UNIVERSITY OF WISCONSIN
WHITEWATER
Instructional, Communication & Information Technology

**August 12, 2019**

# Sign-Up Tool Overview

## OVERVIEW

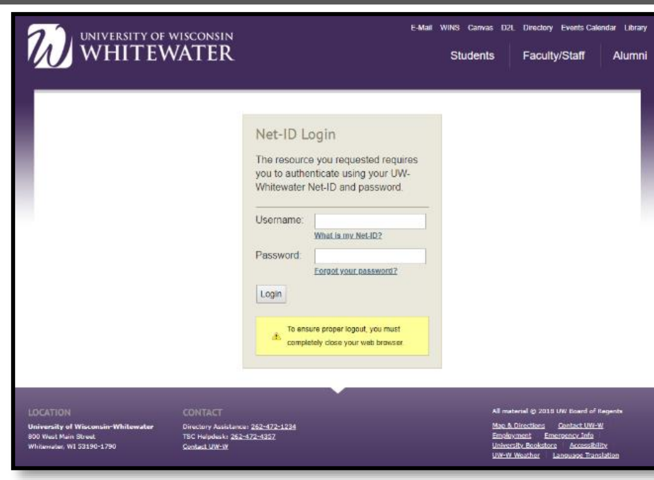
This guide will walk you through the steps to view, create, manage and analyze events created in the ICIT Sign-Up Tool

**Note:** ICIT technology training courses are only offered to UWW staff, faculty, and student workers.

## Getting Started

**Step 1.** Using a web browser, go to https://signup.uww.edu

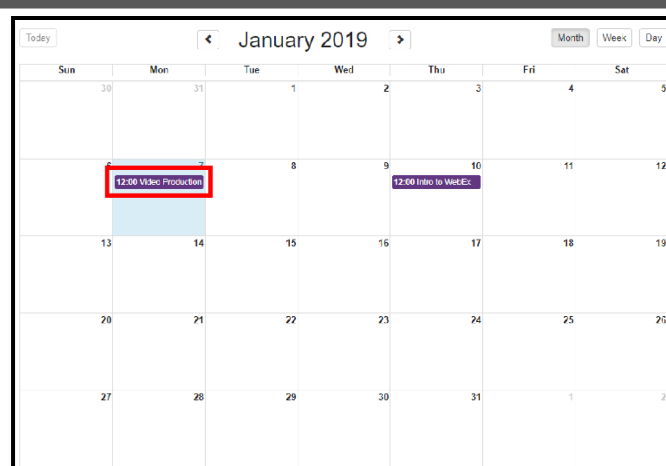
**Step 2.** Enter your Net-ID and password, then click **Log in** to continue.



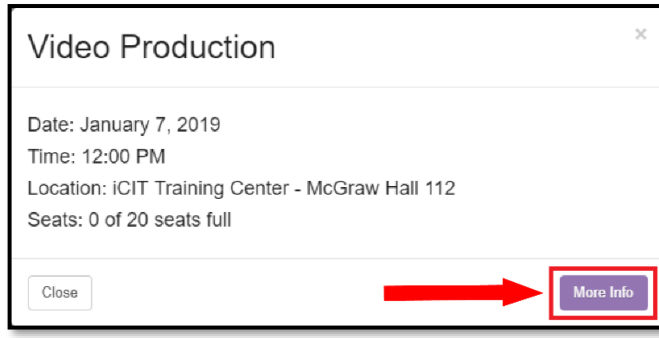

## Registering for an Event

**Step 1.** Find the **Event** on the calendar that you would like to attend.

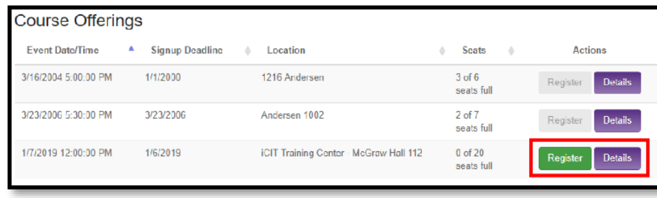
**Step 2.** Click on the **Name** of the Event.



**Step 3.** In the pop-up window that appears after clicking the event, click the **More Info** button to the right-hand corner of the window.



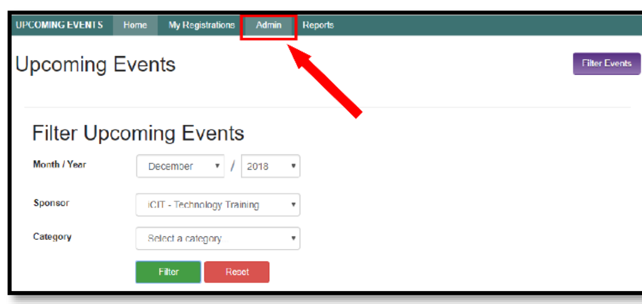

**Step 4.** Click the **Details** button to view more information about the training session. Click the **Register** button to register for the training session.



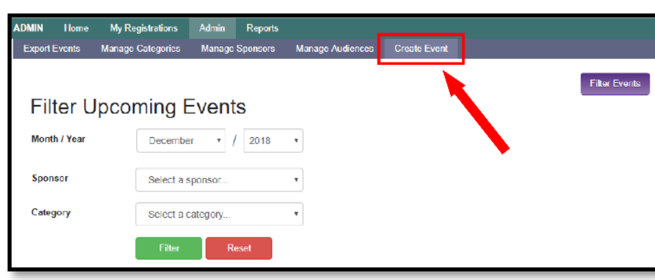

Once registered for the course you should receive an email with the event information. You may want to create an Outlook calendar event with that information to remind you of the training course.

## Creating an Event

**Step 1.** Click on the **Admin** link in the Navigation bar.

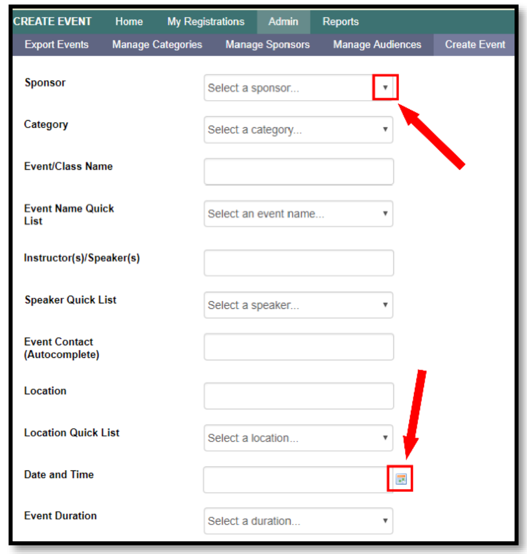



**Step 2.** Click the **Create Event** button.



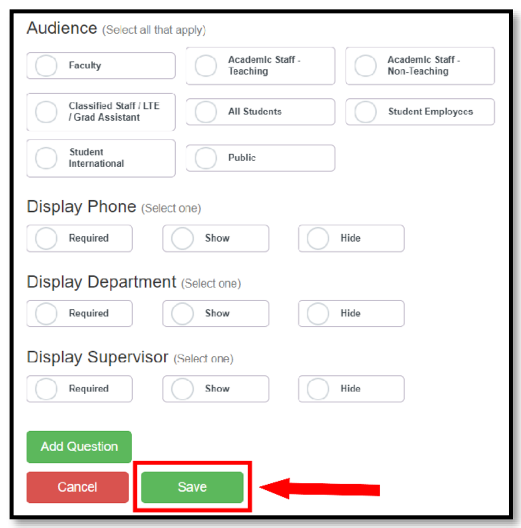
**Step 3.** Proceed to fill out all of the relevant information about the class. Options appear when a menu arrow is selected. Enter dates by selecting calendar symbols.

a. Note: Once you have entered the information once it is saved and appears as an option the next time you are creating a class.




**Step 4.** When you are ready, click the green **Save** button.

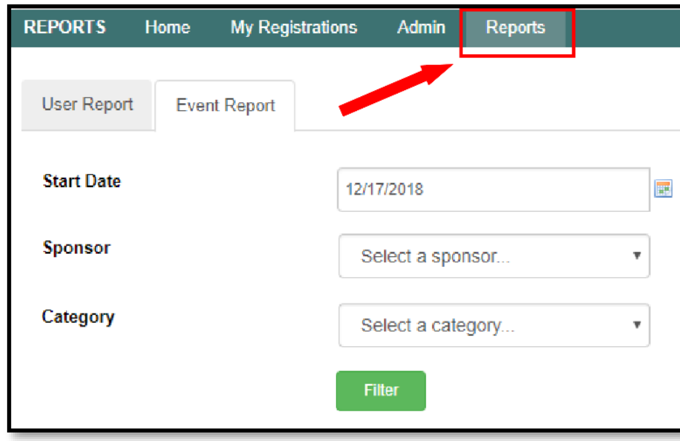
a. Note: Be mindful of what you select for the **Audience** settings. This selection determines who sees and can sign up for your session and what information they are providing.




You newly created event should then appear under the Sponsor and Category that you have selected. If you are missing the Admin button or any of the options above, please contact the Helpdesk at [helpdesk@uww.edu](mailto:helpdesk@uww.edu)

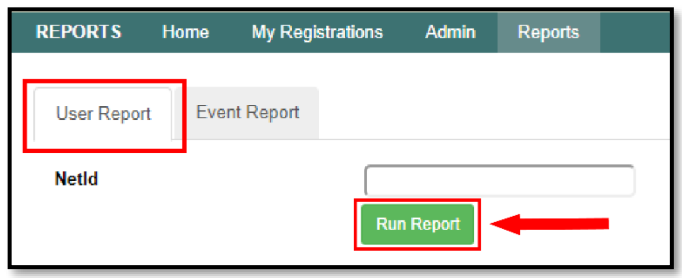
## Running a Report

**Step 1.** Click on the **Reports** button in the Navigation bar



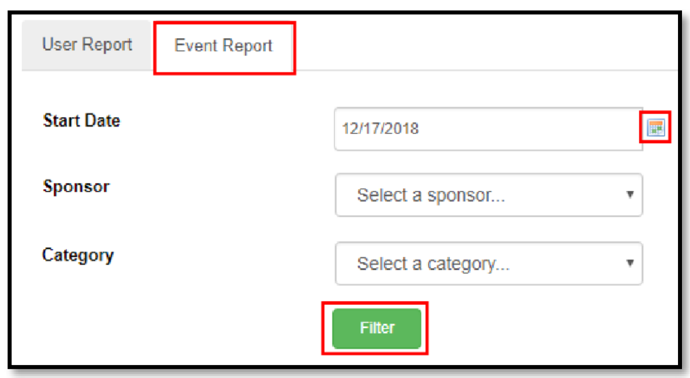

**Step 2.** Under the **User Report** tab, you may enter the Net-Id that you wish to get a report of.

**Step 3.** Click the **Run Report** button to see what classes the user has registered for in the past.

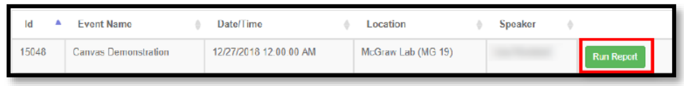



**Step 4.** Under the **Event Report** tab, you have the option to enter a **Starting Date, Sponsor, Category** and **Event.**

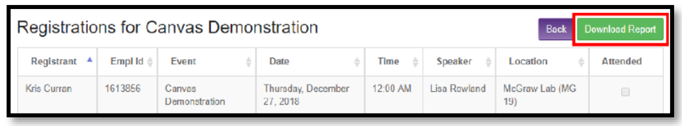
**Step 5.** Click the green **Filter** button when you are ready to see the classes that fall under the filter settings.



**Step 6.** Your results will then appear and you can choose to click the **Run Report** button.

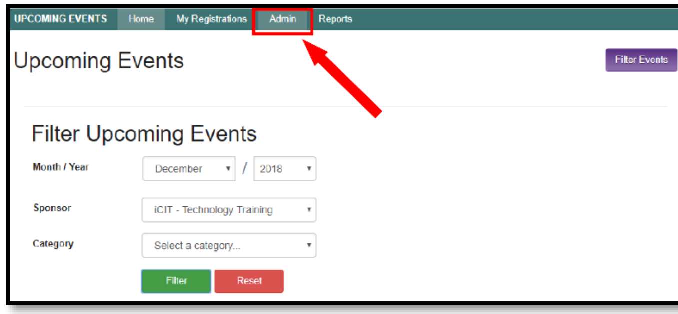



**Step 7.** Once you have run a report, you can see all of the registrations from the class. And you can choose to download the report by clicking **Download Report**.

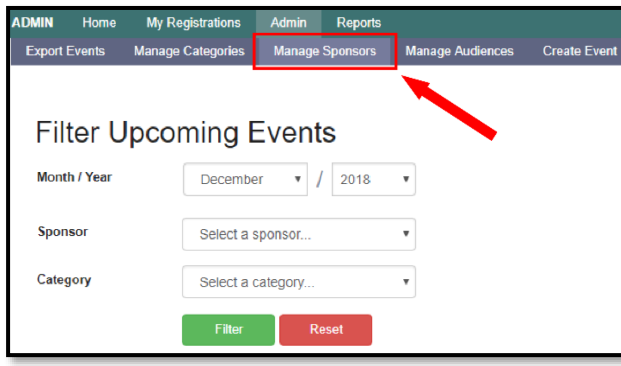


## Managing Sponsors

**Step 1.** Click on **Admin** in the Navigation bar.

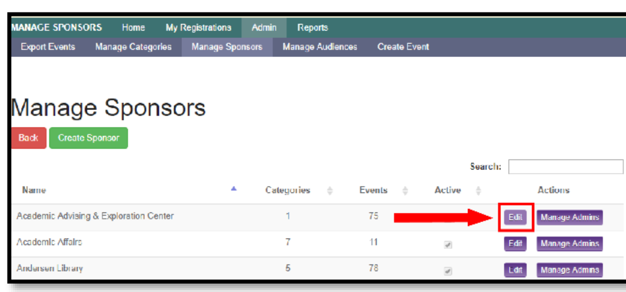



**Step 2.** Click the **Manage Sponsors** button.




**Step 3.** Locate the Sponsor that you would like to adjust.

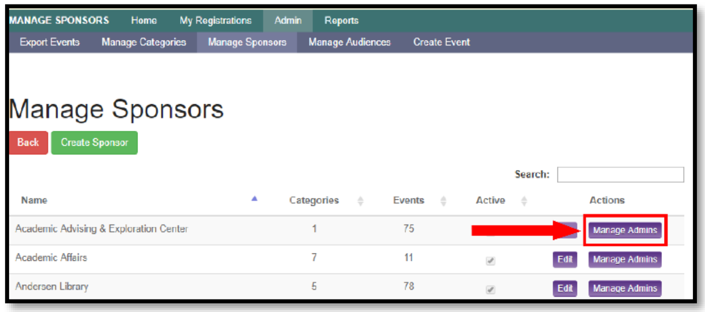
**Step 4.** Click the **Edit** button if you would like to change the **Sponsor Name**, **Contact** or whether or not it is **Active**.



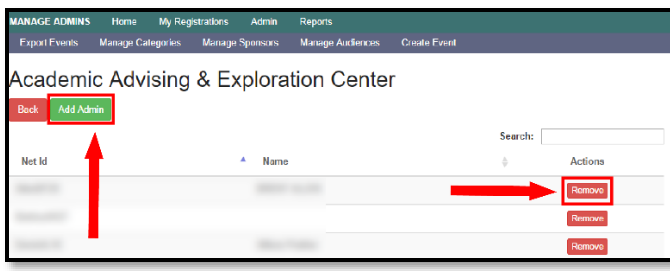
**Step 5.** Click **Save** when you are finished.

**Step 6.** Click **Close** to exit the window.


**Step 7.** If you would like to manage the Administrators of your Sponsor, click **Manage Admins.**




**Step 8.** You can then either add an administrator by clicking **Add Admin** or remove an administrator by clicking the **Remove** button.




## If you need further assistance…

Contact the Helpdesk at helpdesk@uww.edu or call Ext.4357 (HELP)