

HamptonGolf

JONAS EVENT MANAGEMENT TRAINING

HOW TO CONFIGURE AN EVENT

To create an event, you will need to access the Event Management module from within Club Central. When creating an Event, the first section you will need to complete is the **General Information** section. This section is broken down into 3 sub-sections.

- Event Details
- Restrictions
- Other Settings

Here are the steps you will need to follow to **Create an Event**:

1. From within Club Central, click on the planet icon in the far-left corner
2. In the search bar, type in “event” and select Event Management from the search results
3. From the Event Management menu located on the left, select **Create Event**

The screenshot displays the 'Create Event' interface. On the left is a sidebar with 'Manage Events' and 'Create Event' sections. The 'Create Event' section includes 'Categories', 'Locations', 'Registrant Categories', 'Cancellation Policies', and 'Configuration'. The main area has three tabs: 'General Information' (selected), 'Registration and Pricing', and 'Email Notification'. At the top are 'Save', 'Save & Publish', and 'Preview' buttons. The 'General Information' tab contains fields for Name, Category (set to 'Dining'), Color (set to yellow), Location (set to 'Grand Ballroom'), and a large text area for Description. Below these are Date (set to 'Thursday, January 15, 2015') and Time (set to 'Regular' with a start time of '8:00 pm' and end time of '8:30 pm'). On the right, there are two expandable sections: 'Restrictions' with checkboxes for 'No attendees under 1 years old', 'No attendees over 120 years old', and 'Allow Guests' (checked), and 'Other Settings' with checkboxes for 'Hide from Calendar at a Glance' and 'Allow Public Users to View This Event'.

This will display the **General Information** section where the **Event Details** can be entered in.

EVENT DETAILS

To fill out the **Event Details** section under the **General Information** tab of the event you will need to follow these steps:

1. Type in the **Name** of the event.
2. Select an **Event Category** from the drop-down list or, multiple Categories if you so choose.
3. Select an **Event Location** from the drop-down list.
4. Enter a description for the event using the content editor.
5. Select the date in which the Event will take place.
6. Chose the type of Time settings for the event from the following choices:
 - a. **Regular** - The event will have one or multiple Start and End times.

- b. **All Day** - The event has no start time or end time and will display “All Day” in the **Event Calendar**.
- c. **No Time** - The event has no start time or end time and will only display the event name in the **Event Calendar**.
- d. **No End Time** - The event has a specific start time but does not have an end time.

7. Depending on the type of Time settings chosen, set the **Start** and **End** time of the event.

Saturday, July 30, 2016 ▼

Regular
 All Day
 No Time
 No End Time

11:30 pm ▼ to 12:00 am ▼
+ Add new seating time

Note: If you are creating a Regular Event and you would like to have multiple times in which people may attend, click on the ‘Add new seating time’ button to add multiple Start and End times.

If the event will occur more than once, check the ‘Recurrence’ checkbox to set the details of the Recurrence. The Recurrence details will allow you to dictate how often and how many times this event will reoccur. The set options that are provided are:

- **Daily** - You can choose how often in days an event will occur this occurrence as well will end.

Daily Weekly Monthly Yearly

Repeats every ↕ day(s)

Ends: ▼

- **Weekly** - You can choose which specific days of the week an event will occur and when the last occurrence should be.

Daily Weekly Monthly Yearly

Repeats every ↕ week(s)

Repeats on
 Su
 Mo
 Tu
 We
 Th
 Fr
 Sa

Ends: ▼

- **Monthly** - You can choose if the event should reoccur on the same date or day of a month based on the current date of the first occurrence. You can also choose when the last occurrence will be.

Daily Weekly Monthly Yearly

Repeats every ↕ month(s)

Repeats on
 30 of the month
 Saturday of the month

Ends: ▼

- **Yearly** - You can choose if the event should reoccur on the same date or day of a year based on the current date of the first occurrence. You can also choose when the last occurrence will be.

Daily Weekly Monthly Yearly

Repeats every 1 year(s)

Repeats on 30 of July Saturday of July

Ends: Never

Note: The First occurrence of an event is always the date you have set in the Event Details above.

RESTRICTIONS

The Restrictions section of General Information will dictate who is allowed to attend the event. There are four types of Restrictions that can be set:

- **No Attendees Under () Years Old** - This will allow you to set a minimum age requirement for the event.
- **No Attendees Over () Years Old** - This will allow you to set a maximum age limit for the event.
- **Allow Guests** - This will all Members to include Guests in their reservations.
- **Gender Restrictions** - This will allow you to set the event to gender-specific if desired.

OTHER SETTINGS

Additional settings available for an Event include the following:

- **Hide from Calendar at a Glance** - If you have set up the **Calendar at a Glance** web part on an alternate page of your site, this will toggle whether the event will be listed or not.
- **Allow Public Users to View This Event** - If you have set up a **Public Calendar** on your site, this feature will determine if this event will be displayed on that calendar as well.

HOW TO CONFIGURE EVENT REGISTRATION

Once you have completed the **General Information** about the Event, you can choose to add a Registration component for your Members. There are four available options under the Registration and Pricing section, which are as follows:

NO REGISTRATION

These types of events are created for informational purposes only. The General Information entered for the event will be displayed, but Members will not be able to register for these types of events.

REGISTRATION ONLY

Adding Registration to an Event will allow Members to specify if they will be attending an event and how many people they will be attending with. The first step to adding Registration to an Event is to select a Registration Type.

REGISTRATION AND PRICING

Adding **Registration and Pricing** to an Event will allow Members to specify if they will be attending an event and how many people they will be attending with. Members will also be provided with the cost for each Registrant that will be attending the event. Like adding **Registration Only** to an event, you will need to choose a **Registration Type**.

PRICING ONLY

Pricing Only events will have another tab next to the Event Details tab, which will provide the Member with pricing information for that particular event. Members will not be able to register for these events.

REGISTRATION ONLY

You will need to select one of the three types of Registration for your event:

QUICK REGISTRATION

Adding the **Quick Registration** type to your event will allow Members to add quantities of unnamed registrants per **Registrant Category**. Since the registrants are unnamed, you are allowed to add **Booking Questions** to the registration; however, you will not be able to add **Individual Registrant Questions**.

DETAILED REGISTRATION

Adding the **Detailed Registration** type to your Event will allow Members to add named registrants by utilizing the search options provided or by typing in Guests' names. For events of this type, both **Booking Questions** and **Individual Registrant Questions** can be added to the registration process.

HYBRID REGISTRATION

Adding the **Hybrid Registration** type to your event will allow Members to add both Named and Unnamed registrants. Events of this type of registration allow for both **Booking Questions** and **Individual Registrant Questions**. However, individual questions can only be answered by named registrants (Members and/or Guests).

REGISTRANT CATEGORIES

Each event that you create with Registration requires a Registrant Category to be added. You will have the option of selecting either the **Age Applied Category** or a **Member Selected Category**.

OPTIONS

The options section of Registration allows you to choose if the following features will be made available for the event:

- **View Other Attendees** - This option will allow Members who are registered for the event to see a list of other registrants attending the event

Note: Any Member that has chosen to hide from the Event Management module will not appear in this list of registrants.

- **Allow Wait List** - This option will allow Members to continue to register for the event even after the Event Attendance Limit has been reached or registration has been manually stopped. These registrations will be added to a separate list and will not be included in the total number of registrants for the event.
- **Allow Guests** - This option will dictate if Guests can accompany Members to the event and if Members are allowed to add Guests to their bookings
- **Cancellation Policy** - Choosing a Cancellation Policy for the event will apply the corresponding cancellation restrictions to the event.

NOTIFICATIONS

This will allow a user to turn on/off notification emails for this particular event:

- **Notify Member** - This option will send out an event notification to the Member when the following actions occur:
 - a. A Member registers for the event
 - b. A Member edits their booking
 - c. A Member cancels their booking
 - d. An Administrator makes a change to event settings or details
 - e. An Administrator creates, edits, or cancels a Member's registration
- **Notify Club** - This option will send out an event notification to all Administrators when the following actions occur:
 - a. A Member registers for the event
 - b. A Member edits their booking
 - c. A Member cancels their booking
 - d. An Administrator makes a change to event settings or details
 - e. An Administrator creates, edits, or cancels a Member's registration
- **Sender's Email** - This is where you can state which email address the Event Notifications will be coming from