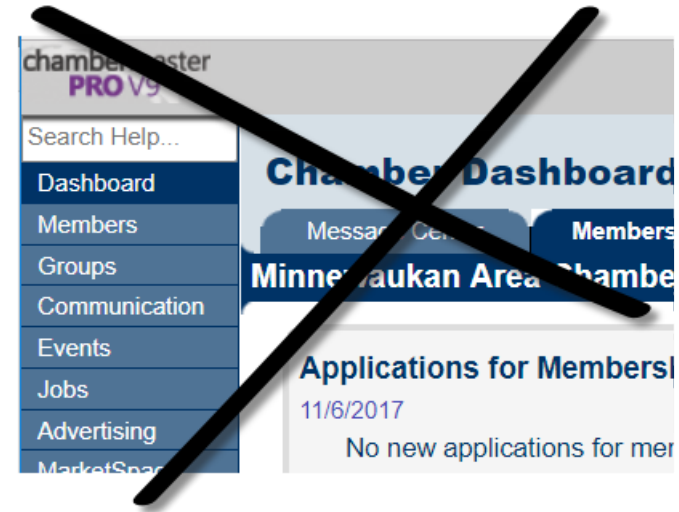
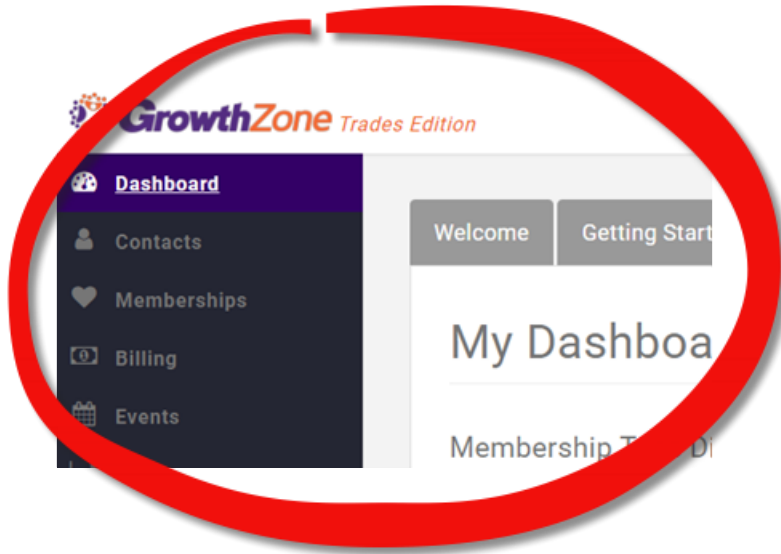


Events Module





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

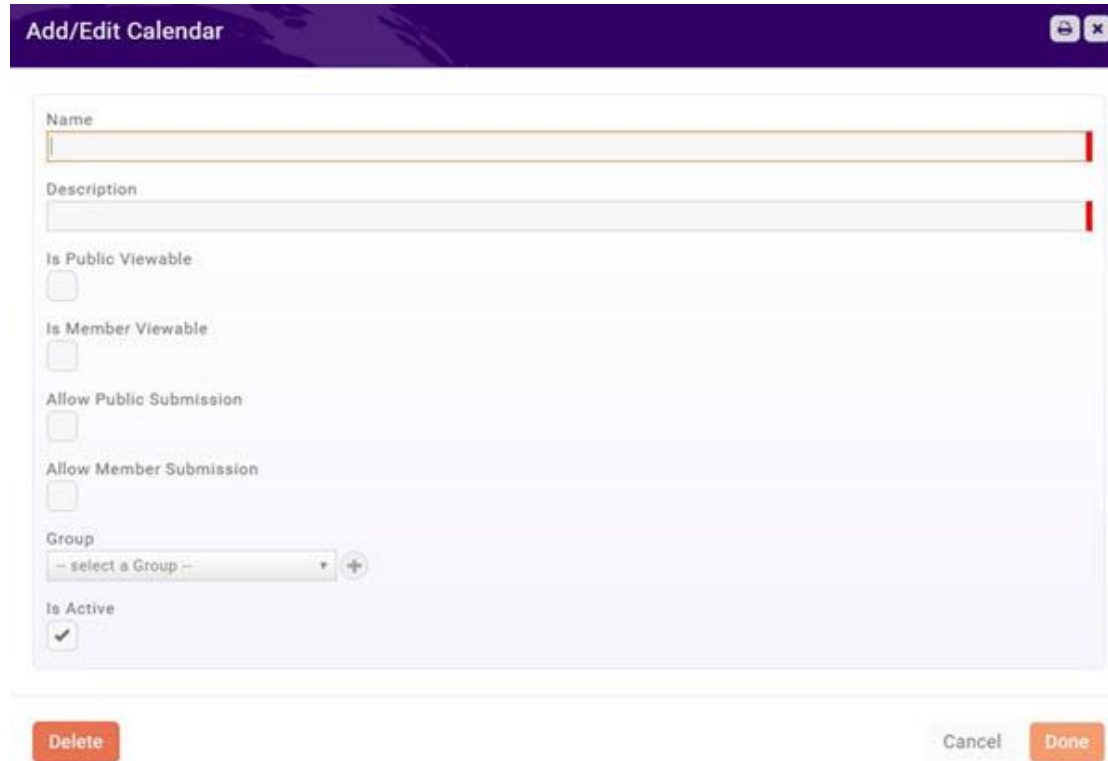
Max Event Invited Attendees to Store: 35

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 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.


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!](#)

Videos



Gallery



Additional Information

Contact Organization:
Unicycle Riders of North America

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

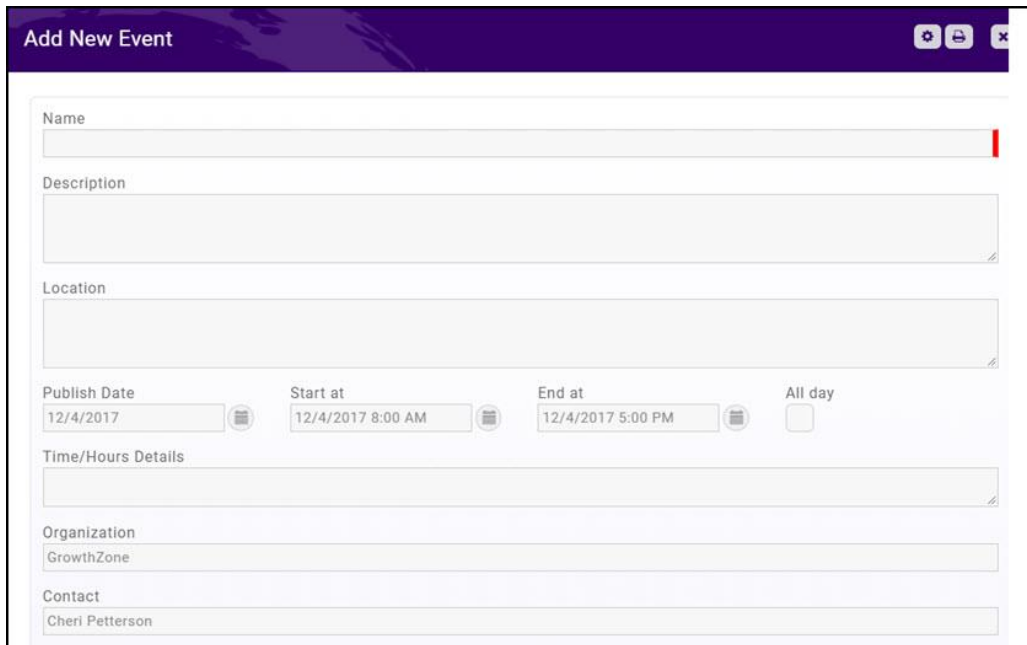
Email:
susan@mallinator.com

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

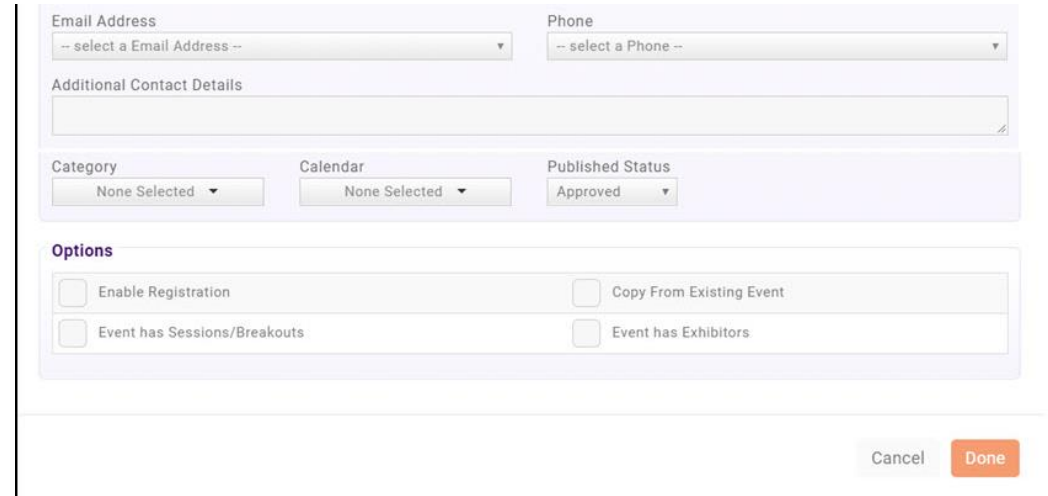
End at: 12/4/2017 5:00 PM

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</p>

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

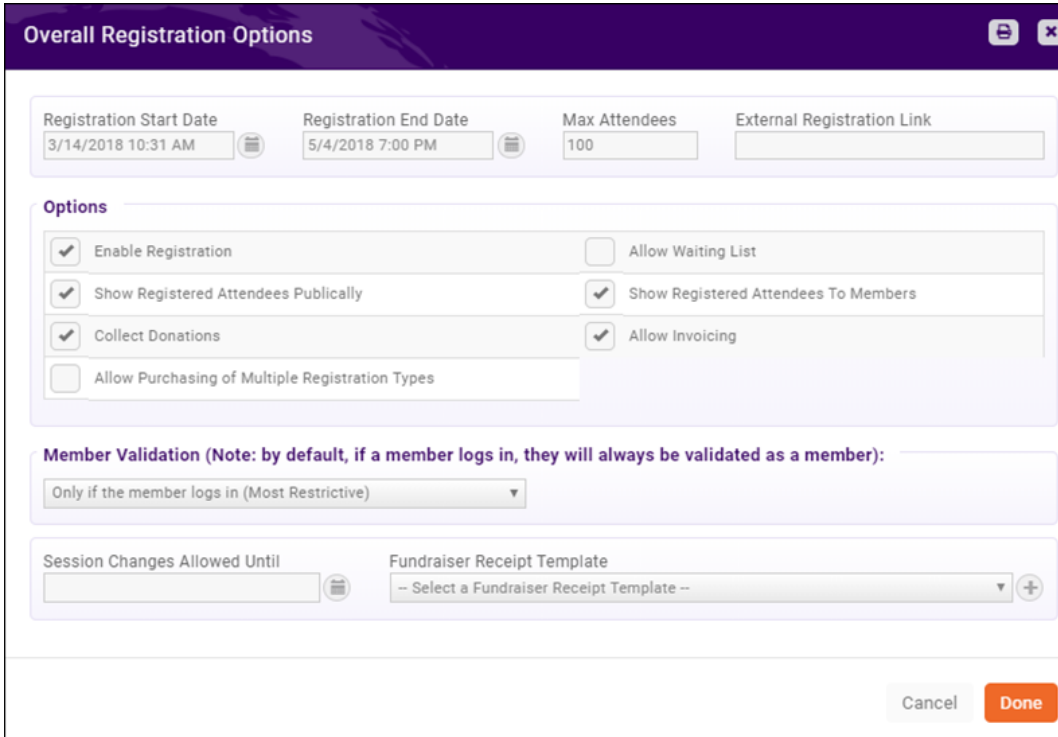


 Actions

[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 these 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 "Session Changes Allowed Until" and "Fundraiser Receipt Template" fields. 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 Options

- Attendee Setup Tab of the Event > Overall Registration Options

Overall Registration Options
ⓘ ✕

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

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) ▼

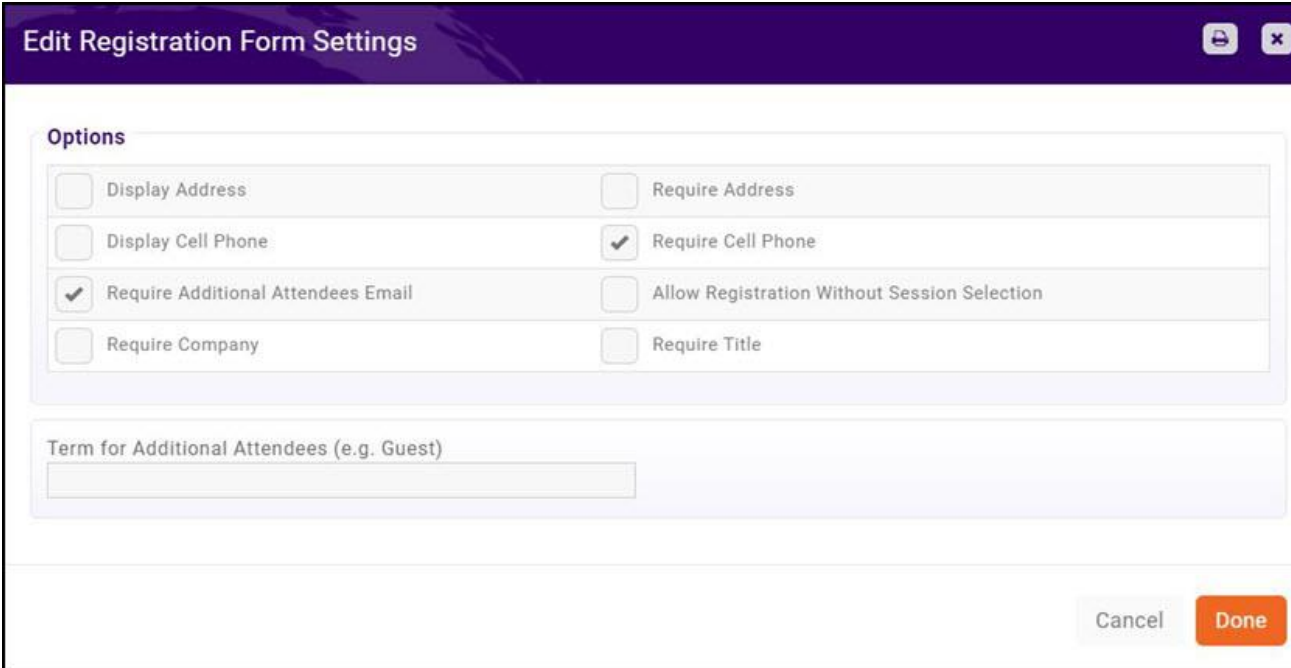
| | |
|-------------------------------|---|
| Session Changes Allowed Until | Fundraiser Receipt Template |
| <input type="text"/> | -- Select a Fundraiser Receipt Template -- + - |

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 |

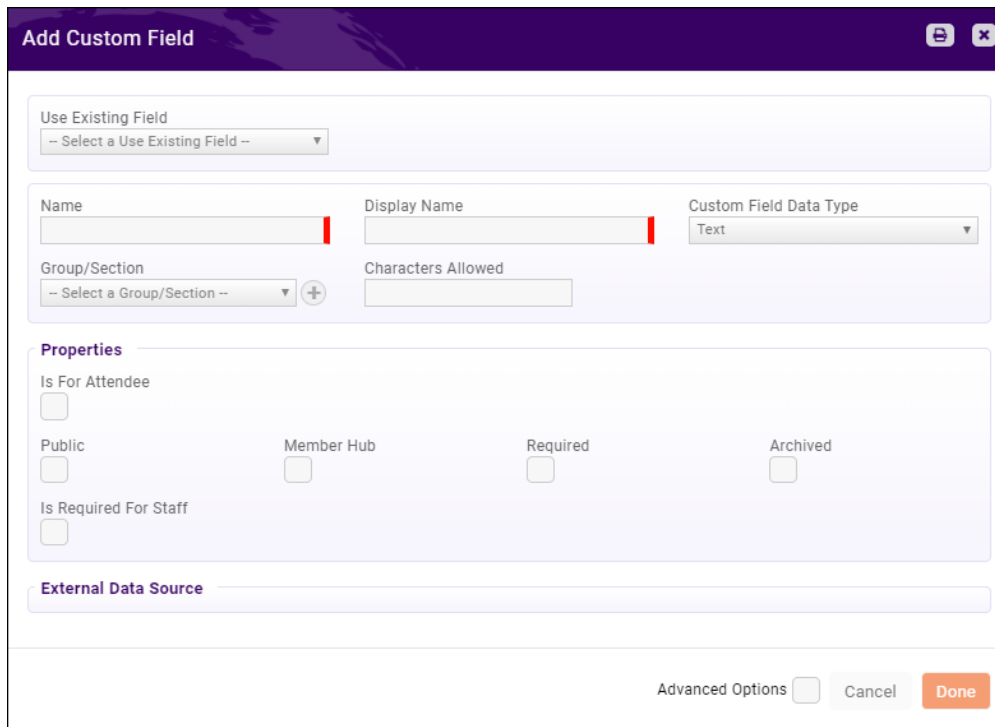
Term for Additional Attendees (e.g. Guest)

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 dark purple header. The form 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 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--Discounts](#)

Event Fees—Additional Items

- 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--Additional Items](#)

Event Fees—Additional Items

- 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

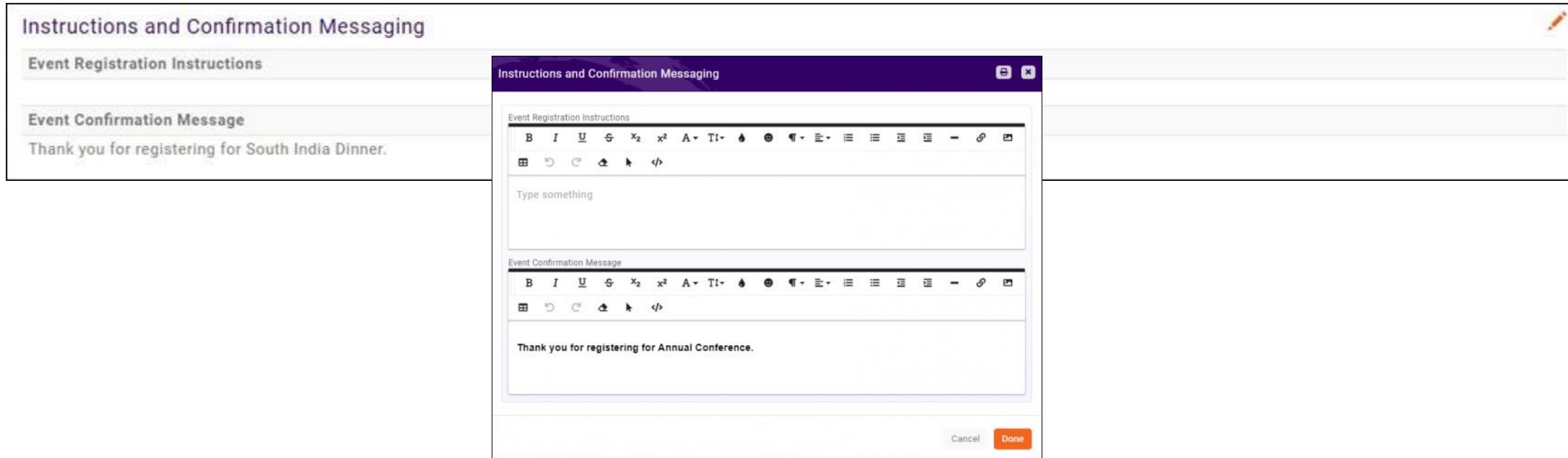
Add Table/Group Registration Type

Add Advanced Type

[Event Fees--Additional Items](#)

Registration Messages

- Attendee Setup Tab > Instructions and Confirmation Messaging

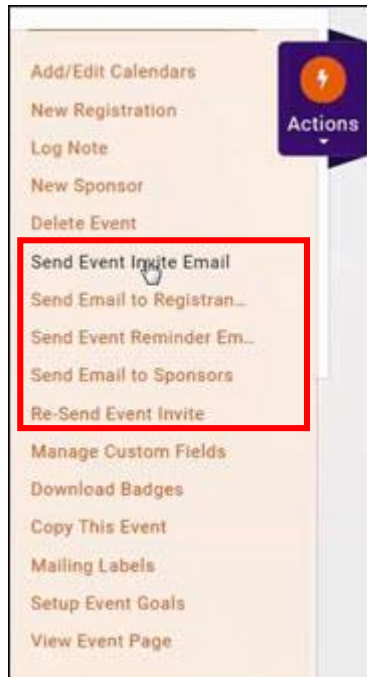


The screenshot displays the 'Instructions and Confirmation Messaging' interface. On the left, a sidebar contains two sections: 'Event Registration Instructions' and 'Event Confirmation Message', with the latter containing the text 'Thank you for registering for South India Dinner.' The main area shows a modal window titled 'Instructions and Confirmation Messaging' with a purple header. This modal contains two text editors. The first editor, titled 'Event Registration Instructions', has a rich text toolbar and a text area with the placeholder 'Type something'. The second editor, titled 'Event Confirmation Message', also has a rich text toolbar and a text area containing the text 'Thank you for registering for Annual Conference.' At the bottom right of the modal 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

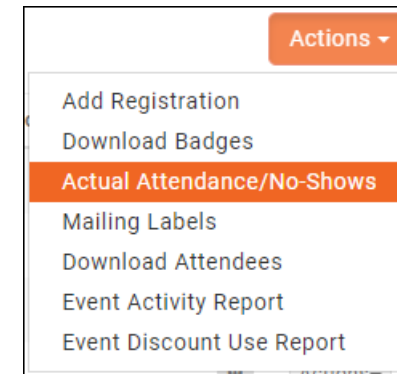
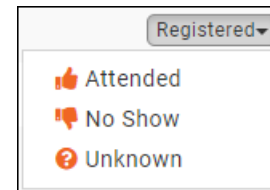
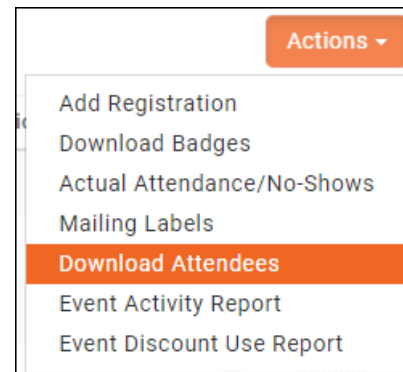
The screenshot shows the 'Attendee' tab in the GrowthZone & chambermaster system. The table lists attendees with columns for Reg. Id, Name, Organization, Event Status, Invoice #, Registration Type, and Actions. The 'Actions' button for the second attendee, 'Wes Wozic', is highlighted with a red box. A red arrow points from this button to a detailed view of the 'Actions' menu, which includes options like 'Cancel Registration', 'Edit Attendee', 'Enter Check/Payment', 'Enter Credit Card', and 'Print Badge'. The menu is split into 'Unpaid Invoice' and 'Paid Invoice' sections.

| 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

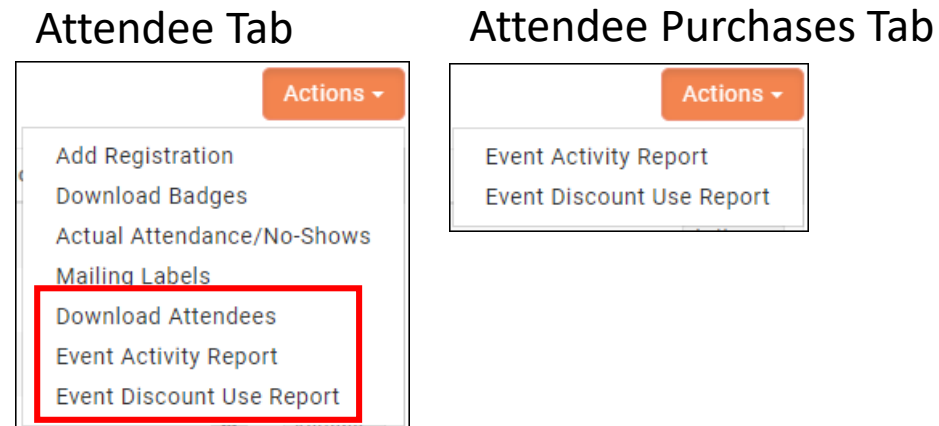


- Can also manage from the Contact Record > Account Tab

[Event Payments & Invoices](#)

Event Reports

- Attendee Tab or Attendee Purchases Tab > Orange Actions Button



- Also available via the Reports module

[Event Reporting](#)