

CASCE Quick Checklist - Compatibility with Other Online Systems

Online Evaluation/Certificate System	<ul style="list-style-type: none"> Only “applied credits” will appear on a person’s certificate. Evaluation/certificate will appear to a person 24 hrs <i>after</i> the end of the program (day and hour).
event_structure	Must be Conference or Workshop.
olc_ready?	Must be set to Yes.
objectives	Appear on the evaluation.
contact_person	If a name appears in this field, the certificate system looks on our Internet server (R-drive) for a signature file to match and prints the signature on the certificate.*
accreditation_statement	Language in this field prints on a certificate. By use of HTML code, images (such as logos) can also be made to print on a certificate.* Image files must reside on our Internet server (R-drive).
Other fields that can appear on certificates or evaluations.	event_name event_start_ts, event_end_ts session_start_ts, session_end_ts session_name location presenter presentation_title presentation_begin_ts credit_name credit_hours
Customer Login Page (MyCE): http://www.aheconnect.com/ncahec/myce.aspx?a=8	
Online Registration System	<ul style="list-style-type: none"> See complete Director and Registrar Checklists at W:\Training.
event_status	Must be Open, Filled, or Waiting List.
event_start_ts	Must be later than today’s date. Event will not appear for online registration on start date.
calendar_scope	Does not affect the online registration page, but must be set to Internet and Intranet for event to display on the MyAHEC statewide calendar.
olr_ready?	Must be set to Yes.
attend_estimate	<ul style="list-style-type: none"> Must be set higher than zero for event to appear on the online registration page. Online registrations will <u>not</u> be accepted after CASCE registrations reach this number. Increasing the number will again allow registrations immediately.
brochure_url	Enter a link to the brochure on our Internet server.
event_description	Description will display on online registration page.
CAUTION: A FEE (event or session/credit) AND A CREDIT MUST BE SELECTED and show_for_olp set to yes. Otherwise, the event will not appear in OLR.	The fee can be zero and the credit selected from the list can be “No Credit Offered,” but the default credit “(no credit)” cannot be left in the data field.
event_fee show_for_olp (event fee)	<ul style="list-style-type: none"> Early Fee: To start immediately, set no begin_date; set expiration_date. Late Fee: Set begin_date to be the same as the expiration_date for the Early Fee. Show_for_olp must be set to Yes. Enter fee descriptions that are meaningful to the <i>customer!</i>
Show_for_olp (session fee/credit)	Must be set to Yes to display a credit on the online registration page.
Online Registration Page: http://www.aheconnect.com/ncahec/findevents.aspx?a=8	

* For complete information, see system documentation for both programs at W:/Training.

This document located at W:\Training\CE-Online Registration and at W:\Training\CE-Online_Handouts-Eval-Certif_System.