

# How to:

## Create a New Event (Admin User)

How to create a new event for QR Code or to assign to Certificate Holder(s) using Coal Services Maintenance of Competence (MoC) Portal.

Login at <https://moc.coalservices.com.au>

1. Select "Events"
  - PC – left menu
  - Mobile Device – select the 3 lines



2. Select "Add Event"

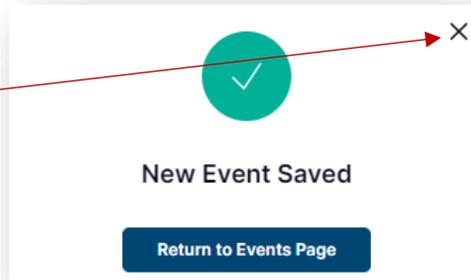


3. Fill in the details for the Event and "Save Event"

**Note:** Description does not appear anywhere for the Certificate Holder – details need to be added to the activity(s).

Select "Recurring" Yes if the Event occurs on more than one date and all details remain the same. If this is scanned or assigned the date this occurs will be the date that appears in the Certificate Holder(s) Log of Activities.

4. Select the "x" of the pop-up box



5. Scroll down and Select "Add Activity"

6. Fill in the details for the Activity

7. Select "Save Activity".

8. Repeat steps 4 and 5 if more than 1 Activity.

The Event is now ready to share with Certificate Holder(s).

## QR Code Event Claiming



1. Go to the Assign Event section of the Event.

2. Select “Print QR Code”



3. Screenshot or print QR Code as required for sharing with Certificate Holders.

## Assigned Event claiming

1. Go to the Assign Event section of the Event.

2. Select “Assign to Users”



3. Search and/or select the applicable users from the list and “Assign Event”.

**Note:** Only users who have Shared Permissions and enabled “Assign Event” will appear in the list.

Event details can only be edited by an Admin, and Evidence can be added to the Activity(s) at any time by a Certificate Holder.

Once an Event has been Scanned or Assigned by Certificate Holder(s) deleting it as an Admin will delete it for the Certificate Holder(s).