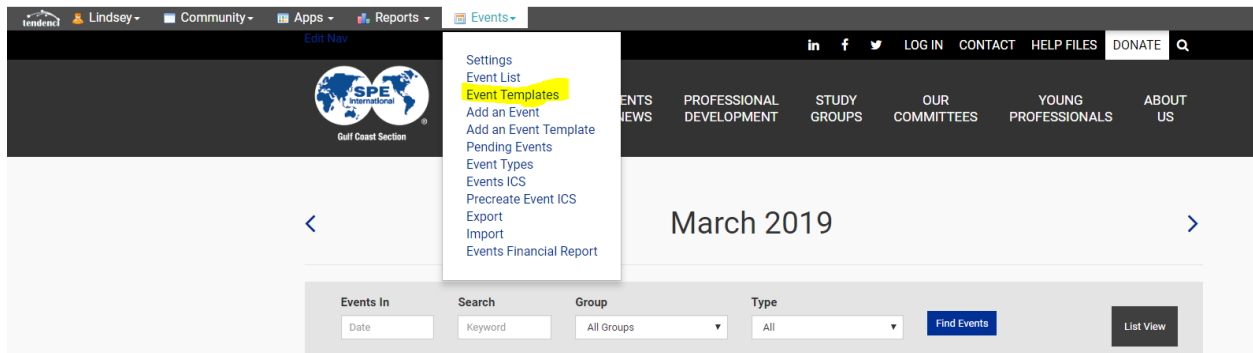


Adding An Event

Log into spegcs.org

Click on Events & News

You should see a toolbar at the top of the website. Click on Events and a drop down menu will appear.



Click on Event Templates – We have two templates set up to make the process of adding an event easier.

- Basic Meeting – is the standard template for paid registrants for a luncheon or seminar
- RSVP Only – is the standard template for non-paid registrants

Decided which template you want to use and click the +Add an event using this template based on the type of event you are hosting.

Event Templates

Basic Meeting
This is a template for a basic monthly meeting.

+Add an event using this template [Edit](#) [Delete](#)

RSVP Only

+Add an event using this template [Edit](#) [Delete](#)

From there, you can create your event and edit the details as necessary like you would any other event.

Fill in the details for your event: Event Edit

Overview Location Organizer Sponsor Speaker(s) Registration Pricing(s)

Title Basic Meeting

Description

File Edit Insert View Format Table

<> Undo Redo Formats A A B I - [List Icons]

This is a template for a basic monthly meeting.

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All Day

Fill in the title and description of the event to start.

Start Date/Time* 2019-02-01
11:30 AM

End Date/Time* 2019-02-01
01:00 PM

Time Zone* (GMT-0600) US/Central ▼

Priority
Priority events will show up at the top of the event calendar day list and single day list. They will be featured with a star icon on the monthly calendar and the list view.

Type Luncheons and Webinars ▼

Groups* General Meeting ▼

External URL

Photo No file chosen

Tags

Permissions

Public can view

[+ Show Advanced Permissions](#)

- From there you will enter the start date/time.
- Leave the time zone as US/Central.
- If you wish for your event to appear higher on the calendar check Priority.
- Make sure you select the Type for your event so that it is easily found when users filter/search for your event.
- Select your Group in the drop down. If this is not selected it will be difficult for users to find your event as it will not appear in filtered searches.
- If your event has an external URL then enter the URL in the External URL box.

Permissions determine who will be able to view the event. Most events should be checked “Public Can View.” If you do not wish for everyone to view, select the groups that will be able to view your event.

Administrator Only

Status detail* Active ▼

Display Attendees

Display event registrants

Display registrants to* Everyone
 Users Only
 Members Only
 Admin Only

If you have put together your event and are ready to make it live, make sure the status detail is Active. Otherwise you may leave it Pending or Inactive so that basic users won't be able to view the event.

Leave the Display Event Registrants to Everyone.

Click Save and Continue Editing to finish setting up your event.

Event Edit

Overview Location Organizer Sponsor Speaker(s) Registration Pricing(s)

Location Information

Name

Description

Address

City

State

Zip

Country

Url

Place

[Save and Continue Editing](#) [Save Changes](#)

Enter the location of your event. Most locations are already added in the database and can be selected in the drop-down list under "Place." Select your location and all of the other fields will auto-populate.

Click Save and Continue Editing

Event Edit

Overview Location Organizer Sponsor Speaker(s) Registration Pricing(s)

Organizer

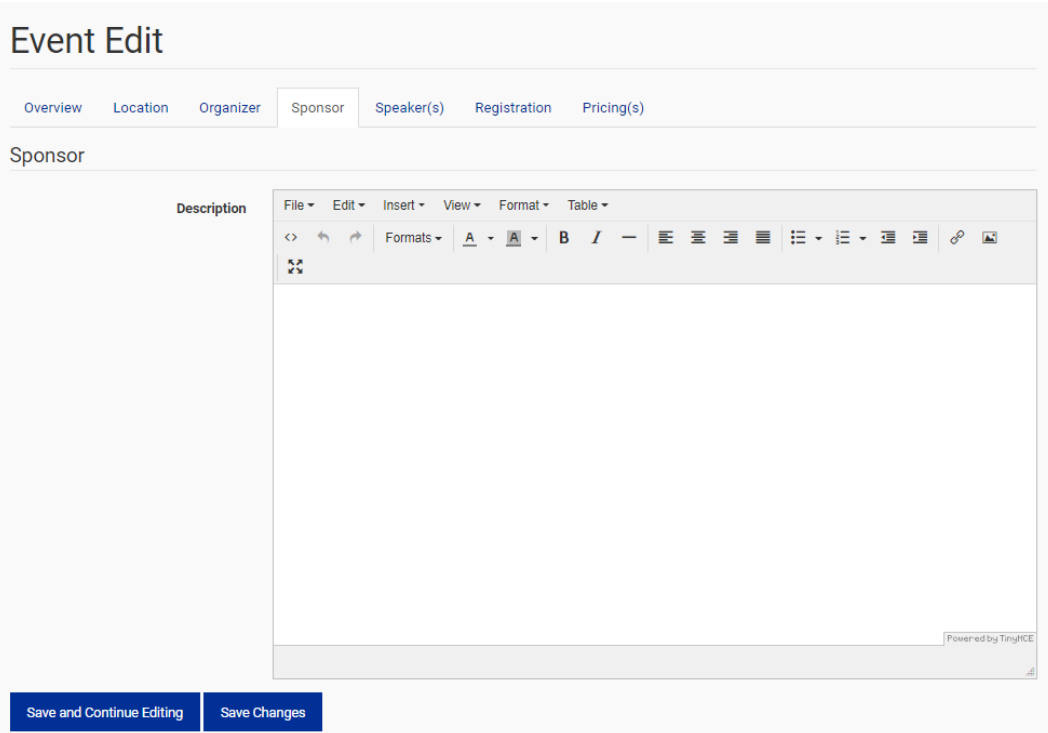
Name

Description

[Save and Continue Editing](#) [Save Changes](#)

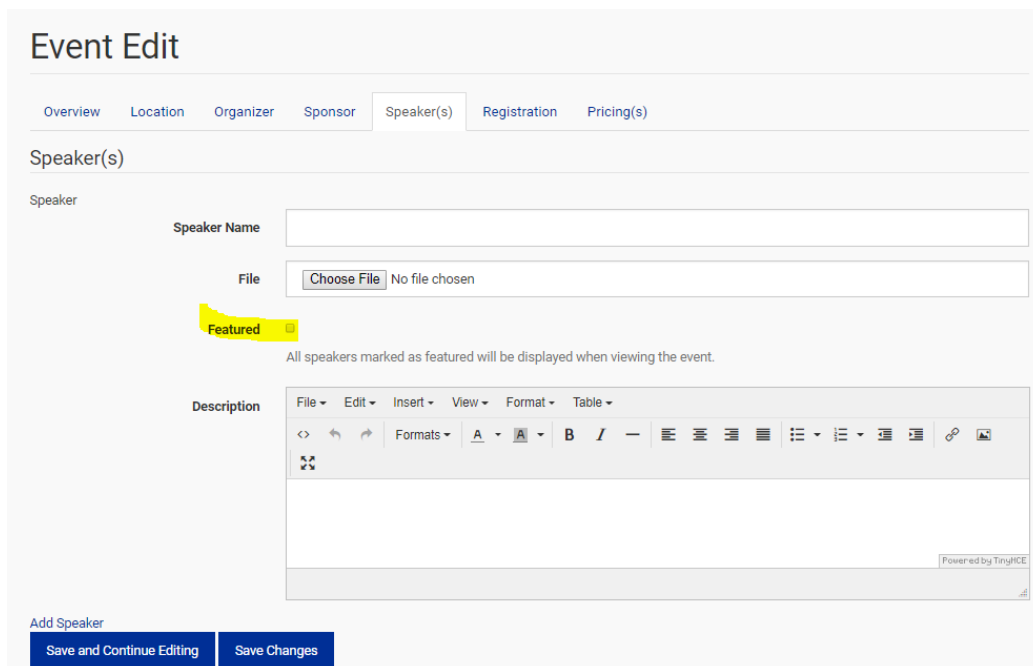
Enter the organizers information. Fill in their name and you can insert their phone and/or email address in the description.

Click Save and Continue Editing.



We have added a new section dedicated to the Event Sponsors. You can insert the company logo and link it to their website in the Description Box. **Please limit the logos to at most 2 logos for this space and a max width of 250 pixels.** The space is not very large and if you list a lot of logos it will push down the content and look odd.

Once you are happy with how the logos appear, click Save and Continue Editing.



Enter your speakers information as it is available. You must check “Featured” if you wish for the Speaker Bio to appear on your event listing. You can add additional speakers by clicking “Add Speaker” (just above Save and Continue Editing).

Once you are happy with how your speakers content is added click Save and Continue Editing.

Registration

Enable Registration

Registration Limit*
Enter the maximum number of registrants. Use 0 for unlimited registrants

Payment method Credit Card - Online
 Check - Offline
 Cash - Offline
 Free Membership - Offline

Payment required
A payment required before registration is accepted.

Require Guests Info
If checked, the required fields in registration form are also required for guests.

Discount eligible

Publicly Show Registration Stats
Display the number of spots registered and the number of spots left to the public.

Custom Registration Form Use Custom Registration Form
 Use one form for all pricings

[Manage Custom Registration Form](#)

Send Email Reminder to attendees

Specify when (? days before the event starts) the reminder should be sent
Comma delimited. Ex: 7,1

In order to allow users to register you must check “Enable Registration.” If this is not checked a register button will not appear.

- You can set the Registration Limit – this is the total # of registrants at every price point.
- Leave the default “Credit Card – Online” to accept online payments. If you are going to allow Walk-Ins, also check “Cash – Offline.”
- Payment should always be required – always keep checked.
- Discount Eligible enables your event to accept discount code likes OptOut for users to OptOut of the scholarship donation. If this is not checked, we’ll assume that your event is going to offer a \$5 donation for every registration.
- Check Publicly Show Registration Stats so that users know how many seats are left on the event.
- Custom Registration forms are available for special events. If you need additional fields to gather information for your event, contact webmaster@spgcs.org in order to get a custom registration form created. Once the form is created you will be able to select the custom form in the drop down menu when you check “Use Custom Registration Form.”
- Send Email Reminder to attendees allows all registrants to receive an email with a reminder of their upcoming event. We have the default set to a week out and 1 day before the event as a reminder. This can be altered as needed.

Registration Email* Default Email Only

Registration email text

File Edit Insert View Format Table

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Save and Continue Editing Save Changes

All registrants receive a default email once they register for an event. If you wish to send a customized message, other than the default, you may edit the email under Registration Email Text.

Click Save and Continue Editing.

Pricing(s)

Pricing

Note: the registrants will be verified (for users, members or a specific group) if and only if the setting **Anonymous Event Registration** is set to "validated" or "strict". [View or update the setting.](#)

Pricing display name	<input type="text" value="MIT/Student/Retired"/>
Pricing description	<div style="border: 1px solid #ccc; height: 100px;"></div>
Number of attendees	<input type="text" value="1"/> <small>Total people included in each registration for this pricing group. Ex: Table or Team.</small>
Registration limit*	<input type="text" value="15"/> <small>The maximum number of registrants allowed for this pricing. 0 indicates unlimited. Note: this number should not exceed the specified registration limit.</small>
Payment required	<input type="text" value="No"/>
Price*	<input type="text" value="\$ 15.00"/>
Include tax	<input type="checkbox"/>
Start Date/Time*	<input type="text" value="2018-12-31"/> <input type="text" value="11:31:04"/> <small>The date time this price starts to be available</small>

If you use an Event Template the pricing structure is already set up and you just need to alter the start/end time and any limits.

We have added Registration Limit – this allows you to cap the # of registrants for each pricing level. (Ex: You can set registration limit to 15 so that only 15 people can register at the MIT price level). You will no longer have to create a separate event for MIT/Retired/Student or Webinar registrations. They can all be captured on one event page.

Make sure payment required is set to Yes so that users pay for their event online.

Leave Include tax unchecked as we do not charge tax for registrations.

End Date/Time* 2019-01-30
17:31:04
The date time this price ceases to be available

Groups

Arrangements Permissions
Audit Committee
Auxiliary
Awards Banquets

Public can use this pricing

Signed in user can use this pricing

All members can use this pricing

Position 0

[Delete This Pricing](#)

Make sure you set the End Date/Time so that you don't have a lot of last minute registrations.

When setting the limitations here is the description of options:

- Public can use this pricing – anyone (member/non-member) can use this price option to register
- Signed in user can use this pricing – anyone who is signed in using their SPE.org login or old spegcs.org login (may or may not be listed as a member if using an old spegcs.org profile) can use this pricing to register
- All members can use this pricing – only those who signed in using their spe.org credentials or an old spegcs.org profile that shows them as an active member can use this pricing option

PLEASE NOTE: In order to get member pricing, users MUST be logged in prior to attempting to register or they will receive an error message.

If you need to remove a pricing option that is show, click Delete This Pricing.

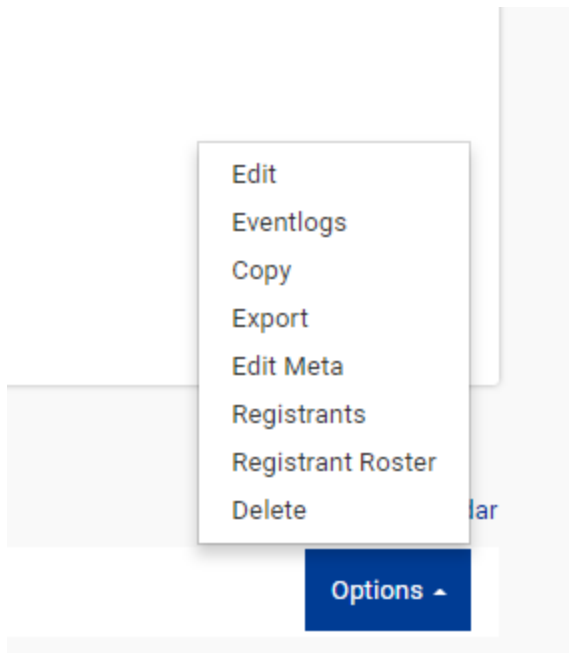
Here are the standardized pricing options. Enter each pricing option as listed under "Fee" in the chart below. If someone applies to "OptOut" discount code at checkout, each study group will receive the dollar amount listed in "Net to SG" column.

#	Attendee Description	Fee	SEF fee included	Net to SG
1	Webinar	\$15	Y	\$10
2	Student / Member in Transition / Retired	\$15	Y	\$10
3	Member	\$40	Y	\$35
4	Non Member	\$50	Y	\$45
5	Walk In	\$50	N	\$50

Please use the above pricing when determining your cost. Account for the \$5 SEF donation.

Once you are satisfied with the pricing click Save.

You will be directed to the event page. Please review all of the details and then go back to edit as necessary. To edit you can either look at the top tool bar and Events > Edit Event or on the bottom right corner.



Add as many pricing options as necessary. and then click **Add Event**.