

| Guide | Event Attendee Management System – External



**Calgary Board
of Education**

What is Event Management?

Event Management is where designated staff can create, manage Events and decide who can be invited.

What is Event Management – External?

Event Management – External allows visitors (external users) to:

- View events that are open for enrollment
- Enroll/register for available events

This version is designed specifically for users outside the organization.

Who has Access:

Visitors

- Can view events
- Can enroll in events that are open for registration.

How to Access

- Use any standard web browser (Chrome, Edge, Firefox, Safari)

Note – For best results use Chrome browser

- Navigate to the external Event Management site:

Use any web browser to access the external site: <https://eams-External.cbe.ab.ca/>

Login:

Existing Users with User Id and Password, login using the credentials.

The screenshot shows a web browser window with the URL `eamsexternal.tua.cbe.ab.ca`. The page header includes the Calgary Board of Education logo and the title "Event Attendee Management System" with version "3.1.0". A note in red text says "Note: For best results, please use Chrome." Below this are input fields for "Username:" and "Password:", and a "Login" button. A blue link "Welcome to the Calgary Board of Education's event registration system" is present. The main text instructs users to log in with their EAMS username (email address) and password, and provides links for account creation, first-time use, and password reset. At the bottom, there is a link for "Access and Privacy Statement".

New User:

If the user has not yet created an EAMS account, click the "Create it [here](#)" link to register.

This screenshot is identical to the one above, but with a black box highlighting the text "please create it [here](#)." in the registration instructions. The rest of the page content, including the login form and navigation links, is the same.

Complete the *Create New Non-CBE User* form and click *Submit*.

Calgary Board of Education REGISTRATION

REGISTRATION Create New Non-CBE User

Please provide the following information

* First Name
Last Name
Organization
Mailing Address
City
Province
Postal Code
Contact Phone

Text Message:
Please be aware that you might be charged to view the text message(SMS) through your cellphone provider. Check your plan before activating the text message function in EAMS.

Cell Phone Number:
Provider:
I would like to receive text message when possible.

The email address provided will be used as username to login to the system

* Email Address
* Confirm Email Address
* Password (Minimum 6 characters long)
* Confirm Password
* Verification Code:



*Fields marked with * are required and must not be blank*

I have read and agree to the EAMS [Terms of Use](#)

Enter the Username and Password created above and click Login button:

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Event Attendee Management !

Version 3.1.0

Note: For best results, please use Chrome.

Username:
Password:

Welcome to the Calgary Board of Education's even

Log in with your EAMS username (your email address) and passw
If you have not yet created an EAMS account please create it [here](#)
If you have not yet used your EAMS account (for example, you h
have forgotten the password please reset it [here](#).

One Time Passcode is sent to the email address used at the registration

Event Attendee Management System

Version 3.1.0

One Time Passcode.

Please enter the One Time Passcode (OTP) that you have received in your email.

IMPORTANT: Please check your spam/junk folder if you do not receive the OTP message in your inbox.

* Enter the OTP:

The OTP is valid for 5 minutes.

If you fail to enter and submit the OTP within 5 minutes, select the below button to receive a new OTP in your email.

Enter the Passcode sent to the email address used at the registration.

User is logged into the system successfully

Am I Registered?	EVENT NAME	LOCATION	EVENT STATUS	REGISTRATION STATUS	TOTAL REGISTRANTS
	** COPIED ** Madhus test event	Student Admin and Learning Sup	Closed	Closed	1 (4)
	Madhus test event	Student Admin and Learning Sup	Closed	Closed	3 (4)

Register Event: External User

To register for an event for yourself:

1. In the Search by Event Name field, enter the name of the event and click Go.

Note: This site is for external users only. External users can register only themselves for events and cannot create or register events for other users.

2. If the event name is valid and available, it will appear under Event Name.
3. If you do not know the event name:
 - o Use Filter by Status
 - o Select Show All or Show Events I Am NOT Registered For
4. From the search results, select the desired event and click Register.

5. A confirmation message will be displayed showing the registration details, including:

- Event Name
- Date
- Location

Email Confirmation:

Upon successful registration, an email confirmation with the event registration details is sent to the user.

Registration confirmation



Dear Madhu,

You have been registered for the following session:

[MV - All 3 External and internal AE Round2](#)
[MV - All 3 External and internal AE Round2](#)

Selected Options

You have selected the following options during the registration process.

Looking forward seeing you at this event.

[A.E. Cross School](#)
[Calgary Board of Education](#)

Cancellation:

An event registration can be cancelled from the Registration page.

1. Navigate to Registration.
2. Select the event you are registered for.
3. Click Cancel.

An email confirmation is sent to the user once the event registration is cancelled.

Cancellation of registration



Dear Madhu,

This message is to inform you that registration cancelled for Madhus test event, Hosted by Student Admin and Learning Sup

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--- SECTION TITLE ---

question

April 9

Change Password:

To change your password after logging in to EAMS, navigate to *My Information* under *Registration*.

1. Log in to EAMS - <https://eams-external.cbe.ab.ca/>
2. Navigate to Registration.
3. Select My Information.
4. Update your password and save the changes.

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REGISTRATION

Event Attendee Management System

REGISTRATION > Register Event

I am registering:

Filter by Host Location:

Search by Event Name:

Filter by Status: Show all Show events I am registered for Show events I am NOT registered for

Am I Registered?	EVENT NAME	LOCATION
	** COPIED ** Madhus test event	Student Ad Sup
	AE Cross School - Visible to External Users	A E Cross S
	Eternal with must select to this host - Round4	Student Ad Sup
	External - MV	Student Ad Sup
	External and Outside this Host Location	A.E. Cross S

Select Password Change tab – Enter New Password and Confirm Password.

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REGISTRATION

Event Attendee Management System

REGISTRATION > My Information

Please provide profile data as you deem appropriate.

General Information Update **Password Change**

* New Password

* Confirm Password

Reset Password:

If the user has forgotten their password and is unable to log in to EAMS, the password can be reset from the login page.



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Event Attendee Management System

Version 3.1.0

Note: For best results, please use Chrome.

Username:

Password:

Login

Welcome to the Calgary Board of Education's event registration system

Log in with your EAMS username (your email address) and password.

If you have not yet created an EAMS account please create it [here](#).

If you have not yet used your EAMS account (for example, you have received your first event invitation) or have forgotten the password please reset it [here](#).

----- [Access and Privacy Statement](#) -----