

Events Module



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GrowthZone Event Management

- 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

Event Defaults

- Setup > Event > Event Settings



Event Settings Save

Payment Gateway: -- select a Payment Gateway --

Invoice Line Item Description Option: Event Name And Attendee Name And Reg Type And Saleable It

Confirmation HTML for Event Attendee Registration

Type something

Confirmation HTML for Event Sponsor Registration

Type something

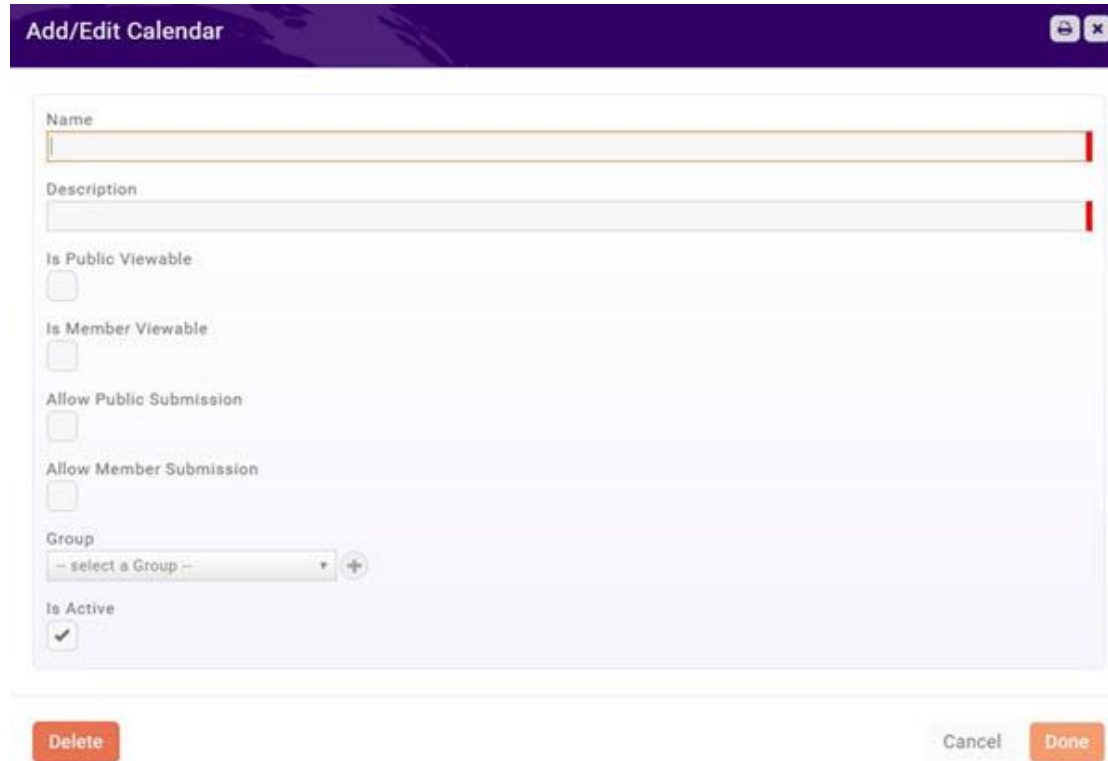
Max Event Invited Attendees to Store: 35

Default Contact For Event Approval Tasks: Lisa Barnett

[Event Defaults](#)

Event Calendars

- Setup > Event > Calendars >> Add



The screenshot shows a web form titled "Add/Edit Calendar" with a dark purple header bar containing window control icons. The form fields are as follows:

- Name:** A text input field.
- Description:** A larger text input field.
- Is Public Viewable:** A checkbox, currently unchecked.
- Is Member Viewable:** A checkbox, currently unchecked.
- Allow Public Submission:** A checkbox, currently unchecked.
- Allow Member Submission:** A checkbox, currently unchecked.
- Group:** A dropdown menu with the text "-- select a Group --" and a plus icon to its right.
- Is Active:** A checkbox, currently checked with a checkmark.

At the bottom of the form, there are three buttons: "Delete" (orange), "Cancel" (grey), and "Done" (orange).

[Event Calendars](#)

Calendar on the Website

Main Calendar


Start Date: End Date:

Category:


Search:

Upcoming Events

[Switch to Calendar View](#)



Run Ride or Roll | Saturday, July 28, 2018
Join your friends on the trail for this First Annual Run Ride or Roll. All ages and any size are welcome!



Community Garage Sale | Saturday, August 4, 2018
Join us for our annual community garage sale.

Main Calendar

Start Date:

Category:

Search:

[Switch to List View](#)


« Jul 2018 »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7 Test Event
8	9	10	11	12	13	14
15	16	17	18	19	20	21 Prom for Parents
22	23	24	25	26	27	28 Run Ride or Roll
29	30	31				

Event Page on the Website

Run Ride or Roll

[Back to Calendar](#)
[Register for Event](#)




trail by 8:00 am

Rollerbladers--plan to start between 8:15 and 8:45

Runners & Walkers--your start time is between 9:00 and 9:30

[123-598-9847](tel:123-598-9847)



Event Details

1000 Park Road
Sauk Centre, MN 56378

Start and end at Lake Wobegon Trail Head in Sauk Centre, MN

Saturday, July 28, 2018 (6:00 AM - 2:00 PM)
Check in a packet pickup begins at 6:00 am

Bikes & Unicycles--please be on the


1st Annual

Run Ride & Roll

The Run, Ride or Roll event aims to take advantage of our local trails and community to raise money to maintain and expand the trails. Much of the the trail itself, though city streets and county highways will also be used. reasons, bikers, bladers, and walkers/runners will all start at different times to avoid congestion and reduce any road rash! Food stops are loaded with goodies, there will be plenty of refreshments at the finish line.

Proceeds will go to the trail fund and will focus on expanding the trail north of Wobegon.

Videos



Tour of Saints
5.3K views · 1 ago

[SUBSCRIBE](#)


Pricing

- 35 miles on wheels--\$50 (2 rest stops)
- 10 miles, ride or run--\$35 (1 rest stop)
 - 2-person relay (switch at the rest stop)--\$60/team
- 3 miles, ride or run--\$20 (no rest stop until the end!)

10% discount for groups registering 4 or more on the same registration form

Additional 10% discount if you are an UNRA Member! [Click here to join!](#)

Gallery



Additional Information

Contact Organization:
Unicycle Riders of North America

[123-598-9847](tel:123-598-9847)

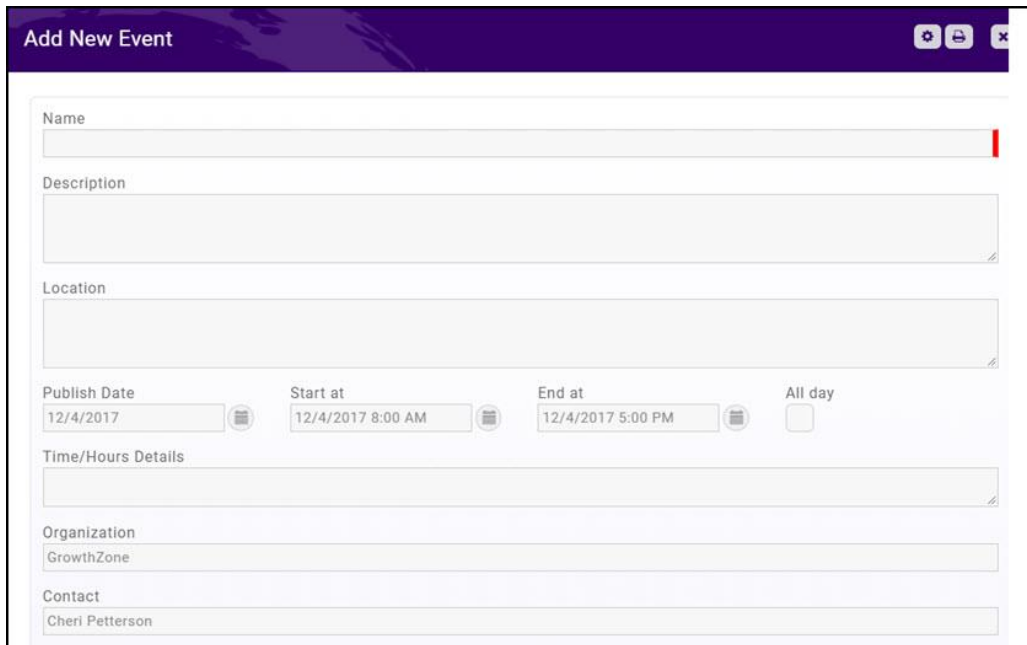
Email:
susan@mallinator.com

Contact Description:
For information about volunteering, please contact Jody and 123-895-8746

[Get Directions](#)

Add a New Event

- Events Module > List View >> Add New Event



Add New Event

Name

Description

Location

Publish Date: 12/4/2017

Start at: 12/4/2017 8:00 AM

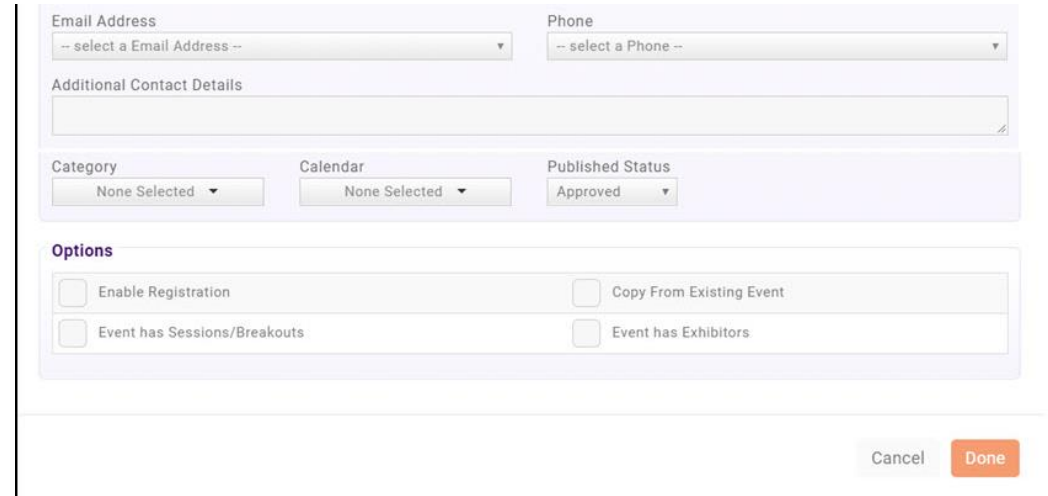
End at: 12/4/2017 5:00 PM

All day:

Time/Hours Details

Organization: GrowthZone

Contact: Cheri Petterson



Email Address: -- select a Email Address --

Phone: -- select a Phone --

Additional Contact Details

Category: None Selected

Calendar: None Selected

Published Status: Approved

Options

Enable Registration

Copy From Existing Event

Event has Sessions/Breakouts

Event has Exhibitors

Cancel Done

[Add a New Event](#)

Copy an Existing Event

- Existing Event > Actions Ribbon > Copy This Event

Copy Event

Name
New Indian Feast [September 23, 2017 5:00 PM - September 23, 2017 11:00 PM]

Description
<p>New Indian Feast</p><p>www.indiahouse.com</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'oeuvres</p><p>6pm Dinner

Organization
Member Management Training

Contact
Cheri Petterson

Email Address -- select a Email Address -- Phone -- select a Phone --

Event Contact Details

Options

Enable Registration Copy From Existing Event

Event has Sessions/Breakouts Event has Exhibitors

Event Name
New Indian Feast

Copy Tasks Copy Attendees Copy Attendee Setup Copy Exhibitors

Copy Exhibitor Setup Copy Files

Name Due Date Task Priority System Task Type Start Date


Rent AV Equipment Important -- No Choice -- 9/25/2017

Cancel Done

[Copy an Existing Event](#)

Edit Event Details

- Overview Tab of the Event


Prom for Parents [Approved]

Overview
Attendees
Attendee Purchases
Sponsors
Attendee Setup
Sponsor Setup
Communication
Files
Tasks

General Information

Name	Prom for Parents
Status	Approved
Publish Date	3/14/2018
Category	Community, Fundraising
Calendar	Main Calendar
Created By	Susan Williams
Created Date	3/14/2018 10:31 AM

Description

A fun night out for all the parents, aunts & uncles, grandparents, and community members. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc nec lacus et dui ultrices rhoncus. Donec at arcu non elit cursus cursus. Aliquam volutpat enim id justo elementum, facilisis ornare purus consectetur. Sed in risus id nibh maximus semper id sed ligula. Curabitur feugiat lorem at ex consequat, quis maximus felis sollicitudin. Aliquam eu ex consectetur, aliquam elit quis, venenatis eros. Mauris arcu risus, euismod in enim sagittis, facilisis elementum lectus. In aliquam, odio ut varius vulputate, ante quam ultricies dui, eget vestibulum ex mi quis ex. Integer sollicitudin et orci sit amet commodo. Nam ac metus nec mauris imperdiet tristique vitae sit amet nisi. Aenean in libero porta, sollicitudin nunc commodo, ornare ex. Donec egestas


Registrations

Invited	35
Registered	11
Attended	6
Paid/Free Registrations	3
Unpaid Registrations	14

Contact Information

Organization	Unicycle Riders of North America
Person	
Contact Details	Contact Joann at the Chamber for info on dining discounts, 125-985-8746
Contact Email	
Contact Phone	

Hours

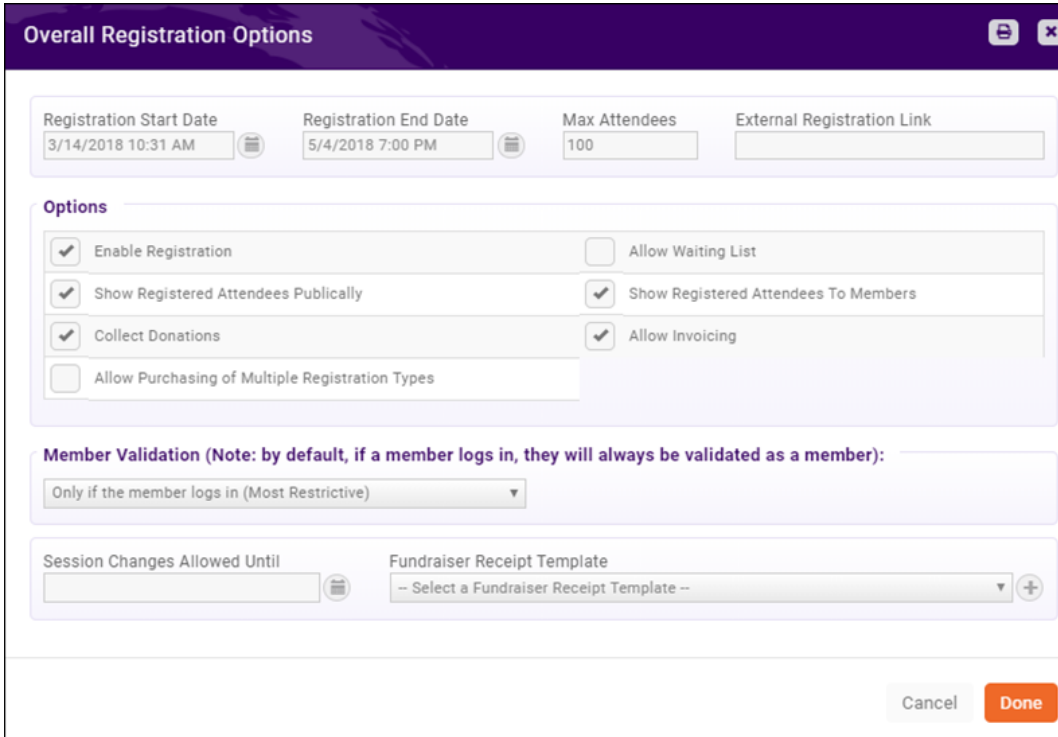


 Actions

[Edit Event Details](#)

Registration Options

- Attendee Setup Tab of the Event > Overall Registration Options



The screenshot shows a web form titled "Overall Registration Options" with a purple header. The form 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 this is an "Options" section with a grid of checkboxes. The "Member Validation" section has a dropdown menu set to "Only if the member logs in (Most Restrictive)". The "Session Changes Allowed Until" field is empty, and the "Fundraiser Receipt Template" dropdown is set to "-- Select a Fundraiser Receipt Template --". At the bottom right, there are "Cancel" and "Done" buttons.

Registration Start Date	Registration End Date	Max Attendees	External Registration Link
3/14/2018 10:31 AM	5/4/2018 7:00 PM	100	

Options

<input checked="" type="checkbox"/> Enable Registration	<input type="checkbox"/> Allow Waiting List
<input checked="" type="checkbox"/> Show Registered Attendees Publically	<input checked="" type="checkbox"/> Show Registered Attendees To Members
<input checked="" type="checkbox"/> Collect Donations	<input checked="" type="checkbox"/> Allow Invoicing
<input type="checkbox"/> Allow Purchasing of Multiple Registration Types	

Member Validation (Note: by default, if a member logs in, they will always be validated as a member):

Only if the member logs in (Most Restrictive)

Session Changes Allowed Until: [Empty field]

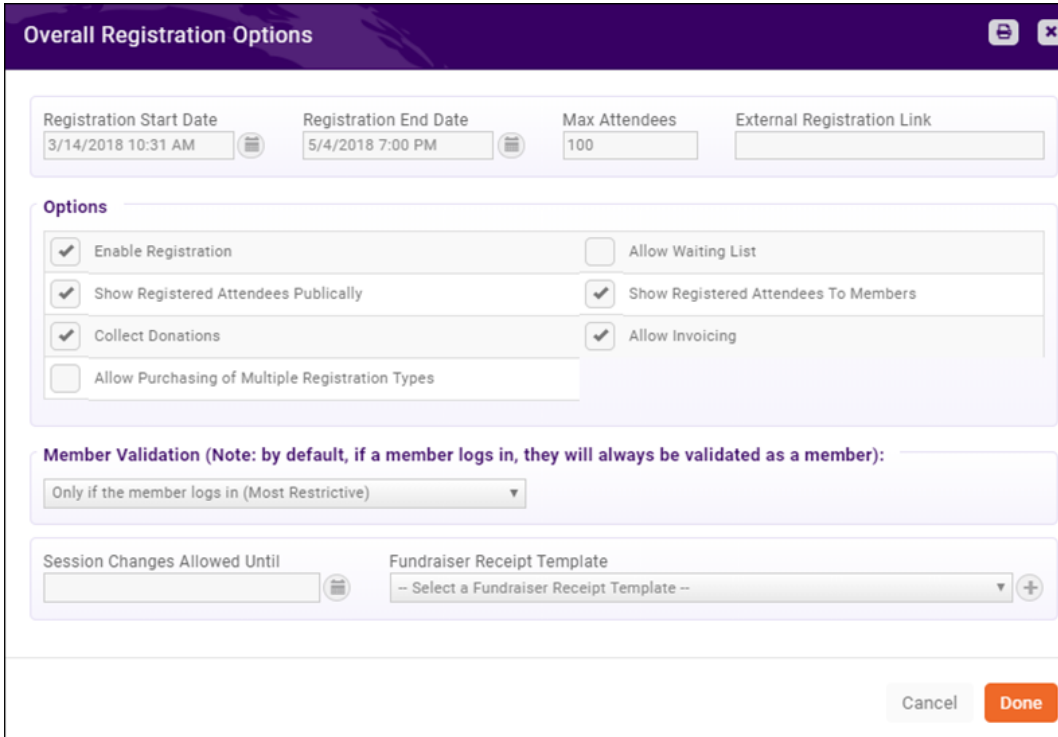
Fundraiser Receipt Template: -- Select a Fundraiser Receipt Template --

Buttons: Cancel, Done

[Registration Options](#)

Registration Options

- Attendee Setup Tab of the Event > Overall Registration Options



The screenshot shows a web form titled "Overall Registration Options" with a purple header. The form 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 this is an "Options" section with a grid of checkboxes. The "Member Validation" section has 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". The form ends with "Cancel" and "Done" buttons.

Registration Start Date	Registration End Date	Max Attendees	External Registration Link
3/14/2018 10:31 AM	5/4/2018 7:00 PM	100	

Options

<input checked="" type="checkbox"/> Enable Registration	<input type="checkbox"/> Allow Waiting List
<input checked="" type="checkbox"/> Show Registered Attendees Publically	<input checked="" type="checkbox"/> Show Registered Attendees To Members
<input checked="" type="checkbox"/> Collect Donations	<input checked="" type="checkbox"/> Allow Invoicing
<input type="checkbox"/> Allow Purchasing of Multiple Registration Types	

Member Validation (Note: by default, if a member logs in, they will always be validated as a member):

Only if the member logs in (Most Restrictive)

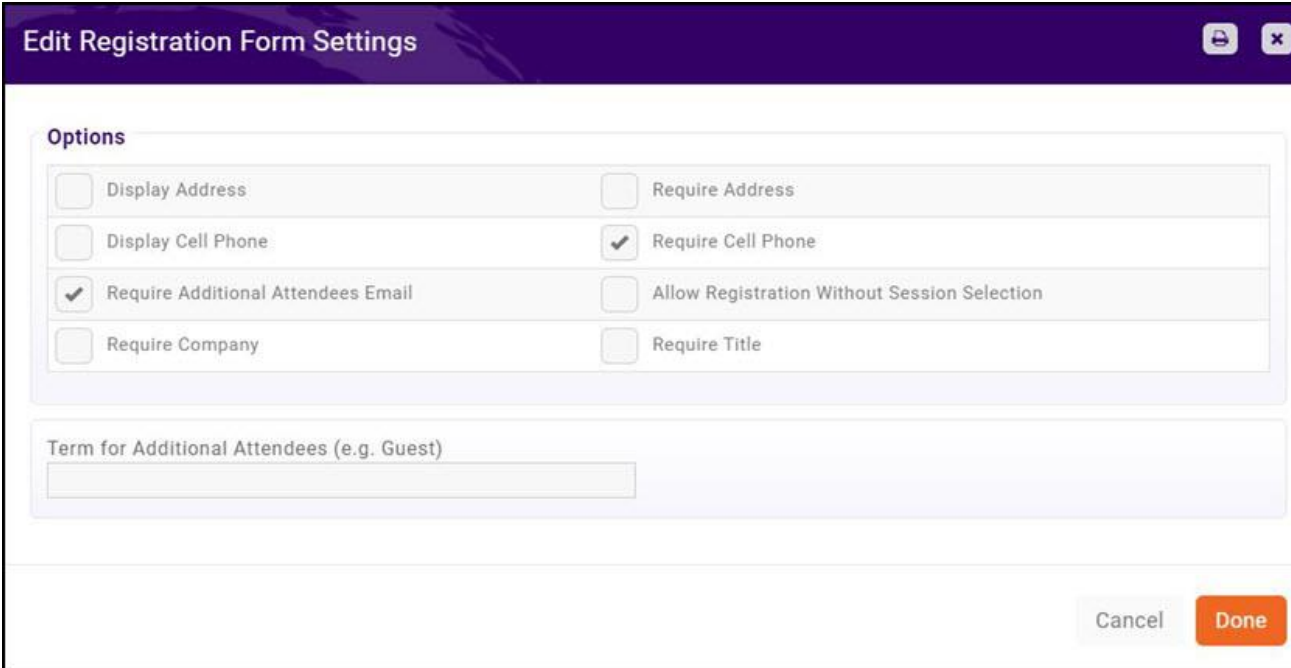
Session Changes Allowed Until: [] Fundraiser Receipt Template: -- Select a Fundraiser Receipt Template --

Cancel Done

[Registration Options](#)

Registration Form

- Attendee Setup Tab of the Event > 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

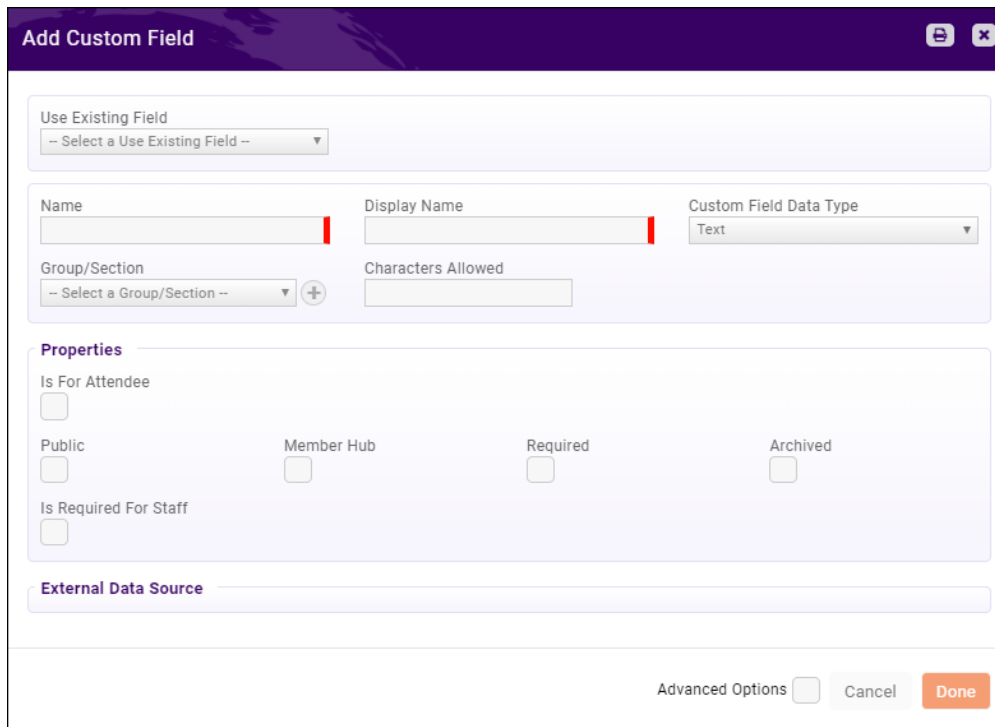
Term for Additional Attendees (e.g. Guest)

Cancel Done

[Registration Form Settings](#)

Event Custom Fields

- Attendee Setup Tab > Manage Custom Fields > Add Custom Field



The screenshot shows a dialog box titled "Add Custom Field" with a purple header bar. The dialog contains the following elements:

- A dropdown menu labeled "Use Existing Field" with the text "-- Select a Use Existing Field --".
- Input fields for "Name" and "Display Name", each with a red vertical bar on the right side.
- A dropdown menu for "Custom Field Data Type" with "Text" selected.
- A dropdown menu for "Group/Section" with "-- Select a Group/Section --" and a plus sign icon to its right.
- An input field for "Characters Allowed".
- A section titled "Properties" containing several checkboxes:
 - "Is For Attendee" (unchecked)
 - "Public" (unchecked)
 - "Member Hub" (unchecked)
 - "Required" (unchecked)
 - "Archived" (unchecked)
 - "Is Required For Staff" (unchecked)
- An input field for "External Data Source".
- At the bottom right, there is an "Advanced Options" checkbox (unchecked), a "Cancel" button, and a "Done" button.

[Event Custom Fields](#)

Event Fees--Registration

- Attendee Setup Tab > Registration Types > Add Type

Registration Types + Add Type ▾				
Name	Price	Available to Contacts	Available to Non-Members	Actions
Non-Member Dinner Fee	\$75.00	Yes	Yes	
Member Dinner Fee	\$50.00	Yes	Yes	

+ Add Type ▾

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

[Event Fees--Registration](#)

Event Fees—Discounts

- Attendee Setup Tab > Registration Types > Add Type

Registration Discounts							Actions
Global	Name	Promo Code	Start Date	End Date	Applies To	Reg. Type	
Yes	Group of 4 Discount				Quantity discount over 4		Add Early Registration Discount Add Promo Code Discount Add Discount for Membership Type Add Volume Discount
Yes	Early Bird Discount		7/24/2018	7/26/2018			

Add Early Discount

Name: _____

Discount Available Starting On: _____ Ends On: _____

Discount Price Method: Reduce Price by Percentage Reduce Price by Amount

Applies To (Registration Type): _____ Total Available: _____

Can Be Used With Other Discounts:

Add Membership Type Discount

Name: _____

Available Starting On: _____ Ends On: _____

Membership Type:

Discount Price Method: Reduce Price by Amount Set Price To _____

Total Available: _____ Limit Per Purchase: _____

Can Be Used With Other Discounts:

Add Promotion Code Discount

Name: _____

Available Starting On: _____ Ends On: _____

Promotion Code: _____

Discount Price Method: Reduce Price by Percentage Reduce Price by Amount Set Price To _____

Applies To (Registration Type): _____ Total Available: _____ Limit Per Purchase: _____

Can Be Used With Other Discounts:

Add Volume Discount

Name: _____

Available Starting On: _____ Ends On: _____

Minimum Quantity for Discount: _____

Discount Price Method: Reduce Price by Percentage Reduce Price by Amount Set Price To _____

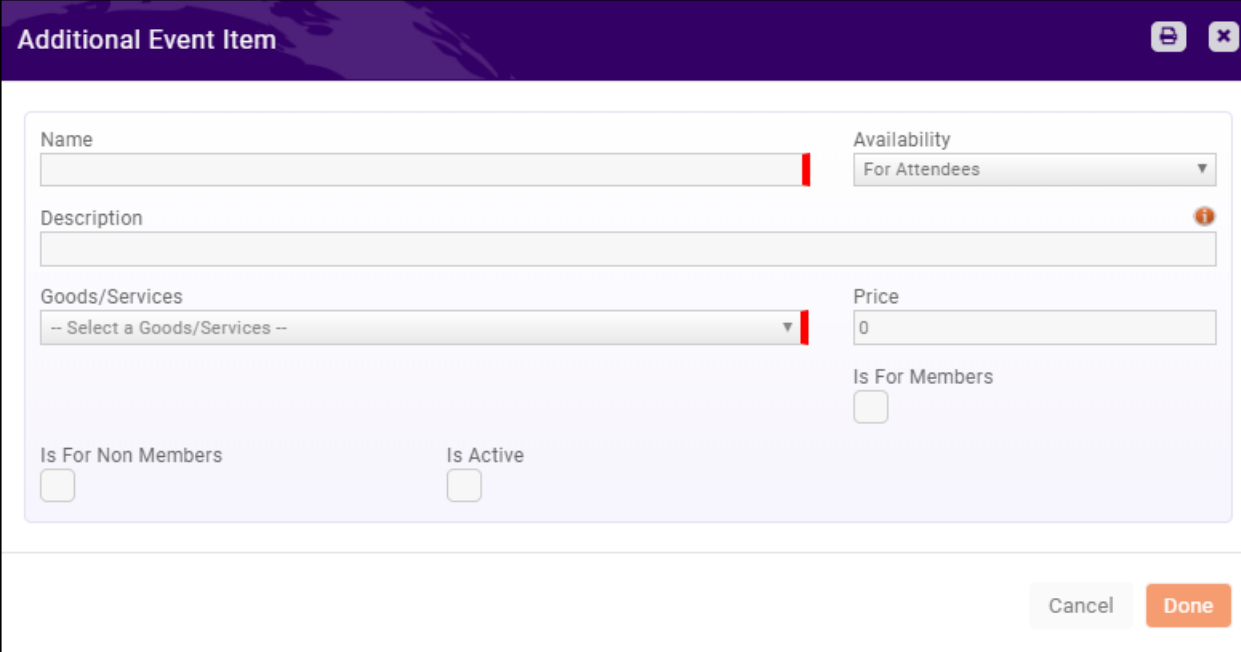
Applies To (Registration Type): _____ Total Available: _____ Limit Per Purchase: _____

Can Be Used With Other Discounts:

[Event Fees--Discounts](#)

Event Fees—Additional Items

- Attendee Setup Tab > Registration Types > Add Type



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

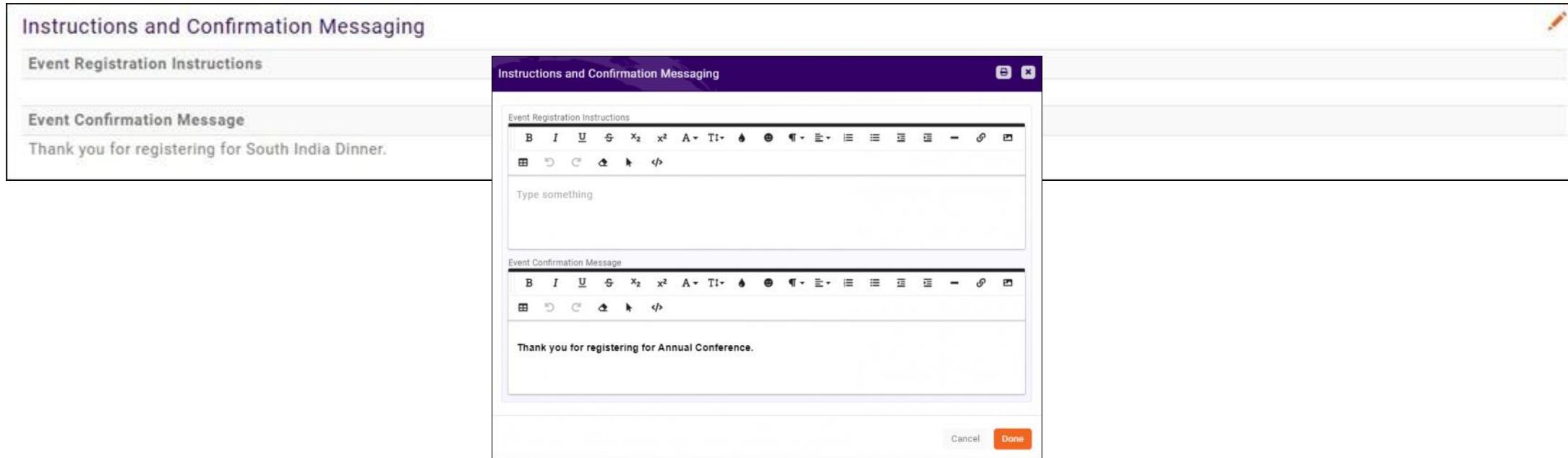
- Name:** A text input field.
- Availability:** A dropdown menu currently set to "For Attendees".
- Description:** A text area with a red information icon to its right.
- Goods/Services:** A dropdown menu currently set to "-- Select a Goods/Services --".
- Price:** A text input field containing the value "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".

[Event Fees--Additional Items](#)

Registration Messages

- Attendee Setup Tab > Instructions and Confirmation Messaging

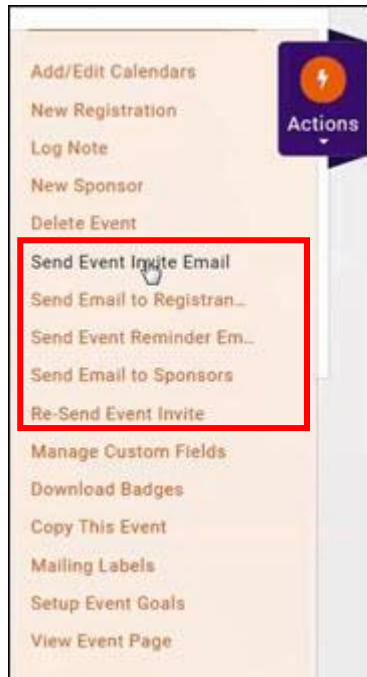


The screenshot displays the 'Instructions and Confirmation Messaging' interface. On the left, a sidebar contains two sections: 'Event Registration Instructions' and 'Event Confirmation Message', with the latter containing the text 'Thank you for registering for South India Dinner.' A modal window titled 'Instructions and Confirmation Messaging' is open in the center, showing a rich text editor for editing the 'Event Confirmation Message'. The editor includes a toolbar with various formatting options and a text area containing the message 'Thank you for registering for Annual Conference.' At the bottom of the modal, there are 'Cancel' and 'Done' buttons.

[Registration Messages](#)

Event Communications

- Actions Ribbon from any tab



[Event Communications](#)

Managing Registrations/Attendees

- Attendee Tab

Reg. Id	Name	Organization	Event Status	Invoice #	Registration Type	Additional Items	Actions
988041	jack sprat		Registered	174	Table of 8--do not reserve for all		Actions
988038	Sam Donaldson		Registered	173	table of 8--reserve all		Actions
988038	My Friend		Registered	173	table of 8--reserve all		Actions
934549	Clara Naples	CN Consulting	Registered	171	Single Person	2	Actions
934548	Doyle Burbank	Ladish Malting	Registered	169	Single Person		Actions
934547	William Denning	Bill's Guided Tours	Registered	167	Couple		Actions
934547	Katie Denning		Registered	167	Couple		Actions
934546	Dan Meyer	Meyer Consulting	Registered	166	Couple	3	Actions

Managing Registrations/Attendees

Matching Registrants to Contacts

- Attendee Tab > Icons

Reg. Id	Name	Organization	Event Status	Invoice #	Registration Type	Additional Items	Actions
988041	jack sprat		Registered	174	Table of 8--do not reserve for all		 Actions
988038	Sam Donaldson		Registered	173	table of 8--reserve all		 Actions
988038	My Friend		Registered	173	table of 8--reserve all		 Actions
934549	Clara Naples	CN Consulting	Registered	171	Single Person	2	 Actions

[Matching Registrants to Icons](#)

Cancelling a Registration

- Attendee Tab > Gray Actions Button

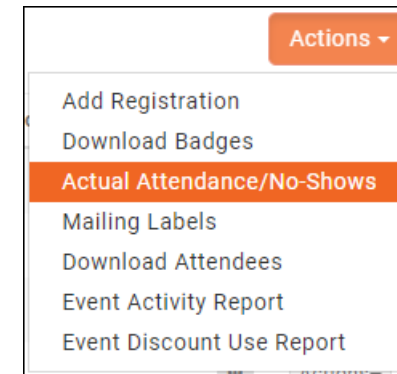
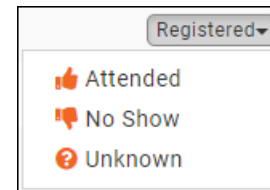
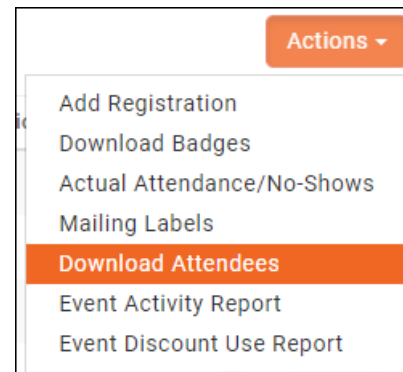
The screenshot displays the 'Attendees' tab in the GrowthZone & chambermaster system. The interface includes a navigation bar with tabs like 'Overview', 'Attendees', 'Attendee Purchases', 'Sponsors', 'Attendee Setup', 'Sponsor Setup', 'Communication', 'Files', and 'Tasks'. Below the navigation bar, there is a search field and filters for 'Registered or Attended' status and 'Attendee Status' (Registered/Attended). A table lists attendees with columns for 'Reg. Id', 'Name', 'Organization', 'Event Status', 'Invoice #', 'Registration Type', and 'Actions'. The 'Actions' column for the second attendee, 'Wes Wozic', is highlighted with a red box. A red arrow points from this box to a detailed view of the 'Actions' menu, which is split into 'Unpaid Invoice' and 'Paid Invoice' sections. The 'Unpaid Invoice' section includes options: 'Cancel Registration', 'Edit Attendee', 'Enter Check/Payment', 'Enter Credit Card', and 'Print Badge'. The 'Paid Invoice' section includes options: 'Cancel Registration', 'Edit Attendee', and 'Print Badge'.

Reg. Id	Name	Organization	Event Status	Invoice #	Registration Type	Additional Items	Actions
334547	William Gessner	Bill's Guest House	Registered	187	Couple		Actions
610651	Wes Wozic		Attended		Pay at the Door/Please invoice Me		Actions
628604	Tyasha Nalae		Attended	81	Session 2		Actions

[Cancelling a Registration](#)

Managing Attendance

- Attendee Tab > Gray Actions Button
- App



[Managing Attendance](#)

Event Payments & Invoices

- Attendee Tab or Attendee Purchases Tab > Gray Actions Button

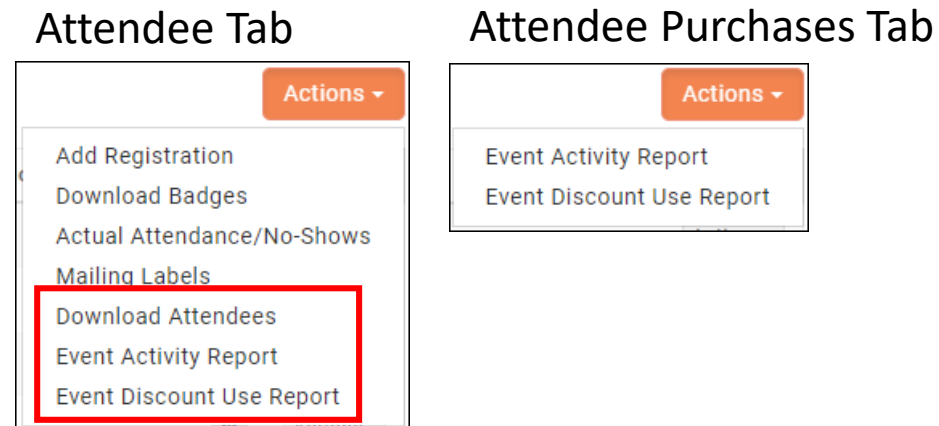


- Can also manage from the Contact Record > Account Tab

[Event Payments & Invoices](#)

Event Reports

- Attendee Tab or Attendee Purchases Tab > Orange Actions Button



- Also available via the Reports module

[Event Reporting](#)