TuBS
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S·E·F·C·E
South East Faculty of Clinical Educators

Developed for SEFCE by Dr P.M. Sammon and the University of Edinburgh, Division of Learning,

NHS
Fife

Make a splash with

TuBS
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Event Organiser's Guide

NHS
Fife

Contents

This guide will show you how to:

- Create an event in TuBS.

- Make changes to your event.

- Publicise your event.

- Take attendance.

- Get evidence and feedback.

Other guides are available which will show you how to:

- Register on TuBS and activate your account.

- Register on an event and receive evidence of attendance.

Introduction

TuBS is the tutorial booking system developed by Dr Peter Sammon and the University of Edinburgh, Learning Technology Section with funding from South East Faculty of Clinical Educators.

It is used by the NHS in Fife, Lothian, and the Borders to ensure that medical students, trainees and clinicians have an accurate record of teaching attended and that they are able to provide evidence of their participation.

Evidence of facilitation of events is also provided, as well as a record of the feedback received from participants.

It enables events to be organised and promoted widely throughout and across organisations, allowing participants a greater choice in the educational events they can attend.

The ability to have a comprehensive record of all professional development undertaken, in one place and readily accessible, has proved to be a valued time-saving asset to users.

By clicking the yellow Report button and selecting Download PDF you will open a new screen with an image of certificates for the events you selected.
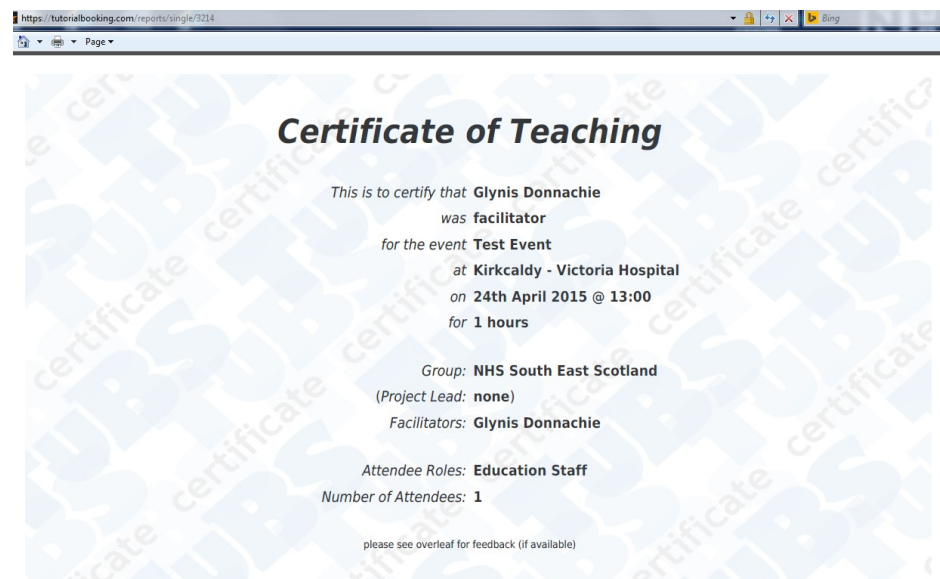
If you have selected an individual event the second page of the certificate provides a copy of feedback provided by attendees.


These certificates can be printed, saved or forwarded as required.

The Export .csv option will display your results in a spreadsheet format. Again this can be printed, saved or forwarded as you require.

If you require any further information or help with TuBS contact you local TuBS Administrator.

Once all attendees are registered click the blue Submit register button. This triggers the reminder emails to participants to ensure that you receive feedback on your event. It also enables participants to print off their own certificates as evidence of teaching attended. You will receive an onscreen message confirming that your attendance register has been submitted.
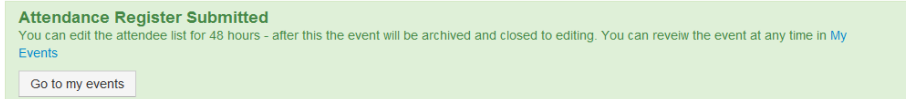
You will be able to add or amend attendance for 48 hours after the event. After that time you will need to contact your TuBS Administrator to make changes.

Evidence and Feedback for Facilitators

Facilitators can view feedback submitted by viewing their event and selecting the Feedback tab.

To receive a Certificate of Teaching which includes aggregated feedback on the event click on My Events in the main menu and select Past.

How to create an event

Go to Website https://tutorialbooking.com/

Login to TuBS.

Click on **Create** in the main menu.
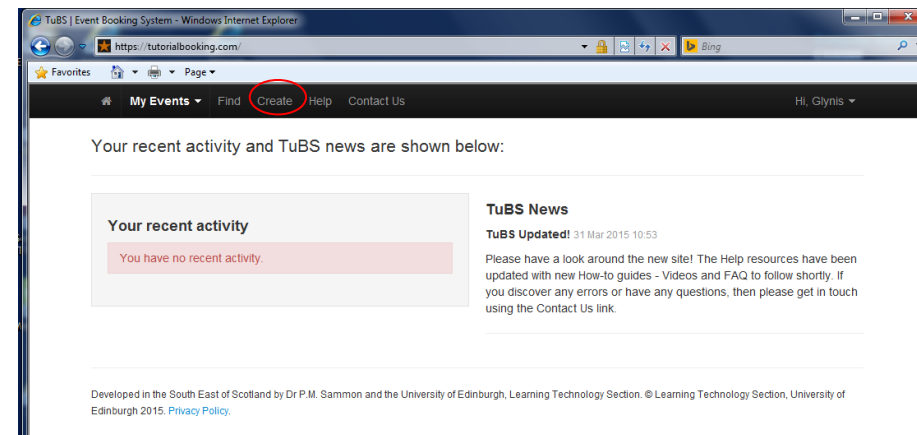
The first step is to select which group your event will be available to. This is done using the drop down box. You will only be able to choose from the groups you joined when you registered your TuBS account. If you wish to create an event for another group you must first edit your account details to include that group.

Once you have selected the relevant group click **Next**.
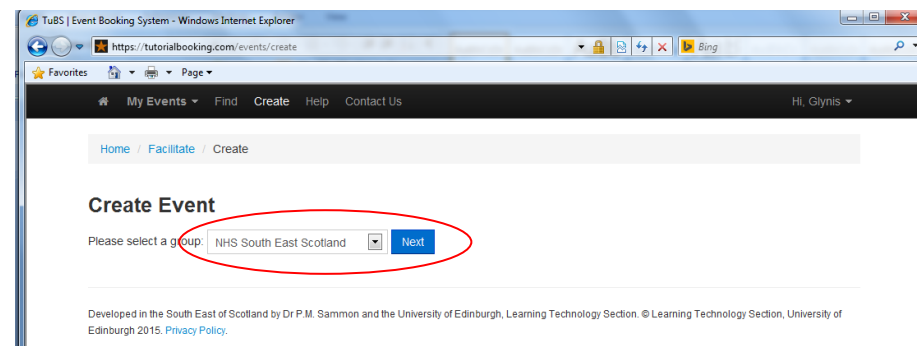
You will see a form to be completed which contains 3 tabs. These are:

1   **Event tab** which contains the basic event information.

The organisation you chose will show here.

Projects are created when there are a number of events in a series. Only select a project if you are certain it applies to your event. *

Ensure the event name reflects the content of the teaching.

Enter how many people can attend your event.

Where will the event be held? Ensure a suitable room has been booked.

Who do you want to attend?

At least one facilitator is required.

If you do not wish to facilitate yourself uncheck this box.

You can choose the type of facilitator you would prefer and allow them to volunteer.

Tick here if you do not want your event visible to everyone searching.

Click to save your changes and go to the Details Tab

*if you think you would like a project created for your events please contact your TuBS Administrator for help.

Clicking the blue Take attendance button to open the attendance screen.

Attendees should fill in their name and email address then press add attendee to be registered as having attended the event. Or check the attended box if they have pre-registered.

Alternatively if you would like a paper sign in sheet click on the Printable PDF button. Select Open in the pop up box. A sign in sheet will appear in a new window which can be printed off.

Note: You will need to return to TuBS after your event to register those who have signed in manually with the system.

Publicising your event

There are a number of ways in which you can let people know about your event:

1. Make sure the 'Hide from Public Search' box is unchecked (see Event Tab when creating or editing your event). This means that anyone interested can find your event when they search.

2. At the bottom of the Event Detail page there is a unique link for your event which you can email to people you wish to invite to your event.
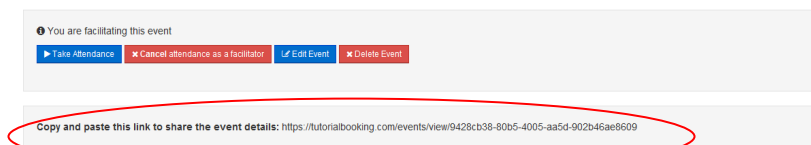
3. You can print a paper list of upcoming events by using the print button in the top right hand corner of the Find page.

Taking attendance

If you are logging in to TuBS just before your event is due to begin you will see a pop up message with a link which will take you straight to the attendance page.
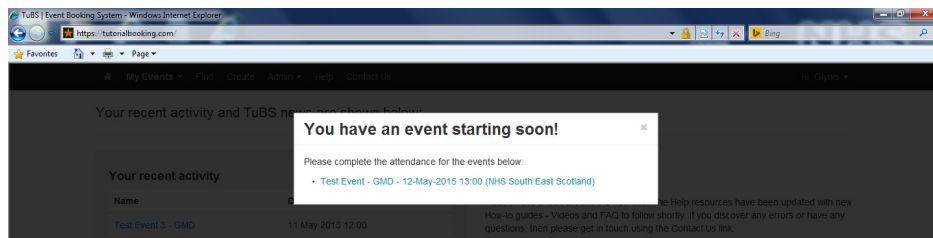
Or click on My Events in the main menu and select Upcoming.

2 **Details Tab** for additional information regarding the event

This area allows you to provide attendees with additional information about your event.

If reading is required beforehand or if other events should be attended prior to undertaking this one, this information should be entered here.

This allows you to provide more detail about who would benefit from the teaching eg relevant to a particular specialism or level of experience.

Any other general information or special instructions about your event can be included here.

Click to save your changes and go to the Feedback Tab.

Note: The reset button will clear all the details you have entered on the Event and Details tabs but not the feedback tab.

3   **Feedback tab** to select the feedback questions you would like to ask.

Feedback is an essential part of running an event and must be completed by all attendees.

Questions need to be dragged into the shaded area to be added to your list for feedback.

There is one obligatory question and you can add other questions, up to a maximum of 5, from the Questions Bank on the right as you feel appropriate.

Remember to scroll down as there is an extensive list of questions to choose from. These can be added, removed and reordered to suit your needs by simply clicking on your chosen question and dragging it into position within the box on the left.

Once you are sure all your event details are correct, click Save.

Note: The save button is at the very bottom of the Feedback Tab.

You will receive a message to confirm your event has been created.

Making changes to your event

Click on the down arrow beside My events and select Upcoming.

Your events will be listed in blue. Select the relevant event and click on its name to view the details.

All the details you entered when creating your event will be displayed so you can check they are correct and alter any which have changed.

Click here if you want to make any changes.

If you need to cancel the event, click here.

If you do not wish to be the facilitator for the event click here. This will allow others to volunteer as facilitators.