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	S GOODHUE COUNTY (MN)	MY ACCOUNT	LOGOUT
My Events Manage Events Create New Event	Manage Events Switch to Mobile Dashboard Summary report of all Events & Performances - CS Contact info for Buyers & Guests (all events) - CSN				
Events I'm Attending Event Organizer	Sort by Newest First ▼ Filter event name or location	Status Archived	Show All V Show Active		
Multi-User Access	13 events sele	cted, out of 13 total	1		
Integrations My Events Widget	Event Name Start Date	Status	Location	Tickets Sales	Archive
Account Information	Free For All Annual Event Fri Aug 23, 2019 7:00 PM CDT	PENDING	Some Field Anywhere, AL	0	
My Account	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	

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 creat	e an event from	scratch – please	e use the template	es provided		
Sedit (🗙 DESIGN	🔅 MANAGE			PUBLISH	
	COPY PREVIOU Click here if you wa		rom one of your other 1 e	events.		Close
	TEMPLATES Start from a pre-def PF Banquet Templa PF Generic Event PF Youth Event Tem QF Banquet Templa QF Generic Event QF Youth Event Tem	nplate te	stomize your event.			Close

1

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.

Insert/edit ima	ge	×
Source		
Image description		
Dimensions	x	Constrain proportions
		Ok Cancel

- 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'

Event Nam Test Bang		12 / 100
Public Ev	ent (anyone may view and purchase tickets)	
Event Type		
	(either Paid or Free Tickets)	
Promotion	n Only (No Tickets)	
Short Desc	ription (Short text for search results)	
Banquet h	osted by: Test Chapter (ST)	36 / 100
Event Cate	gory	
Banquet	Ŧ	
Event Desc	ription (Full details for event page)	
ΒI	USEE E E E Paragraph ▼ Font Family ▼ Font Sizes ▼	
D 🗄		

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

Online Quantity * 60 □ Free 0 ☑ Up to location capacit	Name *	
\$ 60 □ Free 0 ☑ Up to location capacit Ticket Description	Associate Membership + Meal Ticket	
\$ 60 □ Free 0 ☑ Up to location capacit Ticket Description Includes 1 dinner ticket and an annual PF membership (\$35 value).	Price *	Online Quantity *
-	\$ 60	0 Up to location capacity
Please be sure to fill out the full name and address for the membership.	licket Description	

- C) Under 'Advanced Options', you can customize further <u>NOTE:</u> '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* 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

E	ronze Sponsor : 02-08 05:00 PM : \$	\$500.00					
recognitio	4 meals, 2 PF annual memberships (\$35 on. Please include both names and addre hip materials.		1				
	Bundled Ticket Types				Туре	es Available to Bundle	
Performance	Ticket Type	Qty	Price		Performance	Ticket Type	P
02-08 05:00 PM	Associate Membership + Meal Ticket	2	\$60.00	8	02-08 05:00 PM	Youth Membership Ticket	\$3
02-08 05:00 PM	Meal Ticket	2	\$25.00	8	02-08 05:00 PM	Associate Membership Only Ticket	\$3
	Add / Update Ticket Bundle	е			02-08 05:00 PM	Youth Membership Only Ticket	\$1
Includes 1 dinner out the full name	: Associate Membership + Meal Ticket ticket and an annual PF membership (\$35 val and address for the membership. entry of Guest Info		be sure t	o fill	02-08 05:00 PM	Student Membership Only Tick	et \$2

- 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

Product Code		Product Code QFAFFILIATE: Affiliate
Bundle This ticket type is used to BUNDLE other tickets to sell as a single item.	Í	Bundle This ticket type is used to BUNDLE other tickets to sell as a single item.
Guest Info Request entry of additional information for this ticket type.		Guest Info Request entry of additional information for this ticket type.
SAVE CANCEL		SAVE CANCEL

• 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.

/ EDIT	X	DESIGN	🌣 MANAGE	* PROMOTE		PUBLISH
EVENT INFO	 Image: A start of the start of	VENUE 🗸		PAYMENTS 🗸]	

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

					GOODHUE COUNTY (MN) 🗸
/ EDIT	🗙 DESIGN	🌣 MANAGE	* PROMOTE		D PUBLISH
· · · · ·	creating your event or can start selling ticket		ing. Our customer suppo	rt team is reviewing yo	our event. This process usually takes 3-4
EVENT INFO	VENUE V		PAYMENTS 🗸]	
Donations					
Accept	donations from attend	ees			

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

		Logged in A	S GOODHUE COUNTY (MN)	MY ACCOUN	NT LOGOUT
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