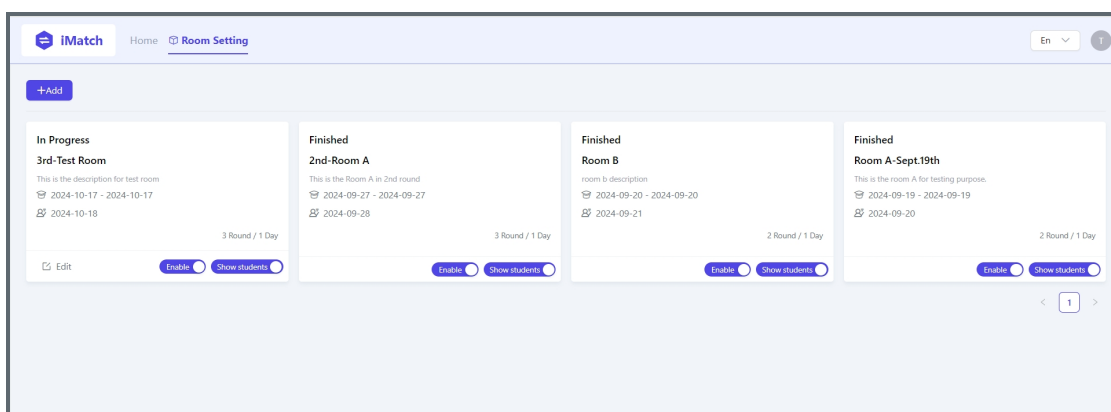


# Phase 0-Admin Role-How to add a room in iMatch system



An example of a selection activity

## Overview:

This guide will show you how to set up a selection activity / room for a specific project.

## What to know:

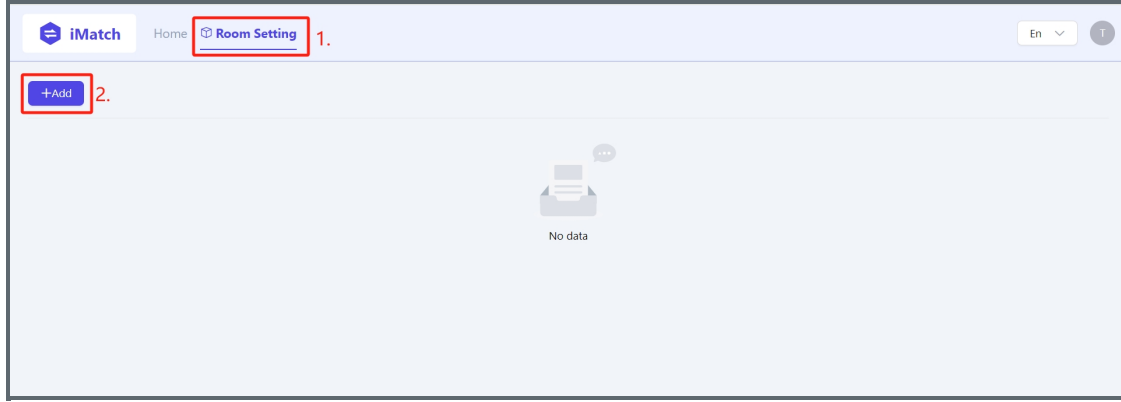
Only the Admin role has the permission to create a selection activity/room (referred to as room in the article). After creating the room, the Admin role will upload other information such as Department details, student data, and teacher data accordingly.

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### Step 1: Add a selection activity / room

After logging the system, click "Add" in "Room Setting" tab to create a room. The rooms, each referring to a different project or audience, listed in "Room setting" tab are all the rooms created by this Admin account.



## Step 2: Set up the room

In the pop-up dialogue, set up the details of this room.

Title: here is the room title in Chinese.

Title EN: here is the room title in English.

Description: input the room description in Chinese.

Description EN: input the room description in English.

Selection Rounds / Teacher Ranking Number: define the number of teachers to be ranked by the students, equal to the selection rounds number for teachers selection.

Student Start Date: students will be able to make selection after start date.

Student End Date: students will be able to make selection before the end date.

Teacher Start Date: students will be able to make selection after this start date.

Round Day: define the number of days of each teacher selection round.

**Add Room**

\* Title: 测试房间A-9月19日

\* Title EN: Room A-Sept.19th

\* Description: 这是测试用房间A.

\* Description EN: This is the room A for testing purpose.

\* Selection Rounds/Teacher Ranking Number: 3

\* Student Start Date: 2024-09-19

\* Student End Date: 2024-09-19

\* Teacher Start Date: 2024-09-20

\* Round Day: 1

\* Status:

## Step 3: Configure the role permissions in selection process

Scroll down in the pop-up dialogue.

Status: whether this room / selection is active or inactive;

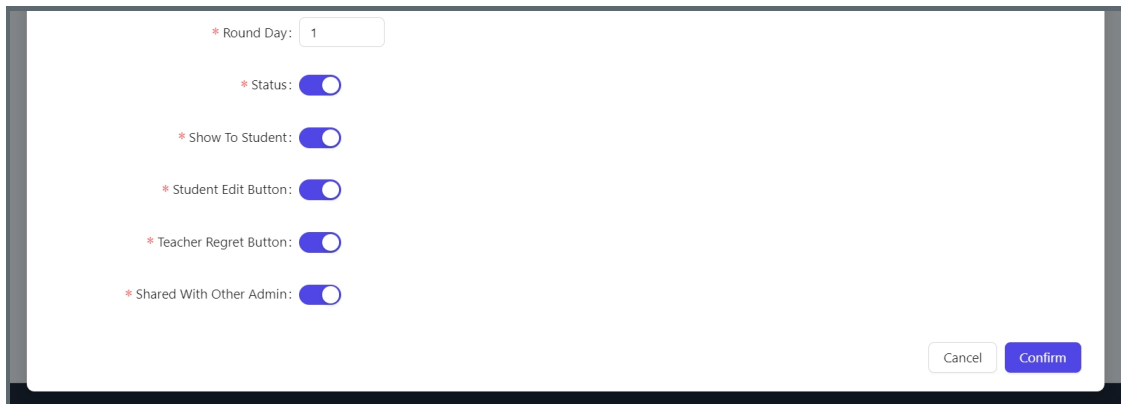
Show to Student: whether the selection results are automatically released to student without any modifications;

Student Edit Button: whether the students are allowed to make edits within the student selection window time;

Teacher Regret Button: whether the teachers are allow to regret their choice in the current round;

Shared with Other Admin: whether this room can be co-edited with other admin accounts.

Click "Confirm" to save the room.'



A screenshot of a configuration dialog box for a room. It contains the following settings:

- \* Round Day: 1 (input field)
- \* Status:  (toggle)
- \* Show To Student:  (toggle)
- \* Student Edit Button:  (toggle)
- \* Teacher Regret Button:  (toggle)
- \* Shared With Other Admin:  (toggle)

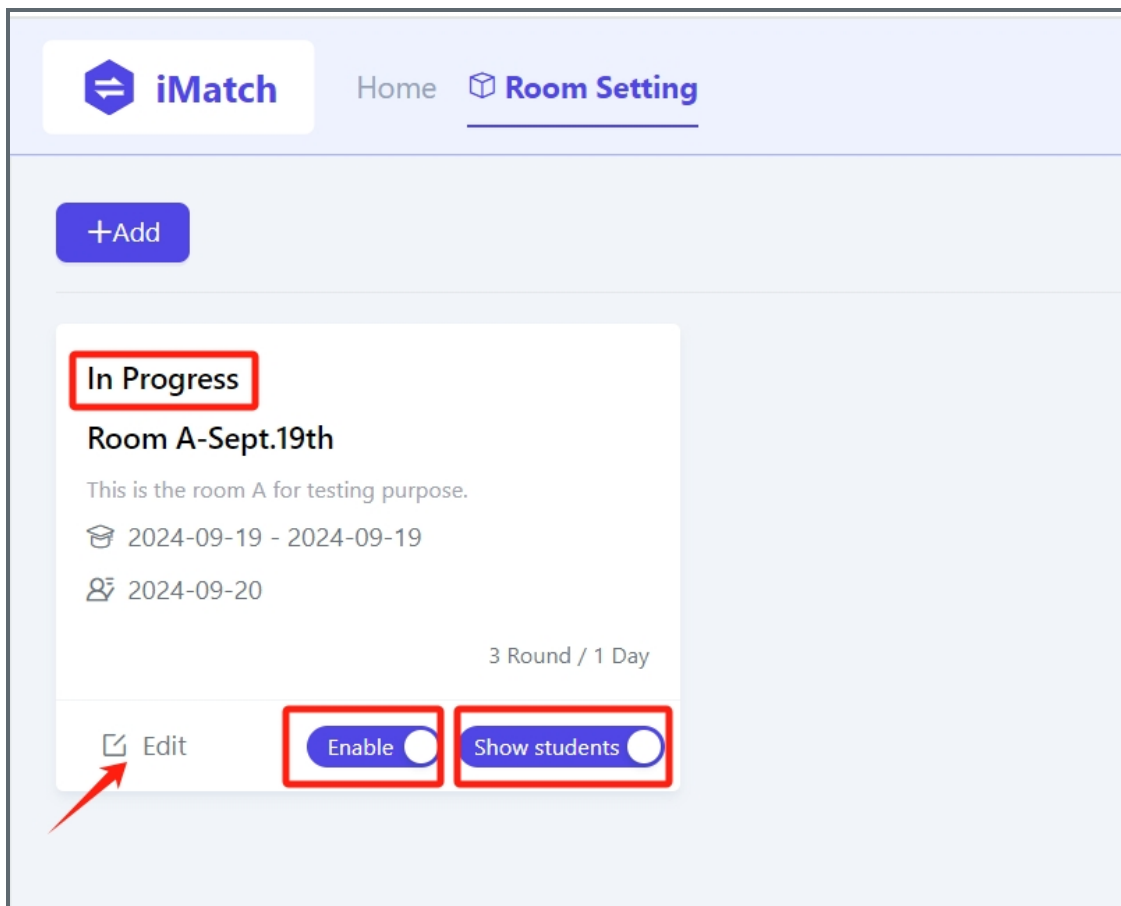
At the bottom right, there are two buttons: "Cancel" and "Confirm".

#### Step 4: View the room

Now the room is created and displayed with the status "In progress" with basic information.

Enable: the selection status can also be edited here;

Show students: whether the selection results are automatically released to student without any modifications;



A screenshot of the iMatch "Room Setting" page. The page header includes the iMatch logo, "Home", and "Room Setting". Below the header is a "+Add" button. The main content area displays a room card for "Room A-Sept.19th" with the status "In Progress" highlighted in a red box. The card includes the following information:

- Status: **In Progress** (highlighted in a red box)
- Room Name: **Room A-Sept.19th**
- Description: This is the room A for testing purpose.
- Calendar icon: 2024-09-19 - 2024-09-19
- Person icon: 2024-09-20
- Round information: 3 Round / 1 Day

At the bottom of the card, there are three controls:

- An "Edit" button with a pencil icon, highlighted in a red box with a red arrow pointing to it.
- An "Enable" toggle switch, highlighted in a red box.
- A "Show students" toggle switch, highlighted in a red box.

### Tips:

As an admin role, all the rooms you created will be listed under the Room Settings tab. In contrast, the Home tab will list the rooms you are involved in.

### Next steps:

Now that you have finished creating a room / selection process, there are still several more steps to complete:

1. [Phase 0-Admin Role-How to create department information](#)
2. [Phase 0-Admin Role-How to upload users](#)
3. [Phase 0-Admin Role-How to send email reminders](#)

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/phase-0-admin-role-how-to-add-a-room-in-imatch-system-389.html>