

1 REVIEWING AN EVENT:

ANG SBPM can review/reject an event submitted by Wing PMs.

1. As an ANG SBPM, navigate to the *Event Management* page.



2. Use the filter sidebar to search for events with a *Pending Review* status.
3. Click *Review* in the right-most column next to the event to review the event information provided by Wing PM.

Manage 0 Event(s) ▼												
Showing 2 results Total Projected Budget: \$0.00												
<input type="checkbox"/>	Event ID	Status	Wing	State	Country	Start Date ▲	Category	Est. AMN	Certified Childcare	POC	Curriculum	
<input type="checkbox"/>	ANG-FY19-00288	Pending Review	AK	FL	USA	04/30/2019	Families	30	Yes	Scott Spiegel	Active Military...	Review
<input type="checkbox"/>	ANG-FY19-00289	Pending Review	AK	FL	USA	04/30/2019	Individuals	30	No	Scott Spiegel	PICK, How to Av...	Review

4. Click *Review Now* in the pop-up notification. The event will now have a *Pending Approval* status.
5. Click the *Menu* icon to then perform one of the following functions:
 - Select *Event Details* from the drop-down to review/edit the event's information in greater detail. For more information on how to update the *Event Details* page, see the ***Managing Event Details in Strong Bonds ANG user guide.***
 - Select *Recall* from the drop-down to send the event back to the Wing PM to be re-submitted after making the required changes. Click *Recall Now* in the pop-up. This event will attain a *Recalled* status.
 - Select *Reject* from the drop-down if you do not approve the event. Click *Reject Now* in the pop-up. This event will attain a *Rejected* status.

Manage 0 Event(s) ▼												
Showing 2 results Total Projected Budget: \$0.00												
<input type="checkbox"/>	Event ID	Status	Wing	State	Country	Start Date ▲	Category	Est. AMN	Certified Childcare	POC	Curriculum	
<input type="checkbox"/>	ANG-FY19-00288	Pending Review	AK	FL	USA	04/30/2019	Families	30	Yes	Scott Spiegel	Active Military...	Review
<input type="checkbox"/>	ANG-FY19-00289	Pending Review	AK	FL	USA	04/30/2019	Individuals	30	No	Scott Spiegel	PICK, How to Av...	Review

2 REVIEWING MULTIPLE EVENTS:

ANG SBPM can review/reject multiple events submitted by Wing PMs.

1. On the *Event Management* page, search for events with a *Pending Review* status.
2. Select the checkboxes in the left-most column next to the events you wish to review.
3. Click the *Manage Events* button to perform one of the following functions:
 - Select *Review* from the drop-down to approve all your selected events. Click *Review Now* in the pop-up notification. These events will now have a *Pending Approval* status.
 - Select *Recall* from the drop-down to send these selected events back to the Wing PMs to be re-submitted after making the required changes. Click *Recall Now* in the pop-up. These events will have a *Recalled* status.
 - Select *Reject* from the drop-down if you do not approve the events. Click *Reject Now* in the pop-up. These events will have a *Rejected* status.

Manage 2 Event(s) ▼												
Budget: \$35,250.00												
<input checked="" type="checkbox"/>	Event ID	Status	Wing	State	Country	Start Date ▲	Category	Est. AMN	Certified Childcare	POC	Curriculum	
<input checked="" type="checkbox"/>	ANG-FY19-00288	Pending Review	AK	FL	USA	04/30/2019	Families	30	Yes	Scott Spiegel	Active Military...	Review
<input checked="" type="checkbox"/>	ANG-FY19-00289	Pending Review	AK	FL	USA	04/30/2019	Individuals	30	No	Scott Spiegel	PICK, How to Av...	Review

NOTES:

- If you click *Review* while a mandatory field(s) is missing, you will be redirected to the *Event Details* page and prompted to complete the field(s) first.
- Once reviewed, all events will need to be approved by ANG P&P Div Chief. For more information on approving events, see the ***Approving Events in Strong Bonds ANG Quick Start Guide.***
- Recalled and rejected events can be re-submitted by the Wing PM after the appropriate changes have been made. For more information on creating and submitting events, see the ***Creating Bulk Events in Strong Bonds ANG User Guide.***
- When selecting multiple events, you can select *Delegate Users* to delegate Event Coordinators to these selected events. For more information on delegating Event Coordinators, see the ***Creating Bulk Events in Strong Bonds ANG User Guide.***