

# Cadastrar Evento

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- SISTEMA(S): [SIGEventos](#)
  - PERFIL(IS): Administrador de Eventos / Administrador de SIGEventos / Avaliador de Evento / Gestor de Avaliação de Evento / Gestor de Evento
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Esta funcionalidade permite que o usuário faça o cadastro eventos que ocorrerão na UFPB. Esta operação é realizada apenas pelo usuário que tenha vínculo com a instituição. São dois caminhos a seguir abaixo:

- Para Servidor e Docente: SIGEventos → Menu Principal → Aba Participantes → Cadastro de Eventos → Novo Evento
- Para Gestor de Eventos: SIGEventos → Menu Principal → Aba Gestão de Eventos → Gerenciamento de Eventos → Cadastrar Novo Evento Principal (ícone verde com sinal +)

O sistema o direcionará para a seguinte página:

## EVENTOS &gt; GERÊNCIA DE EVENTO

Caro usuário,

Esta tela permite cadastrar ou alterar um evento do sistema.

## DADOS DO EVENTO

## DADOS GERAIS DO EVENTO

Tipo de Evento: \* Título: \* 

Descrição do Evento: \*

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- *Longitude* do local do evento;
- *Carga Horária* que constará nos certificados de participação no evento;
- *Quantidade de Check-ins* fará o calculo automático para a geração de certificados de participação;
- *Unidade Orçamentária*, ou seja, unidade da UFPB que irá arcar com as despesas do evento;
- No campo *Permite Inscrições Diretamente nos Eventos Associados*, selecione a opção *Não* caso o participante precise se inscrever primeiramente no evento principal para só então ter acesso aos eventos associados, se eles existirem; ou *Sim* caso o participante possa se inscrever diretamente no evento associado, sem precisar primeiro se inscrever no evento principal;
- Selecione o *Idioma do Evento*.

Caso não saiba a *Latitude* e *Longitude* do local onde será realizado o evento, clique no ícone (letra i) para realizar uma busca com auxílio do serviço Google Maps.

Após inserir todas as informações desejadas, clique em *Próximo Passo* para prosseguir com o cadastramento do evento. A etapa seguinte do processo de cadastramento será apresentada no seguinte formato:



EVENTOS > GERÊNCIA DE EVENTO

Complete as informações do evento principal.

DADOS DO EVENTO

IMAGENS DO EVENTO

Imagem/Banner do Evento:

+ Escolher Arquivo

Tamanho apropriado: 1000 x 170 pixels



Imagem dos Responsável pelo Evento:

+ Escolher Arquivo

Tamanho apropriado: 300 x 200 pixels



Imagem dos Patrocinadores/Apoiadores do Evento:

+ Escolher Arquivo

Tamanho apropriado: 700 x 400 pixels



Imagem dos Certificados:

+ Escolher Arquivo

Tamanho apropriado: 600 x 125 pixels



LAYOUT DA PÁGINA PÚBLICA DO EVENTO



INFORMAÇÕES SOBRE O EVENTO

É possível adicionar link com imagens ou arquivos para serem baixados nas informações do evento. Porém essas informações não são salvas internamente, precisam ser armazenadas em uma base externa.

Organização:

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and other editing functions.

Programação:

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and other editing functions.

Localização:

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and other editing functions.

Datas

Na página acima, é possível inserir as informações que serão disponibilizadas na página pública do evento. Preencha os seguintes campos, conforme desejado:

- Insira a *Imagem/Banner do Evento* que será exibida na página pública do evento;
- Insira a *Imagem dos Responsáveis pelo Evento*, para a página pública que será criada;
- Insira a *Imagem dos Patrocinadores/Apoiadores do Evento*;
- Insira a *Imagem dos Certificados* que serão emitidos para o evento;
- Informe as unidades e servidores responsáveis pela *Organização* do evento;
- *Programação* do evento;
- *Localização* onde ocorrerá o evento;
- *Datas Importantes* a serem lembradas por participantes do evento;
- *Normas Submissões* de trabalhos para o evento;
- *Normas Inscrições* para os participantes do evento;
- Informações de *Contato* da organização do evento;
- Informações *Extras* sobre o evento, isto é, informações que ainda não tenham sido esclarecidas e sejam relevantes para os interessados.

Para dar sequência à operação, clique em *Cadastrar*. O sistema exibirá a mensagem confirmando o sucesso da operação.

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Revisão #16

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