

Chapter Event Guide – Creating an Event

YouTube Tutorial: [CLICK HERE](#)

Log into your chapter account

If you do NOT have your information, please contact the National Office or reach out to your Regional Rep

1) Click on “Create New Event” located on the left side tool bar second from the top

LOGGED IN AS GOODHUE COUNTY (MN) MY ACCOUNT LOGOUT

My Events

- Manage Events
- Create New Event**
- Events I'm Attending

Event Organizer

- Multi-User Access
- Integrations
- My Events Widget

Account Information

- My Account

Manage Events

Switch to [Mobile Dashboard](#)

- ▶ [Summary report of all Events & Performances](#) - CSV via email
- ▶ [Contact info for Buyers & Guests \(all events\)](#) - CSV via email

Sort by: Status:

Filter: Archived:

13 events selected, out of 13 total

Event Name	Start Date	Status	Location	Tickets Sales	Archive
Free For All Annual Event	Fri Aug 23, 2019 7:00 PM CDT	PENDING	Some Field Anywhere, AL	0	
QF Banquet Goodhue	Sat Aug 17, 2019 7:00 PM CDT	PENDING	City Hall Goodhue, MN	3 \$70	
Banquet Test	Fri Aug 16, 2019 7:00 PM CDT	DRAFT	City Hall Goodhue, MN	0	<input type="checkbox"/>

- 2) If you have NOT previously created an event, please choose from one of the event templates by clicking on the name in blue.
- If you have created the exact event before, COPY it from your previous event by clicking on the green bar and selecting the event.

Do NOT create an event from scratch – please use the templates provided

EDIT DESIGN MANAGE PROMOTE PREVIEW PUBLISH

COPY PREVIOUS EVENT Close

Click here if you want to start by copying from one of your other 1 events.

TEMPLATES Close

Start from a pre-defined template, then customize your event.

- PF Banquet Template**
- PF Generic Event
- PF Youth Event Template
- QF Banquet Template
- QF Generic Event
- QF Youth Event Template

Event Info Page

- 1) Enter your event name, date and time
- 2) Event Type will default to 'Ticketed' to allow you to sell tickets, Short Description will default to your chapter name ***do NOT change this**
- 3) If you have selected Generic event please adjust the Event Category
- 4) Update your Event Description and Information
 - **Uploading an image:** the image must be online, such as present on your chapter's website or Facebook page
 - i. Select 'image' within the Event Description options
 - ii. The 'Source' is the URL of the photo
 - iii. Add an 'Image Description' and leave 'Constrain Proportions' checked
 - iv. The image should then appear in the description box if everything uploaded correctly.
- 5) Event Reports will automatically be emailed to the chapter email, if you would like to receive them at any other personal email account add it in this section
 - The email will automatically be sent with a breakdown of how many tickets were sold, the total amount you have made on sales and the ability to export other event reports without having to log in
 - NOTE: to add multiple emails to the list add a comma between them
- 6) Click 'Save Changes' before clicking 'Next'

Venue Page

- 1) Enter your venue name
- 2) Enter your venue capacity – or max number of seats you can sell
 - By entering in a number this will help you not oversell tickets
- 3) Enter your venue location
- 4) Click 'Save Changes' before clicking 'Next'

NOTE: You will only need to enter this once. After your venue information is saved the first time it will show up as an existing venue option for future events.

Ticketing

- 1) Under Ticketing Plan adjust tickets as needed
 - A) To edit a ticket price or description click the 'Edit' button under the Actions column
 - B) You can edit the ticket name, price, and ticket description from this view

Ticket Type



Name *

Price * Free **Online Quantity *** Up to location capacity

Ticket Description

[+ Advanced Options](#)

- C) Under 'Advanced Options', you can customize further

NOTE: 'Not for Admission' means the ticket will not be used for admission into an event, and won't count towards the venue capacity
- D) Click 'Save'
- E) **NOTE** if you are editing the ticket description on ticket with the  icon next to it you cannot change the meal or membership number in the description without also changing the package or bundle.
- F) To edit ticket bundles, click the  icon next to the ticket type
- G) Select the ticket from the dropdown and click on the ticket type within the bundle to increase or decrease the quantities of tickets available with that package

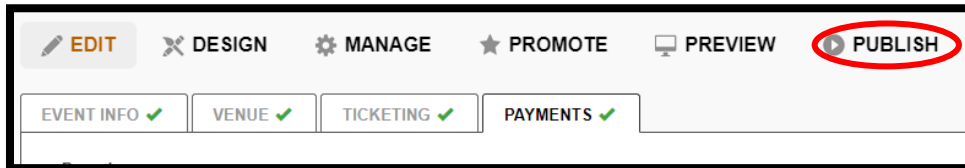
- H) Click 'Save' and 'BACK TO DASHBOARD' to return to editing your event
- I) To remove tickets, click the 'Remove' button the Actions column

For more information on Ticket Bundles and how to create them, please see the [Events Center – Ticket Bundles guide](#).

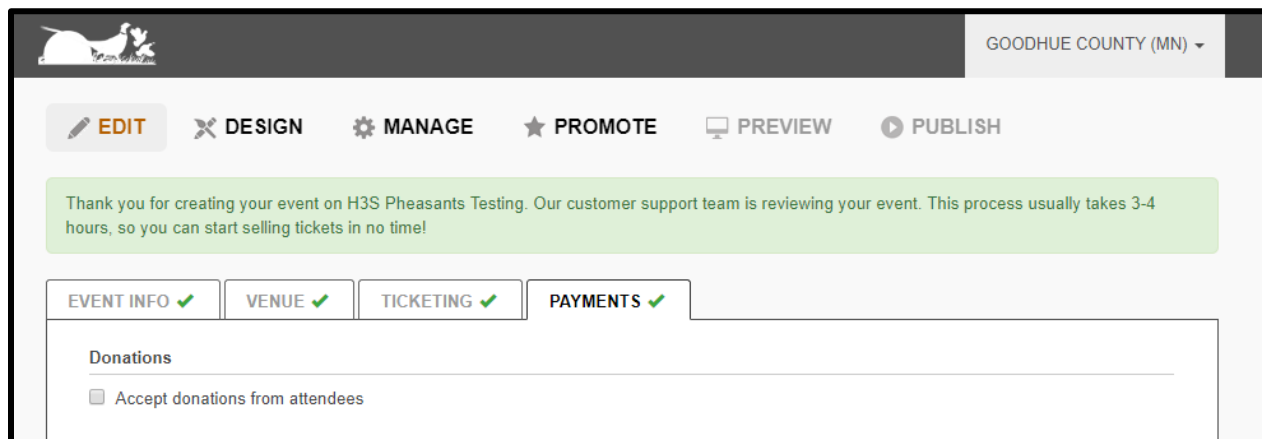
- 2) To add a ticket type click the + Add Ticket Type and enter in name, price, description, and online quantity you would like to sell
 - A) If you have a venue capacity we recommend you click 'up to location capacity' which will allow you to sell the ticket until the entire event is sold out
 - B) To link this ticket with 1 membership select the product code from the drop down

- If this is a ticket associated with multiple tickets (ie a sponsorship that comes with 8 meals tickets and 4 memberships) you will want to check the 'Bundle' box located under the Product code and save – then follow steps F through I under 'Ticketing'

- 3) You can adjust or change the guest info, enter a post purchase survey and adjust your fulfillment options as you see fit. What is currently in there is what we recommend.
- 4) If you click 'Next' you will notice the payments page – you can turn on the option to accept donations from attendees
 - A) You cannot change your payment account
- 5) When you're done editing your event hit 'Publish' for your event to go to your regional representative for approval before going live
 - A) **NOTE:** your event will not go live until approved, if it is pending longer than 3 days please contact national headquarters.



18) You will see the following message after hitting *Publish*:



19) Your event will then show up as *Pending* on your *Manage Events* page.

