

Define Data Certification Event Admin Memberships

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Tool Search: Event Admin Membership Setyp

The Event Admin Membership Setup tool defines which users are considered "Event Admins" who are responsible for reviewing state and district certified events before the event is considered complete and closed.

Unlike Type Memberships, Event Admin Memberships are event-specific, meaning regardless of the user's type membership(s) and the Data Certification Type values entered on the event, event admins can view, process, and close any and all events in which they have memberships.

Because data certification events can contain sensitive information and closing an event will remove a state and district's ability to access and certify an event, the number of event admin memberships should be kept to a minimum.

Data Certification tools are only available in State Editions of Campus and districts connected to a State Edition of Campus.

This article includes the following topics:

- [Prerequisites](#)
- [Data Certification Workflow](#)
- [Adding Event Admin Members](#)
- [Deactivating Event Admin Members](#)
- [Next Steps](#)

Event Admin Membership Setup ☆
Reporting > Data Certification > Event Admin Membership Setup

Select an Event ▼

Data Certification Event Admin Editor

Event Administrator Name	Status
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Prerequisites

- Users must have a valid email address entered on the [Demographics tab](#) in order to receive notification emails.
- [Email Messenger](#) must be configured in order for notification emails to be sent to users.
- Data certification [Types](#) must be created and assigned to events.
- Data certification [Events](#) must be created.
- Users should have tool rights for the [Event Dashboard](#) in order to view data certification events.
- Users should also have tool rights to the [Event Dashboard](#) tool in order to close data certification events.

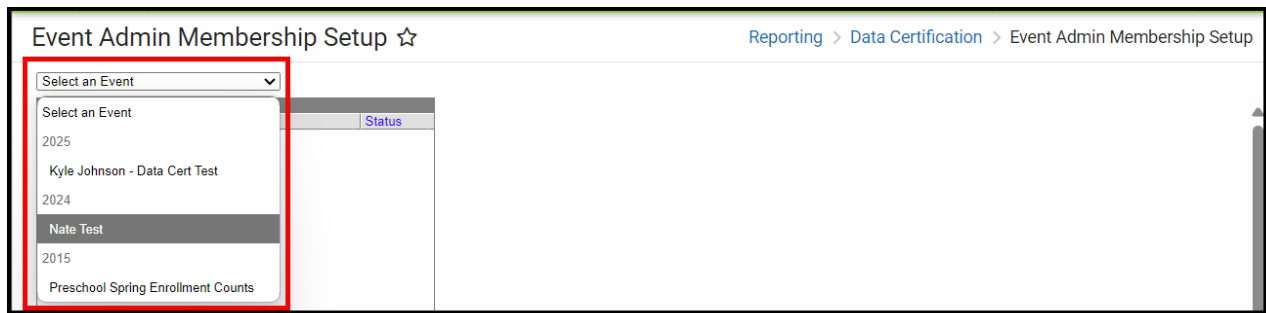
Data Certification Workflow

To view a simplified version of the state-level data certification workflow, see the [Setup and Workflow \(State Data Certification\)](#) article.

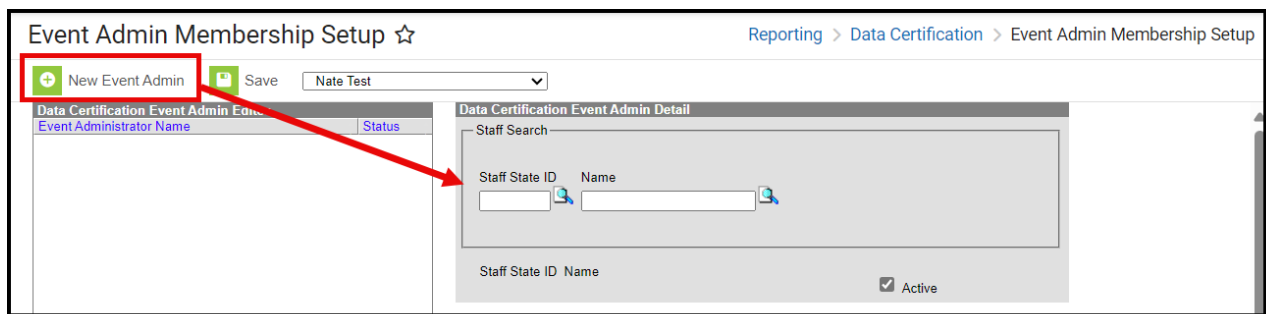
Users must have at least **R**(ead), **W**(rite) and **A**(dd) rights to the Event Admin Membership tool.

Adding Event Admin Members

Before admins can be added to an event, the event must be selected from the **Select an Event** dropdown list.

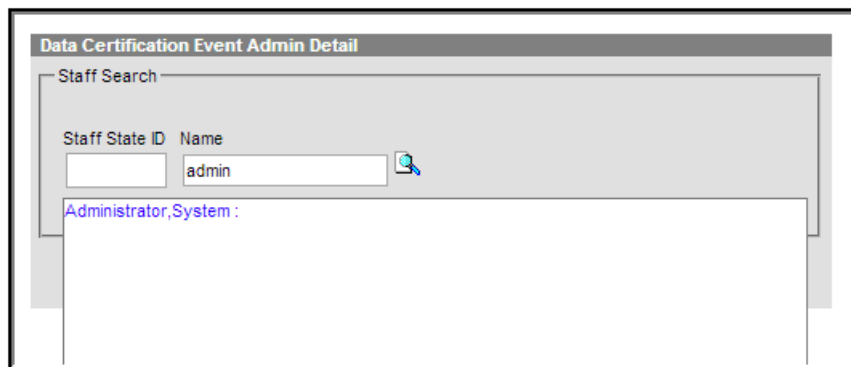


Once the event is selected, click the **New Event Admin** button. The Data Certification Event Admin Detail editor will appear on the right.



Search for the staff member to add by entering their **Staff State ID** and/or **Name** and clicking the magnifying glass icon. Matching results will appear below.

To view all available staff members, leave the Staff State ID and Name fields blank and select the magnifying glass icon.



Once the staff person is identified, select their name. Their name and Staff State ID will appear in the fields below.

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+ New Event Admin
Save
Nate Test

Data Certification Event Admin Editor		Data Certification Event Admin Detail
Event Administrator Name	Status	Staff Search
Administrator, System	Active	Staff State ID: <input type="text"/> Name: <input type="text"/>
		Staff State ID: <input type="text"/> Name: Administrator, System <input checked="" type="checkbox"/> Active

Select the **Save** icon. The person now appears within the Data Certification Event Admin Editor window with a Status of "Active". This user will now receive notifications about this event's state activity and will be able to view and close this event via the [Event Dashboard](#) tool (based on proper tool rights).

Event Admin Membership Setup ☆

+ New Event Admin
Nate Test

Data Certification Event Admin Editor	
Event Administrator Name	Status
Administrator, System	Active

Deactivating Event Admin Members

Users cannot be deleted from the Event Admin Membership tool but they can be deactivated so that they no longer have event admin membership rights.

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+ New Event Admin
Save
Nate Test

Data Certification Event Admin Editor		Data Certification Event Admin Detail
Event Administrator Name	Status	Staff Search
Administrator, System	Active	Staff State ID: <input type="text"/> Name: <input type="text"/>
		Staff State ID: N/A Name: Administrator, System <input type="checkbox"/> Active

To deactivate a person's event admin membership:

1. Select the event within the **Select the Event** dropdown list.
2. Select the person's name from the Data Certification Event Admin Editor.
3. Unmark the **Active** checkbox.
4. Click the **Save** icon.

Event Admin Membership Setup ☆

+
New Event Admin

Nate Test

Data Certification Event Admin Editor	
Event Administrator Name	Status
Administrator, System	Inactive

The user will display a Status of Inactive and will no longer be able to close data certification events.

Next Steps

Once Event Admin Memberships have been established, users should:

- [Publish data certification events down to districts.](#)