ChamberMaster/MemberZone Event Setup

Agenda

Manage Registrations, Back Office and Online

Manage Guest List

Manage Event Sponsors

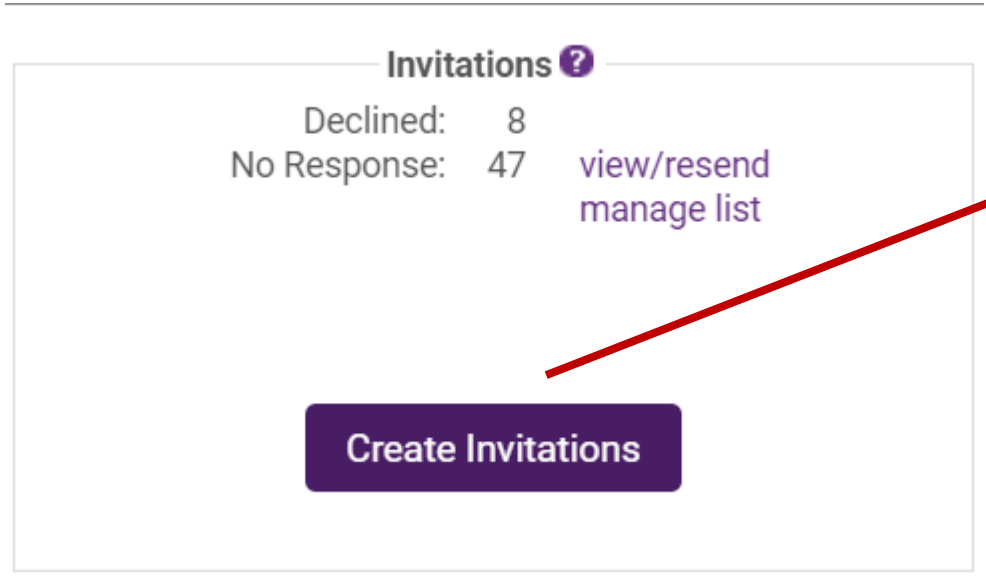
Review Reports for Name Tags, Check-in Roster, etc.

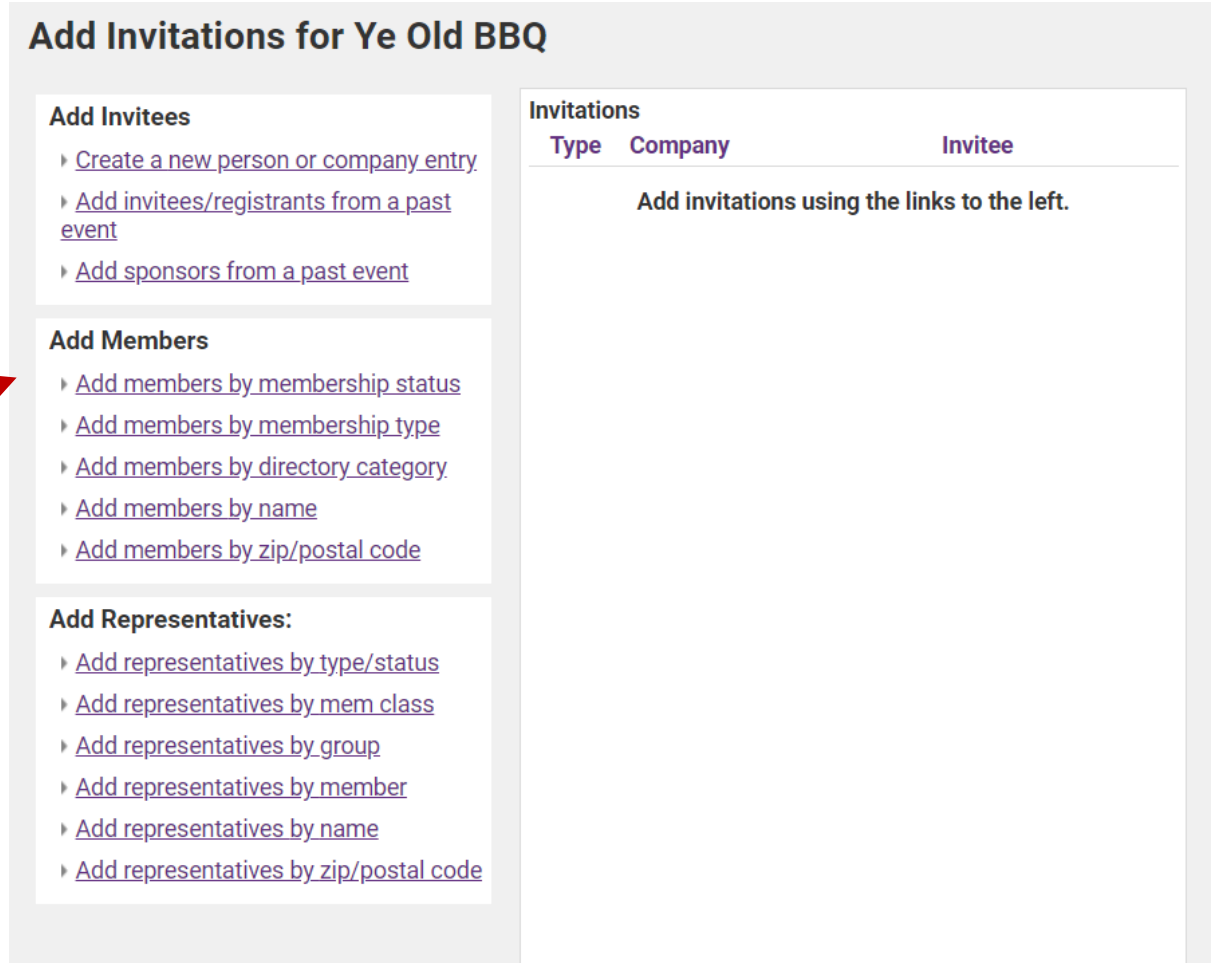
Manage Event Invoicing

Events Module

Create Invitations

WIKI: Send Invitations



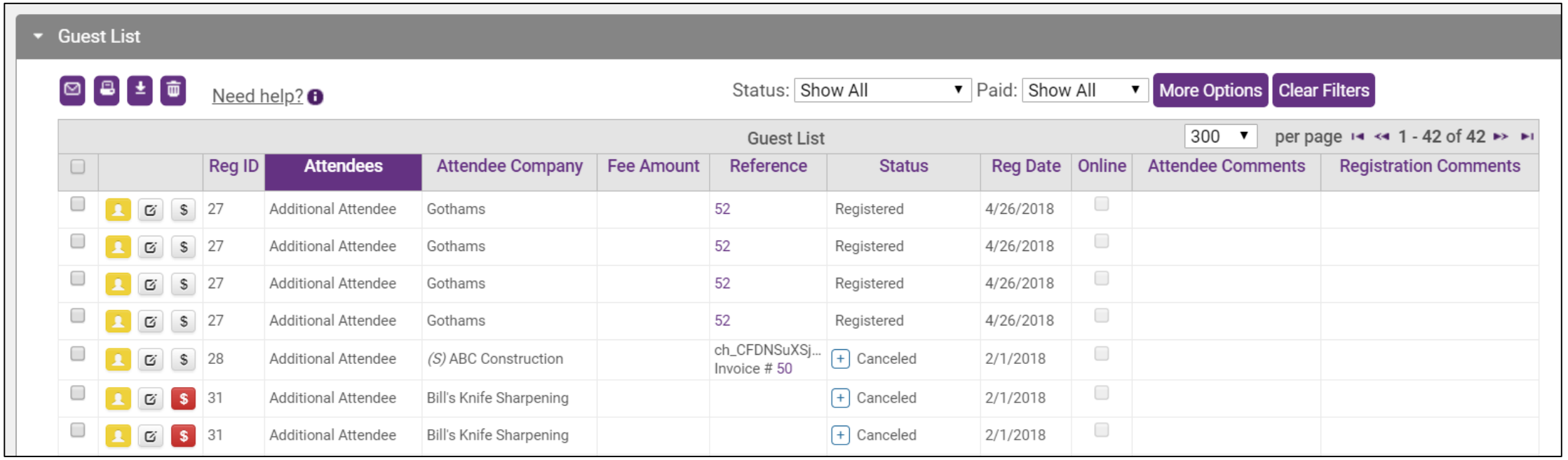


Events Module

Managing Attendees

WIKI: Manage Invitee List

Click Here for an Overview of Working with the Guest List



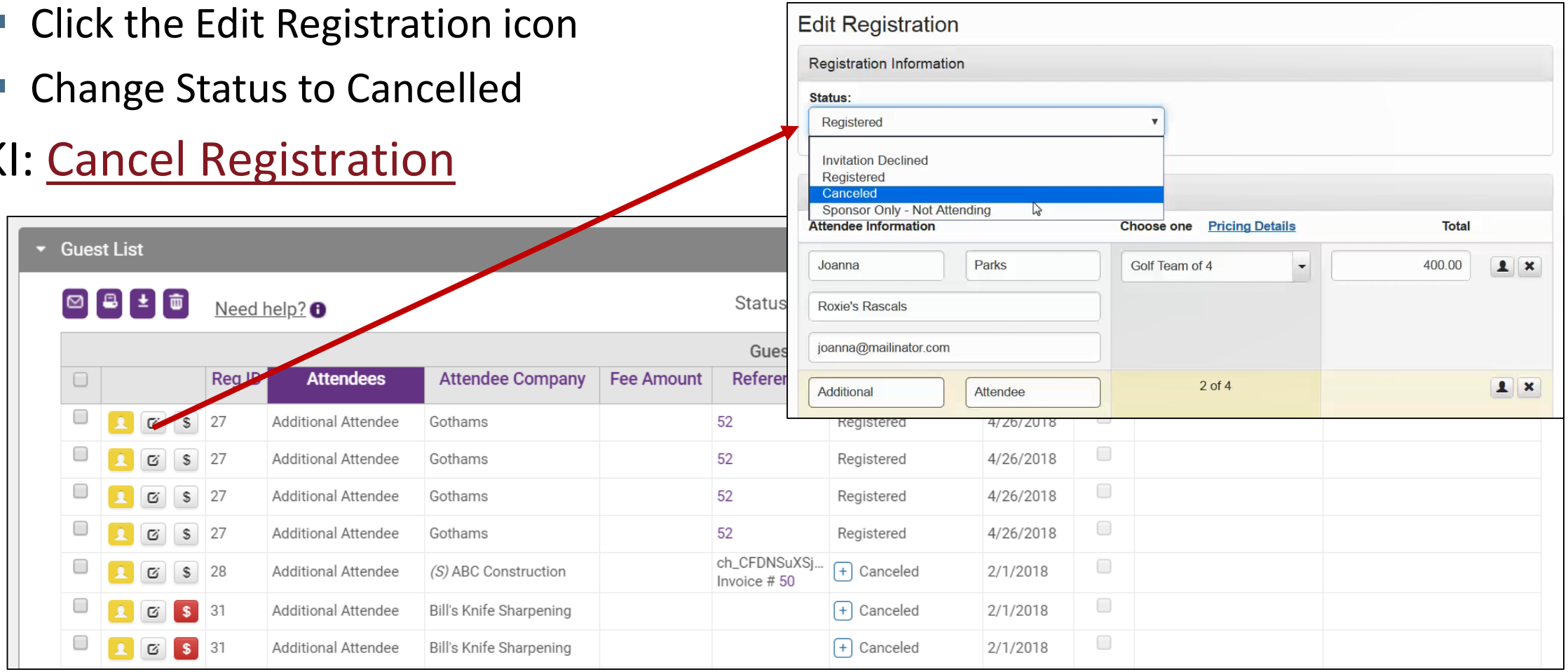
	Reg ID	Attendees	Attendee Company	Fee Amount	Reference	Status	Reg Date	Online	Attendee Comments	Registration Comments
	27	Additional Attendee	Gothams		52	Registered	4/26/2018			
	27	Additional Attendee	Gothams		52	Registered	4/26/2018			
	27	Additional Attendee	Gothams		52	Registered	4/26/2018			
	27	Additional Attendee	Gothams		52	Registered	4/26/2018			
	28	Additional Attendee	*(S)* ABC Construction		ch_CFDNSuXSj... Invoice # 50	Canceled	2/1/2018			
	31	Additional Attendee	Bill's Knife Sharpening			Canceled	2/1/2018			
	31	Additional Attendee	Bill's Knife Sharpening			Canceled	2/1/2018			

Events Module

Cancel Registration

- Click the Edit Registration icon
- Change Status to Cancelled

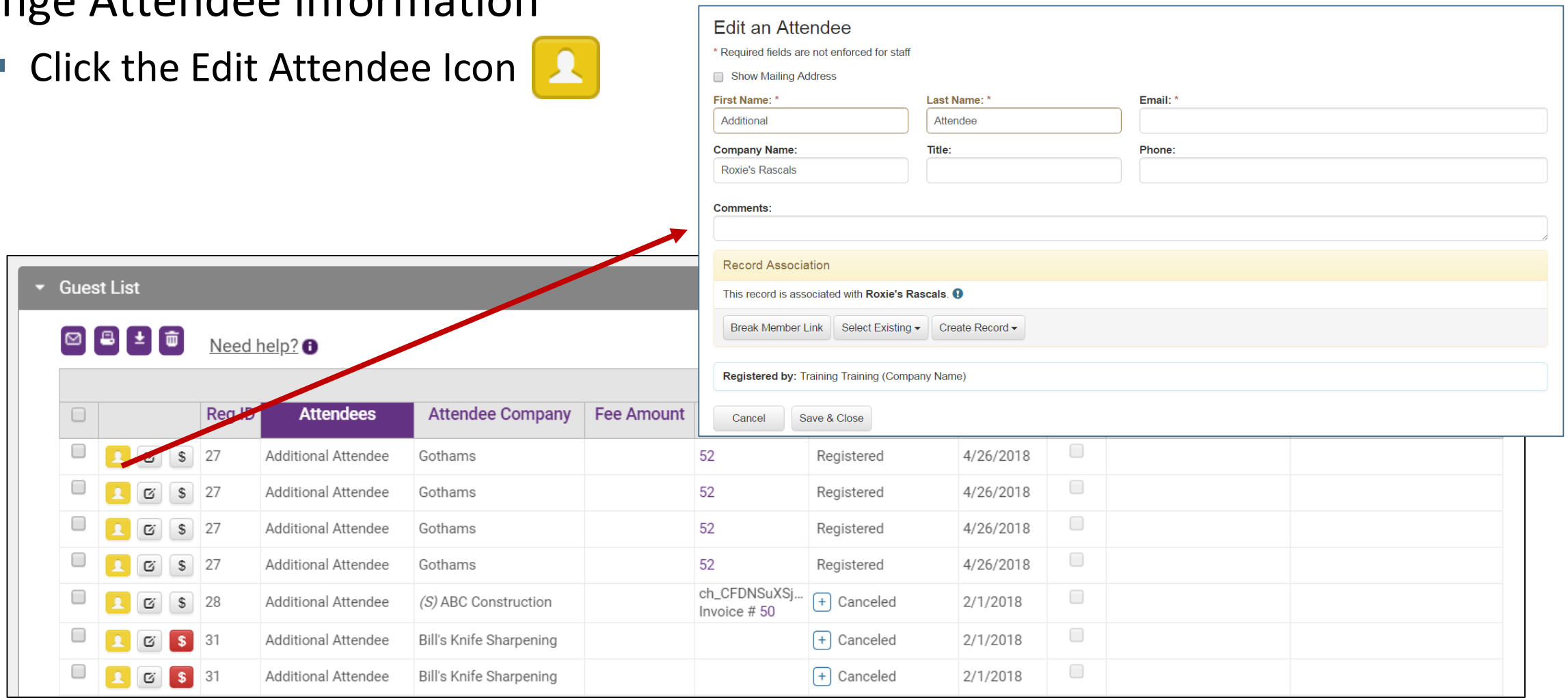
WIKI: Cancel Registration



Events Module

Change Attendee information

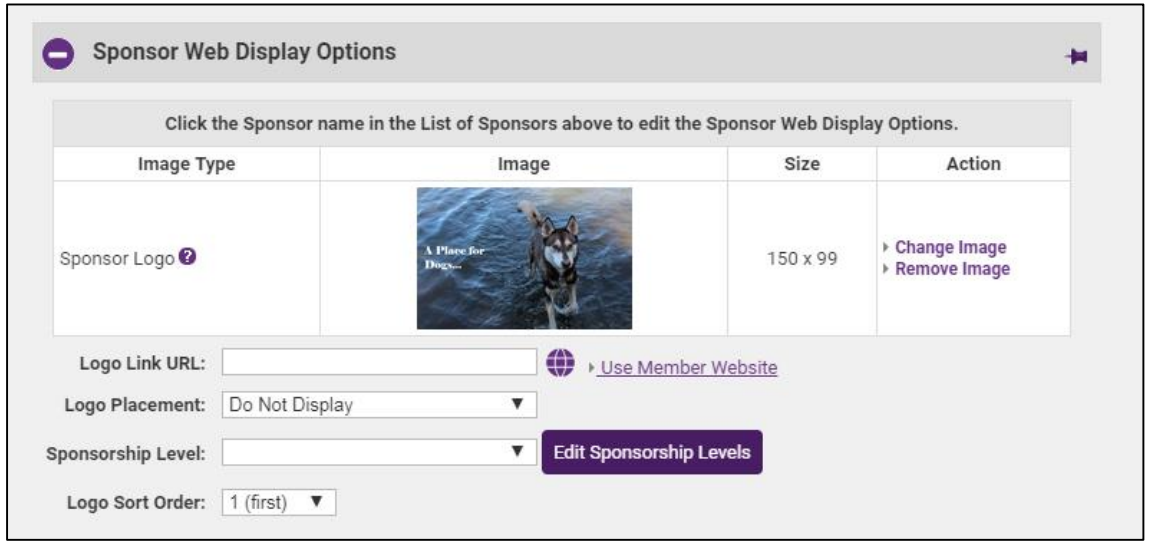
- Click the Edit Attendee Icon



Working with Sponsors

You can add sponsors through the database, or sponsors are added automatically when a registrant selects a registration fee that you have designed to automatically add as a sponsor

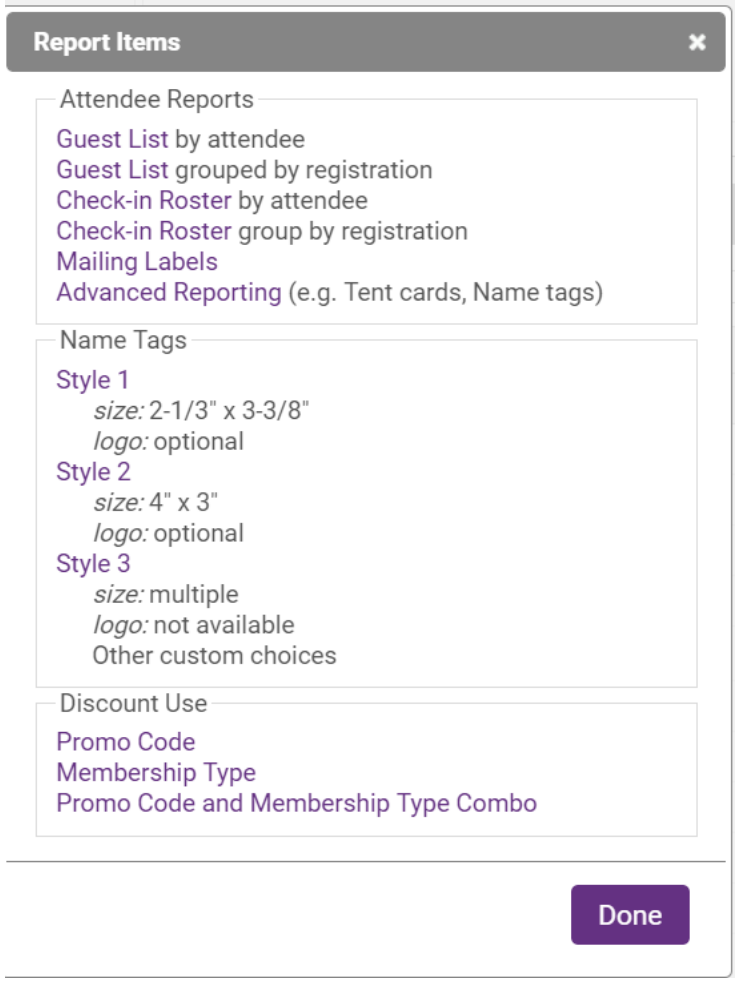
WIKI: Working with Sponsors



Events Reports & Labels

Within the Events module, reports, labels, and downloads are available at the bottom of a number of the lists which may give the desired options right there.

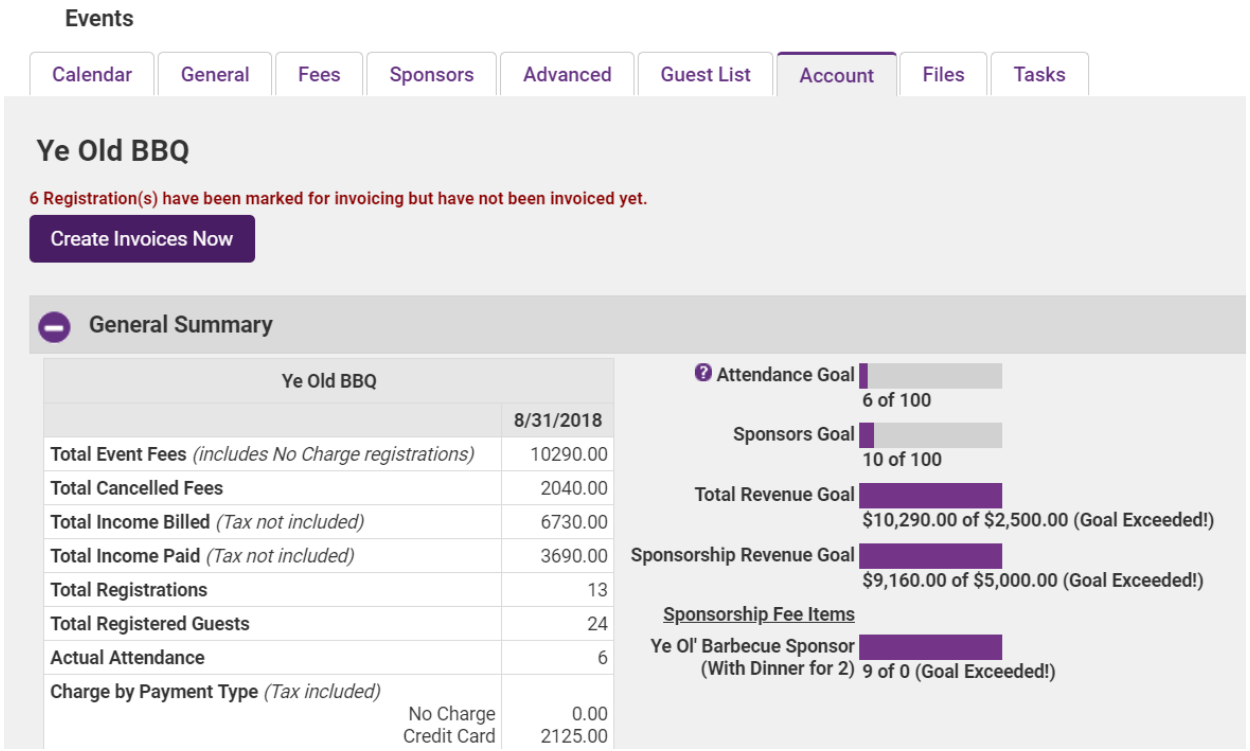
WIKI: Reports & Labels



Event Invoicing

If you have allowed for invoicing of event registrations, you can easily create and deliver invoices directly from the Event Account Tab

WIKI: Create Event Invoices & Sales Receipts



Questions??