

# 1. What is the Workshop Scheduler?

v2

Many departments on campus use Workshop Scheduler to post their workshop, advertise, and create registration links.

In 2021, Workshop Scheduler went through an extensive update. The new and improved user-friendly Workshop Scheduler offers a variety of new features to aid facilitators in managing the logistical aspects of their workshops, including:

- Track and monitor registration
- Record attendance and, or grading (completion)
- Sends out reminder emails
- Sends out zoom links
- Ability to display workshop offerings from previous years
- Add multiple sessions to one registration link
- Create & personalize templates for registration confirmations, reminders, and more
- Invitation-only registration
- Questionnaires (in-progress)

**Note: Users must have a university log-in (usually the name part of the email address assigned to the user) and have an active account with the university.** When users log into the Workshop Scheduler system, the log-in ID is authenticated with the university's single-sign-on authentication system (Shibboleth).

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