EVENTO
par RENATER

The RENATER service for smooth and easy event organisation

Having trouble organising your meetings?

RENATER offers Evento to help you organise your events easily and directly online, taking into account the availability and wishes of your employees.

▷ Quick service connection

No need to create a third party account or register, **connect directly and simply via the Identity Federation or your UNA account** (Universal Network Account). This ensures your access is controlled and secure. You can connect from any internet-connected computer, regardless of the browser. **Private data is respected** and will not be used outside Evento.

▷ Hassle-free meeting organisation

Propose dates, locations, activities, etc. for optimal organisation of your events, taking into account the availability of your guests in an intuitive way.
You can view your non-availabilities directly in Evento when you create your date survey.
Advanced options such as the «maybe» answer, comments visibility or the possibility of limiting the number of participants allow you to configure your Evento to reflect your needs.

MORE FEATURES:

✉ Invite participants to vote

With Evento, **invite the desired persons, authenticated or not, to answer your survey**. In addition, anonymous responses may be allowed. Respondents can also view their non-availabilities when responding to an Evento.
Once the invitations have been sent, participants will receive an email suggesting that they reply to your Evento. You can also share the invitation link for your Evento.

🔔 Manage your Eventos

Access the surveys you have created with the possibility of editing them, send invitation reminders, duplicate them, close them, and even delete them.

✅ Make the best choice

Select the preferred proposal based on participant votes by accessing the results of your Eventos. This ensures that your guests' availability is taken into account! You can go further by analysing the results, easily exportable in CSV format.

15 Calendar management:

1. Import your calendar into Evento.
View your non-availability directly when you create or respond to an Evento. To do so, enter a .ics or .ifb link in your Evento profile.

2. Integrate your Evento calendar into a calendar application.
View your responses to Eventos as events directly in your calendar.
It's easy to do, simply get the URL of your Evento calendar and integrate it as an external .ics calendar in your calendar application.

WHY USE EVENTO?

- **Fast and secure** connection
- **No commercial** use of your data
- Invitation by email or link sharing to anyone in the community or outside the community
- **Visualization of your non-availabilities** directly via the interface
- **Export the results** obtained

> **evento.renater.fr**

My first steps on ⌛ EVENTO
par RENATER

▸ **evento.renater.fr**

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1   View my non-availabilities in Evento

[Url .ics or .ifb 🔍]

In order to view your non-availabilities, add your calendar to your profile. To do this, you need to obtain the URL of a calendar accessible via the Web. In general these calendars are made available through webmails (PARTAGE, Outlook...).

1 - Go to your profile.

2 - To add a calendar URL to synchronize, click on «Add Calendar».
   ⊕ *Add a calendar*

3 - Enter the .ics or .ifb URL of your calendar and click on Validate   [Validate]

4 - In the « View my calendars » section, make sure that the calendar events are loaded.
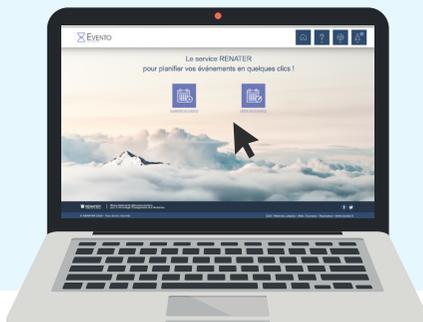
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2   Questions Tab

I - General tab

1 - From the home page, click on

2 - Dans l'onglet « **Général** » :
   • Enter a « **Title** » and a « **Description** » of the Evento
   • Choose the closing date (maximum 12 months after the creation date).

3 - Cliquez sur   [Next]

II - Questions Tab

1 - Click on   [⊕ **Add date question** *Schedule, days*]
   (or other question, depending on the type of questions asked).

2 - Enter a title for the question.

3 - Choose the first date proposal by entering a start time.
   Non-availabilities are displayed via a dot on the date selector. Hover over the dates in question to display non-availabilities.

4 - Click ⊕ *Add date* and enter another date.

5 - The **« Advanced options » button** displays all « non-standard » question configurations.
   You can add constraints on the number of selections in a proposal. For example, when the meeting room is limited in space. Limitation of the number of participants.

6 - To go to the next step just click on   [Next]

III - Invitation Tab

1 - Choose the secure access mode «People who can respond to the Evento». There are three ways to secure access:
   • **All:** All authenticated/non-authenticated users can respond to the Evento.
   • **Authenticated users:** All users authenticated via the education-research federation can respond to the Evento.
   • **Authenticated guests:** Only authenticated users whose email matches an email from the guest list can respond to the Evento. (This is the most restrictive mode).

2 - Click ⊕ *Add guest* to add guest emails.

3 - Validate or separate addresses with semicolons.

4 - Finalize the creation of the Evento by clicking on   [Create the survey]