

Field Label	Help Text	Type	Pick list Values
Activity Description	If this is a new type of activity, and/or if further explanation is desired, use this field to provide a short (paragraph or two) narrative, about the nature of the activity.	textarea (3000)	
Activity Format	Choose one or more event formats that apply.	multipicklist (4099)	Competition Conference Consulting/Facilitation Customized Contract training Customized Open-Enrollment Fee for service Keynote Networking Event Podcast Webinar Workshop Other
Activity Name	Enter the name you wish to call this activity. This is not the course or class number, but rather the actual name that will be referred to in all reports, marketing, and registration operations.	string (255)	
Activity Status	Activities usually start as "Tentative". When arrangements have been solidified to the point that dates for this activity can be confirmed, select "Dates Confirmed". Select "Cancelled" to request cancellation of this activity or "Rescheduled" or "Postponed" to denote that the activity must be rescheduled and postponed. This will notify support teams and the registrar of this change automatically.	picklist (255)	Tentative Dates Confirmed Cancelled Rescheduled Postponed
Activity Type	Select the type of activity. Your selection here will determine activity formats available in the next field and will help the form know which questic picklist (255) applicable.		Open Enrollment Contract/Custom Training Consulting Services and Technical Assistance
Administrative Support	Check this box if administrative support will be needed. You will have the opportunity to explain what type of administrative support is requested.	boolean	
Administrative Support Detail	If you would like to provide further information about the nature of any administrative support requested, please do so here.	textarea (2000)	
Area of Interest	Area(s) of interest that align with those found in multiple places elsewhere in Salesforce and other systems across ILR. These are set by the Marketing group and are used in their processes. If you would like to request a new area of interest be applied to this activity and/or added to this list use the "Area of Interest" field to do so.	multipicklist (4099)	Conflict Resolution Customized Program Disability and Employment Diversity and Inclusion Employee Relations Employment Law Human Resources Labor Relations Leadership Development and Organizational Change Other Senior Leader Programs Union Leadership Workplace Health and Safety
Authoritative for Calendar	Determines if this record should show on the calendar. In general, Outreach Activities forms will always start out on the calendar, but if/when they become classes, the class session becomes the data of record for the calendar and this box is unchecked so that we don't get duplicate entries for the same event on the calendar. The registrar is responsible for managing this field.	boolean	
Capacity (maximum number of registrants)	For Open Enrollment, enter the capacity of the activity (the maximum number of participants). For Contract classes, enter the projected number of participants.	double	
Client	For a Contract or Technical Support activity, enter the name of the client.	string (255)	

Conference Center engagement required	Check if this activity requires Conference Center involvement.	boolean	
Cost Model	Is this activity paid or free?	picklist (255)	Paid Free
Created By ID	The Salesforce ID of the user who initially created this form.	reference (18)	
Date and Time Notes	For online synchronous courses, enter the schedule for the lunch time period. Also, if dates or times are unusual in any way, or if there is uncertainty, enter any other schedule information you'd like to provide, please use this field to do so.	textarea (1024)	
Delivery Method	Select the delivery method(s) for this workshop or event.	multipicklist (4099)	In-Person Online Asynchronous (self-paced) Online Synchronous (live online) Online/teleconference or Phone
Department	Select your department or unit. Type the first few letters of your department to search. Do NOT enter new Accounts in this screen. If your department does not exist please contact the registrar or a Salesforce administrator.	reference (18)	
Does this activity involve eCornell?	Check this box if this activity is involved in any way with eCornell, for production, marketing, etc.	boolean	
eCornell Details	Provide a short description of how this activity is involved with eCornell.	textarea (1000)	
End Date and Time	Enter the anticipated ending date and time of the activity.	datetime	
Existing Course Number if Applicable	If this activity is to be based on an existing course number, enter it here.	string (255)	
Existing Event/Class if Applicable	Link to confirmed class if it exists. This field is managed by the registrar.	reference (18)	
Existing Opportunity if Applicable	Existing Opportunity if known.	reference (18)	
Finance and Contracting Required	Is finance and contracting support required beyond what is standard (e.g., testing different pricing scenarios, considering different contract clauses to minimize risk, etc.)?	boolean	
Form Status	Select the appropriate status of this activity. You do not have to mark the form as complete when you save it. You can return to this form later to enter or adjust information. Once you have entered all the information you intend to enter and do not plan to edit it further (unless conditions change the class needing to be rescheduled), mark it as complete.	picklist (255)	Form In Progress Form Complete
Has an Opportunity been created?	Check the box if an opportunity has been created for this contract or consulting/technical assistance activity.	boolean	
Instructor(s), sponsor, consultant	Enter the involved instructors, sponsors, and/or consultants.	string (255)	
IsAsync	is the activity asynchronous?	boolean	
Last Modified By ID	The Salesforce ID of the user who last modified this form.	reference (18)	
Learning Innovation Support Required	Check if this activity will require Learning Innovation support. Learning Innovation support refers to helping to develop and deliver live online sessions, managing the Canvas LMS, assisting in building curricula, and course design.	boolean	
Location	Choose a location where this activity will occur. If your required location does not exist in this list, choose "Onsite or Other" and you will be given the opportunity to enter information about that location.	picklist (255)	Buffalo ILR Extension Office Cornell Club, New York City Ithaca ILR Conference Center New York City ILR Conference Center Online Statler Hotel Onsite or Other
Location City	If the activity will occur offsite, enter the city if known.	string (100)	
Location Notes	If you need to further explain anything about the location, use this field to do so.	textarea (255)	
Location State or Province	If the activity will occur offsite, enter the state or province if known.	picklist (255)	AL AK AZ AR CA

Location Street Address	If the activity will occur offsite, enter the street address if known.	textarea (1500)
Marketing & Communications Required	Check if activity requires Marketing and Communications support.	boolean
Minimum number of registrants	For an open enrollment class, if there is a minimum number of registrants, enter it here.	double
Notes or any other information		textarea (2000)
Number of breakout rooms if applicable	If you need breakout rooms for this activity, how many do you need?	string (100)
NYC Classroom Support Required	Check if this activity will require assistance with NYC Classroom support. Classroom support refers to assistance with delivery of classes and other activities where the instructor is in-person in NYC.	boolean
Other Area of Interest	If you selected "Other" in the Area of Interest field, enter that area of interest here. Note that new areas of interest must be clearly distinct from existing ones, and will be reviewed by the Marketing group for possible inclusion in the formal list. They also should be 50 characters long or less.	string (50)
Other Event Type	If you chose "Other" as the event type, enter that type here.	string (255)
Other Primary Audience	If you selected "Other" in the Primary Audience field, enter that primary audience here. Note that new primary audiences must be clearly distinct from any existing ones, and will be reviewed by the Marketing group for possible inclusion in the formal list. They also should be 50 characters long or less.	string (50)
Other Registration System	Enter or explain what registration system will be in use for this activity.	string (255)
Outreach Activity Name		string (80)
Preferred Room Number	Do you have a preferred room number for this activity to occur in? If your preferred room is not listed, select "Other" and provide additional information in the Location Notes field. If the activity will occur in multiple rooms (including breakout rooms), select these as well, if known.	multipicklist (4099) Ithaca Conf Ctr Room 229 Ithaca Conf Ctr Room 325 Ithaca Conf Ctr Room 326 Ithaca Conf Ctr Room 329 Ithaca Conf Ctr Room 423 Ithaca Conf Ctr Room 425 Ithaca Conf Ctr Room 429 Ithaca Conf Ctr Room 525 Ithaca Statler Amphitheater NYC Room 1104 NYC Room 1137 NYC Room 1139 NYC Room 1140 NYC Room 1234 NYC Room 1235 NYC Exec Conf 1229 Other
Price	Enter the price of the activity. If this is an open enrollment class, this will be the price of the class that appears on the registration page.	currency

Primary Audience	Choose one or more audience types that apply.	multipicklist (4099)	Attorneys Community and Union Organizers Cornell students D&I Practitioners Employee Relations Professionals Entry-Mid Level leaders Executives Front-line Employees HR Leaders HR Practitioners Labor relations professionals Leadership Managers/supervisors Mid-senior level HR Leaders Mid-senior level professionals inside/outside HR Policy makers Teams of HR Business Partners and COEs/ HR Specialists Union Leaders Union Members Union Speakers Other
Projected Number of Registrants	Enter the estimated/projected number of registrants if known.	double	
Registration System	If a registration system will be used for this activity, select the registration system if known.	picklist (255)	ILR Web Site YTI Web Site eCornell EventBrite Other
Sponsored Research (Grant-funded)	Is this activity funded by a grant? (If partially grant-funded please note this in the notes section.)	boolean	
Start Date and Time	Enter the anticipated starting date and time of the activity.	datetime	
Created Date	Date this session was created	datetime	
Last Modified Date	Date this session was last modified	datetime	
Last Viewed Date	Date this session was last viewed	datetime	
Owner ID	Salesforce ID for the owner of this record	reference (18)	
Record ID	Salesforce ID for this record	id (18)	

System field

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