User Tips, Tricks, and Other Useful Stuff

Welcome to the new Events Section and User Homepage Enhancements to InductionSupport.com. This two-page guide is intended to show you what’s new and different with the site.

**Your Home Page**

Your home page carries a lot of information in a very intuitive way. Let’s look at the individual items called out in the example below:

1 - The **News** section delivers News Items from both your Program Management and InductionSupport.com Management. You’ll only hear from us at InductionSupport.com regarding enhancements to the site that affect you, scheduled outages, or other stuff we feel is important for you to know.

2 - The **Things to Do** section lists items within the site that YOU need to complete. As you can see, this includes Assessments that you need to take, Support/Meeting Logs that need to be acknowledged, and Events that are targeted to you that you may wish to register for (these aren’t random events, they are targeted at you).

3 - The **Calendar** section contains events in the coming two weeks for which you have registered. It’s your immediate reminder of places you need to be (at least for Induction-Related things) in the next two weeks. Each event title is clickable, and takes you directly to the event detail. Events drop off the list shortly after the Event’s START TIME.
The **Events Module**
The Events Module organizes your calendar and the way that you view information. You can drill down quickly to events that you need to see, by month, and instantly see the events for which you’ve already registered. Each item in the Events Module expands or contracts when you click on it.

The **My Calendar** section includes events for which you have registered, by month.

The **My Unregistered Events** section includes events which are targeted to you, but for which you have not yet registered.

The **Other Upcoming Events** section contains events that are NOT targeted to you, so this is the last place that you’d look to find events you’d want to attend.

The **Past Events** section contains all past events for which you’ve registered, by month.

Your ATTENDANCE REPORT has changed slightly, with new codes in the REGISTERED column, indicating when you were registered and by whom.

**IF YOU HAVE QUESTIONS,** Comments, Opinions about these items, or other suggestions regarding how we can improve your experience on InductionSupport.com, please let me know. I can be reached at [support@InductionSupport.com](mailto:support@InductionSupport.com) - John Meadows
Event Cancellation and Waitlist Protocols

**Event Cancellation:**

InductionSupport.com allows you to cancel your own registration out of an event up to the actual event day. Unless it is a case of emergency, we would request that you cancel your registration prior to the registration close of event (3 days prior to event) so that it opens the seat to anyone who does need to come on that day.

Once you cancel out of a date, a restore button will appear next to your cancelled event. This will allow you to sign back up for that date until the registration close date (unless you are signed up for another date).

**Waitlist:**

If you register for an event and are placed on the Waitlist, you are NOT registered for this event. You will want to hit the cancel button in order to be given the option of the other available dates. If you do not...
cancel yourself out of the event, you will be locked out of choosing another date until the Induction Office cancels you.

Please do not arrive to the event if you are waitlisted. Cancel out and select another date.

It is important that an SP and all PTs they plan to take to a selected date register at the same time. It gives you your best chance at making it into the date together.