

# GrowthZone - Event Setup - The Basics



## Overview of Event Page

### Initial setup

- Event Calendars
- Event Categories

### Setting up an Event

- Add Event Registration Fees
- Add Additional Items
- Add Event Custom Fields

Create and manage every aspect of an event from within the Events module

- Setup your event page
- Member & non-member pricing
- Publications, Invitations and other communication
- Registration and Check-in
- Invoicing and Payments
- Reporting

[Back to Search](#)



## Fall Tour 2020

Monday, November 30, 2020 (11:00 AM - 2:00 PM) (CST)



### Description

Come see the beautiful colors



### Images



Registration Closed

#### 💰 Pricing

\$50 for members

\$75 non-members

\$200 for Table of 8

20% if register by Nov 15

#### 📍 Rabbit Lake House

21748 S Raider Court  
Crosby, MN 56441 United States



👤 **Event Contact**  
Training Training

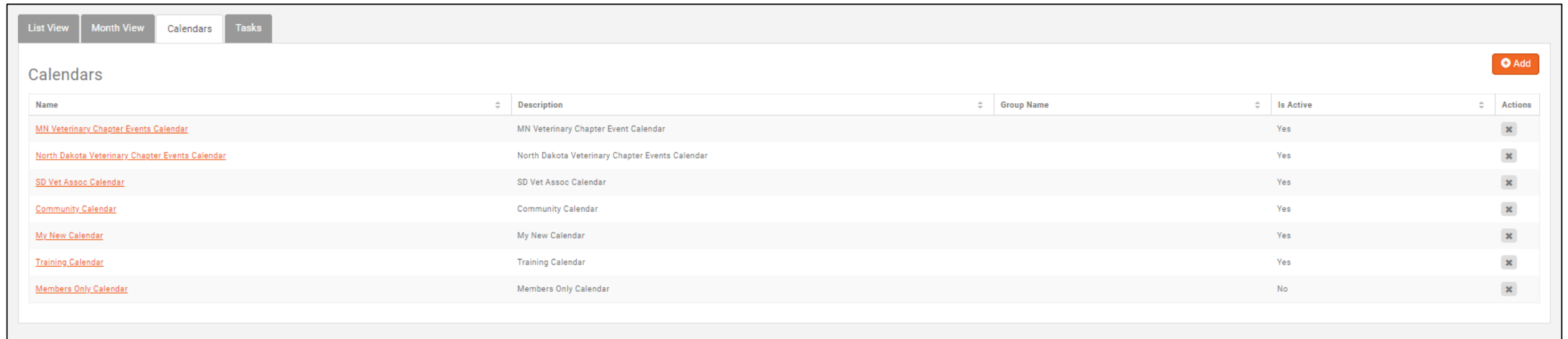
☰ **Categories**  
Arts & Culture

👥 **Registered Guests**  
1 [See Attendee List](#)

# Event Calendars

To display your events, you will need to setup your calendars.

[WIKI: Event Calendars](#)



The screenshot shows a web interface for managing calendars. At the top, there are four tabs: 'List View', 'Month View', 'Calendars', and 'Tasks'. The 'Calendars' tab is selected. Below the tabs, there is a header 'Calendars' and an 'Add' button. The main content is a table with the following columns: Name, Description, Group Name, Is Active, and Actions. The table contains seven rows of calendar entries.

Name	Description	Group Name	Is Active	Actions
<a href="#">MN Veterinary Chapter Events Calendar</a>	MN Veterinary Chapter Event Calendar		Yes	
<a href="#">North Dakota Veterinary Chapter Events Calendar</a>	North Dakota Veterinary Chapter Events Calendar		Yes	
<a href="#">SD Vet Assoc Calendar</a>	SD Vet Assoc Calendar		Yes	
<a href="#">Community Calendar</a>	Community Calendar		Yes	
<a href="#">My New Calendar</a>	My New Calendar		Yes	
<a href="#">Training Calendar</a>	Training Calendar		Yes	
<a href="#">Members Only Calendar</a>	Members Only Calendar		No	

# Event Categories

Your events can be categorized to easily allow for visitors to your website to find just the type of events they are interested in

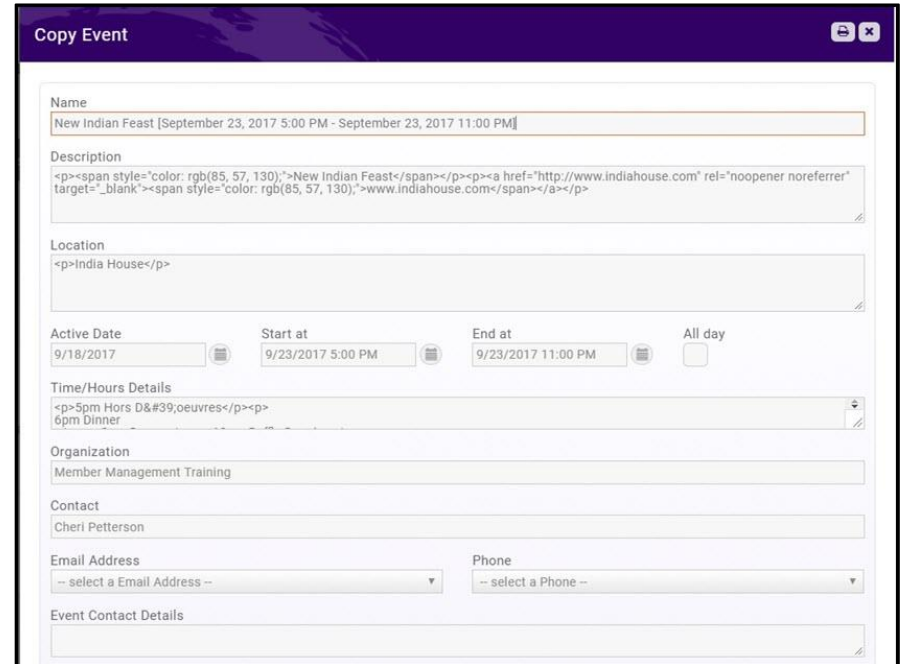
WIKI: [Categories](#)

Category Items					<a href="#">+ Add Multiple</a>	<a href="#">+ Add</a>
Name	Parent	Description	Usages	Actions		
<a href="#">Arts &amp; Culture</a>			34	<a href="#">x</a>		
<a href="#">Sporting Events</a>			13	<a href="#">x</a>		
<a href="#">Community Education Events</a>			13	<a href="#">x</a>		
<a href="#">Trade Show</a>		Trade Show Events	1	<a href="#">x</a>		

# Copy an Existing Event

If you run the same events regularly, you can copy an existing event and save yourself some setup time. You can determine key setup items you would like to copy, such as Attendee Setup, Tasks, Files, etc.

WIKI: [Copy an Existing Event](#)



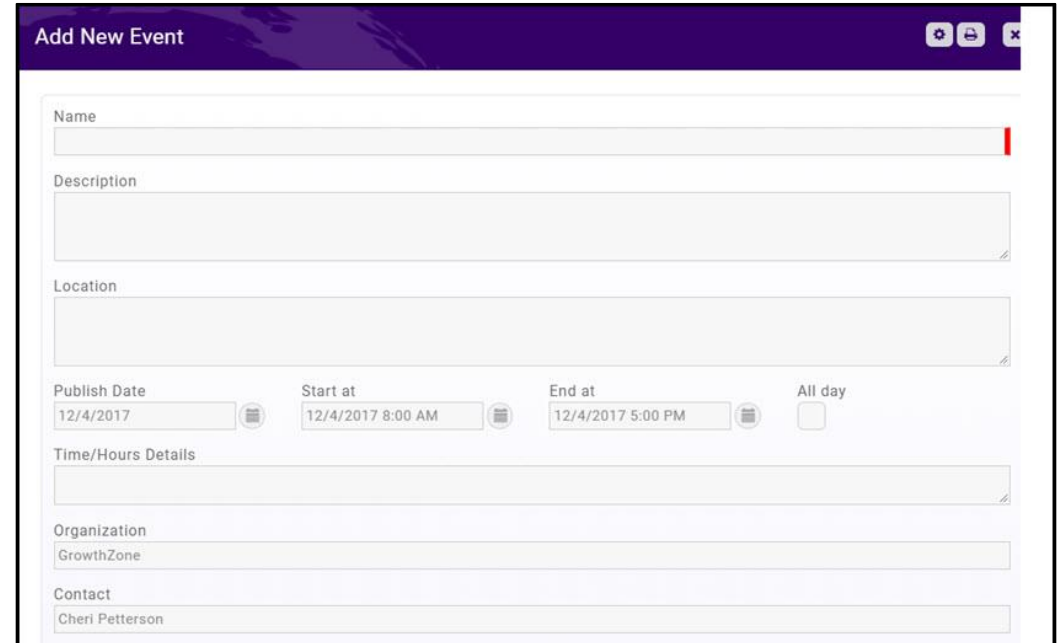
The screenshot shows a 'Copy Event' form with the following fields and values:

- Name:** New Indian Feast [September 23, 2017 5:00 PM - September 23, 2017 11:00 PM]
- Description:** `<p><span style="color: rgb(85, 57, 130);">New Indian Feast</span></p><p><a href="http://www.indiahouse.com" rel="noopener noreferrer" target="_blank"><span style="color: rgb(85, 57, 130);">www.indiahouse.com</span></a></p>`
- Location:** `<p>India House</p>`
- Active Date:** 9/18/2017
- Start at:** 9/23/2017 5:00 PM
- End at:** 9/23/2017 11:00 PM
- All day:**
- Time/Hours Details:** `<p>5pm Hors D&#39;oeuvres</p><p>6pm Dinner</p>`
- Organization:** Member Management Training
- Contact:** Cheri Petterson
- Email Address:** -- select a Email Address --
- Phone:** -- select a Phone --
- Event Contact Details:** (Empty field)

# Add a New Event

You may add a new event by clicking the **Quick Actions** button in the header bar, or by clicking the **Add Event** button on the Events page.

WIKI: [Add a New Event](#)



The screenshot shows a web form titled "Add New Event" with a purple header bar. The form contains the following fields and controls:

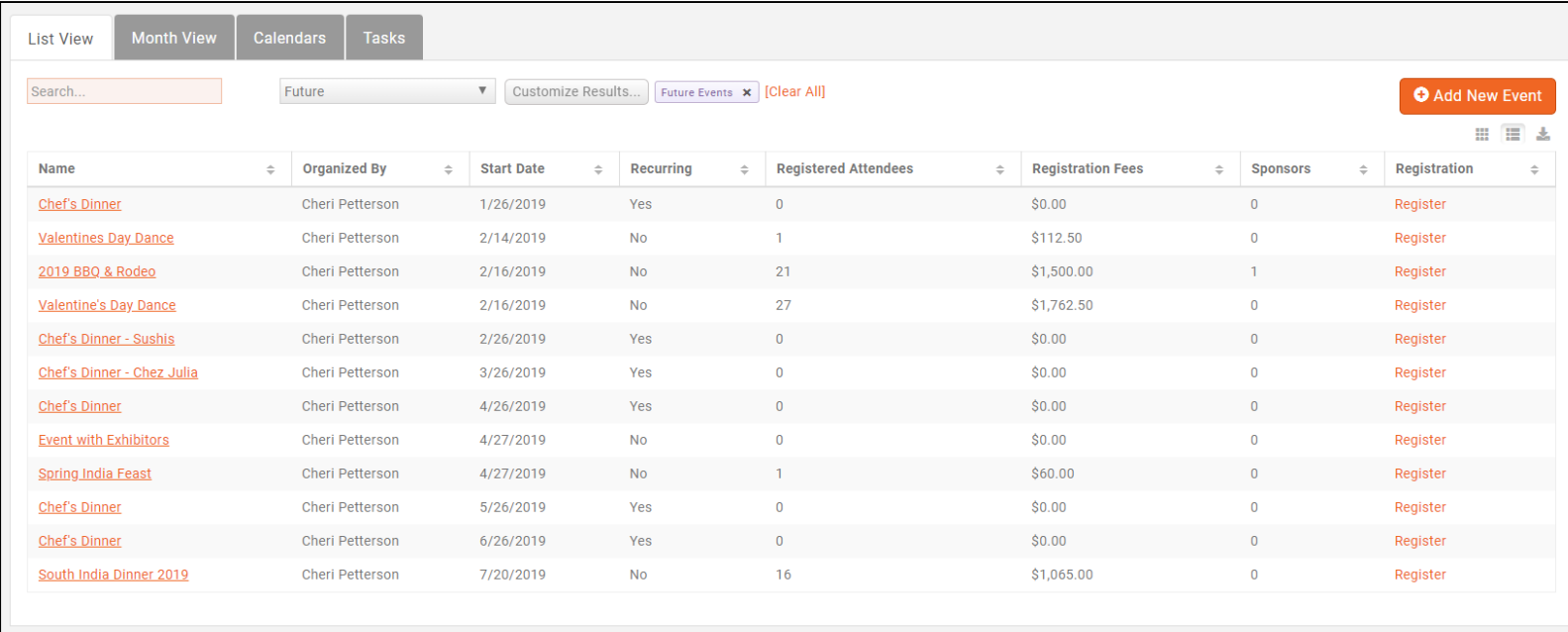
- Name:** A text input field.
- Description:** A large text area.
- Location:** A text input field.
- Publish Date:** A date picker showing "12/4/2017".
- Start at:** A time picker showing "12/4/2017 8:00 AM".
- End at:** A time picker showing "12/4/2017 5:00 PM".
- All day:** An unchecked checkbox.
- Time/Hours Details:** A text input field.
- Organization:** A text input field containing "GrowthZone".
- Contact:** A text input field containing "Cheri Petterson".



# View/Edit Event Details

You may view your events, by selecting Events in the Navigation Panel OR you may type the event name in the Search box in the header bar.

WIKI: [Edit Event Details](#)

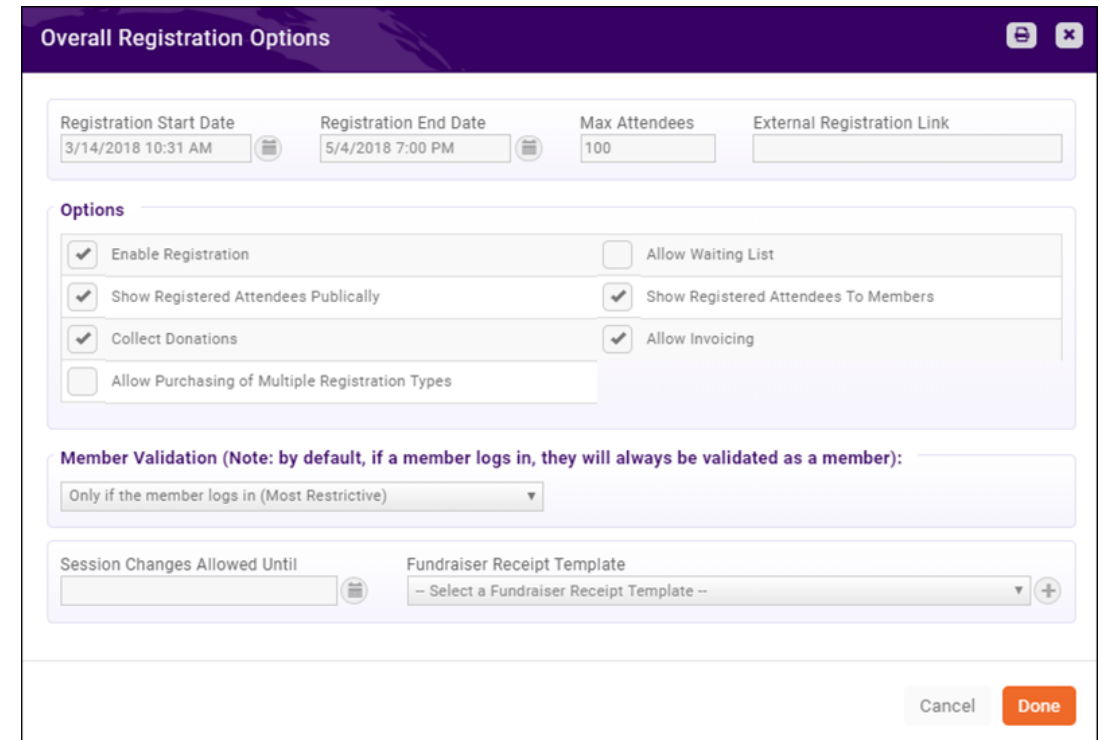


The screenshot displays the 'Events' page in the GrowthZone software. At the top, there are navigation tabs for 'List View', 'Month View', 'Calendars', and 'Tasks'. Below these is a search bar with the text 'Search...' and a dropdown menu set to 'Future'. To the right of the search bar are buttons for 'Customize Results...', 'Future Events', and '[Clear All]'. An orange button labeled 'Add New Event' is located in the top right corner. The main content is a table with the following columns: Name, Organized By, Start Date, Recurring, Registered Attendees, Registration Fees, Sponsors, and Registration. The table lists 11 events, all organized by Cheri Petterson, with various start dates and registration fees.

Name	Organized By	Start Date	Recurring	Registered Attendees	Registration Fees	Sponsors	Registration
<a href="#">Chef's Dinner</a>	Cheri Petterson	1/26/2019	Yes	0	\$0.00	0	<a href="#">Register</a>
<a href="#">Valentines Day Dance</a>	Cheri Petterson	2/14/2019	No	1	\$112.50	0	<a href="#">Register</a>
<a href="#">2019 BBO &amp; Rodeo</a>	Cheri Petterson	2/16/2019	No	21	\$1,500.00	1	<a href="#">Register</a>
<a href="#">Valentine's Day Dance</a>	Cheri Petterson	2/16/2019	No	27	\$1,762.50	0	<a href="#">Register</a>
<a href="#">Chef's Dinner - Sushis</a>	Cheri Petterson	2/26/2019	Yes	0	\$0.00	0	<a href="#">Register</a>
<a href="#">Chef's Dinner - Chez Julia</a>	Cheri Petterson	3/26/2019	Yes	0	\$0.00	0	<a href="#">Register</a>
<a href="#">Chef's Dinner</a>	Cheri Petterson	4/26/2019	Yes	0	\$0.00	0	<a href="#">Register</a>
<a href="#">Event with Exhibitors</a>	Cheri Petterson	4/27/2019	No	0	\$0.00	0	<a href="#">Register</a>
<a href="#">Spring India Feast</a>	Cheri Petterson	4/27/2019	No	1	\$60.00	0	<a href="#">Register</a>
<a href="#">Chef's Dinner</a>	Cheri Petterson	5/26/2019	Yes	0	\$0.00	0	<a href="#">Register</a>
<a href="#">Chef's Dinner</a>	Cheri Petterson	6/26/2019	Yes	0	\$0.00	0	<a href="#">Register</a>
<a href="#">South India Dinner 2019</a>	Cheri Petterson	7/20/2019	No	16	\$1,065.00	0	<a href="#">Register</a>

# Registration Options

Your event registration form, fees, discounts, and so on, are setup on an Event's **Attendee Setup** tab



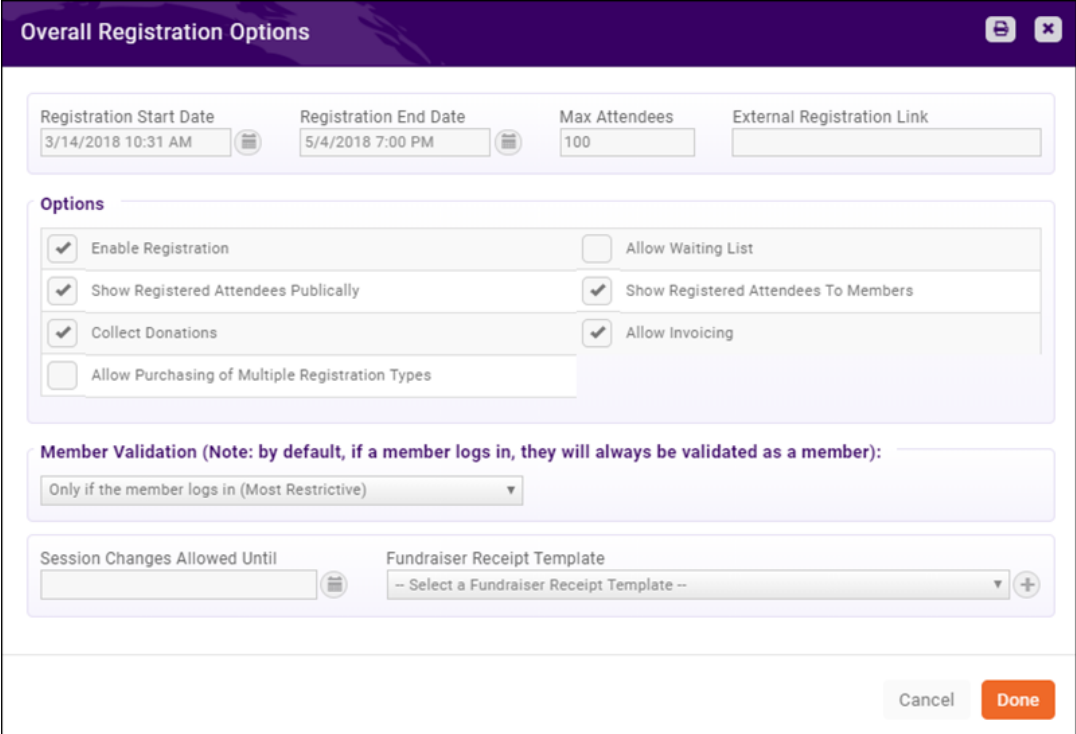
The screenshot shows a dialog box titled "Overall Registration Options" with a purple header. It contains several input fields and checkboxes. At the top, there are four fields: "Registration Start Date" (3/14/2018 10:31 AM), "Registration End Date" (5/4/2018 7:00 PM), "Max Attendees" (100), and "External Registration Link". Below these is an "Options" section with checkboxes for "Enable Registration" (checked), "Allow Waiting List" (unchecked), "Show Registered Attendees Publically" (checked), "Show Registered Attendees To Members" (checked), "Collect Donations" (checked), "Allow Invoicing" (checked), and "Allow Purchasing of Multiple Registration Types" (unchecked). A "Member Validation" section has a note and a dropdown menu set to "Only if the member logs in (Most Restrictive)". At the bottom, there are fields for "Session Changes Allowed Until" and "Fundraiser Receipt Template" (set to "-- Select a Fundraiser Receipt Template --"). The dialog has "Cancel" and "Done" buttons at the bottom right.

Registration Options

# Registration Options

You can configure: your registration open/end dates, maximum attendees, visibility, and so on under the **Overall Registration Options**.

WIKI: [Setup Overall Registration Options](#)



The screenshot shows a software window titled "Overall Registration Options" with a purple header. The window contains several configuration fields and sections:

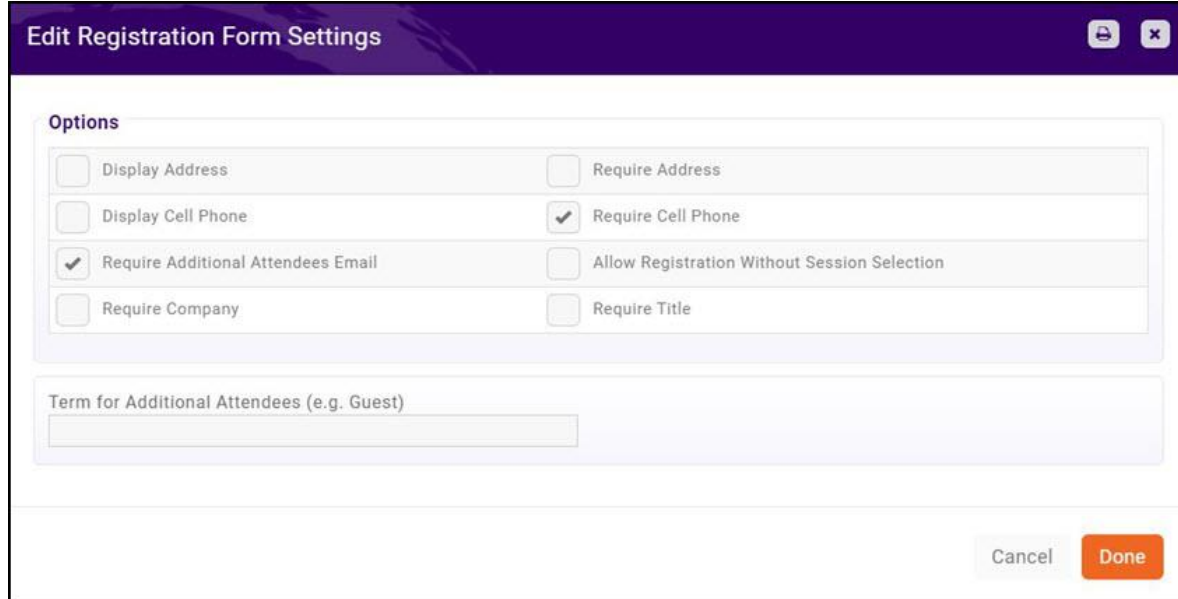
- Registration Start Date:** 3/14/2018 10:31 AM
- Registration End Date:** 5/4/2018 7:00 PM
- Max Attendees:** 100
- External Registration Link:** (empty text field)
- Options:** A section with several checkboxes:
  - Enable Registration
  - Allow Waiting List
  - Show Registered Attendees Publically
  - Show Registered Attendees To Members
  - Collect Donations
  - Allow Invoicing
  - Allow Purchasing of Multiple Registration Types
- Member Validation (Note: by default, if a member logs in, they will always be validated as a member):** A dropdown menu set to "Only if the member logs in (Most Restrictive)".
- Session Changes Allowed Until:** (empty text field)
- Fundraiser Receipt Template:** A dropdown menu set to "-- Select a Fundraiser Receipt Template --".

At the bottom right of the window, there are two buttons: "Cancel" and "Done".

# Registration Form

By default, the registration form for an event will require name and email address (organization will be included on the form, but is not required). You may configure the fields you wish to require on the registration form

WIKI: [Registration Form Settings](#)



**Edit Registration Form Settings**

**Options**

<input type="checkbox"/> Display Address	<input type="checkbox"/> Require Address
<input type="checkbox"/> Display Cell Phone	<input checked="" type="checkbox"/> Require Cell Phone
<input checked="" type="checkbox"/> Require Additional Attendees Email	<input type="checkbox"/> Allow Registration Without Session Selection
<input type="checkbox"/> Require Company	<input type="checkbox"/> Require Title


Term for Additional Attendees (e.g. Guest)

Cancel Done

# Event Custom Fields

You can easily create custom fields to add to the Event Registration form. For Example, if you are offering meal choices for your annual banquet, you can gather this information from registrants via custom fields.

WIKI: [Event Custom Fields](#)

Custom Fields 					
Object Type	Display Name	Field Data Type	Group Name	Archived	Actions
Event Registration	Dietary Restrictions	Text		No	
Event Registration	Meal Choice	Dropdown		No	
Event Registration	Table Name	Text		No	
Event Registration	Seat Number	Text		No	

# Event Registration Fees

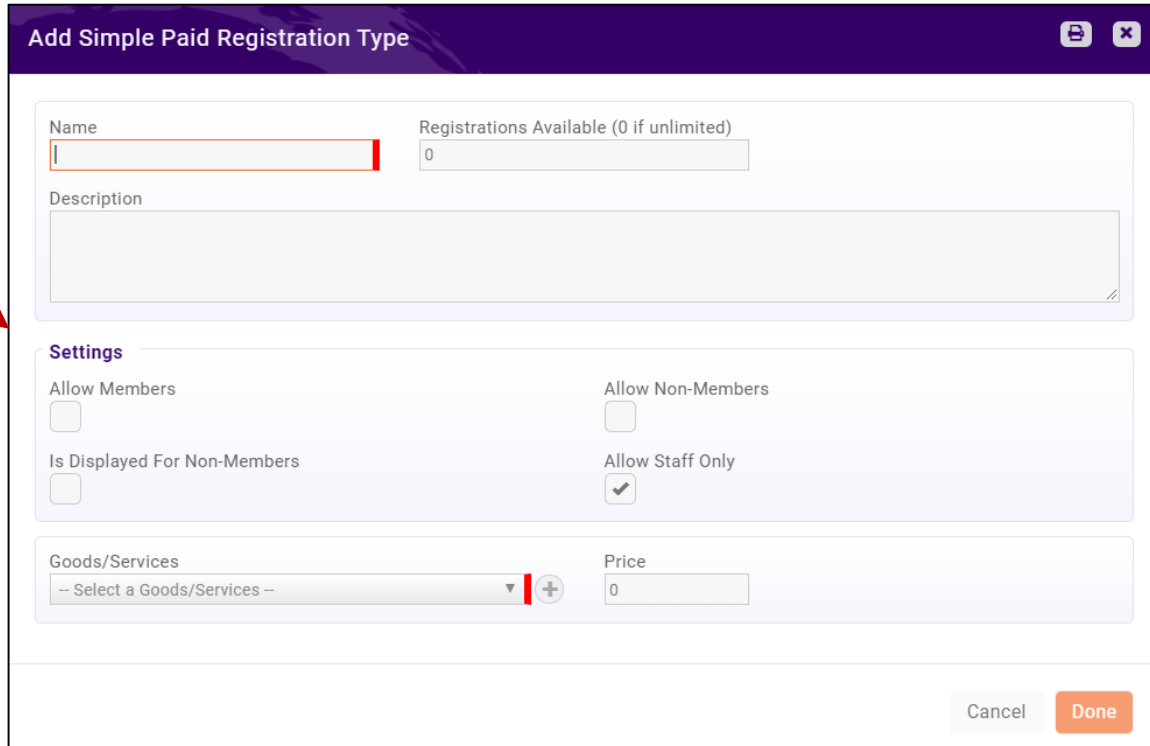
The registration fees for your event are configured in the **Registration Types** section of the **Attendee Setup** tab.

WIKI: [Event Fees-Registration](#)



+ Add Type

- Add Free Registration Type
- Add Simple Paid Registration Type
- Add Table/Group Registration Type
- Add Advanced Type



Add Simple Paid Registration Type

Name  Registrations Available (0 if unlimited)

Description

**Settings**

Allow Members  Allow Non-Members

Is Displayed For Non-Members  Allow Staff Only

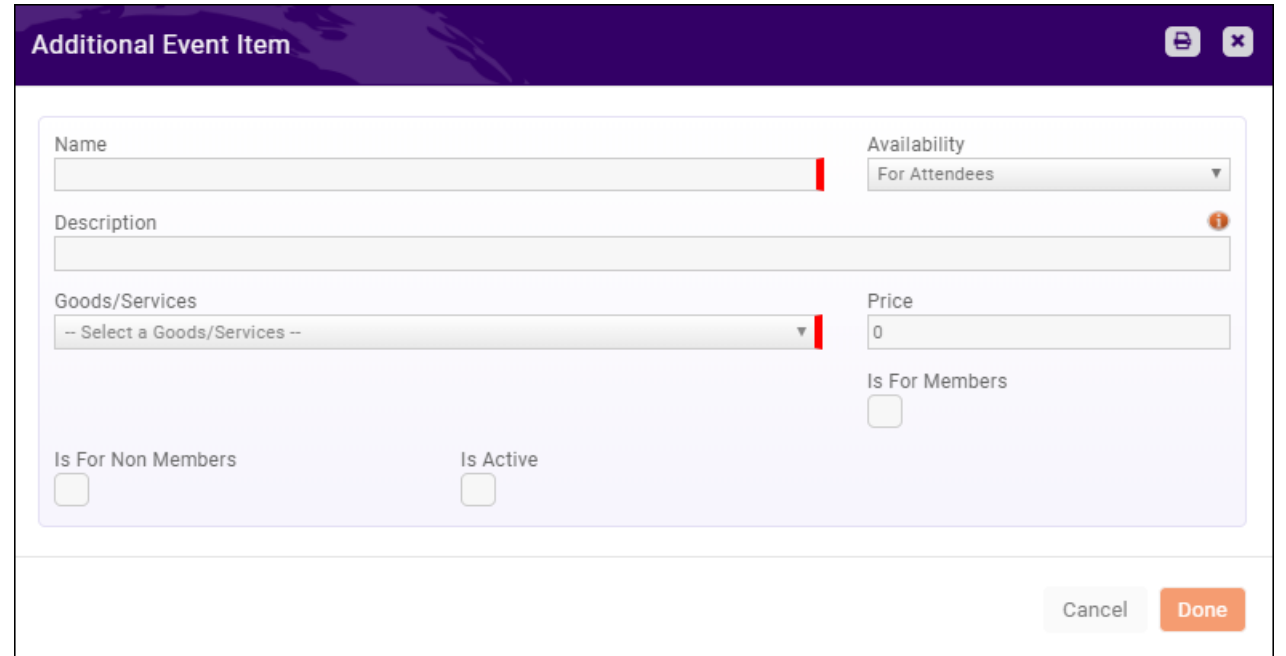
Goods/Services  Price

Cancel Done

# Event Fees—Additional Items

If you wish to sell additional items during the event registration process these items may be added in the **Additional Items** section on the **Attendee Setup** tab

WIKI: [Event Fees--Additional Items](#)



The screenshot shows a web form titled "Additional Event Item" with a dark purple header. The form contains the following fields and controls:


- Name:** A text input field.
- Availability:** A dropdown menu currently set to "For Attendees".
- Description:** A text input field with an information icon (i) to its right.
- Goods/Services:** A dropdown menu currently set to "-- Select a Goods/Services --".
- Price:** A text input field containing the value "0".
- Is For Members:** A checkbox.
- Is For Non Members:** A checkbox.
- Is Active:** A checkbox.

At the bottom right of the form, there are two buttons: "Cancel" and "Done".

# Registration Messages

On the Event **Attendee Setup** page, you can customize the instructions displayed on your registration page and the confirmation email displayed in the browser after event registration is completed.

WIKI: [Registration Messages](#)

Instructions and Confirmation Messaging 
Event Registration Instructions
Event Confirmation Message
Thank you for registering for South India Dinner.



Questions??