

Add an Event

Event Options

There are a variety of event options that can be utilized within 5-Star Students. You may require a different combination of options based on the nature of each event.

The Event Calendar is where all of the existing events will appear. You can view them by Day, Week, Month, or Schedule. To find an event, use the search bar at the top of the page.

Event Calendar [+ add new](#) 2018/2019 [Events](#) > Calendar

Find Event [View Categories](#)

Today ◀ ▶ 📅 April, 2019 Day Week Month Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03 🔄 Debate Club	04	05	06
07	08	09	10 🔄 Debate Club 🔄 Art Club	11	12	13
14	15	16	17 🔄 Debate Club	18	19	20

Add a New Event

To add an Event, click the [Add New](#) button at the top of the calendar.

☑ DETAILS

Name

Category Related activity
None ? None ?

[Add description or contact information](#) >

Type Event date
One-Time ?

Start time End time
 ?

[Add beacon schedule or check in code](#) >

Allow unlimited check ins? Include in metrics? Is private? Require permissions?
No ? Yes ? No ? No ?

Points Guest points Gray points Gray guest points


[Save](#) [Save & Add Another](#) [Cancel](#)

Fill in the event information:

- Name the event and select the Event category. Event categories, similar to Activity types, are used to organize the calendar and reports.
- If the event is related to a specific Activity (i.e. Art Club Meetings are related to the Art Club activity), select the activity.
- Add any description or contact information for the event. This information will appear on the school webpage or Student App.
- Choose the type of event (one-time or repeating). If it is a one-time event, set the event date. If it is a repeating event, set the recurrence rules.
- Start and end time are optional; this information will show up on the school webpage or Student App. *It will not affect when individuals can check in.*
- An event will always appear on the school webpage or Student App unless marked as private.

Add check-in schedule:



*only available with Student App feature

 Add beacon schedule or check in code
▼


Add beacon schedule

Yes ▼

Beacon start time

4/8/2019 11:44 AM  



Send notification?

No ▼ 


Beacon

-- choose beacon -- ▼



Beacon end time

4/8/2019 12:44 PM  

Check in code



Check in code expiration

To learn more about self-check-in options, please review the self-check-in guide in our Help Center.

Fill in the event options:

- **Allow unlimited check-ins?** – By default, this will always be set to “no”. This means that an individual can only check in one time to that event. If it is a repeating event, they can check-in once per day.
- **Include in metrics?** – Use this option to include or not include the selected event in the calculation of student involvement metrics. In general, set this option to "No" for those events not directly related to school participation. If disabled, the event will be excluded from all related calculations of student involvement.
- **Require permissions?** – You can choose to secure this event and require permissions for access by Operators. After an event is secured, Managers can set specific permissions for each Operator as needed. By default, no Operators will have access. This setting does not affect access for individuals with the Manager, User or Viewer role.
- **Points** – Set a point value for the event. When an individual is checked-in, they will receive the associated point value.
- **Guest Points** – Using the Guest ID card supplied by 5-Star, the program will award “bonus” points when a student brings a guest to an event.
- **Gray Points** – You can use gray points to keep track of specific lists of students. Students cannot view or “spend” gray points. They are only used to monitor participation. For example, an Activities Director can view what events their Leadership students are attending by assigning events Gray points.
- **Gray Guest Points** – Students can earn “bonus” gray points by bringing a guest to an event.

Click [Create Event](#) to add the event to the calendar.

