

ATD NYC Sidekick - Performance Support Tools for Wild Apricot Event Creation

You will need access to the small file that launches the Sidekick and to the worksheet. Just follow the links below.

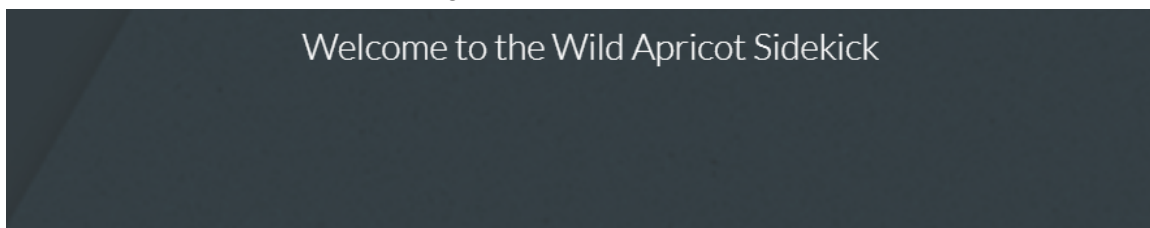
The link to open the page from which you can launch the Sidekick:

<https://sites.google.com/view/wildapricotsidekick/home>

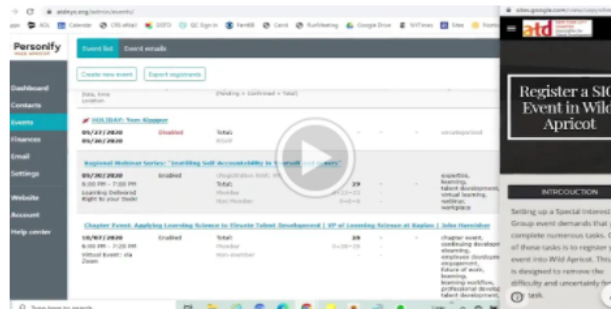
The link to open the worksheet (It will ask you to download a copy of the worksheet to your own computer):

<https://docs.google.com/spreadsheets/d/193-hofTqIudpgXTcf6U4DL2IZQ-gxPgycx2OiVhR-P4/copy>

Screenshot of Sidekick Launch page



Introducing the Wild Apricot Sidekick



Click the buttons below to:

1. Open the **Wild Apricot Sidekick**. The Sidekick will open in a new narrow window on the left-side of your screen. It provides all of the instructions you will need to register your upcoming ATDNYC event in the Wild Apricot application.
2. Open the **Wild Apricot Application**. It will open in a new tab in your current browser. This is the application you will use to register your event-- following the instructions and support provided by the Wild Apricot Sidekick. (NOTE: The Wild Apricot application is integrated into the ATDNYC.org website.)

Click to open the Wild Apricot Sidekick

Wild Apricot Sidekick

Click to open the Wild Apricot Application

Wild Apricot Application

Screenshot of the Sidekick in use

The screenshot displays the Personify Sidekick interface for creating an event. The sidebar on the left contains navigation options: Dashboard, Contacts, Members, Events (highlighted), Store, Donations, Finances, Email, Settings, Website, Account, and Help center. The main content area is titled '<Title>' and includes a 'Save' button and a 'Cancel' button. Below the title, there are options for visibility ('Visible to Admin only') and registration ('Allow registration' toggle). The 'Event details' tab is active, showing 'Basic information' and 'Description' sections. The 'Basic information' section includes fields for 'Title', 'Event URL' (https://atdnyc.org/), and 'Tags'. The 'Description' section has a rich text editor. A 'Support' button is located in the bottom right corner.

Screenshot of Worksheet

THE DATA REQUIRED BY WA	RECORD DATA HERE FOR LATER REFERENCE [We have provided sample data from a previous chapter event as illustration. You can replace it with your own.]
You will need these data items before you can reserve the date and time	
<input type="checkbox"/> Location	Virtual via Zoom
<input type="checkbox"/> Date of the Event	01/01/2099
<input type="checkbox"/> Start and End Time	5:30 PM - 8:00 PM
<input type="checkbox"/> Topic of the Meeting	Intro to Gamification
<input type="checkbox"/> Meeting Type	Virtual only
To be entered in the Event Description - you will replace text in brackets with your own	
<input type="checkbox"/> [Compelling Event Title]	Gamification for Talent Development
<input type="checkbox"/> [Brief overview/summary of the event.]	Deconstructing the Psychology of Games to Entice, Engage, and Encourage Learners
<input checked="" type="checkbox"/> [Detailed program description.] can include a bulleted list	Wouldn't it be great to know how to introduce a gaming dimension into the corporate training programs you design or deliver? What would it look like to include game elements such as points, levels, challenges, rewards, and easter eggs to drive participation, engagement, retention, and to achieve a measurable ROI? This hands-on, LIVE webinar takes you through the 5-step process of gamifying a training program.
<input type="checkbox"/> Agenda	5:30 - 6 pm - networking with short ice breaker, 6:00 - 7:30 - workshop, 7:30-8pm - more networking?
<input type="checkbox"/> Select an image related to the session.	
Event contacts:	
<input type="checkbox"/> [Name, ATD NYC Role ATD NYC Email]	Hal Christensen, Performance Support CoP Lead hal.christensen@atdnyc.org
<input type="checkbox"/> [Name, ATD NYC Role ATD NYC Email]	Gabrielle Bayme, ATD NYC VP of SIGs gabrielle.bayme@atdnyc.org
<input type="checkbox"/> Location of images of session leaders	
Presenter/session leader/facilitator info:	
<input checked="" type="checkbox"/> [Name] [Title], [Company] [Website]	Jonathan Peters, PhD, Sententia Gamification https://www.sententiagamification.com
<input type="checkbox"/> [Bio text]	Jonathan Peters, PhD, has spent over a decade studying the science and art of motivation and persuasion. As a speaker, he has helped audiences from Melbourne, Australia to Augusta, Maine more effectively communicate with their customers and team-members.
Other info to be entered into fields under Event Details tab	
<input type="checkbox"/> Relevant Tag/Keywords for this Event	Performance Support, workflow learning
<input type="checkbox"/> Additional event information - Zoom invite text (Optional place to store the invite generated automatically by Zoom, until you're ready to place it in WA)	
Other info to consider for Registration Forms, and Types and Settings	
Additional Registration fields you would like to require beyond the default (First Name, Last Name, Organization, Primary Phone, eMail)	
Maximum number of participants?	unlimited
Sponsor(s), if any.	AcmeCorp