

ChamberMaster/MemberZone Event Setup

Agenda

Overview of Events Module

Setup Event Default Settings (Admin)

Review Setup of Event Fee Items (Admin)

Create and Publish an Event

Overview

The ChamberMaster/MemberZone software allows you to create and manage every aspect of an event from within the Events module

- Member pricing
- Publications, Invitations and other communication
- Registration and Check-in
- Invoicing and Payments
- Reporting

Overview

Main Street Tree Trimming

Name: Main Street Tree Trimming

Date: December 8, 2018

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

[Register Now](#)



Event Description:

Join in the festivities as we decorate our gorgeous fraiser fir on main street. All shops will be open until 8pm with warm drinks and goodies for all.

Event Media:



[To Current Calendar](#)

Event Sponsors:
Emerald Sponsor



Platinum Sponsor



Location:

Main Street
[View a Map](#)

Date/Time Information:

6pm - 8pm

Tree lighting at 7:45pm

Contact Information:

Cheri Petterson
[Send an Email](#)

Fees/Admission:

Event Setup

Event Options and Settings

Event Options & Settings allow you to define many of the defaults used across all events you configure in the database

Some (but not all) of the defaults may be over-ridden at the event level

WIKI: [Event Options & Settings](#)

Chamber Management: Event Options & Settings

General Settings

☒ Allow public users to submit events for display (requires approval of each submitted event by chamber staff).


Upcoming Events List

Heading/Title:

Maximum List Size:

List Position:

Middle

☐ Display  icon on Event Search page.

Featured Events List

[edit featured events](#)

Featured Events Title:


Maximum List Size:

List Sort Order:

Start Date

List Position:

Bottom

☐ Display  icon on Event Search page.

Event Categories

Event categories are a way by which you can organize your events, and an easy way for your members and the public to search your Event calendar

WIKI: [Modify Event Categories](#)

Event Category: [edit categories](#)

- ☐ Arts & Culture
- ☐ Community
- ☐ Government
- ☐ Schools
- ☐ Chamber Of Commerce
- ☐ Continuing Education
- ☐ Holiday
- ☐ Clubs/Organizations
- ☒ Festivals & Celebrations
- ☐ Recreation & Sports

Event Setup

As you plan your event, you will be identifying the fees needed for the event (fees for members, non-members, tables, sponsorships, add on items, etc.)

Create these fee items prior to creating the event in the database

WIKI: [Working with Fee Items](#)

Event Registration Fee Options Available for this Event
Drag fees in the order you want them to appear on the registration form.

check all clear all	Display Name	Description	Public	Eligibility	Amount
<input type="checkbox"/>	Ye Ol' Barbecue Registration Fee - Complimentary		<input type="checkbox"/>	Any	\$0.00
<input type="checkbox"/>	Ye Ol' Barbecue Registration Fee - Members		<input checked="" type="checkbox"/>	Members	\$50.00
<input type="checkbox"/>	Ye Ol' Barbecue Registration Fee - Non Members		<input checked="" type="checkbox"/>	NonMems	\$75.00
<input type="checkbox"/>	Ye Ol' Barbecue Registration Fee - Table of 8		<input checked="" type="checkbox"/>	Any	\$0.00
<input type="checkbox"/>	Ye Ol' Barbecue Sponsor (With Dinner for 2)		<input checked="" type="checkbox"/>	Any	\$1000.00

[Remove Selected Fee Items](#)[Assign Fee Items](#)

Additional Fee Items ?

Additional Fee Items Available for this Event
Drag fees in the order you want them to appear on the registration form.

check all clear all	Display Name	Description	Public	Eligibility	Amount
<input type="checkbox"/>	Ye Old BBQ Bull Ride		<input checked="" type="checkbox"/>	Any	\$25.00

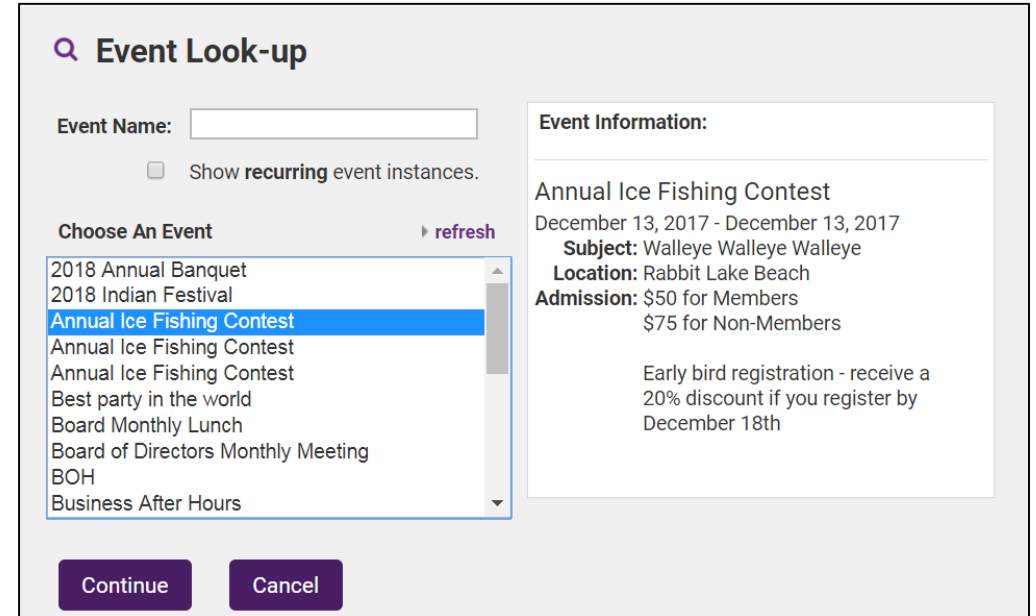
Create & Publish an Event

Create & Publish an Event

You can create an event by copying from a previous event...

This will save you time for those events that repeat (such as an Annual Banquet), but allow you to make the necessary changes

WIKI: [Copy an Event](#)



The interface is titled "Event Look-up" and contains the following elements:

- Event Name:** A text input field.
- ☐ Show recurring event instances.
- Choose An Event** section with a list of events and a "refresh" button:
 - 2018 Annual Banquet
 - 2018 Indian Festival
 - Annual Ice Fishing Contest** (highlighted)
 - Annual Ice Fishing Contest
 - Annual Ice Fishing Contest
 - Best party in the world
 - Board Monthly Lunch
 - Board of Directors Monthly Meeting
 - BOH
 - Business After Hours
- Event Information:** A box containing details for the selected event:
 - Annual Ice Fishing Contest**
 - December 13, 2017 - December 13, 2017
 - Subject:** Walleye Walleye Walleye
 - Location:** Rabbit Lake Beach
 - Admission:** \$50 for Members
\$75 for Non-Members
 - Early bird registration - receive a 20% discount if you register by December 18th
- Buttons:** "Continue" and "Cancel" at the bottom.

Create & Publish an Event

You can create Recurring Events...

This will save you time for those events that repeat on a regular basis (such as a Monthly Board Meeting), but allow you to make the necessary changes to each instance of the event

WIKI: [Create a Recurring Event](#)

Add a New Event

▶ Step 1: General Information
Step 2: Descriptions/Appearance
Step 3: Fees/Billing Information

Event Title: Monthly Breakfast

Copy a Past Event

Time Zone: (GMT-06:00) Central Time

☐ Show/Select from all time zones

Start Date/Time: 8/30/2018

☐ All Day Event

End Date/Time: 8/30/2018

[▶ same as start date](#)

Reminder: : :

☐ Send automatic reminder to all registrants

Recurrence: Weekly every week on ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

through

☒ No End Date

Create & Publish an Event

You can create an Event from scratch...

A Wizard will step you through adding:

- General Information
- Description/Appearance
- Fees/Billing Information

WIKI: [Adding a New Event](#)

Add a New Event

▶ [Step 1: General Information](#)
Step 2: Descriptions/Appearance
Step 3: Fees/Billing Information

Event Title: [Copy a Past Event](#)

Time Zone: ☐ Show/Select from all time zones

Start Date/Time: : : ☒ All Day Event

End Date/Time: : : [▶ same as start date](#)

Reminder: : : ☐ Send automatic [reminder](#) to all

Recurrence:

Professional Development Hours: Continuing Education Units:

Goals:

Attendance:

Number of Sponsors:

Total Revenue:

Sponsorship Revenue:

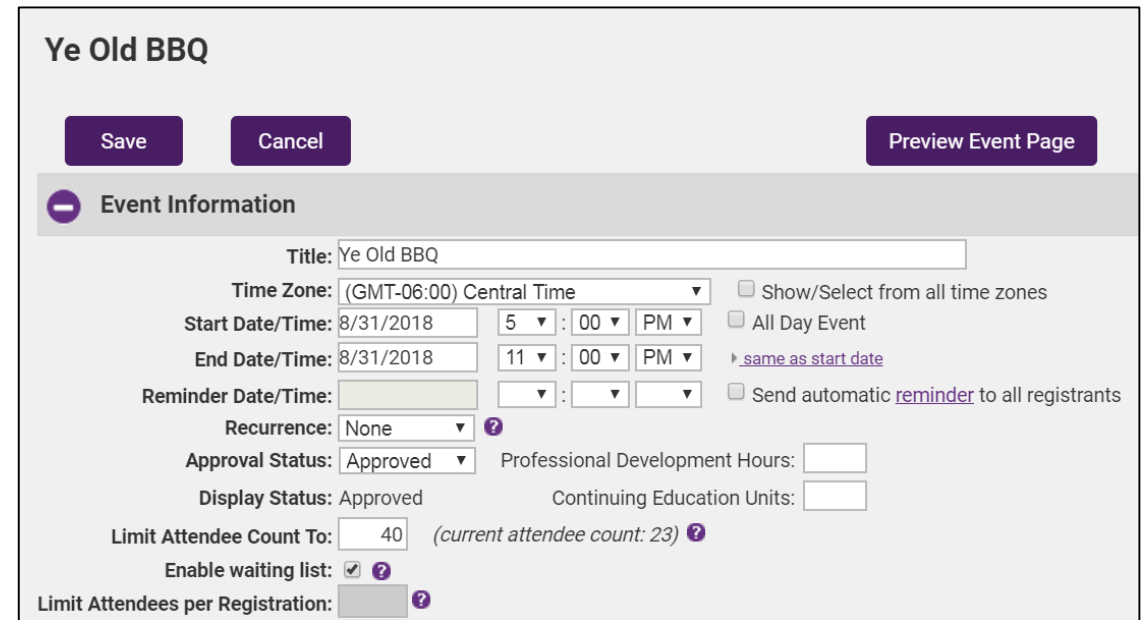
Approval Status:

Create & Publish an Event

Add additional information about the event:

- Attendee Limits
- Allowing a Waiting List
- Allow Others to see who is attending

WIKI: [Edit Event General Information](#)



The screenshot shows the 'Event Information' form for an event titled 'Ye Old BBQ'. At the top, there are 'Save', 'Cancel', and 'Preview Event Page' buttons. The form fields include:

- Title:** Ye Old BBQ
- Time Zone:** (GMT-06:00) Central Time (with a dropdown arrow and a checkbox for 'Show/Select from all time zones')
- Start Date/Time:** 8/31/2018 5:00 PM (with dropdowns for date, time, and period)
- End Date/Time:** 8/31/2018 11:00 PM (with dropdowns for date, time, and period)
- Reminder Date/Time:** (empty field with dropdowns)
- Recurrence:** None (with a dropdown arrow and a help icon)
- Approval Status:** Approved (with a dropdown arrow)
- Display Status:** Approved
- Limit Attendee Count To:** 40 (with a text input field and a note '(current attendee count: 23)')
- Enable waiting list:** ☒ (with a help icon)
- Limit Attendees per Registration:** (empty field with a help icon)
- Professional Development Hours:** (empty text input field)
- Continuing Education Units:** (empty text input field)
- Other options:** 'All Day Event' (checkbox) and 'Send automatic reminder to all registrants' (checkbox).


Create & Publish an Event

Enhance your Event with Photos, Videos, Mapping!

WIKI: [Add Photos & Images](#)


Photos & Images

Search Results Icon: ?



+

i Click the 'Plus' button to select or upload an image to display as the search results icon for this event. You can even crop it!

Image Type	Image	Size	Action
Main Event Photo		348 x 500	<div><div>Change Image</div><div>Remove Image</div></div>

Create & Publish an Event

Add Custom Fields to your registration form...

Information such as meal choices, dietary restrictions, T-shirt sizes, etc. can all be gathered at the time of event registration

WIKI: [Add Custom Fields](#)

Pricing:

- ☒ Ye Ol' Barbecue Registration Fee - Non Members (\$75.00)
- ☐ Ye Ol' Barbecue Registration Fee - Table of 8 (\$0.00) - Reserves 8 attendees
- ☐ Ye Ol' Barbecue Sponsor (With Dinner for 2) (\$1,000.00) - Reserves 2 attendees

Enter information * Required fields

☐ Show Mailing Address

First Name: <input type="text" value="Katlyn"/>	Last Name: * <input type="text" value="Marre"/>	Email: * <input type="text" value="marre@mailinator.com"/>
Company Name: * <input type="text" value="Marre Cafe"/>	Title: <input type="text"/>	Phone: <input type="text"/>
Meal Choice: * <input type="text" value="Chicken"/>		




Comments:

Create & Publish an Event

Add Additional Items for Purchase...

Sell additional items to your event registrants as they are filling out the registration form..

WIKI: [Assign Additional Fee Items](#)



Attendees			
Attendee Information	Address	Choose one Pricing Details	Total
Susie Qynn Qynn's Gym qynn@mailinator.com		Ye Ol' Barbecue Registration Fee - Non Members	\$75.00  
Add Attendee			
Additional Items			
Fee Name	Price	Quantity	Total
Ye Old BBQ Bull Ride	\$25.00	0	\$0.00 

Create & Publish an Event

Create Discounts...

You can add value by providing discounts such as early bird, kids eat free, etc...

WIKI: [Create Discount Options](#)

 Discount Options 

Age-Based Discounts

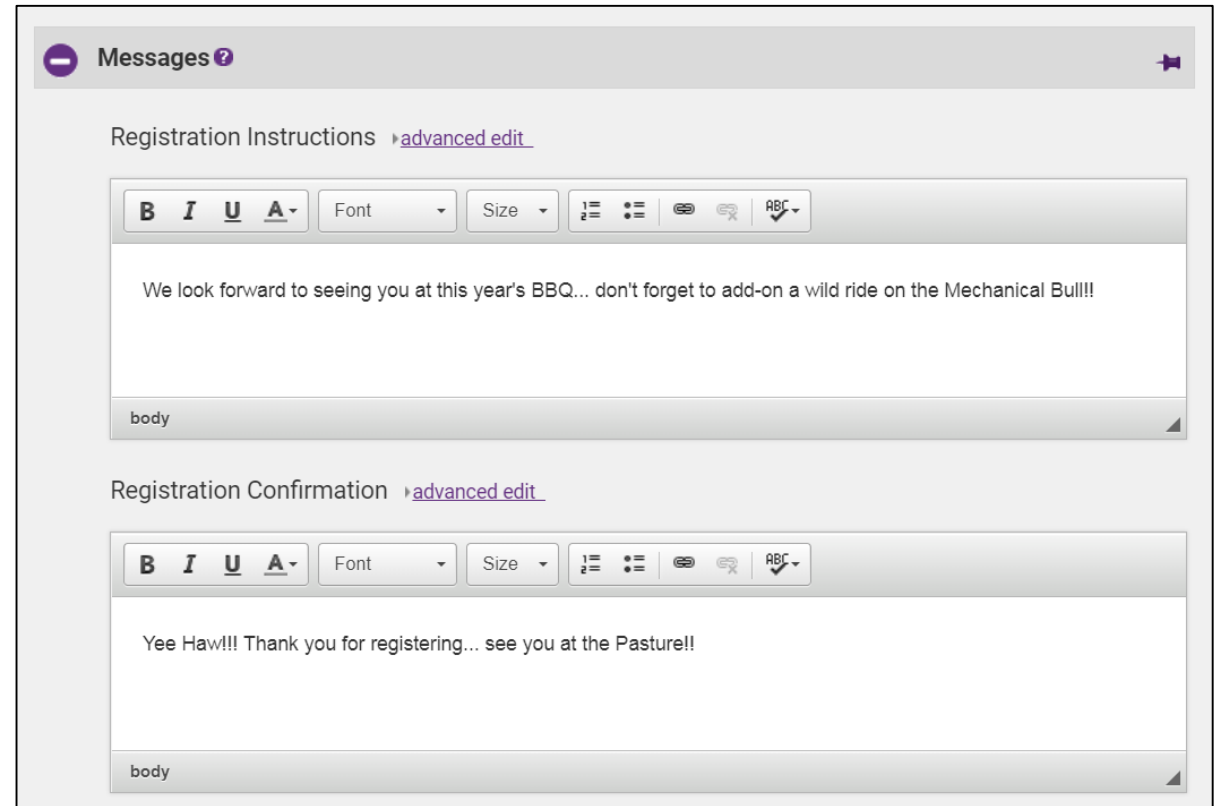
check all clear all	Age Range	Discount Name	Description	Applies To	Amount
<input type="checkbox"/>	0 - 5	Age Discount	Children under 5 eat free	Ye Ol' Barbecue Registration Fee - Non Members	\$0.00 off

[Remove Selected Items](#) [Add Discount](#)

Create & Publish an Event

You can add customized registration instructions, as well as a customized thank you confirmation to your event...

WIKI: [Customize Event Messages](#)

A screenshot of the "Messages" configuration interface. The interface has a header bar with a minus icon and the text "Messages ?". Below the header, there are two sections: "Registration Instructions" and "Registration Confirmation". Each section has a link to "advanced edit". The "Registration Instructions" section contains a text area with the text "We look forward to seeing you at this year's BBQ... don't forget to add-on a wild ride on the Mechanical Bull!!". The "Registration Confirmation" section contains a text area with the text "Yee Haw!!! Thank you for registering... see you at the Pasture!!". Both text areas have a "body" label at the bottom left. Above each text area is a toolbar with buttons for bold (B), italic (I), underline (U), and text color (A-), as well as dropdown menus for Font and Size, and icons for bulleted list, numbered list, link, unlink, and a checkmark.

Create & Publish an Event

Ready, Set, Go... Preview your Event!!

Ye Old BBQ

Name: Ye Old BBQ

Date: August 31, 2018

Time: 5:00 PM - 11:00 PM CDT

Website: [Click here for more info on venue](#)

[Register Now](#)

Events

[Calendar](#) [General](#) [Fees](#) [Sponsors](#) [Advanced](#) [Guest List](#) [Account](#) [Files](#) [Tasks](#)

Ye Old BBQ

[Save](#) [Cancel](#) [Preview Event Page](#) [Delete Event](#)

Event Information

Title:

Time Zone: ☐ Show/Select from all time zones


Start Date/Time: :

End Date/Time: : [same as start date](#)

Reminder Date/Time: : : ☐ Send automatic [reminder](#) to all registrants

Recurrence: ?

Approval Status: Professional Development Hours:



Questions??