

SCHOOLEVENT KIOSK FEATURE PROFILE



WHAT IS SCHOOLEVENT

The **SCHOOLEVENT KIOSK (SEK)** — is a full-featured, multi-functional event management system designed from the ground up to meet the needs of schools. Specifically, it is designed to fit into the workflow of schools and to be user-friendly for teachers, office staff, parents and students.

Events that you set up in **SCHOOLEVENT** can be accessed by parents, teachers and students via a button you place on your school's website to link to your own kiosk that you create at www.radii.org/schoolevent.

radii.org can provide a low cost webpage for your school if you do not already have one.

- **SCHOOLEVENT** is a web-based system comprised of several components, however, users are not required to have any webpage development skills as this aspect of the production of the webpages is fully automated.
- There is no restriction on the number of events, bookings or transactions a school can manage via **SCHOOLEVENT**.
- There is no software to install on the school's computers or server.

MODULES AVAILABLE IN THE SEK

The **SCHOOLEVENT KIOSK** provides the following services through six integrated modules.

- **SCHOOL EVENT MANAGER (SEM)** — allows the school to set up, manage bookings and receive payment for any bookable school event (eg. end-of-year concert, Year 11 social, etc).
- **PARENT-TEACHER MEETINGS MANAGER (PTM)** — real-time registration of appointments and timetabling for parent-teacher meetings.
- **SCHOOL APPOINTMENT MANAGER (SAM)** — a real-time in-school appointment book for teachers and students.

- **EXCURSION MANAGER (EXM)** — provides an interface to parents to manage the details and permission for students going on excursions.
- **BOOKINGS MANAGER (BKM)** — real-time management of bookings for rooms, facilities and equipment.
- **PAYMENTS MANAGER (PAM)** — a paper-less kiosk for you to manage school fees, subject/program materials charges, building fund donations, after-school music tuition fees, before/after-school care fees, etc. to accept secure online payments from families.

SCHOOL EVENT MANAGER (SEM)

This module provides schools with an efficient paperless way to manage bookings and payments for any school event.

SCHOOL STAFF can...

- Create an interactive calendar of school events — members of your school community can click on an event to be taken to the information page for that event.
- Generate webpages for each event by simply completing online forms that provide:
 - details of the event & program
 - information about the event, eg. speakers/presenters
 - fields to be included in the booking form
 - location/venue details, times, etc.
- Search for school facilities (theatre, hall, gymnasium, sports fields, etc) available for booking, by relevant criteria.
- Search for external venues/facilities (conference centres, meeting rooms, function rooms, etc) available, by location and other relevant criteria.
- Access photos/diagrams of the layout of available facilities/venues.
- Directly book school facilities.
- Email an inquiry about availability of external venues/facilities.
- Cancel a previous booking for a school facility.

- Specify a unique link for each event and email it to parents, etc.
- Edit current events and add new events at any time.
- Receive notification by email when each booking is made.
- Receive email notification when the event reaches a specified number of bookings.
- Limit the number of bookings to be accepted for an event.
- Specify select from different types of booking fee structure for each potential participant (eg. Family bookings, block bookings, early bookings, adult/child bookings, etc)
- Accept accommodation requests against block bookings reserved by the school with hotels and motels, etc.
- Promote the event *via* a link on the school's website.
- Upload a file of email, fax and SMS details to broadcast the event to the school community.
- Access booking reports at any time (eg. participant name, date of booking, whether booking has been paid for or is pending payment).
- Download all data from the bookings database, at any time.
- Generate participant lists and badge inserts from the booking file.
- Record event attendance online.

TEACHERS, PARENTS, & STUDENTS can...

- Access a link on the school's website to make a booking.
- Access the bookings page for an event from any Internet device.
- Enter their email address as a username and specify a password. If the **USER** forgets their password, they can gain access by providing correct details to specific security questions, followed by the replacement password being emailed to them. The **USER** can utilize their email address and password to make future bookings — their previous details will automatically populate the booking form.
- Make multiple bookings on a single booking form.
- Be requested to confirm their booking details prior to payment.
- Be sent a reminder email if payment has not been received by a specified date, or a specified number of days after booking.
- Receive an email notification if an event for which they have a booking is cancelled or details are updated.

- Cancel their booking before a specified date.
- Transfer their booking to another person before a specified date.
- Search for events by date and relevant criteria.
- Be listed as 'pending payment' until receipt of payment.
- Be advised by email if an event reaches 90% of capacity and payment has not been received, with a request for payment.
- Be provided with a real-time indicator of the number of places and, where applicable, the number of accommodation rooms remaining.

PARENT-TEACHER MEETINGS MANAGER

This module manages the booking and timetabling of parent-teacher meetings.

SCHOOL OFFICE STAFF can...

- Populate the kiosk with all teachers through a bulk upload of teacher names and email address, or update individual details manually.
- Block-out any times each teacher is not available to meet with parents.
- Specify the length of appointments in 5-minute intervals.
- Personally, invite parents to make appointments to meet with teachers, using the integrated online email system.
- Invite parents who do not have access to the Internet to phone the school office to have their appointment entered for them.
- Reserve times for designated parents by lock-booking any number of appointment times for subsequent allocation.
- Open and close specific appointment times for each teacher as required.
- Automate email notification of each teacher as appointments are made by parents, and print the appointment schedule for each teacher.
- Specify the opening and closing date and time for parent access to make a booking for a specific set of parent-teacher meetings.

PARENTS can...

- Make appointments *via* the school's website to meet with individual teachers — appointment times are available on a first-come-first-served basis.
- Automatically receive an email confirming details of each appointment.
- Automatically receive a reminder email prior to the day of each appointment.
- Phone the school office and have their appointment entered for them, if they do not have access to the Internet.

SCHOOL APPOINTMENTS MANAGER (SAM)[†]

This module provides an in-school appointment diary for teachers and students.

SCHOOL OFFICE STAFF can...

- Specify when each member of the Leadership Team is available for appointments.
- Specify when specialist staff (eg. student counselors, careers advisers) are available for students to meet with them.
- Enter appointments for parents and others who phone the office for an appointment with a specific member of staff.
- Automate email notifications of the appointment schedules for designated members of school staff.

PARENTS AND STUDENTS can...

- Access the school's website to make appointments to meet with specialist staff (eg. the careers adviser).
- Print their appointment schedules.
- Specify when they want to receive an email containing consolidated details of their current appointments.
- Specify when they want to receive an email reminding them of their appointments.
- Cancel their appointment.

EXCURSION MANAGER (EXM)

This module supports schools to undertake much of the administration associated with excursions.

SCHOOL OFFICE STAFF can...

- Complete an online form to provide information about the excursion
- Specify the information they require from parents (emergency contact details, medication details, etc).
- Specify any charges, if a payment is required.
- Upload the school's authorisation form.

PARENTS can...

- Access the excursion booking form *via* the school's website and enter student details.
- Phone the school office to have details entered for them if they do not have access to the Internet.
- Make payment by a secure credit card portal, or print a tax invoice and make payment to the school by cheque, electronic transfer, or cash.
- Print the form required to authorise the school to take their child on the excursion, sign it and return it to the school.
- Monitor progress online and print reports indicating which families have provided details, paid, or returned the form.

BOOKINGS MANAGER (BKM)[†]

This module manages bookings for rooms, facilities and equipment

SCHOOL STAFF can...

- Specify details for specialist rooms, computer labs, specialist equipment, etc that are available to staff under the booking system.
- Upload diagrams, photos, etc of the seating & layout for each room, lab, etc.

- Track specialist equipment at its exit from and return to storage (*via* bar code scanner), including:
 - music instruments,
 - electronic projectors, and
 - science lab instruments
- Upload details for all rooms, labs, equipment, etc.

TEACHERS AND STUDENTS can...

- Search for specific items of equipment or rooms with specific characteristics.
- Book multiple rooms/pieces of equipment of a similar nature.
- View the number of items of similar equipment available.
- Cancel any booking they have made.

PAYMENTS MANAGER[†]

A module designed for schools to accept payments from families for a range of fees and charges, such as: school fees, subject/program materials costs, building fund donations, after-school music tuition, before/after-school care, etc.

SCHOOL OFFICE STAFF can...

- Enter details into a web-form to create a payment-form for parents to access and make payments for fees and charges.
- Provide secure access to the payment site by requiring entry of a username and password by the parent, plus a code for each item.
- Receive the funds from credit card payments as a monthly bank transfer to a designated account, or establish a credit card merchant account and have funds paid direct to their nominated account.
- Register receipt of payments by interacting with the school's payment system interface.
- Schedule payment reminder emails.
- Print reports and download payment details at any time, or schedule automated reporting and data downloads for specific times.

PARENTS can...

- Securely logon to the PAM *via* a link on the school's website to select items for payment.
- Make a secure online credit card payment.
- Print a Tax Invoice and pay by cheque or cash, or electronic transfer to the schools nominated bank account.
- Have a Tax Invoice emailed to them confirming the payment, if paying by credit card

HOW TO ACCESS THE SCHOOLEVENT KIOSK

- A member of the school's management or administration team with authority to commit the school to the purchase must register your school at www.radii.org/register.
- Upon registration, your school receives 2-weeks complimentary access to explore the modules in the SEK — schools that have registered previously should call 03 9534 2934 for access.
- Following registration, your school can purchase a subscription and authorise specific staff to access the modules in the SEK to create events on behalf of the school.
- Staff authorised to create events can access the SEK from any location at school or home *via* an Internet connection.
- There is no restriction on the number of events, bookings and transactions a school can manage *via* SCHOOLEVENT.
- There is no software to install on your school's computers or server.
- All functionality is available via a standard web-browser (eg. Internet Explorer, Safari, Mozilla, Firefox, Netscape) released after the year 2000.
- You can customise many parts of your school's SEK webpages:
 - upload your own CSS file to create a 'skin' that mirrors your homepage, or
 - upload your school crest/graphics, and
 - pick site colours to match your homepage livery.
- Place a link to your SEK webpages on your school homepage.

HELP & SUPPORT

radii.org provides subscribing schools with unlimited free online and telephone support for staff using the SEK.

- Free access to teleconference training sessions.
- Free access to telephone help line.
- Online guidance provided on each screen.
- Tutorials provided online.
- User guide online.

SUBSCRIPTION RATES

The following are the subscription rates for individual schools — all prices are in Australian Dollars (ex GST).

ANNUAL SCHOOLEVENT SUBSCRIPTION

School Enrolment	NUMBER OF MODULES					
	1	2	3	4	5	6
0–99	200	380	540	680	800	900
100–199	350	665	945	1,190	1,400	1,575
200–399	700	1,330	1,890	2,380	2,800	3,150
400–599	1,000	1,900	2,700	3,400	4,000	4,500
600–999	1,600	3,040	4,320	5,440	6,400	7,200
1000–1499	2,250	4,275	6,075	7,650	9,000	10,125
1500–1999	2,500	4,750	6,750	8,500	10,000	11,250

A transaction charge of 4% gross applies to online payments made *via* the modules.

SECURITY

The term **AGENT** is used below to refer to the staff in a school who are authorized to set up events on behalf of the school — ie. they enter the required information into the relevant web-forms.

The term **USER** is used generically to refer to teachers, students and parents who access SCHOOLEVENT via a link placed on the school's website to make a booking for an event or a payment for an item.

In line with the above two roles, there are two separate points of entry to the SEK.

- [1] A portal for **creating events on behalf of the school** (requires authorised access)
 - the member of staff who registers the school at www.radii.org (which radii.org refers to as the School Admin) is the only person who can purchase access to the SEK on behalf of the school
 - the School Admin is also the only person who can authorise members of the school's staff to access the services provided by the school's subscription to the SEK
- [2] A portal for parents, teachers and students who want to **make a booking in a particular event**. This latter access is via the Internet to the school's website.
 - schools can control access by issuing specific codes that are unique to individuals or unique to specific groups (eg, parents, Year 7 students) — these codes can be specified by the school or generated by the SEK and provided to the school. Further, schools can require that each visitor provide specific details (eg. name, address, email address, phone number, username, password, etc) that they will use to access SCHOOLEVENT to make bookings.
 - schools can choose to vary the 'level' of security for each of the component services in school event.

HELP & SUPPORT

Although the modules in the SEK have been designed to be very straight-forward to use, *radii.org* provides schools with unlimited free online and telephone support for staff using the SEK.

- Free access to teleconference training sessions.
- Free access to telephone help line.
- Online guidance provided on each screen.
- Tutorials provided online.
- User guide online.

HOW TO ACCESS THE SCHOOLEVENT KIOSK

- Register online at www.radii.org/register to establish access to your school's secure SCHOOLEVENT Kiosk (SEK).
- A member of the school's management or administration team with authority to commit the school to the purchase must register the school. Upon registration, your school is provided with 2-weeks complimentary access to explore the SEK — schools that have previously registered at *radii.org* should call 03 9534 2934 for access.
- Following registration, the school can purchase a subscription and authorise specific staff to access the individual modules in the SEK to create online sites for your school.
- Staff authorised to create events can access the SEK from any location at school or home that provides an Internet connection.

CONTACT DETAILS

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