5 Ways to Make the Most of Your Events Module
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The ChamberMaster/MemberZone Events module is designed to help you navigate every aspect of the event process - everything from inviting attendees to tracking registrations to creating invoices.

In this session, you will learn tips & tricks for making the most of the module.
5 Ways to Make the Most of Your Events Module

1. Enable the Waiting List
2. Include QR Code in Event Confirmation eMail
3. Allow Others to See Who is Going
4. Easily Sell Tables of 8, Golf Foursomes, etc.
5. Advanced Report
Your event is overwhelming popular!! This is great news!!
Ensure that you have enabled a waiting list so that people who wish to attend can let you know, and should seats open up, you can easily register them for the event!
Enable the Waiting List on the Event General tab

WIKI: Working with the Waiting List
1. Enable Waiting List

Main Street Tree Trimming
December 8, 2018 @ 6:00 PM - 8:00 PM (CST)

Registration for the Main Street Tree Trimming event is full. Would you like to add your name to the waiting list? Yes please.

Pricing Information

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Street Tree Trimming - Non Members</td>
<td>$10.00</td>
</tr>
<tr>
<td>Main Street Tree Trimming - Sponsor</td>
<td>$59.00</td>
</tr>
</tbody>
</table>

Waiting List (Required fields)

We will be in contact with you when there is availability. Please enter any special notes in the Comments.

How Many Attendees?: 4

First Name: Jack
Last Name: Jones
Company Name: A Place for Dogs
Email: jack@mallinator.com

Mailing Address:
- Line 1:
- Line 2:

City: State: Postal Code:
1. Enable Waiting List

### Main Street Tree Trimming

Is this your first time using the Guest List? Watch a short video of the basics.

### Guest List Summary

<table>
<thead>
<tr>
<th>Invitations</th>
<th>Registrations</th>
<th>Registered Attendee Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declined:  0</td>
<td>Registered: 10</td>
<td>Paid: 4</td>
</tr>
<tr>
<td>No Response: 98</td>
<td>Canceled: 0</td>
<td>Unpaid: 6</td>
</tr>
<tr>
<td></td>
<td>Incomplete: 0</td>
<td>Actual Attendance: 0</td>
</tr>
</tbody>
</table>

Waiting List: 12
Available: 0

- Create Invitations
- Add New Registration
- View/Edit Attendance List

### Manage Waiting List

<table>
<thead>
<tr>
<th>Date/Time Added</th>
<th>Guest</th>
<th>Company</th>
<th>Email Address</th>
<th>Phone</th>
<th>Qty</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13/2018 9:30 AM</td>
<td>Jack Jones</td>
<td>A Place for Dogs</td>
<td><a href="mailto:jack@mailinator.com">jack@mailinator.com</a></td>
<td>4</td>
<td></td>
<td>Register Remove</td>
</tr>
<tr>
<td>11/13/2018 9:35 AM</td>
<td>Quinn Hanson</td>
<td>Chewy Chewy</td>
<td><a href="mailto:quinn@mailinator.com">quinn@mailinator.com</a></td>
<td>0</td>
<td></td>
<td>Register Remove</td>
</tr>
<tr>
<td>11/13/2018 9:36 AM</td>
<td>Blake Jones</td>
<td>Blossoms</td>
<td><a href="mailto:blake@mailinator.com">blake@mailinator.com</a></td>
<td>2</td>
<td></td>
<td>Register Remove</td>
</tr>
</tbody>
</table>

Done
Quickly and easily get your event attendees checked by including a QR Code in the event confirmation. Available through the free version of the Staff App.
Did you know...You can print an event roster which includes the QR Codes!

TIP!! One customer printed the QR codes and slid it in behind the name tag – so then when they gave out the name tag, they pulled the QR code paper out and scanned to check them in (or put the QR code in a fish bowl to scan all of them later so not to slow down the check-in line).
At your event, using the Staff App, you can scan the QR code right from their smart phone or a printed version of their email. Once scanned, the attendee will immediately be marked as attended in the system. WIKI: Check-in Attendees with Staff App

EXTRA TIP: If a member has an outstanding balance when they are scanned, a payment can easily be accepted at that time if using GrowthZone Pay with the Mobile Card Reader>>
Popular in social media platforms is the ability to see who of your friends are going to an event. When members can see who's going to attend an event, more members will jump on the bandwagon!
3. Allow others to see who is attending

On a per event basis, you have the ability to display a list of registered guests in the Member Information Center (MIC).
3. Allow others to see who is attending

Did you know...There is also a “See Who Else is Going” link in the invitation
4. Sell Tables of 8, Golf 4somes, etc

Selling tables of 8 at your next annual dinner? Easily reserve multiple attendees associated with a single fee item.

Attendees are reserved even if the attendee name is not entered at the time of purchase.
4. Sell Tables of 8, Golf 4somes, etc.
Advanced Options for Tent Cards, Labels, etc.

Easily create tent cards, envelopes, labels and name tags from your event guest list.

1. Select Advanced Reporting from the Reports menu
2. Select/Remove Merge Fields
3. Select your template
4. Click Perform Merge
Advanced Options for Tent Cards, Labels, etc.
Are you using GrowthZone Pay?
Easily sell additional items with the POS Feature in the Staff App
Sell Mulligans, Skins, Raffle Tickets easily by using the Staff App, and the Mobile Reader
WIKI: Working with Point of Sale
Questions?