

# How to:

## Copy an Event (Admin User)

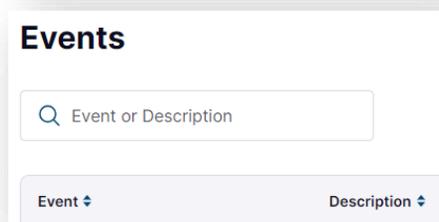
How to copy an event for QR Code or to assign to Certificate Holder(s) using Coal Services Maintenance of Competence (MoC) Portal.

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

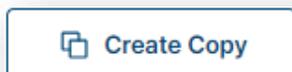
1. Select "Events"
  - PC – left menu
  - Mobile Device – select the 3 lines



2. Select the applicable "Event" to be copied from the list (these can be searched)



4. Select "Create Copy"



4. Edit the Event title and any details if required "Save Event".
5. Select the "Edit" button for any Activity you wish to change and "Save Activity".
6. Select "Return to Create Event Page" and repeat for remaining Activity(s) if required.

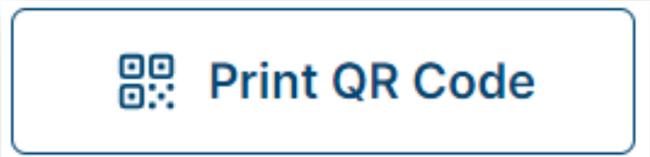
The Event is now ready to share with Certificate Holder(s).

## 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).