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

Make a splash with



Event Organiser's Guide



This guide has been produced by NHS Fife Medical Education Services, Victoria Hospital, Hayfield Road, Kirkcaldy, Fife KY2 5AH

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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.

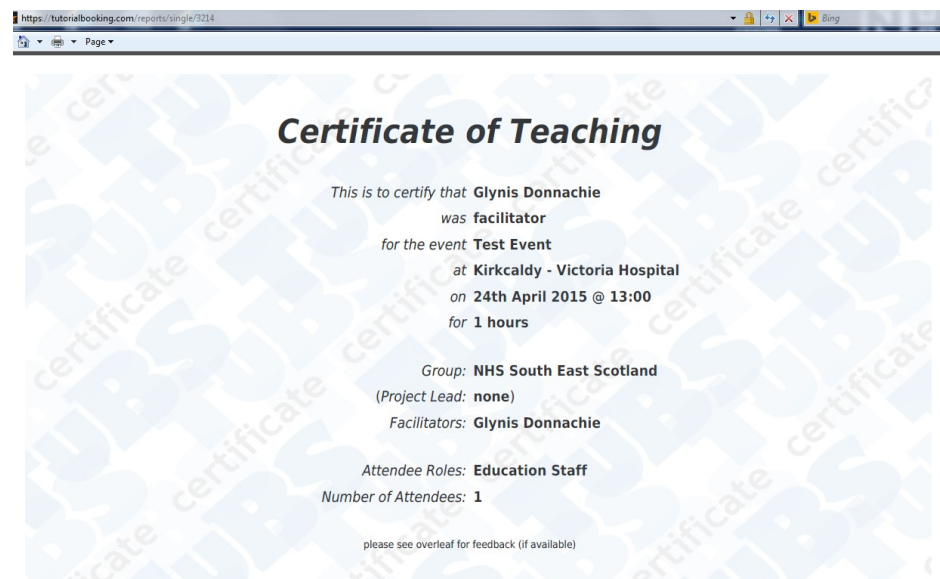
It is used by the NHS in Fife, Lothian, and the Borders to ensure that medical students, trainees and clinicians have an accurate record of teaching attended and that they are able to provide evidence of their participation.

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.

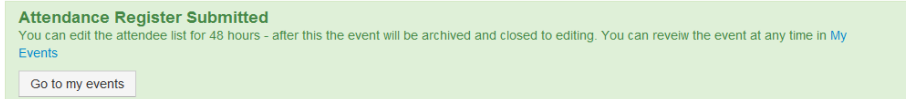


These certificates can be printed, saved or forwarded as required.

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 your 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.

Ensure the facilitator tick box is checked.

Check you have chosen the appropriate group.

You can use the search options to find specific events.

Chose the type of report required.

Use to get evidence for

Click to view a certificate for an individual event.

Check boxes for the events you require.

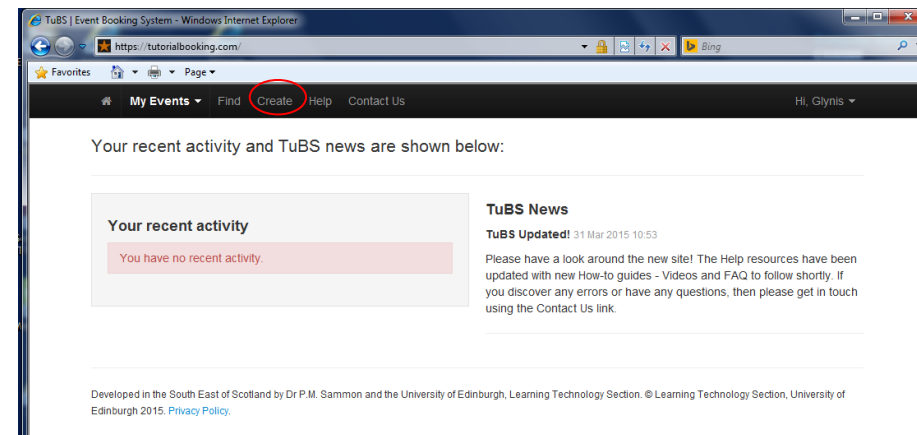
Facilitator	Test Event - GMD	Test Project - GMD	Test Event 6 - GMD	Test Project - GMD
Name	Test Event - GMD	Test Project - GMD	Test Event 6 - GMD	Test Project - GMD
Spaces (Remaining)	7		7	
Facilitator Spaces (Remaining)	Full		Full	
Attendee Roles	Education Staff		Education Staff	
Date & Time	18 May 2015 13:00		15 May 2015 13:00	
Duration	1 hours		1 hours	
Tutor(s)	Glynis Donachie		Glynis Donachie	
Location	Kirkcaldy - Victoria Hospital		Kirkcaldy - Victoria Hospital	
Organization	NHS South East Scotland		NHS South East Scotland	

How to create an event

Go to Website <https://tutorialbooking.com/>

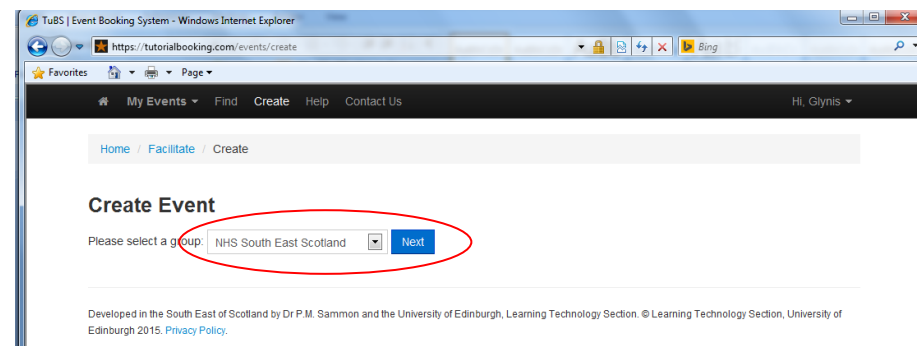
Login to TuBS.

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 screenshot shows the 'Create Event' form with the following annotations:

- The organisation you chose will show here.** (points to the Organization dropdown)
- 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. *** (points to the Project dropdown)
- Ensure the event name reflects the content of the teaching.** (points to the Event Name field)
- Enter how many people can attend your event.** (points to the Attendee Spaces field)
- Where will the event be held? Ensure a suitable room has been booked.** (points to the Location dropdown)
- Who do you want to attend?** (points to the Attendee Roles section)
- At least one facilitator is required.** (points to the Facilitators Required field)
- If you do not wish to facilitate yourself uncheck this box.** (points to the 'Make yourself a facilitator of this event' checkbox)
- You can choose the type of facilitator you would prefer and allow them to volunteer.** (points to the Facilitator Role(s) section)
- Tick here if you do not want your event visible to everyone searching.** (points to the 'Hide from public searches' checkbox)
- Click to save your changes and go to the Details Tab** (points to the 'Next' button)

*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.

The screenshot shows a table of events with the following columns: Name, Attendee Spaces (Remaining), Facilitator Spaces (Remaining), Attendee Roles, Date & Time, Duration, Tutor(s), Location, and Organization. The 'Take Attendance' button is circled in red.

Name	Attendee Spaces (Remaining)	Facilitator Spaces (Remaining)	Attendee Roles	Date & Time	Duration	Tutor(s)	Location	Organization
Test Event - GMD	10	Full	Education Staff	18 May 2015 13:00	1 hours	Glynis Donachie	Kirkcaldy - Victoria Hospital	NHS South East Scotland

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.

The screenshot shows the 'Add Attendee' button circled in red. Below it is a table for 'Registered Attendees' with columns: Name, Email, and Attended.

Name	Email	Attended
Glynis Donachie	glynis.donachie@btinternet.com	<input checked="" type="checkbox"/>

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.

The screenshot shows a 'Printable PDF' sign-in sheet with the following information:

- Event Name: Test Event - GMD
- Date & Time: 18 May 2015 13:00
- Duration: 1 hours
- Location: Kirkcaldy - Victoria Hospital
- Facilitators: Glynis Donachie
- Created by: Glynis Donachie

Below this is a table for 'Registered Attendees' with columns: Name, Email, and a sign-in box.

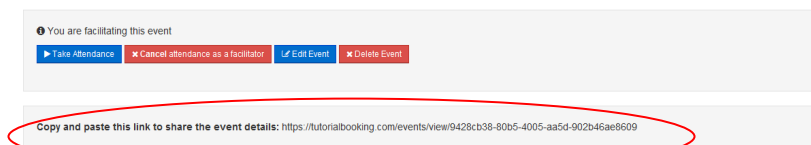
Name	Email	Sign-in
Ann Sheach	ann.sheach@nhs.net	<input type="text"/>
Steven Klym	steven.klym@nhs.net	<input type="text"/>
Glynis Donachie	glynis.donachie@nhs.net	<input type="text"/>

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:

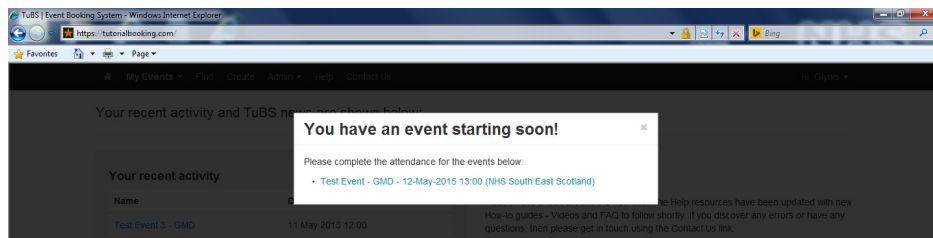
1. Make sure the 'Hide from Public Search' box is unchecked (see Event Tab when creating or editing your event). This means that anyone interested can find your event when they search.
2. At the bottom of the Event Detail page there is a unique link for your event which you can email to people you wish 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.

A screenshot of the "Create Event" page, specifically the "Details" tab. The page has three main sections: "Preparation", "Attendee Criteria", and "Other Details". Each section has a text area for input and a "Save" button at the bottom. Annotations with blue boxes and arrows point to specific areas: "Need to read notes before event" points to the Preparation section; "If reading is required beforehand or if other events should be attended prior to undertaking this one, this information should be entered here." points to the Preparation text area; "This allows you to provide more detail about who would benefit from the teaching eg relevant to a particular specialism or level of experience." points to the Attendee Criteria section; "Any other general information or special instructions about your event can be included here." points to the Other Details section; and "Click to save your changes and go to the Feedback Tab." points to the "Save" button.

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.

Create Event

Event Details Feedback

Feedback

Drag and drop questions into the order you want them to appear to attendees on the left hand column.
Questions marked with a are mandatory and must be chosen.

Current Questions

How would you rate this event?

Questions Bank

Please identify the particularly good aspects of this event:

Please rate the relevance of this event to your role:

Please comment:

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.

My Events Find Create Help Contact Us Hi, Glynis

Home Facilitate Create

Event: Test Event created successfully
[View event](#)

Making changes to your event

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

My Events Find Create Help Contact Us Hi, Glynis

You and TuBS news are shown below:

Your recent activity

Name	Date & Time
Test Event 2 - GMD	13 May 2015 13:00
Test Event - GMD	11 May 2015 13:00

TuBS News

TuBS Updated! 31 Mar 2015 10:53

Please have a look around the new site! The Help resources have been updated with new How-to guides - Videos and FAQ to follow shortly. If you discover any errors or have any questions, then please get in touch using the Contact Us link.

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

TuBS My Events Find Create Help Contact Us Hi, Glynis

Home Events Test Event - GMD

Home Attendees Feedback

Event Name	Test Event - GMD
Date & Time	18 May 2015 13:00
Duration	1 hours
Location	Kirkcaldy - Victoria Hospital
Location Details	Lecture Theatre
Number of Attendees	0 (Max: 10)
Other Information	Not a real event so won't be happening.
Preparation required	Read notes before attendance
Attendance Criteria	Education Staff
Facilitators	Glynis Donnachie
Number of Facilitators	1 (Max: 1)
Created by	Glynis Donnachie
Project	Test Project - GMD
Project Lead(s)	Glynis Donnachie

0 You are facilitating this event

[Take Attendance](#) [Cancel attendance as a facilitator](#) [Edit Event](#) [Delete Event](#)

Copy and paste this link to share the event details: <https://tutorialbooking.com/events/view/9428cb38-80b5-4005-aa5d-902b46ae8609>

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.