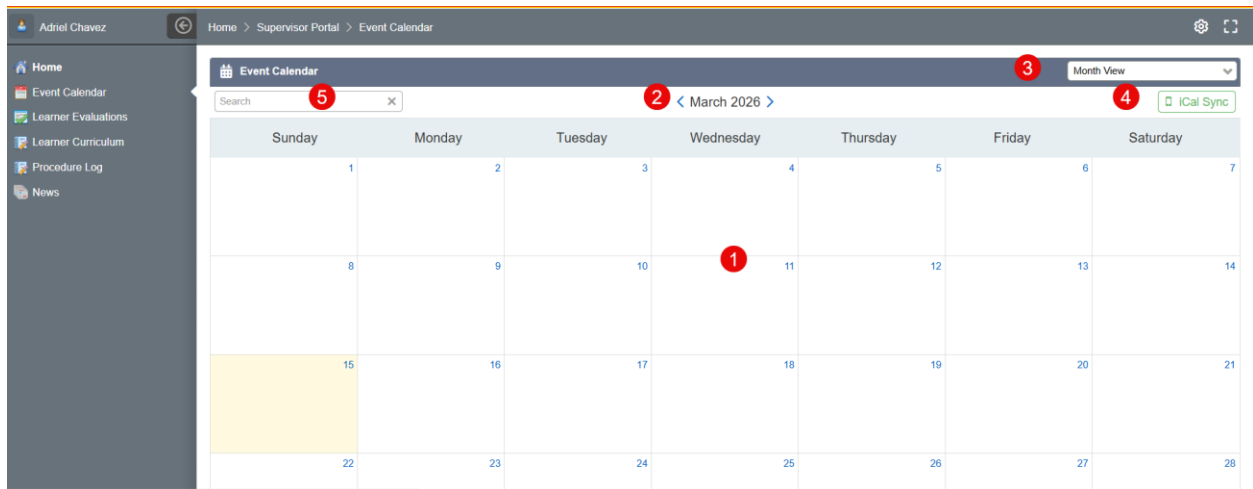
To access the Event Calendar Module:

1. From the **left-hand navigation menu**, click **Event Calendar**.
2. You can also access it directly from the **Dashboard**.

The Event Calendar displays all events associated with the preceptor, including events where the preceptor has been assigned as a **Participant** or **Presenter**.



The Event Calendar page overview:



Item	Description
1 -> Event Calendar view	Displays scheduled events by day and date.
2 -> Date navigation	Allows users to navigate between months, weeks, or days.
3-> View options	Switch between Month , Week , or Day views.
4-> iCal Sync	Synchronizes events with a personal calendar (Google, Apple, Outlook).
5-> Search bar	Allows users to search for events using keywords.

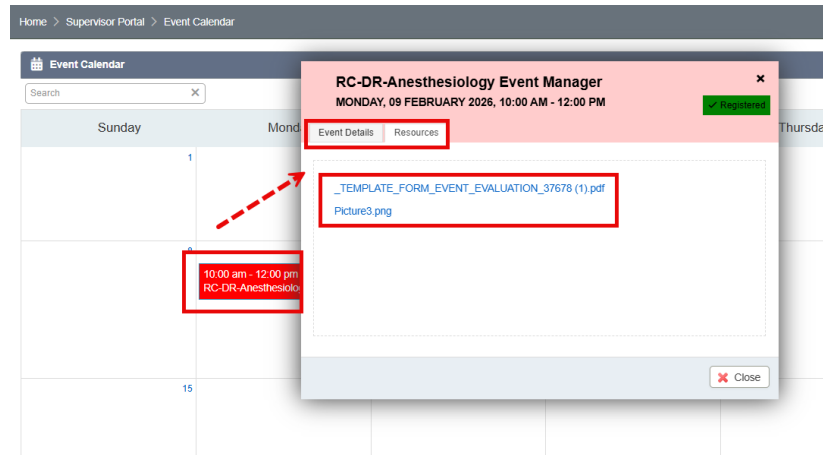
2-Viewing Event Details and Self-Registration

Events are automatically added to the preceptor's calendar when assigned as a Participant or Presenter



2.1 To view event details:

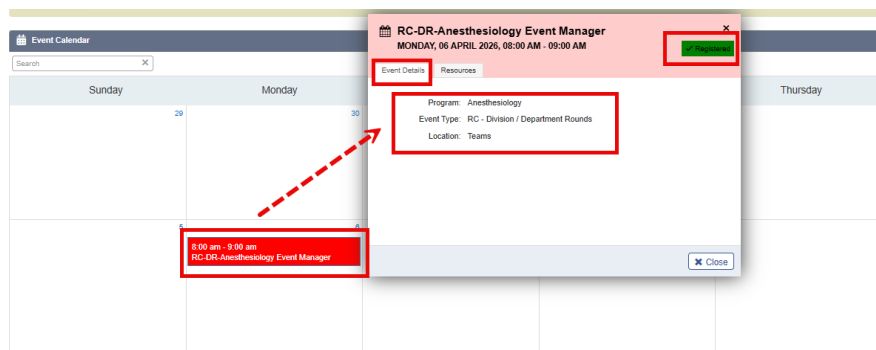
1. **Locate** the **event** in the event calendar
2. **Click** the **event** to open the event details pop-up window.
3. **Navigate** to the Resources tab to review related files or information.



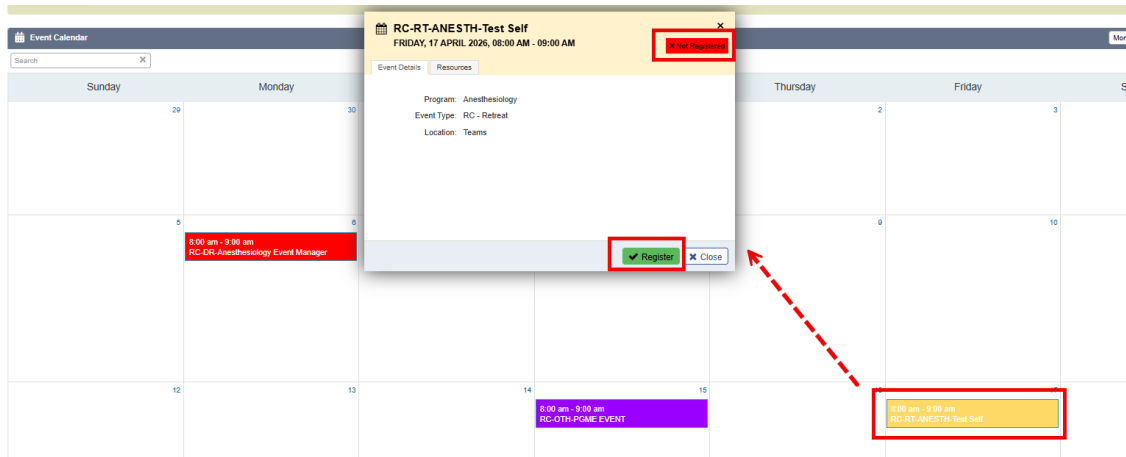
2.2 Registration Status

The preceptor's registration status will appear in the **top-right corner** of the event window:

- a. **Registered:** A green label "Registered" indicates the preceptor is already registered for the event.

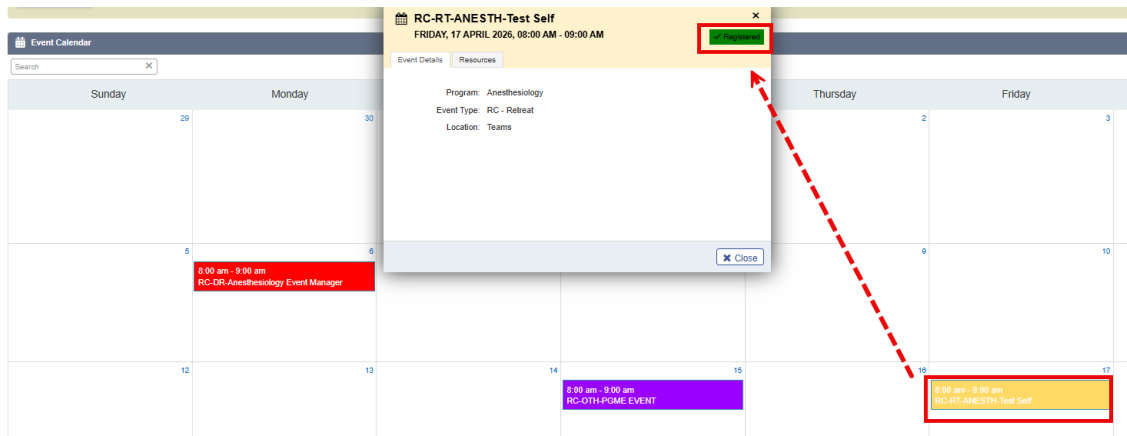
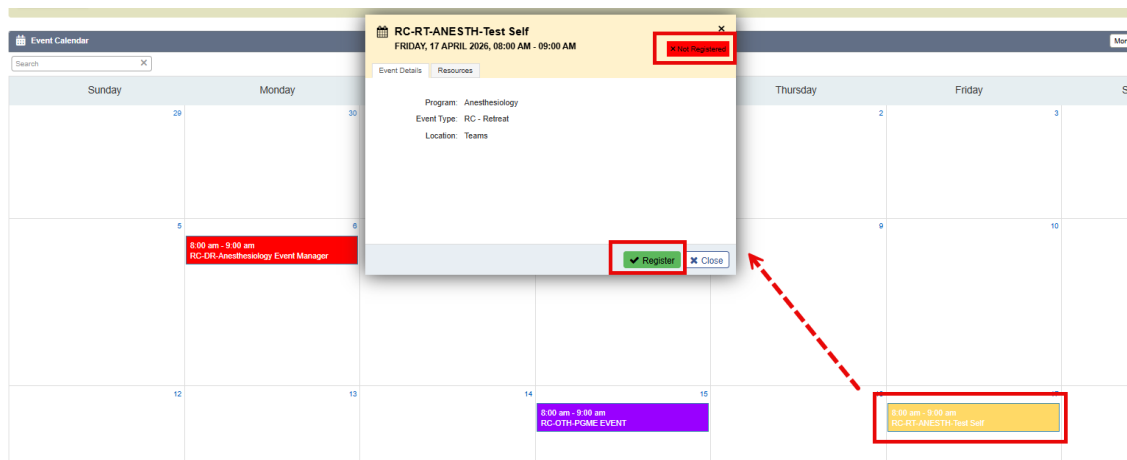


- b. **Not Registered (Self-registration):** A red label "Not Registered" indicates the preceptor is not registered.



2.3 To self-register for an event:

1. Open the event details window.
2. Click **Register** at the bottom of the pop-up window.
3. The system will update the status to **Registered**.

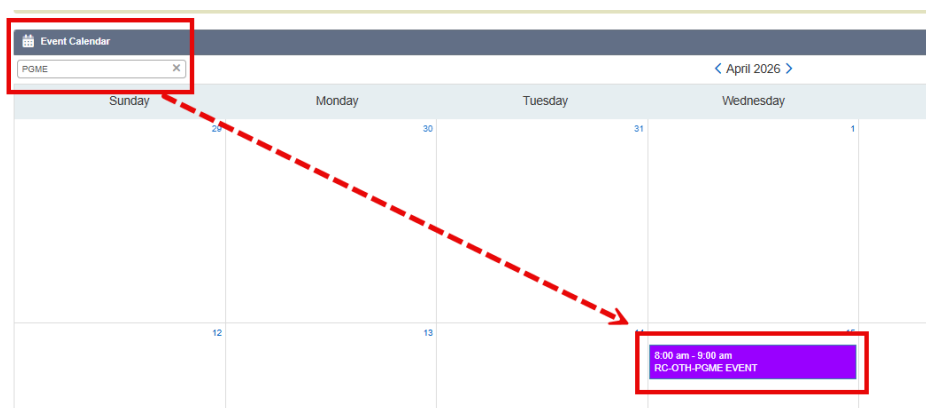


3-Searching for Events and Managing notifications

3.1 Searching for Events:

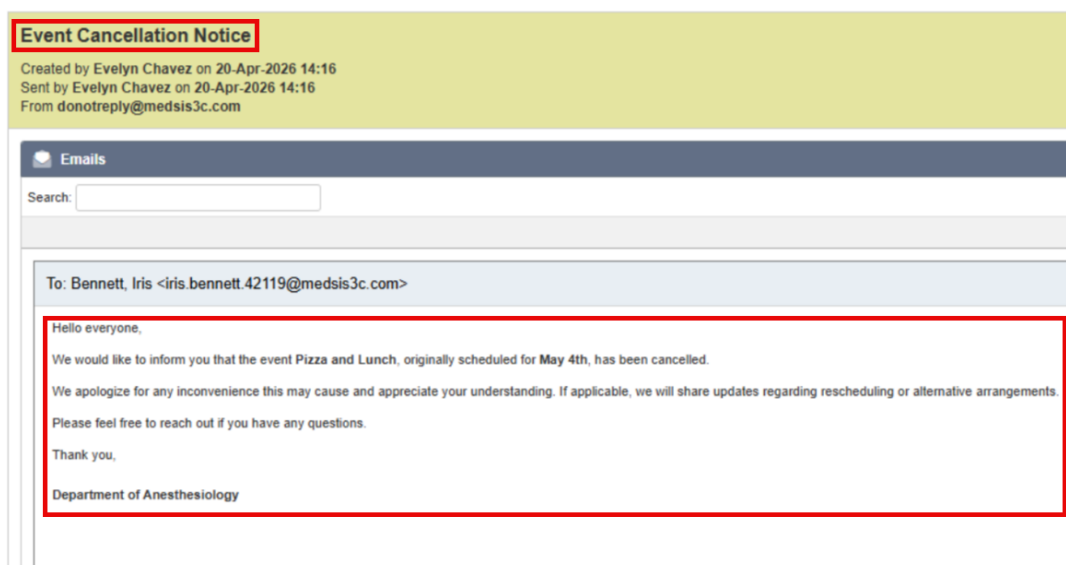
Users can **search** for a **specific event** using the Search Bar.

1. **Enter** a **keyword** related to the event (e.g., event name or topic) in the **search bar**.
2. The system will **display** events **matching** the search **criteria**.



3.2 Managing Event Notifications:

Learners will receive email notifications about upcoming events. If an event is cancelled or the program needs to share important updates, learners will receive an email like the one shown below.



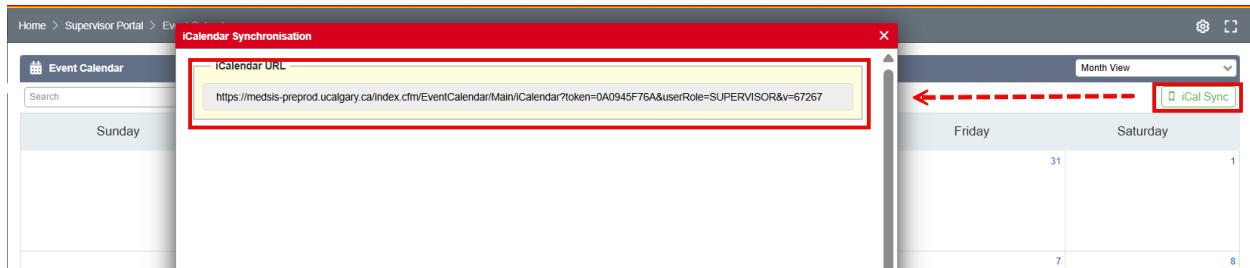
Note: Please check your email regularly to stay up to date with event notifications.

4-Synchronizing Events with a Personal Calendar

Preceptors can **synchronize** their **events** with their **personal calendar** using the iCalendar (iCal) link.

To sync your calendar:

1. **Go to iCal Syn button** in the top-right corner
2. **Copy the link**
3. Follow the steps for your calendar platform:



Google Calendar (Desktop)

1. Open Google Calendar in a web browser.
2. In the left panel, locate other calendars and click the + (plus) icon.
3. Select From URL.
4. Paste the iCalendar link.
5. Click Add calendar.

Apple Calendar (iPhone or iPad)

1. Open the Calendar app.
2. Tap Calendars at the bottom of the screen.
3. Tap Add Calendar.
4. Select Add Subscription Calendar.
5. Paste the iCalendar link.
6. Tap Subscribe.

Outlook (Desktop or Web)

1. Open Outlook Calendar.
2. Select Add calendar or Import calendar.
3. Choose From Internet.
4. Paste the iCalendar link.
5. Name the calendar and click OK or Import

5-Glossary of Terms

Term

Definition



Absent	Attendance status indicating that the participant did not attend the event.
Attendance Status	The attendance condition assigned to a participant for an event (e.g., Present, Absent, Exempted).
Attendance Tracker	A system feature used to record and manage participant attendance for an event.
Automatic Registration	A registration mode where the system automatically registers eligible learners for an event.
Event	A scheduled activity created in the Event Manager calendar using an event template
Event Attendance Status Export	A system export that generates attendance status data for events.
Event Evaluation	A standardized evaluation used to assess the overall quality and effectiveness of an event.
Evaluation Form	A standardized form used to collect feedback for events or presenters.
Evaluators	Users who complete and submit evaluation forms.
Evaluates	Users or entities being assessed through evaluation forms.
Exempted	Attendance status indicating that the participant was excused from attending the event.
Learner	A user enrolled in a program who participates in events and completes evaluations.
MedSIS	The Medical Student Information System used to manage rotations, evaluations, and forms.
Participant	A role assigned to learners attending an event and whose attendance and evaluations are tracked.
PGME (Postgraduate Medical Education)	Unit responsible for residency training programs.
Presenter	A role assigned to supervisors or instructors responsible for delivering content during an event.
Presenter Evaluation	A standardized evaluation used to assess the performance of presenters during an event.
Present	Attendance status indicating that the participant attended the event.
RC (Royal College)	Unit responsible for Royal College programs.

Self-registration

A registration mode that allows learners to register themselves for an event.

Supervisor

A user responsible for teaching, presenting, or supervising learners during an event.

System Administrator (SA)

User role with full control over all forms and configurations within MedSIS.