



How to Submit a MNsure Enrollment Event

Access the Event Submission Form

The submission form is on Assister Central at: <https://www.mnsure.org/assister-central/shared-resources/outreach/events/>.

Approved enrollment events will be posted to the MNsure Enrollment Events webpage at: <https://www.mnsure.org/help/find-assister/enrollment-events.jsp>.

Start with Submitter's Contact Information

This information is about the person submitting the event; the person who we will contact if there is a question about the event submission. This information will not display with the event on the enrollment calendar. (Further down the form, there is a field for providing a public contact for the event.)

Submitter Contact Information

Name: *

Email address: *

Phone number: *

Pick an Event Template

If your event requires attendees to sign up or request an appointment, select the "MNsure Enrollment - Sign Up / Request Appointment" template from the dropdown, otherwise use the "MNsure Enrollment" template which is the default selection.

Select an event template:

▼

MNsured Enrollment

MNsured Enrollment - Sign Up / Request Appointment

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If your event requires sign up, additional fields will be added to the form. See instructions below under Events Requiring Sign Up / Appointments.

Create a Meaningful Title

The title of your event should be short and contain your organization name or a derivative of that and the purpose of the event, such as:

- Walk-in enrollment day at Organization Name
- Introduction to MNSure at Organization Name
- Enrollment appointments at Organization Name
- Enrollment opportunity at Organization Name

Keep in mind your event will display with many other events on the calendar.

Your Organization and Event Location and Phone Number

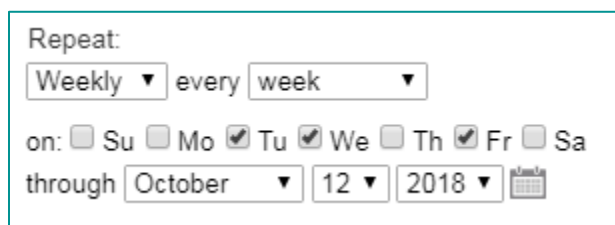
Select your organization from the drop down menu. If you do not see your organization, email us at mnsure.outreach.mnsure@state.mn.us to add you to the list.

Add the event location and a phone number for consumers to call if they have questions about the event. This phone number will be published to the events calendar.

Recurring Event Dates - Tip

How can an event be scheduled as “daily” but not include Saturday and Sunday?

Pick “Weekly” and then “week” under Repeat and then check the days of the week the event is held.



Repeat:
Weekly every week
on: Su Mo Tu We Th Fr Sa
through October 12 2018

Event Details

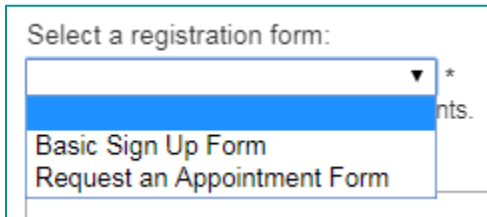
Select the event type, assister type(s) available at the event and the language(s) available at the event.

For the Event Contact, Web Link and Description fields: what you enter in these fields will display with the event on the published calendar.

For Events Requiring Sign Up / Appointments

If your event requires users sign up and you selected the “MNSure Enrollment - Sign Up / Request Appointment” template, the following additional fields will be added to the form:

- **Select a registration form:** pick either “Basic Sign Up Form” or “Request an Appointment Form.” The basic form is for events you want users to sign up for but they don’t require an appointment.

A screenshot of a web form field labeled "Select a registration form:". The field is a dropdown menu with a blue highlight on the selected option, "Basic Sign Up Form". Below the dropdown, the text "Request an Appointment Form" is visible. A small asterisk "*" is located to the right of the dropdown arrow.

- **Registration organizers:** Provide the email address of one or more organizers who will be notified when a person signs up or requests an appointment.
- **Registration success message:** Provide any messaging you would like to have accompany a successful registration.

Submit Your Event

To submit your event, click the Next button.

You’ll see a review screen showing the event information you entered on the form.

If everything looks good, click the Submit button. If you need to make edits, click the Back button (do not use your browser’s back button).

Event Approval / Publishing

After you submit an event, you will get a confirmation email sent to the submitter’s email address you provided (under Submitter Contact Information).

We will make every effort to process your request within two business days. We may edit your submission to conform to our style guide (capitalization, spelling, phrasing, for example).

For Events with Designated Event Organizers

When an event that requires sign in / appointment is published to the MNSure Enrollment Events calendar, the event organizer(s) will get an introductory email that includes details of the event and links to an optional online space for managing and tracking attendees that sign up.

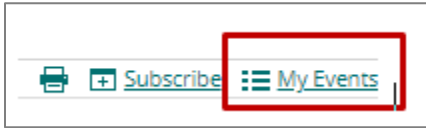
Event organizers will also get an email when someone registers their event.

People who sign up for an event will get a confirmation email that includes the event details and links to change and cancel registration.

Manage and Track Your Events Online

You can manage your events in one convenient location with an events management app you can access with a Facebook, Google or Live account.

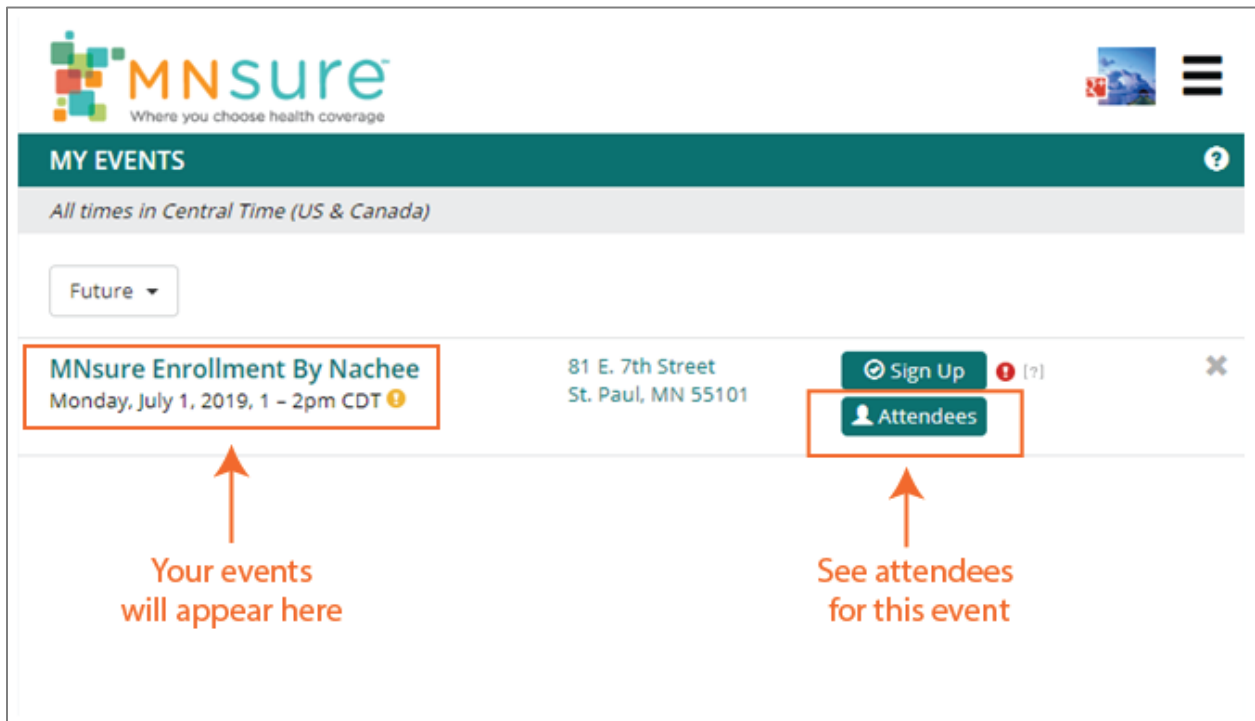
To sign in click the My Events link at the top of the MNSure Enrollment Events Calendar.



You'll get a sign in page where you can sign in with an existing Google, Facebook or Microsoft Live account.



The event management app will display a list of your events. Click the Attendees button to see the list of people who have registered for a particular event.



On the attendees screen, you can manually add attendees, check attendees in to an event and also export a list of attendees. (The list will export as a csv file.)

MNSure
Where you choose health coverage

EVENT ATTENDEES

MNSure Enrollment By Nachee
Monday, July 1, 2019, 1 – 2pm CDT
81 E. 7th Street
St. Paul, MN 55101
Calendar: MNSure Enrollment Events

[?]

Hide checked in Hide other status [?]
5 expected, 0 checked in, 5 remaining [?]

<input checked="" type="checkbox"/> Name / Email	Checked In
<input type="checkbox"/> Bob name@state.mn.us	▲
<input type="checkbox"/> Christina Wessel name@state.mn.us	▲
<input type="checkbox"/> Jana Rasmussen name@state.mn.us	▲
<input type="checkbox"/> John test name@state.mn.us	▲
<input type="checkbox"/> Linda name@state.mn.us	▲

Export list of attendees

Manually add attendees

Attendees

To return to your list of events or access your account settings in the events management app, use the menu at the top of the screen.

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81 E. 7th Street
St. Paul, MN 55101
Calendar: MNSure Enrollment Events

[?]

Hide checked in Hide other status [?]
3 expected, 0 checked in, 3 remaining [?]

MY VIEWS
Events
Calendars

ACCOUNT
Settings
Sign Out

Additional Resources

Trumba Help: <https://www.trumba.com/help/default.aspx>

Event registration overview: <https://www.trumba.com/help/events/eventinvite.aspx>