PEARS Events Frequently Asked Questions

What are the steps to access event registration options in PEARS?

Step 1 – you need to have a PEARS account. More information about having a PEARS account set up can be found on the [Planning, Evaluation, & Reporting page of the OD website](#).

Step 2 – Self enroll in the PEARS Events D2L Course and complete the course.

Step 3 – Sign up and attend the live zoom Introduction to PEARS Events training.

Step 4 – After access is granted, log into your PEARS account to start entering in your free events in PEARS Events.

Can I still be part of the pilot group?

January 16 is the cut-off date for staff to be added to the pilot group. If you are interested in adding your name to the pilot group list or if you are wondering if you are on the list, please email the [event services inbox](#).

What if I don't have a PEARS account?

Visit the [Planning, Evaluation, & Reporting page of the OD website](#) to review the steps to request a PEARS account. If you have any questions or trouble, reach out to Norma Lundeen, Planning & Reporting Project Manager at nlundeen@msu.edu.

Can I access the D2L course if I have an affiliate status?

Yes, affiliate status staff will be able to access the D2L. Additional information about the new D2L community login registration process will be provided soon.

When will the PEARS Events D2L and Introduction training be available?

On January 20, 2026, the pilot group will be sent an invitation from event services to join the D2L and sign up for an introduction training.

In early February, the D2L self-enrollment information and training schedule will be sent out to all MSU Extension staff through the MSU Extension All email list.

What is the timeline for PEARS Events and when can I start entering events in PEARS Events?

January 20th – Pilot group begins D2L, introductory training, and event build support with event services staff.

Early February – ALL MSU Extension staff will receive an email with the D2L self-enrollment information and training schedule and PEARS Events office hours. Staff who complete the PEARS Events access process can choose to begin entering FREE events in PEARS Events. Staff can choose to move events currently in the Events Management System (EMS) that do not have participant registrations into PEARS Events. This is not mandatory. Active events in EMS that currently have registrants are NOT eligible to move to PEARS Events.

February to March – Events continue to be added in PEARS Events and are live to the public for registrations. PEARS Events trainings and office hours continue.

March 30, 2026 – This is the cut off date for any new FREE events to be entered and activated in the Events Management System (EMS). After March 30, all new FREE events are expected to use PEARS Events for registration. Any existing events that are already activated do not need to be moved to PEARS Events, they can remain in EMS.

Summer 2026 – Any existing free events in EMS will be closed out in EMS. Events with payments will begin onboarding with PEARS Events.

What events can use PEARS Events for registrations?

 Currently, only FREE events will be entered into PEARS Events. Paid events will be onboarded in summer 2026.

What is the cut off date to use EMS for free events?

March 30, 2026, is the last date to enter and request activation for any free events in the Events Management System (EMS). After March 30, all free events are expected to use PEARS Events for registration. Events with payment and associated event processes will remain in EMS as is until additional information is provided in summer 2026.

What support is there for PEARS Events?

There are several options for resources and support to learn how to use PEARS Events. A D2L course has been created that will be used as a manual for "how to"

support in PEARS Events. There will be live zoom trainings offered regularly as well as virtual office hours to pop in and have PEARS Events questions answered. Staff can always send an email to the [event services inbox](#) for individual support and questions.

Where can I find the PEARS Events resources?

Once PEARS Events is open to all MSU Extension staff, resources can be found on the Event Services website as well as links through the Organizational Development page. These will be sent out to all staff once they are available.

Who supports PEARS Events?

The MSU Extension ANR Event Services team will support PEARS Events. They will be providing training, individual support, registration build help and will create resources as needed. This will be similar to how the Events Management System (EMS) is currently supported. The event services staff will continue to support EMS and continue to support in-person event planning. Since PEARS is also used for reporting, they will be working in close partnership and collaboration with Norma Lundeen to ensure continuity between PEARS Planning and Reporting and PEARS Events.

Will I have access to data in EMS after PEARS Events goes live?

You will have access to EMS until the system is fully sunset. Ahead of that, staff will be given guidance and instructions on the type of data that they may want to pull from EMS for future use. Until then, staff will be able to use their EMS login to access previous event registration data.

When will paid events be able to use PEARS Events?

The target timeline for paid events to use PEARS Events is summer 2026. The event services staff are currently working through payment processes and will be releasing information on paid events and related trainings in the summer. Until then, paid events should continue to use the Events Management System (EMS) in accordance with current procedures.

Will I still need to create dotCMS calendar postings for my events?

As of right now, you will need to continue creating event postings in dotCMS for your PEARS Events, like the current process with Events Management System.