

Let's Begin ~ So, You've Adopted TED

TED is a **Training Events Database** that will help you keep track of Professional Development **Training Events** and the **People** who participate in those events. And, TED can easily generate **Automated Summary Reports**.

- This is what TED looks like on your computer.
- TED is a customized **FileMaker Pro database** that operates on your **individual computer** and can even connect with your organization's **network or server**, so that several people can be working with TED at the same time.
- In TED, with the click of a button, you can generate:
 - Name tags
 - Sign-in sheets
 - Event Evaluation Summary Reports
 - And more...

Let me show you around...

Events

- This **Top section in blue** contains the information about the Event itself.
 - Each event your organization puts on will be entered into TED
 - There is ALWAYS an *event* showing
 - Everything you do is related to the CURRENT event showing
- So, on these **Green & Blue Tabs** all the information about *Participants, Presenters, Evaluations, Reports & Topics* **will be connected to the event that is showing in TED.**
- You are always close to home. This main window in TED is where the action is.
- Now, to find & bring up an Event that you want to work with, Click (*up here*) on this **Events button** to see a **List** of all your Events.
 - The most recent events will be at the top of the list
 - You can also search by the Date, or Name of the Event
- **Click View or even the Event Name** and it will take you to that event in the Main TED window.

- This **Rolodex** (*up here*) will also show your “found set of events” from your search, which you can click through like this.
- Anytime you want to get back to **all** the TED events, just **click the Show All button**.

People

- There are participants in your events.
- The **Participants Tab** will show you who is registered for a particular Event.
- The **People button** (*up here*), is where you go to access a **List** of all the people who are in your entire TED database.
 - The List is alphabetical
 - And, you can also search by Name, or Name of a School/Organization that they are a part of
 - This is also where you go to **Register** people for an event.
 - Will show Event Name in yellow
 - **Click button to Register someone**
 - If there is a cost for the event, this **Payment Pop-up box** will appear when you register someone, so you can fill in their payment details.
- Just as each Event has its own Page, **each Person has their own Page too**. Once you have entered a Person into TED, they stay in TED forevermore.
- This page holds all the details of the Person, including most importantly:
 - Their Email address and Role
 - The School /Organization they are a part of
 - And the Events they have attended
 - This is great if they ever need documentation of training; or a
 - Certificate of completion, to send someone, you just (*click right here*) to make a pdf and send by email
- On the Participants Tab is where you will see the name appear of the person you registered for this event.
- **Participants Tab button functions**
 - These **buttons on the Participants tab** are useful for everything related to the people who are registered for this event, giving you access to:
 - Emails of the people registered
 - Printing name tags for the event
 - Certificates, sign-in sheets...

- **Global Emails Button**

- Up (*here*) is where you can access the **Email or Mailing Addresses of ALL the People in TED**, not just those registered for a particular event. I call this the Global Emails button.
- This is really useful for **promoting training events to People in certain Roles**, such as Administrators.

- **Presenters Tab**

- **The other People-related place in TED** is on the Presenter's Tab. From here you can **enter** the Presenters for an event into TED.
- You can also **search the List** to see who you have had present on a topic in the past,
- Or, even look at an **individual Presenter's page** to see whether or not they have a W9 form on file,
 - Or which events they have presented in the past.

So, those are the main ways you work with Events & People in TED

Automated Summary Reports

- Automated Reports are one of the main amazing TED features to help you learn what went on with the people at your training events.

- **Evaluations Tab**

- So here, under the Evaluations Tab, you will find the **End of Event Evaluation Form** to print out for each event, pre-populated with the details of the event.
- Then the same tab in TED is where you come back and enter the data from the completed evaluations following the event, with just a few clicks for the ratings and role. You can also choose to type in the relevant written comments.

- **Reports Tab**

- Once you have entered that data, you come (*here*) to the Reports Tab, and on the far left are the buttons for generating reports on the **Current Event** (whichever event is showing in the Main TED window).
- Clicking the **Event Summary button** will generate a 2-page report on that event; showing the **roles** of those registered in (*this*) pie chart, so you can see who you are serving, as well as the end of event evaluation ratings of learning and usefulness. Just click on the rolodex (*up here*) to see even more detail on page 2.

• **To Print this report (or to get back to the Main TED window because this window won't close in the regular way)**, click on *(this)* brightly shining Blue Button that says "Continue." It gives you the choice of Cancelling to go back to TED, making the report into a pdf (*which is great for emailing a copy to the presenter*), or Printing the report.

- **Clicking *(this)* middle button on the Reports tab**, will give you the choice of four different reports that **summarize multiple events**. And, you can select events from a certain date range, or even funding source, or to focus on those given by a specific presenter. If you leave these boxes blank, the report will just draw from all the events in TED.
 - One of the most popular reports is the **Events Listed by Topic** report, which looks like *(this)*:
- **Clicking on the far right Button on the Reports tab** will give you the choice of several different reports that summarize **the number of people from specific organizations, schools, or districts** who have attended trainings in the main topic areas.
- **..Or even the names of the people from a certain school and each of the trainings they have attended, by topic.**

These are very useful reports to have in meetings with administrators to help them make sure they are getting the right people to the trainings, especially those in the topic areas where their school is struggling.

So, that's TED!
Pretty easy to use.

Now that you have started getting to know TED, there are THREE things you need to do as an organization to be ready to hit the ground running when TED arrives... They are,

1. Decide on the Funding Sources
2. Topics
3. Roles your organization is going to use in TED.

- These are so important; we have made a movie about them!
- Watch it next...