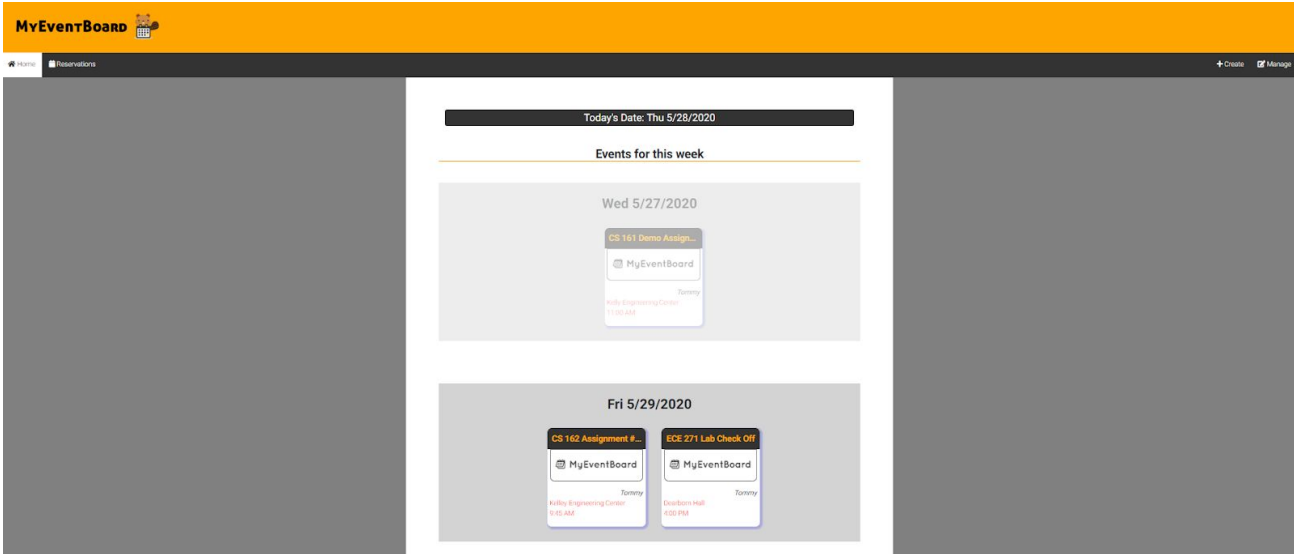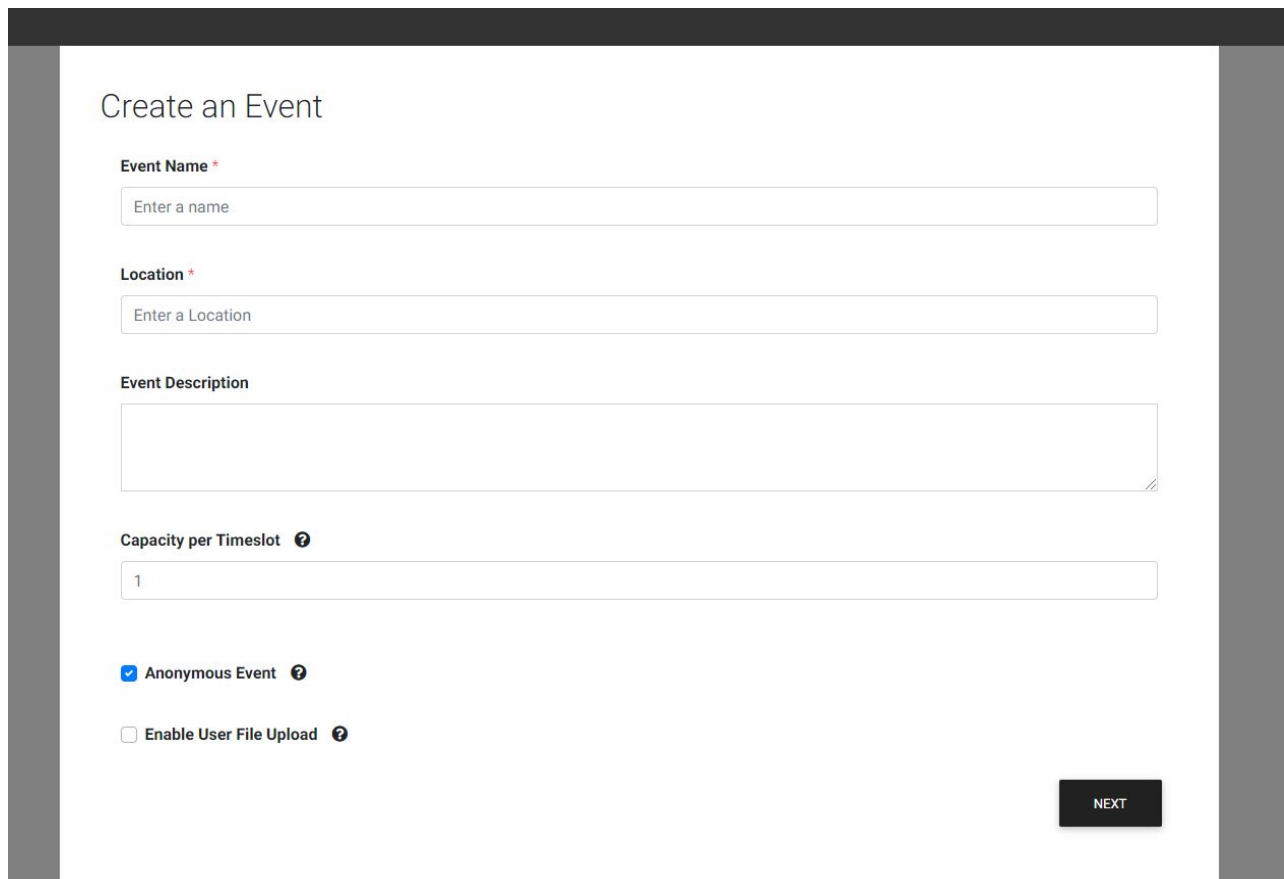**MyEventBoard Application Features**

Home Page

Figure 1: MyEventBoard Home

This is the homepage of the MyEventBoard website. The home page will display the current reservations that the user booked for the current week. Any past reservations will be transparent, while the current day will be highlighted in orange.

Event Creation

MyEventBoard allows the user to create an event under their ONID (Oregon State University Network ID). An event must have a Name, Location, Capacity, Slot Duration, an Event Date, and a time slot. A time slot is denoted by one cell in the table (see figure 3).

- Anonymous Event option allows users to be visible on the slots they are registered to for this event.
- File Upload option allows users to upload a file to their reservation for this specific event.
    - This is useful if the user needs to bring documents to their meeting.
- A user can select 15 minutes, 30 minutes, or 60 minutes for the slot duration.
- The event time slots can be selected via a table slider akin to Doodle.
- The capacity (1 by default) sets the number of spaces available in one time range slot.

- Users have the option to input a description for their event.

Figure 2: Create (section 1)

Create an Event

Slot Duration

1 Hour   ⇕

Event Dates *

05/28/2020,05/30/2020,06/05/2020

Time	05/28/2020	05/30/2020	06/05/2020
7:00 AM			
8:00 AM			
9:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			
1:00 PM			
2:00 PM			
3:00 PM			
4:00 PM			
5:00 PM			
6:00 PM			
7:00 PM			

GO BACK   SUBMIT

Figure 3: Create (section 2)

Event Management

Users can view their events that they have created in the Manage page. As seen in figure 4, the copy link allows the user to copy a link to the registration page for that specific event. This link is meant to be shared among others such that they can register for the user's event. By clicking on the event name of an event, a page with more details and actions for that event will be opened (see figure 5). Users can manage that specific event in more detail on this page such as deleting the event or viewing who's registered to this event.
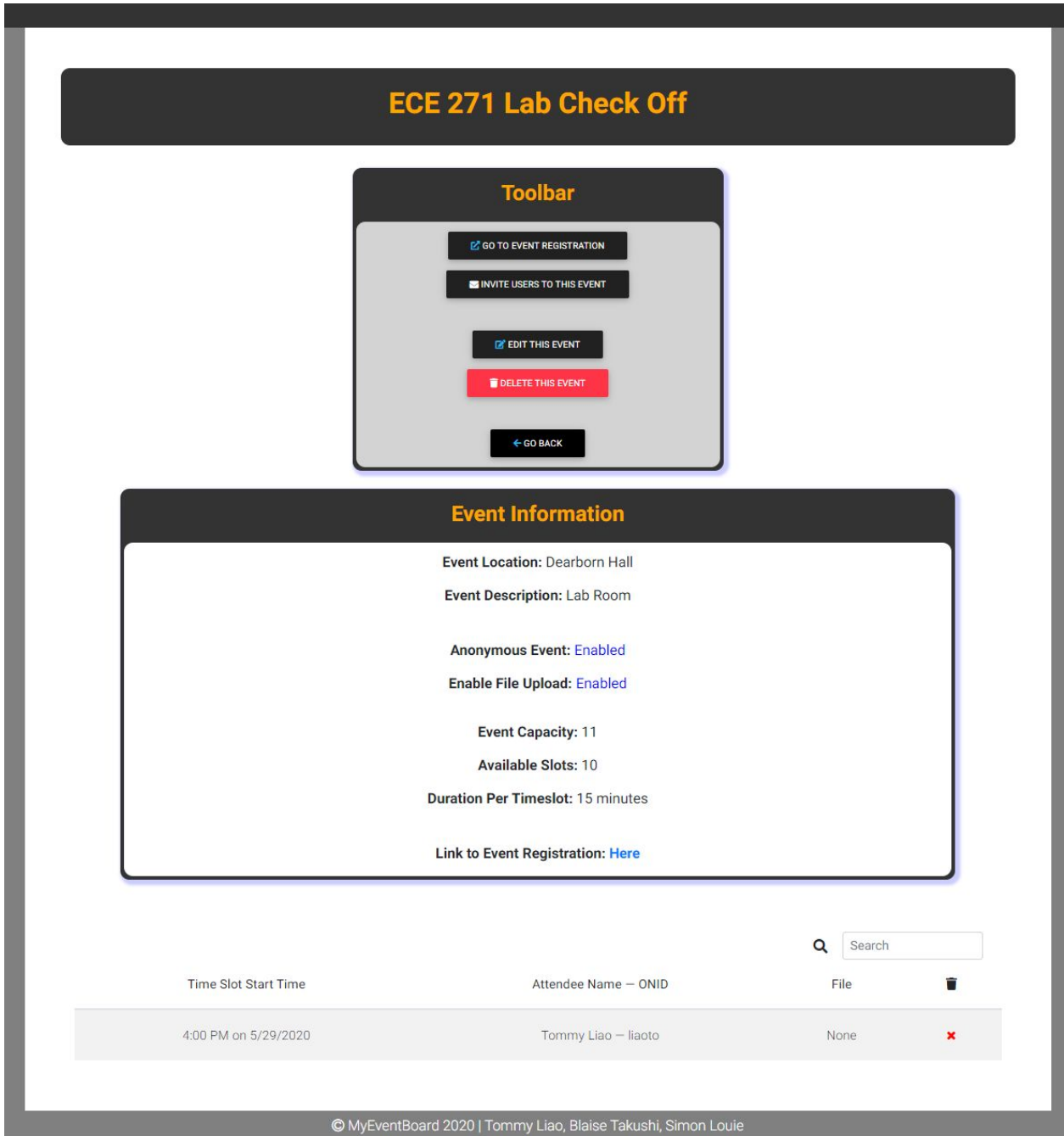

Figure 4: Manage Events Page

Figure 5: Manage Events - Detailed Page

Event Registration

Users can register to a created event via the registration page of that event. Users can receive the registration page link from the event creators. Dates with open registration slots are highlighted in blue. Dates with no registration slots remaining will be colored red and unclickable.

- After selecting an available date, the user can pick a time slot to register for (see figure 7).
- After registering for a slot, they will be sent a confirmation via an email to their Oregon State University email. If the event has file uploading enabled, the registration feedback will prompt the user to optionally upload a file at this time (see figure 8).
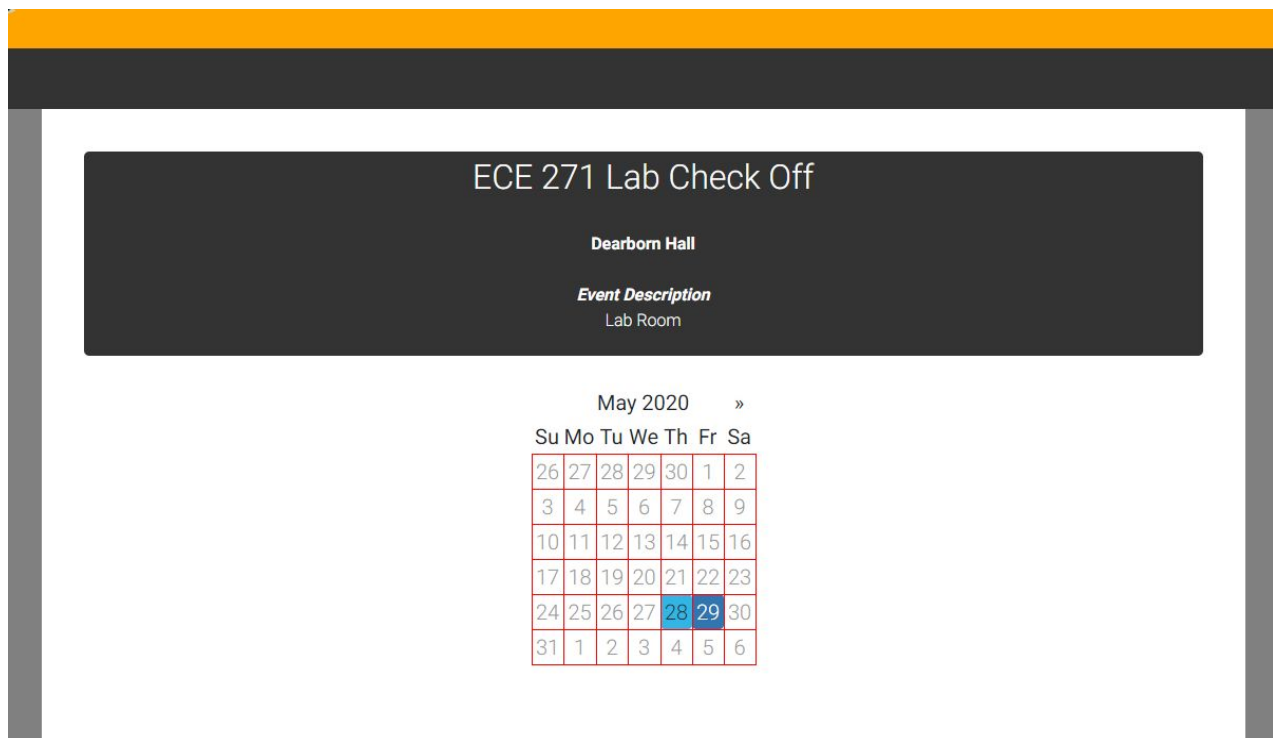

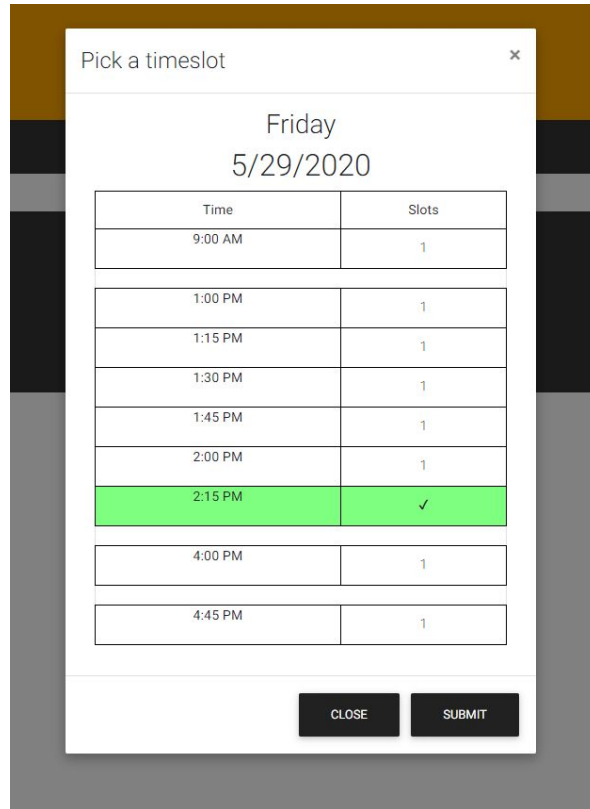Figure 6: Example Registration Page
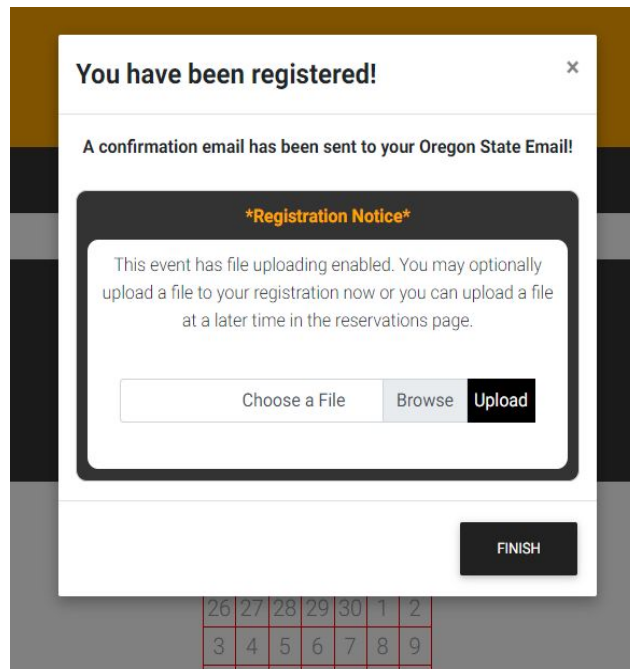
Figure 7: Selecting a time slot to register for

Figure 8: Registration Complete

User Reservations

Users can view what reservations they booked via the reservations page (figure 9). Like the manage page, the user can click on the event name of the event that they booked to open a detailed page about their reservation. On this page they can also upload files and delete their reservation (see figure 10).
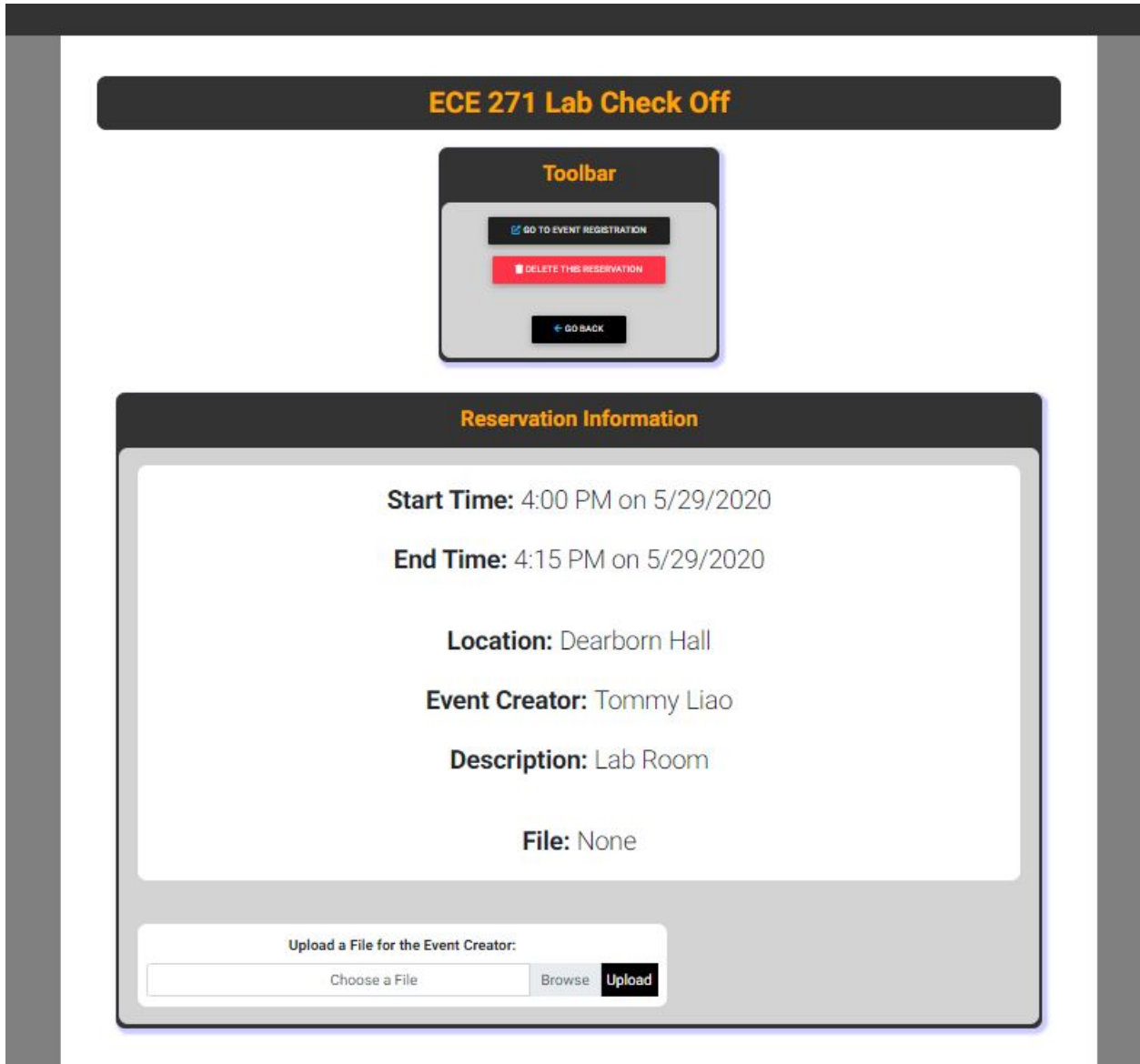

Figure 9: User Reservations

Figure 10: Example Reservation - Detailed Page

Event Editing

Users are able to edit any existing events they have created. They are capable of changing any values previously mentioned in creating an event. The edit event page is split into two sections based on description values and time values. Any value associated with the warning sign next to it will prompt a confirmation before allowing the field to be edited. These fields are usually fields that will affect other areas of the event if edited. Edited values are ONLY saved upon the save button for each section (see figures 14 & 15 respectively).

Description Fields Edit Page (see figure 11)

- Values that can be edited
    - Event Name (Cannot be Blank)
    - Location (Cannot be Blank)
    - Description
    - Anonymous Event Option
    - File Upload Option

Time Fields Edit Page (see figure 12)

- Values that can be edited
    - Event Duration (options are 15 minutes, 30 minutes, 1 hour)
    - Capacity (min. 1)
    - Time Slots (min. 1)

- For editing time slots, the user can add more time slots to the event via the + button in the added dates section. The time selection for adding dates and time slots will be similar to the one used in the create event.

- Users can also edit existing event slots by selecting an event slot and opening up the edit event slot menu via the edit button (see figure 13).

- For deleting existing slots, the user just simply needs to check the event for delete denoted by the garbage icon.

Figure 11: Edit Event - Descriptor Values

Edit an Event

EDIT EVENT FIELDS

Capacity per Timeslot ⚠️

100

Slot Duration 🔺

1 Hour

Existing Dates ✏️ 🚫

Date	Day Name	Start Time	End Time	🗑️
05/28/2020	Thursday	10:00 AM	11:00 AM	☐
05/28/2020	Thursday	12:00 PM	1:00 PM	☐
05/28/2020	Thursday	2:00 PM	3:00 PM	☐
06/08/2020	Monday	10:00 AM	11:00 AM	☐

Added Dates ➕ 🚫

Date	Day Name	Start Time	End Time	🗑️
05/29/2020	Friday	9:00 AM	10:00 AM	✗
05/29/2020	Friday	10:00 AM	11:00 AM	✗

RESET   SAVE SLOT CHANGES

Figure 12: Edit Event - Time Values
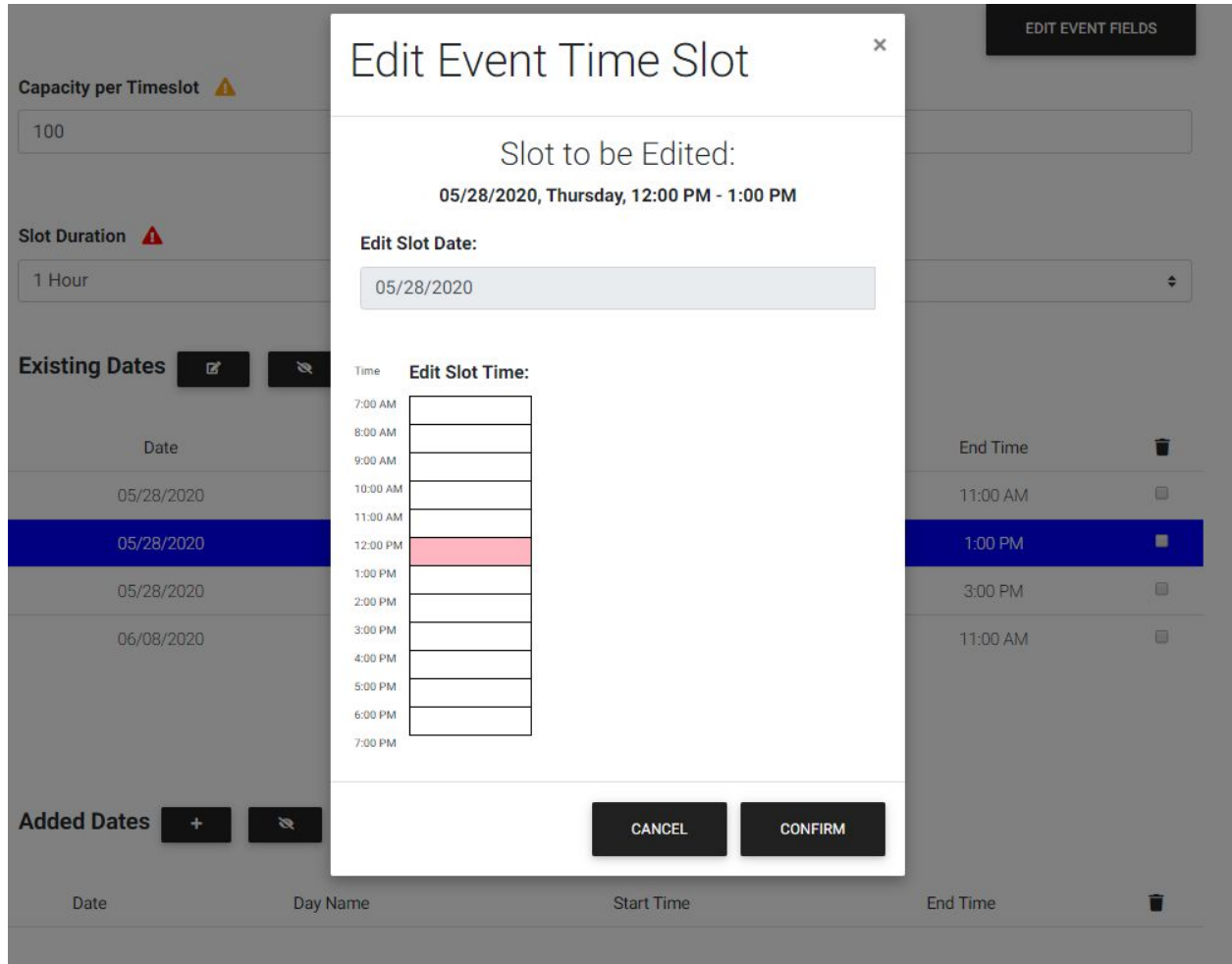
Figure 13: Event Slot Edit

Figure 14: Save Confirmation (Descriptor Section)

Figure 15: Save Confirmation (Time Section)