

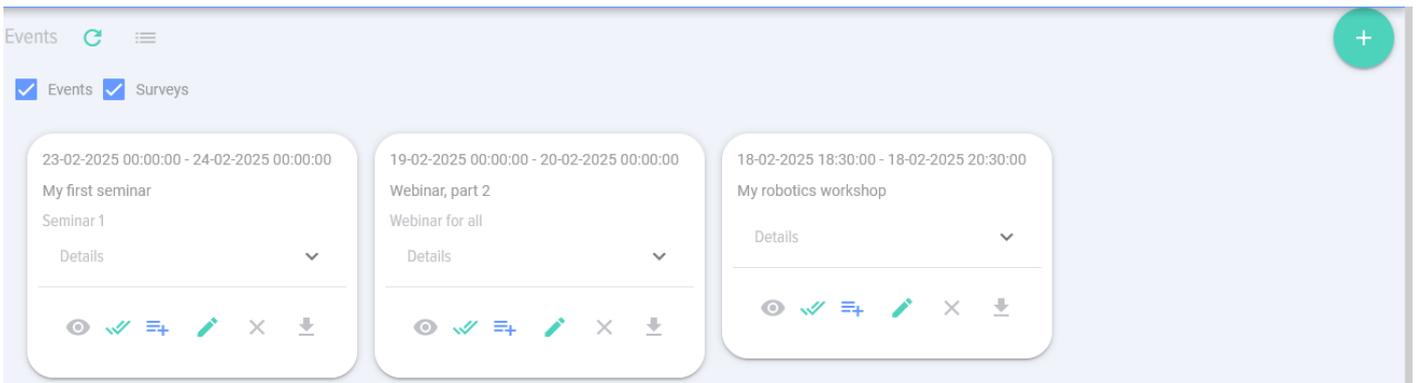
# External/In-Person Events

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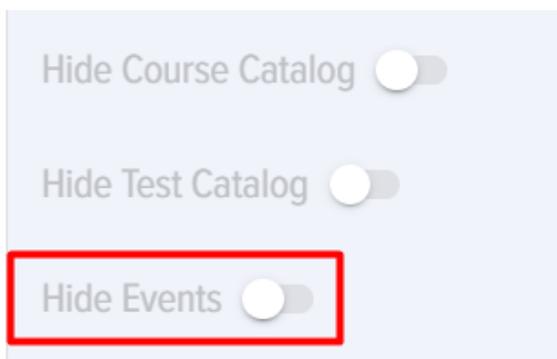
# Events Catalog

The module "External/In-Person Events" is designed for planning, organizing, and accounting for external and in-person educational events.

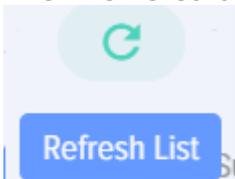
The Events Catalog is presented in the main menu, accessible to all employees by default.



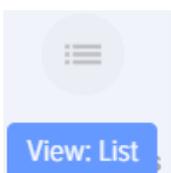
In the application settings (Settings - Other), you can hide the catalog. However, it will still be accessible to the application moderators.



The Events Catalog contains the following elements:



- Element for list update

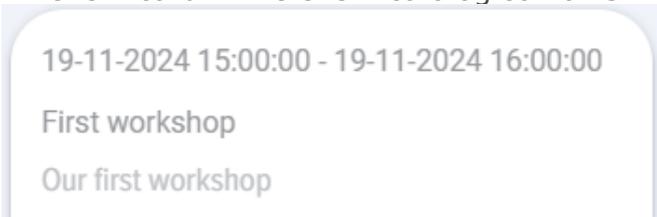


- Type: list, cards.

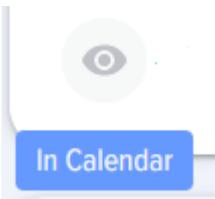


- Element for adding an event.

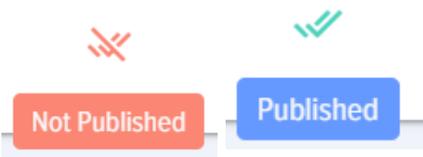
An event card in the event catalog contains the following elements:



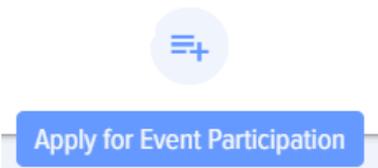
- Dates, title, and description of the event.



- transition to an event in the Bitrix calendar.



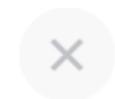
- event statuses.



- Apply to participate in the event.



- Edit the event. An event editing card opens.



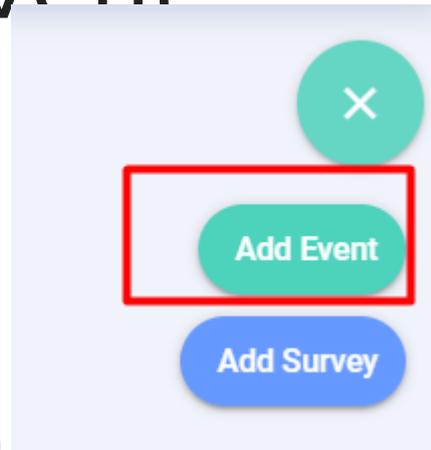
- Deleting an event.



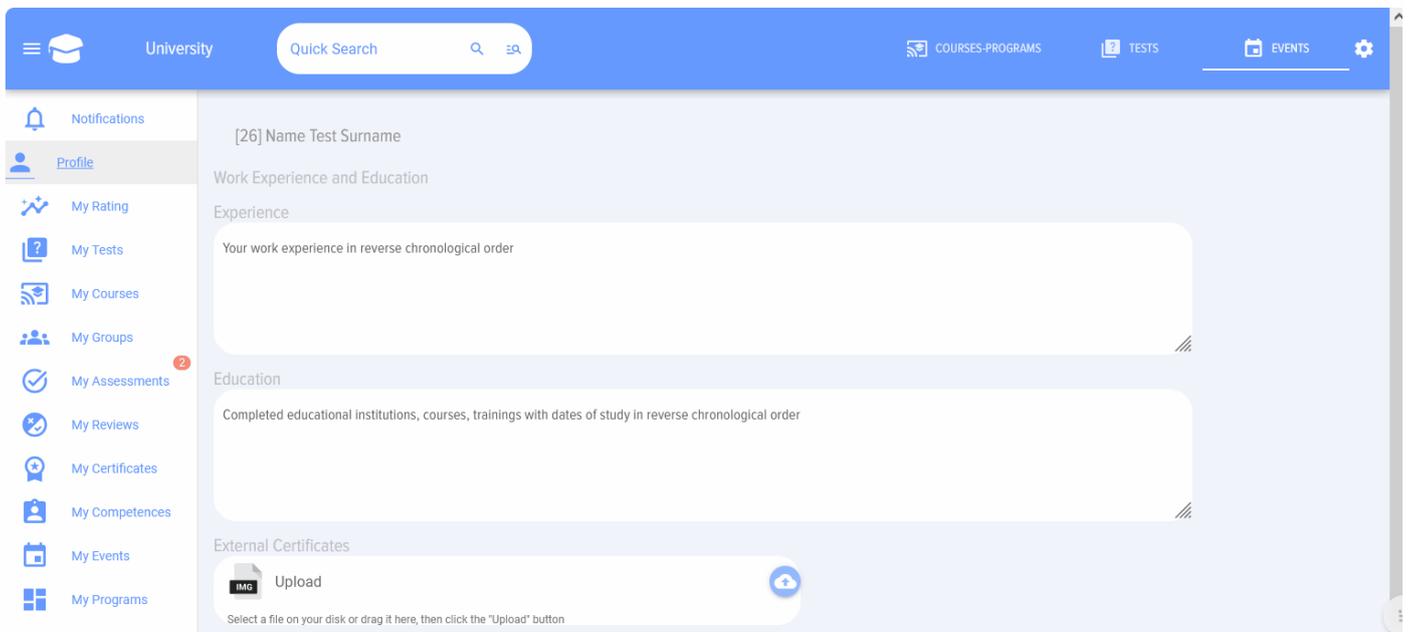
Export

-Export. When clicked, the event is automatically downloaded to the local machine in Excel format.

# Creating an event



To create an event, click the "Add event" button a creation card will open for the event.



The event creation card contains the following fields and elements:

A light blue rounded rectangular input field with the placeholder text 'Event Name' in a dark grey font.

Field for entering the event title

A light blue rounded rectangular field containing two date and time pickers. The left picker is labeled 'Event Start and End' and has a calendar icon. The right picker has a clock icon. Both pickers have a circular refresh icon on their right side.

Start and end of the event

Type View

Type (internal, external) and type of event. An exhaustive list of developmental events is provided; if something is missing from the directory, write to us, and we will add it.

Event Description - Event description

Organizer - Event organizer

+ Responsible - Event coordinator

+ Participants + Department Number of Participants. 0-... 0

-Participants. The list of participants is formed by the moderator. The list also includes employees who have independently submitted an application and have been approved by the moderator. The field "number of participants" allows you to set a participant limit. If the limit is exceeded, the employee submitting the application will receive a notification that the participant limit has been exceeded.

Event Color Text Color

Event color settings Send Invitations Invitation Text - Sending invitations and invitation text

Feedback Questionnaire

Default active. A feedback form configured for events is displayed.

On the right side, there is a section for approving submitted applications. All applications submitted by employees to participate in the event will be displayed in this section.

← Applications

[Redacted]



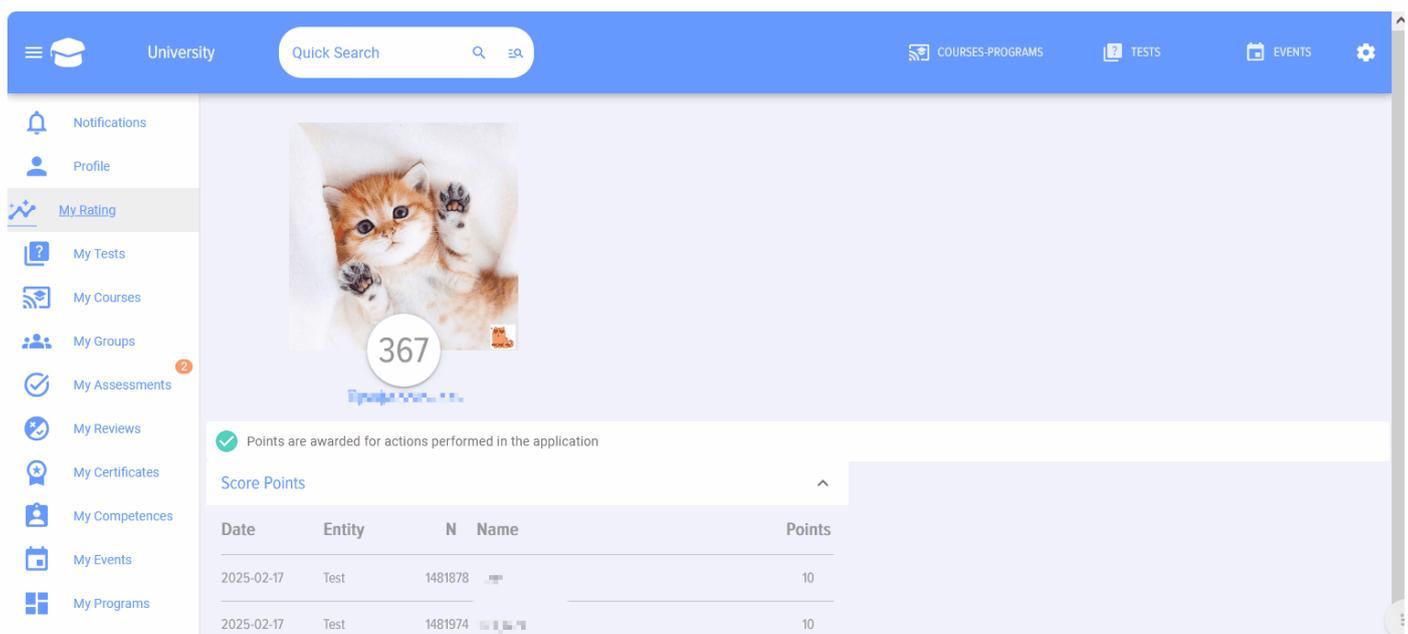
I want to participate

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# Event in the employee's personal account

Events in which the employee participates are displayed in the "My Events" tab in the personal account.

From the personal account, you can create an application for a new event through the element



The screenshot shows a university personal account dashboard. The top navigation bar is blue and contains a hamburger menu, the word "University", a "Quick Search" box, and links for "COURSES-PROGRAMS", "TESTS", and "EVENTS". The left sidebar lists various account sections: Notifications, Profile, My Rating (selected), My Tests, My Courses, My Groups, My Assessments (with a red notification badge), My Reviews, My Certificates, My Competences, My Events, and My Programs. The main content area features a profile picture of a ginger cat and a circular badge displaying the score "367". Below this, a green checkmark icon is followed by the text "Points are awarded for actions performed in the application". A section titled "Score Points" contains a table with the following data:

Date	Entity	N	Name	Points
2025-02-17	Test	1481878		10
2025-02-17	Test	1481974		10

When you click it, a simple form to create an event application will open.

## Apply for Event Participation

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Is the desired event not on the list? Submit an application. After verification, the event will be added to the list and you will become a participant.

Leave Your Comment

SAVE

CLOSE

The application will be sent to the moderators, and after their approval, the event will appear in the general events catalog.

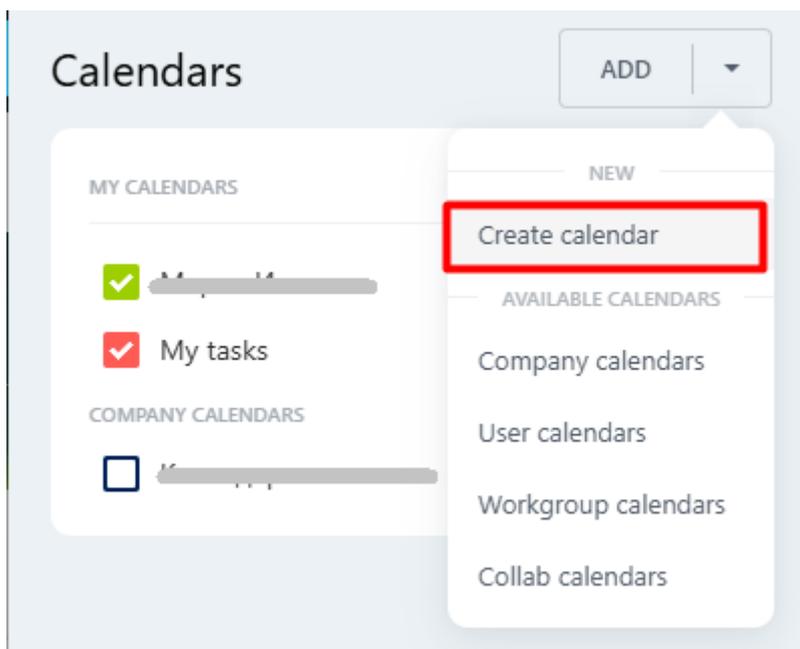
# Calendar of in-person events, application collection, webinars

Using the built-in calendar and events functionality in Bitrix, you can organize a calendar of educational events.

Below is an example scenario for organizing such a system.

1. Create a separate calendar in Bitrix "Educational calendar"

Open the Calendar tab in the left menu, click on the Calendars button and Create calendar.



2. Create events in the Educational calendar. You can (standard event functionality in Bitrix) add to the event:

- Name;
- Description;
- Time;
- Venue;
- Set recurrence and other elements.

3. From the event itself, you can organize a video call. That is, organize a webinar. Video calls in Bitrix24 are not inferior to such services as Zoom, MS Teams. More details about the Video Calls service in the Bitrix24 application can be found at the link <https://helpdesk.bitrix24.com/open/12266982/>

4. After the event, you can collect a feedback questionnaire in the University application. Generate reports.

More details about the possibilities of the Bitrix calendar can be found at the link <https://helpdesk.bitrix24.com/section/47483/>

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