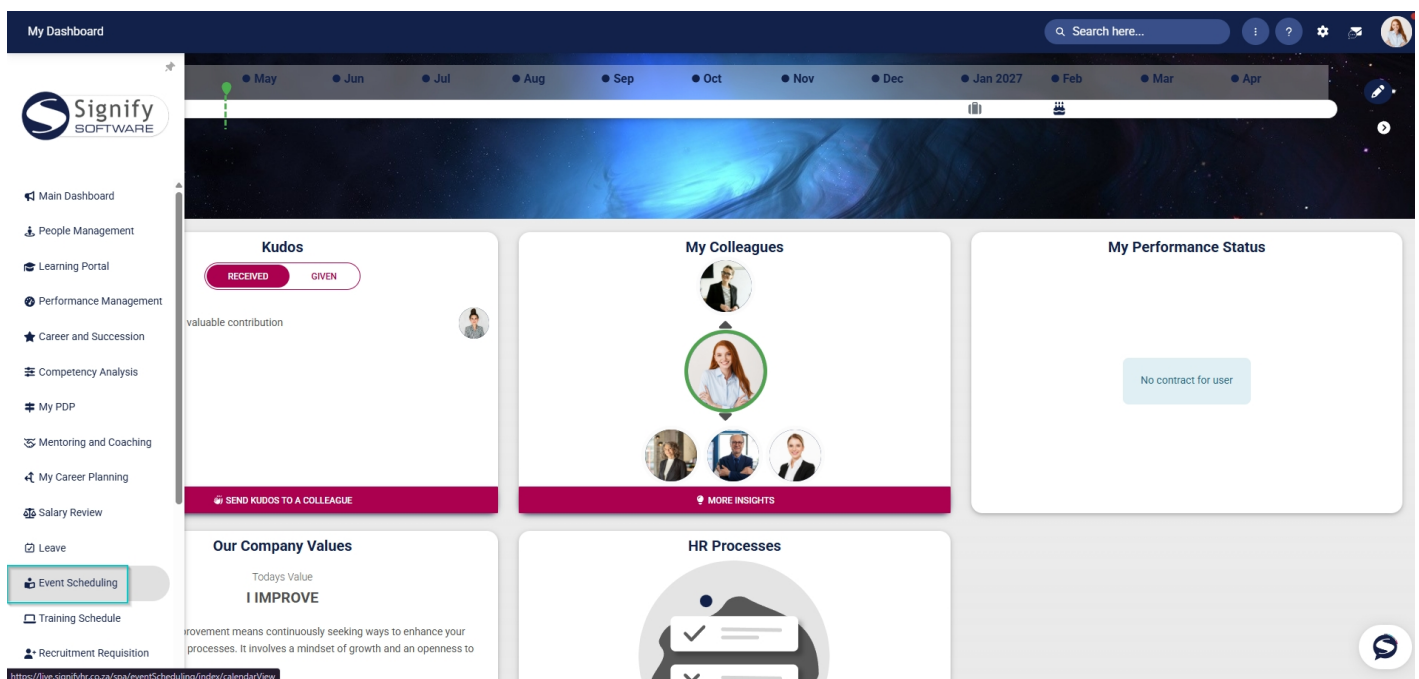


Configure Who Can Book

If the attendees selected for the event (in the previous step) are individuals, you can use the **Who Can Book** tab to configure employee self-service for bookings.

- Hover over the **sidebar** menu, then click **Event Scheduling**.



- Navigate to the **List View** tab and expand the **course** you would like to edit by clicking on its name.

Event Scheduling

CALENDAR VIEW **LIST VIEW** SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course: Select from the list...

Event count

COURSE	EVENTS
Junior Development Program	1
Microsoft Office Suite Advanced	1
Microsoft Office Suite Intermediate	1
Senior Development Program	2

+ EVENT

- Click on the **name** of the event you would like to edit.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course: Select from the list...

Event count

Senior Development Program 2

ATTENDEES	FIRST DAY LAST DAY	SESSIONS	STATUS	VENUE AND ROOM	ATTENDANCE RECORDS	OVERALL STATUS UPDATED NOT UPDATED
Senior Development Program C...	Mon, 4 May 2026 Wed, 6 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	5/5	5/0
Senior Development Program C...	Mon, 18 May 2026 Wed, 20 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	0/5	0/5

+ EVENT

- In the **left-hand menu**, click **Who Can Book**.
- Click the **toggle button** to set the status to display the event on end users' calendars.
- Select a **colour** for this event.
- Use the radio buttons to choose who can book themselves on this event:
 - Everyone can book themselves, or
 - Managers can book from the people groups listed below, or
 - People from the selected people groups can book themselves.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

Event Scheduling | Senior Development Program | Course 1

Search here...

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

WHO CAN BOOK THEMSELVES ON THIS EVENT?

1 Show on end-user Calendar

2 Event Colour: #003c8a
This colour will be displayed on the calendar view

3 Everyone can book themselves Only managers can book people in the below people groups Only people in the below people groups can book themselves

4

Course Name: 08:30-10:00



Revision #3

Created 2026-05-07 13:31:39 UTC by Chanan Stenden

Updated 2026-05-07 14:20:07 UTC by Chanan Stenden