

# 5 Ways to Make the Most of Your Events Module



# 5 Ways to Make the Most of Your Events Module

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

## Main Street Tree Trimming

**Name:** Main Street Tree Trimming

**Date:** December 8, 2018

**Time:** 6:00 PM - 8:00 PM CST

**Website:** Visit our Website

[Register Now](#)



# 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

# 1. Enable Waiting List

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!

## 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



<b>Main Street Tree Trimming – Non Members</b>	\$10.00	<b>Main Street Tree Trimming – Sponsor</b>	\$50.00
<i>Main Street Tree Trimming - Non Members</i>	<b>Sold Out</b>	<i>Main Street Tree Trimming - Sponsor</i>	<b>Sold Out</b>

Cancel

# 1. Enable Waiting List

Enable the Waiting List on the Event General tab

WIKI: [Working with the Waiting List](#)

 Event Information 

Title: Main Street Tree Trimming

Time Zone: (GMT-06:00) Central Time ▼

☐ Show/Select from all time zones

Start Date/Time: 12/8/2018 6 : 00 PM ▼

☐ All Day Event

End Date/Time: 12/8/2018 8 : 00 PM ▼

[same as start date](#)

Reminder Date/Time: ▼ : ▼ ▼

☐ Send automatic [reminder](#) to all registrants

Recurrence: None ▼ ?

Approval Status: Approved ▼ Professional Development Hours:

Display Status: Approved Continuing Education Units:

Limit Attendee Count To: 10 (current attendee count: 10) ?


Enable waiting list: ☒ ?

Limit Attendees per Registration:  ?

# 1. Enable Waiting List

## Main Street Tree Trimming

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Cancel

### 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 **Mailing Address:**

**Company Name: \*** A Place for Dogs **Title:** **Line 2:**

**Email: \*** jack@mailinator.com **City:** **State:** **Postal Code:**

**Phone:** **Country:**

**Comments:**

Cancel Save Changes

# 1. Enable Waiting List

## Main Street Tree Trimming

Alternate Version

Is this your first time using the Guest List? [Watch a short video of the basics.](#)

### Guest List Summary

#### Invitations ?

Declined: 0  
No Response: 98 [view/resend](#)  
[manage list](#)

Create Invitations

#### Registrations

Registered: 10  
Canceled: 0  
Incomplete: 0  
  
Waiting List: 12 [manage list](#)  
Available: 0

Add New Registration

#### Registered Attendee Info

Paid: 4  
Unpaid: 6  
  
Actual Attendance: 0

View/Edit Attendance List

### Manage Waiting List

×

[Add to Waiting List](#) [Download List](#)

Date/Time Added	Guest	Company	Email Address	Phone	Qty	Actions	
11/13/2018 9:30 AM	<a href="#">Jack Jones</a>	A Place for Dogs	<a href="#">jack@mailinator.com</a>		4	<a href="#">Register</a>	<a href="#">Remove</a>
11/13/2018 9:35 AM	<a href="#">Quinn Hanson</a>	Chewy Chewy	<a href="#">qhanson@mailinator.com</a>		6	<a href="#">Register</a>	<a href="#">Remove</a>
11/13/2018 9:36 AM	<a href="#">Blake Jones</a>	Blossoms	<a href="#">blake@mailinator.com</a>		2	<a href="#">Register</a>	<a href="#">Remove</a>

Done

## 2. Include QR Code in Event Confirmation

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

**Registration and Billing Preferences**

Online Registration Options ?

- ☒ Allow members to register online for this event.  
Active, Courtesy members receive "Member" pricing;
  - ☒ Allow registrant to make payment with a **Credit Card** (online only).
  - ☒ Allow registrants to request to be **Invoiced** for fees incurred.
  - ☐ Allow registrants to specify that they will pay by **Cash or Check** at the time of the event.
- ☒ Allow non-members to register online for this event.  
Non-Member, Prospective members, and the general public receive "Non-member" pricing
  - ☒ Allow registrant to make payment with a **Credit Card** (online only).
  - ☒ Allow registrants to request to be **Invoiced** for fees incurred.
  - ☐ Allow registrants to specify that they will pay by **Cash or Check** at the time of the event.
- ☐ Disallow online registrations after  :  :
- ☒ Allow online registrants to include multiple attendees on a single registration
- ☒ Send an automatic Registration Confirmation email to consumers registering online.
  - ☒ Include QR Code in Confirmation email for easy check-in. ?
- ☐ Send an automatic Registration Notification email to our association at



## 2. Include QR Code in Event Confirmation



Did you know...You can print an event roster which includes the QR Codes!

**Event Roster With QR Code**

Event: 12/8/2018 - Main Street Tree Trimming (EventId:220)  
Sort By: Attendee Name Ascending  
Reverse First/Last Name: ☒ Yes ☐ No  
Payment Status: All  
Attendee Name:   
Only First Attendee: ☐ Yes ☒ No  
Display Sponsor Only Registration: ☐ Yes ☒ No  
[Refresh Report](#)

1 of 2 | Save as [PDF](#) [Excel](#) [Word](#) [CSV](#) [MHTML](#)

**Event Roster**  
Main Street Tree Trimming  
Saturday, December 08, 2018 - Saturday, December 08, 2018  
12 Entries

	<input type="checkbox"/>	Bennett, Bill Company: Fabulous Ferns Notes:	Fee Amount: \$40.00 Amount Paid: _____
	<input type="checkbox"/>	Bring, Chad Company: A Place for Dogs Notes: Added by bulk registration	Fee Amount: \$0.00 Amount Paid: \$0.00

**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).

## 2. Include QR Code in Event Confirmation

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](#)

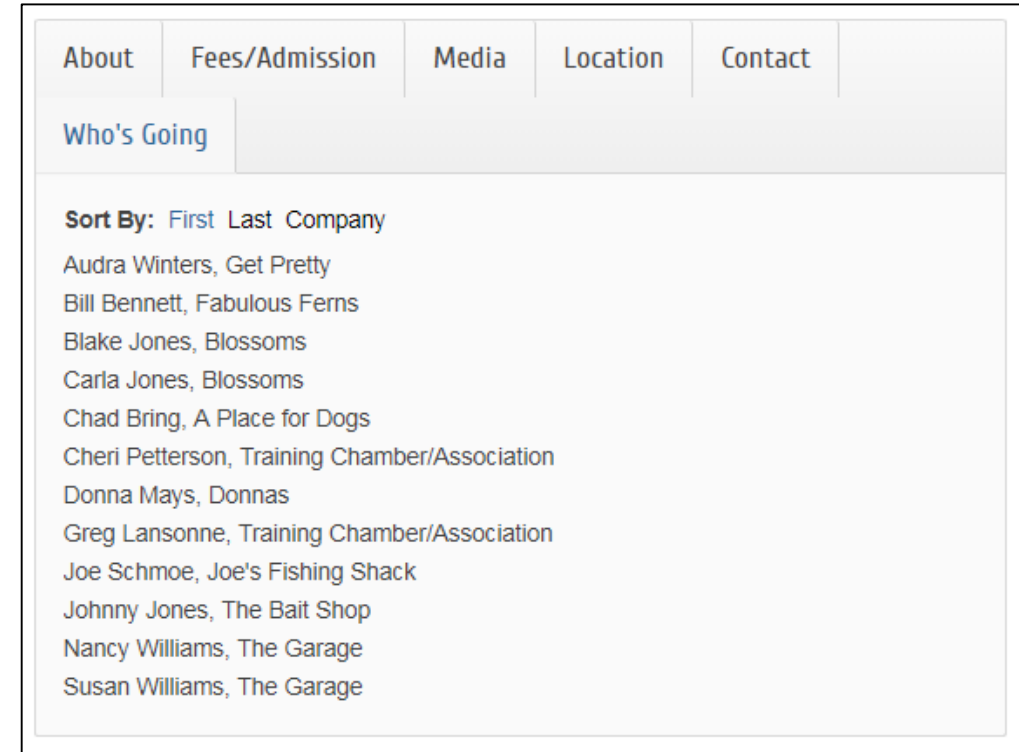
EXTRA TIP: If a member has an outstanding balance when they are scanned, a payment can easily be accepted at that time if using GrowthZone Pay with the [Mobile Card Reader>>](#)



### 3. Allow others to see who is attending

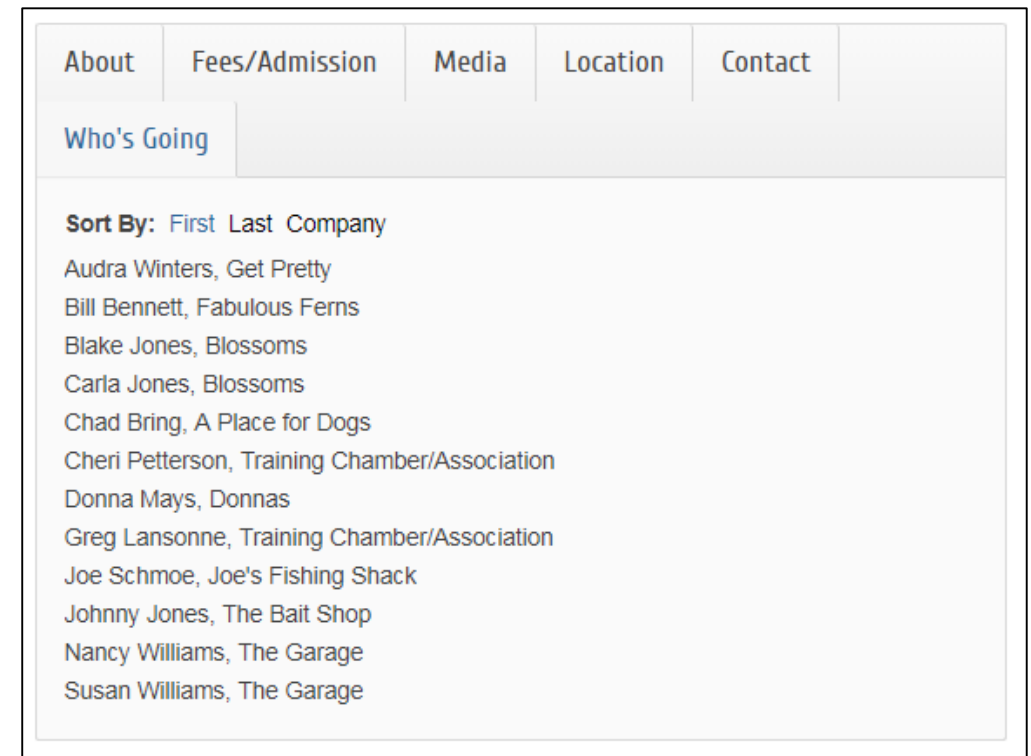
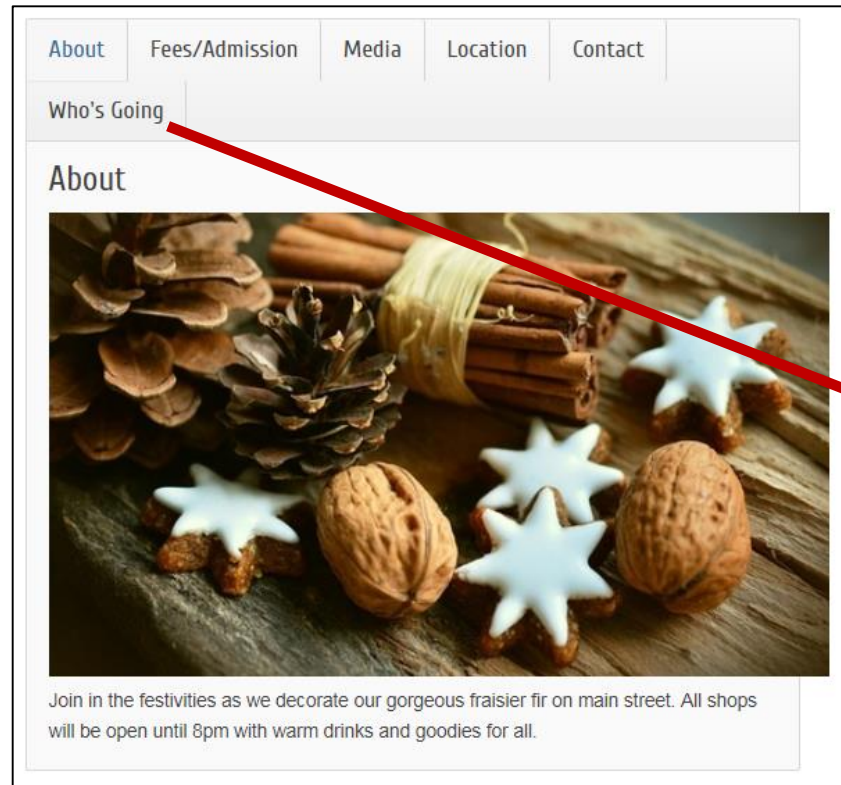
Popular in social media platforms is the ability to see who of your friends are going to an event.

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

Contact List: [106 recipients](#)  
CC:  
BCC:  
Contact Date: 12/17/2018  
Created Date: 12/17/2018 08:32:00 AM  
Importance: Normal  
Task:   
Chamber Rep: TRN11 TRN11 (No Email)  
Subject: Main Street Tree Trimming

Message/Notes: [Event Invitation](#)  
[edit](#)  
**Main Street Tree Trimming**  
Great time to celebrate the holiday

**Date:** December 12, 2018  
**Time:** 04:00 PM - 08:00 PM CST  
**Contact:** Cheri Petterson  
**Email:** cheri.petterson@micronetonline.com

**Date/Time Details:** 4pm Check-in  
6pm Sleigh Rides  
7:30 Tree Lighting

**Fees/Admission:** \$5.00 Members  
\$10.00 Non Members  
\$35.00 for a group of 8  
20% Discount if register by December 1

[Click Here for More Information](#)  
[See who else is going](#)  
[Add to Calendar](#)  
[Sorry, I'm not able to attend](#)  
[Register Online](#)

About	Fees/Admission	Media	Location	Contact
-------	----------------	-------	----------	---------

[Who's Going](#)

**Sort By:** [First](#) [Last](#) [Company](#)

Audra Winters, Get Pretty  
Bill Bennett, Fabulous Ferns  
Blake Jones, Blossoms  
Carla Jones, Blossoms  
Chad Bring, A Place for Dogs  
Cheri Petterson, Training Chamber/Association  
Donna Mays, Donnas  
Greg Lansonne, Training Chamber/Association  
Joe Schmoe, Joe's Fishing Shack  
Johnny Jones, The Bait Shop  
Nancy Williams, The Garage  
Susan Williams, The Garage

## 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

### Assign an Event Fee Item

Fee Item Type: Winter Ball Registration Fee

Display Name: Winter Ball Registration Fee - Table of 8

Description: (5000 char. limit)

Fee Amount: 0.00 Allow this fee item for: Members and Non-Members

☒ Display this fee item on the public event registration page.

[Advanced Options](#)

20 Maximum quantity available to sell; 0 = unlimited (ex: max 20 Tables)

8 Number of attendee names allowed per fee (ex: Table of 8 = 8)

☒ Reserve 8 attendees even if they aren't entered by registrant

☐ Fee item automatically adds registrant as sponsor.

☐ Display custom fields when fee is selected.

Save & Exit Cancel

## 4. Sell Tables of 8, Golf 4somes, etc.

Attendees

First Name	Last Name	Company	Email	Choose one <a href="#">Pricing Details</a>	Total
Blake	Jones	Blossoms	blake@mailinat	Winter Ball Registration Fee - table of 8	400.00
Additional	Attendee	Company	Email	2 of 8	
Additional	Attendee	Company	Email	3 of 8	
Additional	Attendee	Company	Email	4 of 8	
Additional	Attendee	Company	Email	5 of 8	
Additional	Attendee	Company	Email	6 of 8	
Additional	Attendee	Company	Email	7 of 8	
Additional	Attendee	Company	Email	8 of 8	

Add Attendee

Add Multiple Attendees

Total Amount: \$400.00

Next >>

Cancel

Guest List

Need help?

Status: Show All Paid: Show All 

More Options

Clear Filters

300 per page 1 - 8 of 8

	Reg ID	Attendees	Attendee Company	Fee Amount	Reference	Status	Reg Date	Online	Attendee Comments	Registration Comments
<input type="checkbox"/>	1159	Additional Attendee	Blossoms			Registered	11/13/2018	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	1159	Additional Attendee	Blossoms			Registered	11/13/2018	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	1159	Additional Attendee	Blossoms			Registered	11/13/2018	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	1159	Additional Attendee	Blossoms			Registered	11/13/2018	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	1159	Additional Attendee	Blossoms			Registered	11/13/2018	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	1159	Additional Attendee	Blossoms			Registered	11/13/2018	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	1159	Additional Attendee	Blossoms			Registered	11/13/2018	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	1159	Blake Jones	Blossoms	\$400.00		Registered	11/13/2018	<input checked="" type="checkbox"/>		

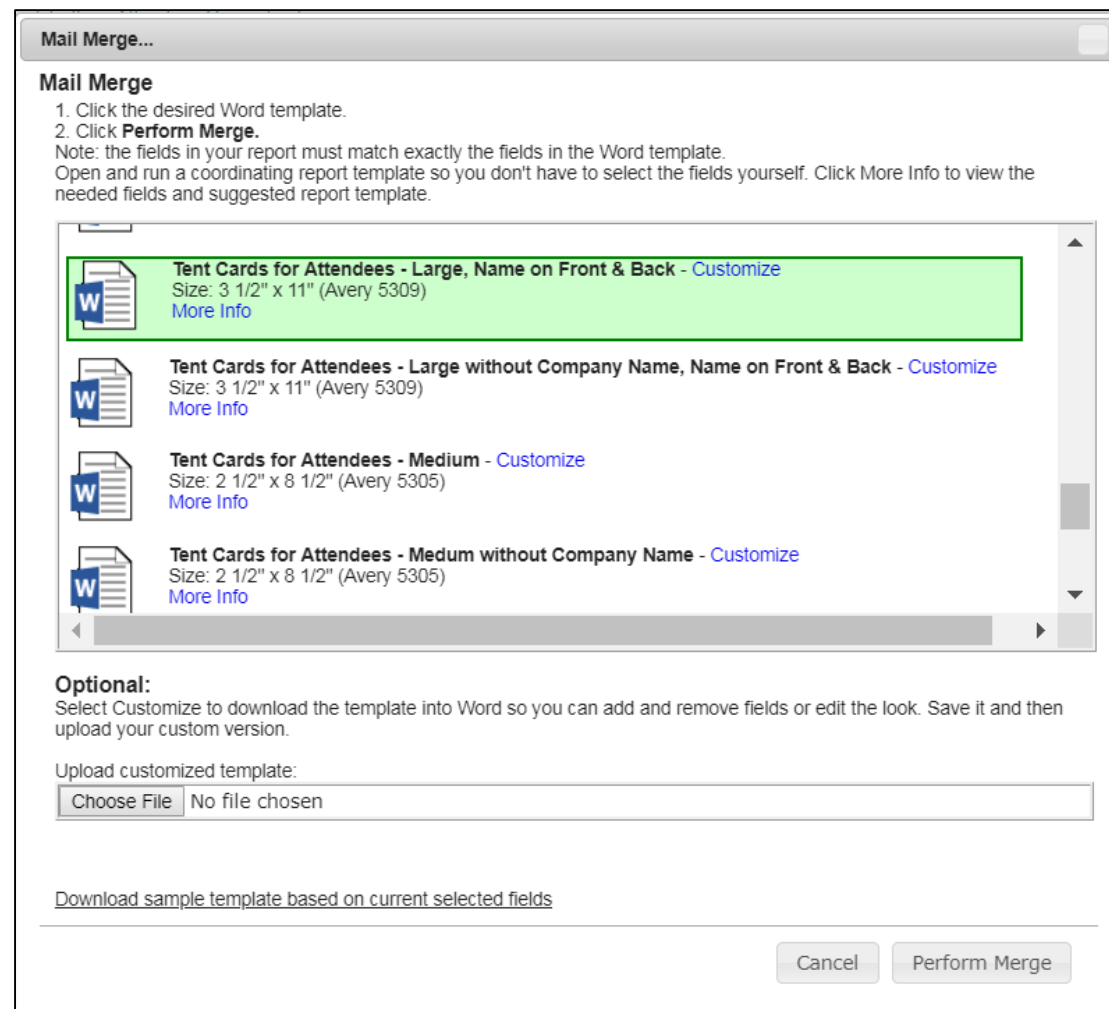
1 - 8 of 8



# 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



The screenshot shows a 'Mail Merge...' dialog box with a 'Mail Merge' section. It contains instructions: '1. Click the desired Word template. 2. Click **Perform Merge**. Note: the fields in your report must match exactly the fields in the Word template. Open and run a coordinating report template so you don't have to select the fields yourself. Click More Info to view the needed fields and suggested report template.'

Below the instructions is a list of templates, each with a Word icon, a title, size, and a 'Customize' link. The first template is highlighted with a green border:

- Tent Cards for Attendees - Large, Name on Front & Back - Customize**  
Size: 3 1/2" x 11" (Avery 5309)  
[More Info](#)
- Tent Cards for Attendees - Large without Company Name, Name on Front & Back - Customize**  
Size: 3 1/2" x 11" (Avery 5309)  
[More Info](#)
- Tent Cards for Attendees - Medium - Customize**  
Size: 2 1/2" x 8 1/2" (Avery 5305)  
[More Info](#)
- Tent Cards for Attendees - Medium without Company Name - Customize**  
Size: 2 1/2" x 8 1/2" (Avery 5305)  
[More Info](#)

Below the list is an 'Optional:' section with instructions: 'Select Customize to download the template into Word so you can add and remove fields or edit the look. Save it and then upload your custom version.'

There is an 'Upload customized template:' section with a 'Choose File' button and the text 'No file chosen'.

At the bottom, there is a link: [Download sample template based on current selected fields](#).

At the bottom right are two buttons: 'Cancel' and 'Perform Merge'.



# Advanced Options for Tent Cards, Labels, etc.

Selected Fields

Column Title (Click to Edit)

↑ --> [Events.General Event Title](#)

--> [Events.Registrations.Attendees Name, First](#)

--> [Events.Registrations.Attendees Name, Last](#)

--> [Events.Registrations.Attendees Attendee Company](#)

[\[Add new column\]](#)

Mail Merge...


Mail Merge

1. Click the desired Word template.

2. Click **Perform Merge**.


Note: the fields in your report must match exactly the fields in the Word template.

Open and run a coordinating report template so you don't have to select the fields yourself. Click More Info to view the needed fields and suggested report template.

 Tent Cards for Attendees - Large, Name on Front & Back - [Customize](#)


Size: 3 1/2" x 11" (Avery 5309)

[More Info](#)

 Tent Cards for Attendees - Large without Company Name, Name on Front & Back - [Customize](#)


Size: 3 1/2" x 11" (Avery 5309)

[More Info](#)

 Tent Cards for Attendees - Medium - [Customize](#)

Size: 2 1/2" x 8 1/2" (Avery 5305)

[More Info](#)

 Tent Cards for Attendees - Medium without Company Name - [Customize](#)

Size: 2 1/2" x 8 1/2" (Avery 5305)

[More Info](#)

Optional:

Select Customize to download the template into Word so you can add and remove fields or edit the look. Save it and the upload your custom version.

Upload customized template:

Choose File

No file chosen

[Download sample template based on current selected fields](#)

Cancel

Perform Merge

*Fabulous Ferns*

Petterson

**Tami**

**Tami**

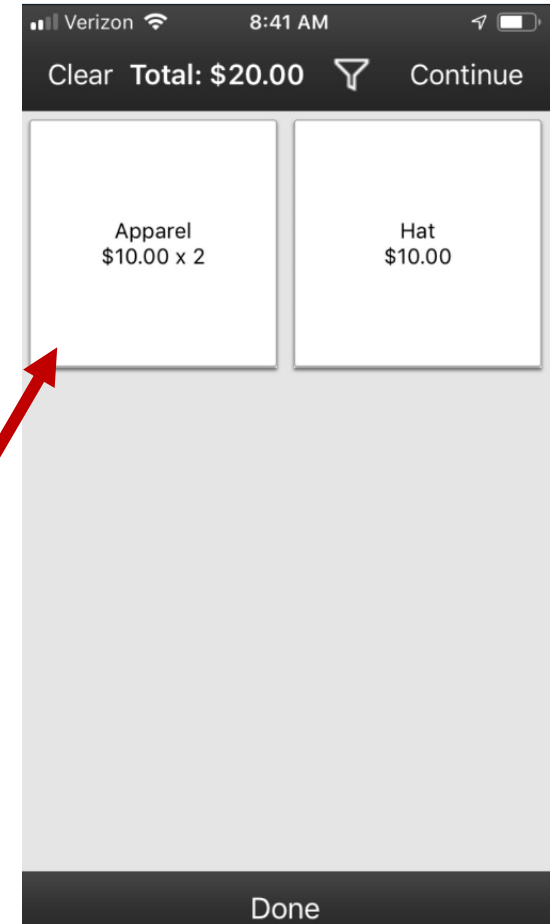
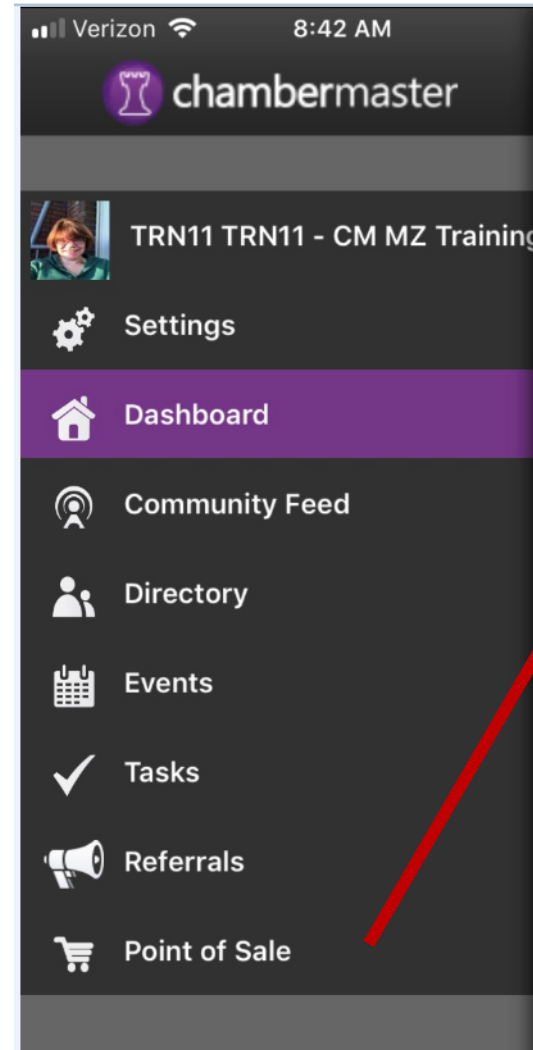
Petterson

*Fabulous Ferns*

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# BONUS

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?**