

ChamberMaster/ MemberZone Event Setup

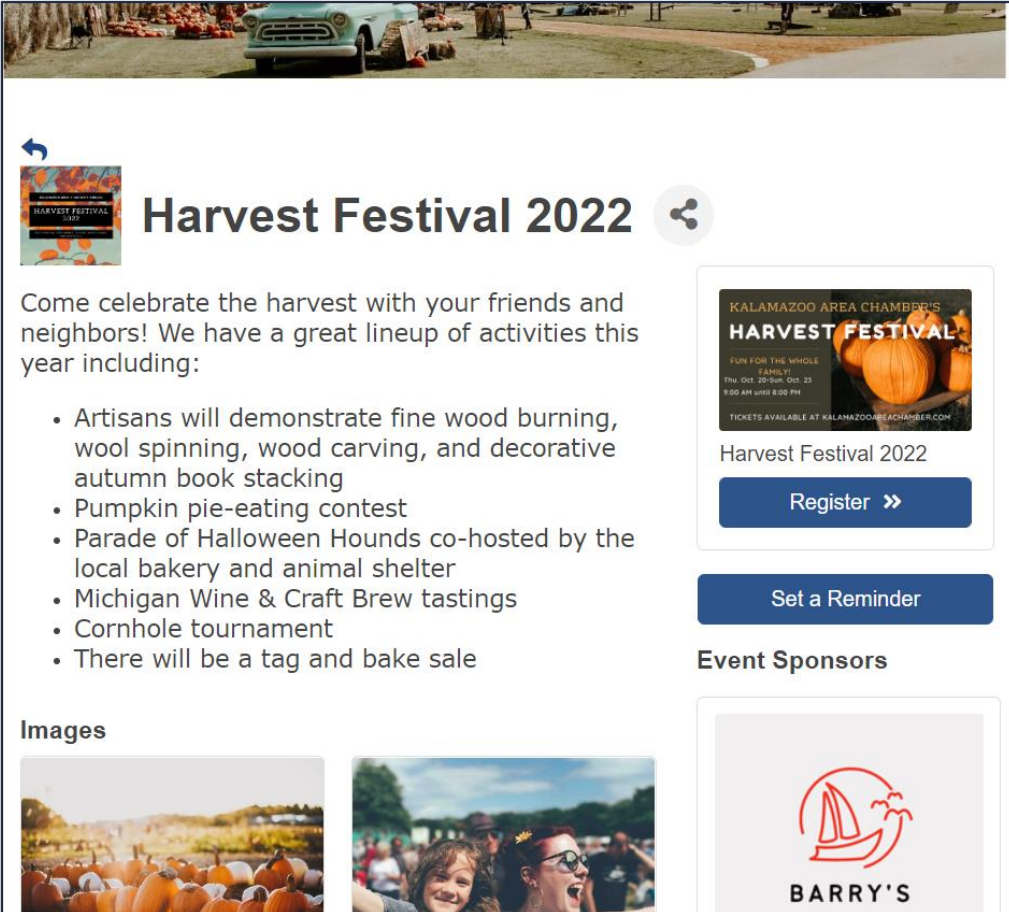
Agenda

- Default Event Options & Settings
- Registration Options
- Event Categories
- Custom Fields
- Sponsors
- Event Fee Items
- Discounts
- Create and Publish Events



Overview

- Create and manage every aspect of event from within Events module
 - Photo galleries, videos, maps & more
 - Flexible registration pricing
 - Event Invitations
 - Registration and Check-in management
 - Invoicing and Payments
 - Event Reporting



The screenshot shows a Facebook event page for "Harvest Festival 2022". At the top is a banner image of a vintage car at a festival. Below the banner is the event title "Harvest Festival 2022" with a share icon. The event description reads: "Come celebrate the harvest with your friends and neighbors! We have a great lineup of activities this year including:" followed by a bulleted list of activities: "Artisans will demonstrate fine wood burning, wool spinning, wood carving, and decorative autumn book stacking", "Pumpkin pie-eating contest", "Parade of Halloween Hounds co-hosted by the local bakery and animal shelter", "Michigan Wine & Craft Brew tastings", "Cornhole tournament", and "There will be a tag and bake sale". To the right of the text is a smaller event poster with details: "KALAMAZOO AREA CHAMBER'S HARVEST FESTIVAL", "FUN FOR THE WHOLE FAMILY!", "Thu, Oct 20 - Sun, Oct 23", "9:00 AM until 8:00 PM", and "TICKETS AVAILABLE AT KALAMAZOOAREACHAMBER.COM". Below the poster are two buttons: "Register >>" and "Set a Reminder". Underneath is the "Event Sponsors" section, featuring the logo for "BARRY'S" which includes a stylized sailboat icon. At the bottom left of the event page is an "Images" section with two thumbnail photos: one of a pumpkin patch and one of two women smiling.

Event Options & Settings

- Defaults used across all events configured in database
- Some defaults may be overridden at event level
- Calendar Search Options
- Registration & Billing Preferences
- Sponsors
- KB: [Event Options & Settings](#)

Chamber Management: Event Options & Settings

- + General Settings
- + Calendar Search Options
- + Registration and Billing Preferences
- + Sponsors

Event Categories

- Quick and easy way to organize your events
- Allow members and public to search your Event calendar
- Modify and add event categories as needed
- KB: [Modify Event Categories](#)

Event Category: Arts & Culture Business Leadership Chamber101
[▶ edit categories](#) Clubs & Organizations Clubs/Organizations Community
 Continuing Education Entertainment Festivals & Celebrations
 Government Holiday & Seasonal Just For Fun
 Members Only Recreation & Sports Schools
 Technology

Fee Items

- Event Fee Items
 - Event registration, sponsorships, etc.
- Additional Fee Items
 - Apparel, extras, etc.
- Fees for members and nonmembers
- Create fee items prior to creating event in the database
- KB: [Working with Fee Items](#)
- KB: [Assign Additional Fee Items](#)

Event Registration Fees

Event Registration Fee Options Available for this Event
Drag fees in the order you want them to appear on the registration form.

check all clear all	Display Name	Description	Public	Eligibility	Amount
<input type="checkbox"/>	Golf Event Registration (Members Only)	Individual fee for annual golf event for members.	<input checked="" type="checkbox"/>	Members	\$125.00
<input type="checkbox"/>	Golf Event Registration (Non-members Only)	Fee for non-members for annual golf event	<input checked="" type="checkbox"/>	NonMems	\$200.00
<input type="checkbox"/>	Golf Event Team Registration	Team fee for annual golf event (no more than 4 players per team, one player must be a member).	<input checked="" type="checkbox"/>	Any	\$400.00

[Remove Selected Fee Items](#) [Assign Fee Items](#)

Additional Fee Items

Additional Fee Items Available for this Event
Drag fees in the order you want them to appear on the registration form.

check all clear all	Display Name	Description	Public	Eligibility	Amount
<input type="checkbox"/>	Golf Cart Rental	Golf cart rental fee.	<input checked="" type="checkbox"/>	Any	\$25.00
<input type="checkbox"/>	Golf Event Sponsorship	Golf event hole sponsorship.	<input checked="" type="checkbox"/>	Any	\$500.00
<input type="checkbox"/>	Golf Event T-Shirt for Non-Members	T-Shirt for annual golf event for non-members.	<input checked="" type="checkbox"/>	NonMems	\$29.00
<input type="checkbox"/>	Golf Event T-Shirt with Members Name	T-Shirt for annual golf event with member's name included on back.	<input checked="" type="checkbox"/>	Members	\$20.00

[Remove Selected Fee Items](#) [Assign Fee Items](#)

Copy Event

- Create event by copying from previous event
- Make changes to copied event
- Event Guest List does not copy over from previous event
- KB: [Copy an Event](#)

Add a New Event

▶ Step 1: General Information
Step 2: Descriptions/Appearance
Step 3: Fees/Billing Information

Event Title:

Time Zone: (GMT-05:00) Eastern Time Show/Select from all time zones

Start Date/Time: 12/19/2023 : : All Day Event

End Date/Time: 12/19/2023 : : ▶ same as start date

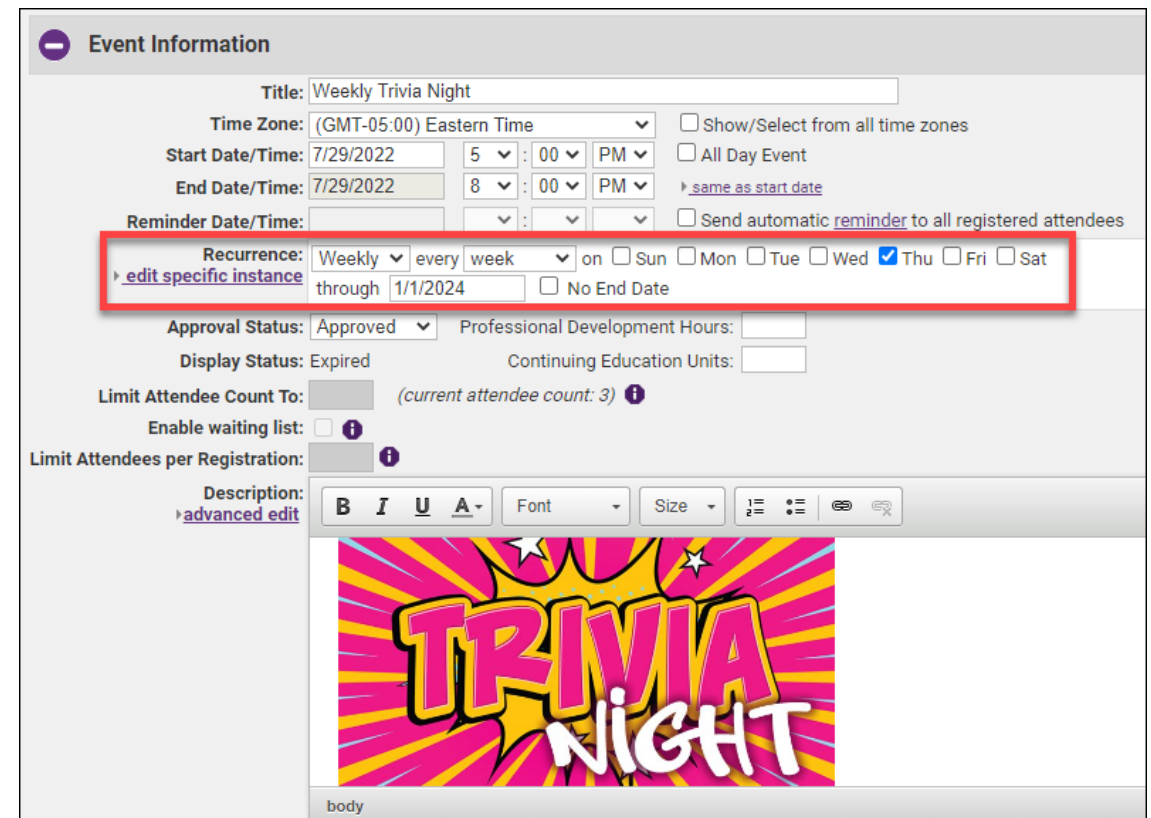
Reminder: : : Send automatic [reminder](#) to all registrants

Recurrence: None

Professional Development Hours: Continuing Education Units:

Create Recurring Events

- Useful for reoccurring events
 - Annual Golf Tournament, weekly board meeting, etc.
- Fees must be set for each instance of event
- KB: [Create a Recurring Event](#)



Event Information

Title: Weekly Trivia Night

Time Zone: (GMT-05:00) Eastern Time Show/Select from all time zones

Start Date/Time: 7/29/2022 5:00 PM All Day Event

End Date/Time: 7/29/2022 8:00 PM [same as start date](#)

Reminder Date/Time: Send automatic reminder to all registered attendees

Recurrence: Weekly every week on Sun Mon Tue Wed Thu Fri Sat
[edit specific instance](#) through 1/1/2024 No End Date

Approval Status: Approved Professional Development Hours:


Display Status: Expired Continuing Education Units:

Limit Attendee Count To: (current attendee count: 3) **i**

Enable waiting list: **i**

Limit Attendees per Registration: **i**

Description: [advanced edit](#) **B I U A** Font Size



body

Create New Event

- Setup Wizard will walk you through adding:
 - General Information
 - Description/Appearance
 - Fees/Billing Information
- KB: [Adding a New Event](#)

Add a New Event

▶ Step 1: General Information
Step 2: Descriptions/Appearance
Step 3: Fees/Billing Information

Event Title: [Copy a Past Event](#)

Time Zone: (GMT-06:00) Central Time Show/Select from all time zones

Start Date/Time: 8/30/2018 : : All Day Event

End Date/Time: 8/30/2018 : : [▶ same as start date](#)

Reminder: : : Send automatic [reminder](#) to all registrants

Recurrence: None

Professional Development Hours: Continuing Education Units:

Goals:

Attendance:

Number of Sponsors:

Total Revenue:

Sponsorship Revenue:

Approval Status: Approved

Editing Event Information

- Add additional information about the event:
 - Attendee Limits
 - Allowing a Waiting List
 - Allow Others to see who is attending
- KB: [Edit Event General Information](#)

Business Leaders' Summit

[Save](#) [Cancel](#) [Preview Event Page](#) [Delete Event](#)

Event Information

Title:

Time Zone: Show/Select from all time zones

Start Date/Time: :

End Date/Time: : [same as start date](#)

Reminder Date/Time: : Send automatic [reminder](#) to all registered attendees

Recurrence: ⓘ

Approval Status: Professional Development Hours:

Display Status: Continuing Education Units:

Limit Attendee Count To: (current attendee count: 6) ⓘ



Enable waiting list: ⓘ

Limit Attendees per Registration: ⓘ

Create & Publish Event

- Photos
- Videos
- Mapping with Google Maps support
- KB: [Add Photos/Video to Events](#)

Photos & Images

Search Results Icon:  **i**  **+** **i** Click the 'Plus' button to select or upload an image to display as the search results icon for this event. You can even crop it!





Event Header Photo:  **i**  **+** **i** Click the 'Plus' button to select or upload an event header image that will be displayed only on websites with v4 public modules. Min Image size recommended: 1200 x 225

Image Type i	Image	Action
Main Event Photo	 <i>Harvest Festival 2022</i>	Change Image Remove Image
Gallery Photo	 <i>click image to enlarge</i>	Change Image Remove Image

Add Custom Fields

- Can be used to gather useful information about attendees during registration
- Examples:
 - Meal choice
 - Dietary restrictions
 - T-shirt sizes
 - Team Names
- KB: [Add Custom Fields](#)

Enter information * Required fields

Show Mailing Address

First Name: * **Last Name: ***

Company Name: **Title:**

Email:

Phone:

Would you like to participate in the cornhole tournament?: *

Cornhole Tournament Team Name:
Limited to 50 characters.

Comments:

Discounts

- Variety of discount options available:
 - Age-Based
 - Early Registration
 - Volume
 - Membership Type
 - Promo Code
 - Benefit Item
- KB: Create Discount Options

Add Event Discount

New Age-Based Discount

Discount Name:

Apply To: All Fees

Value/Amount: Use a Flat Fee Amount of \$

Reduce fee amount by \$

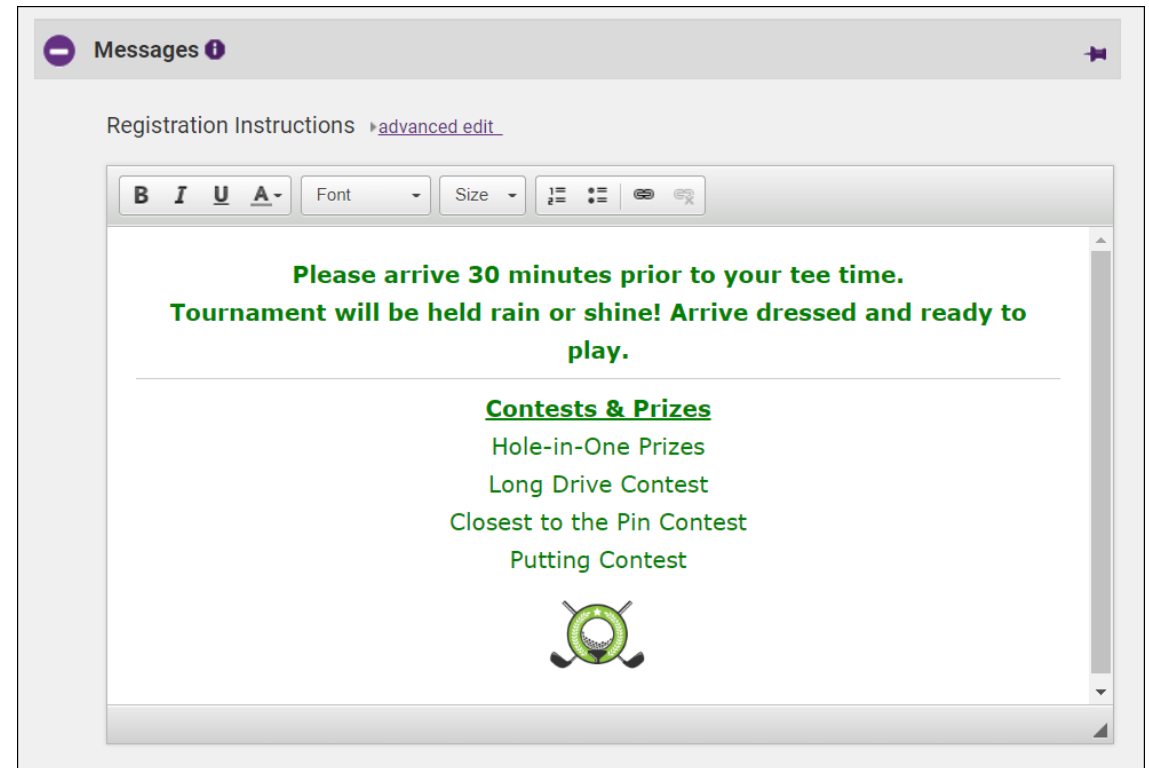
Reduce fee amount by

Age Range: From age thru age (inclusive).

Description:

Customize Registration Instructions

- Customize registration instructions
 - Appears at top of registration page
- Customize registration confirmation message
 - Message appears after completing registration for event
- KB: Customize Event Messages



Future Training

- Check out the [Training Calendar](#) to register for your continued and future training!

ChamberMaster/MemberZone Training


Start Date End Date

Category

Search [Submit](#)

Upcoming Events

[« Switch to Calendar View](#)



Solution Overview--ChamberMaster/MemberZone | Wednesday, January 2, 2019

The ChamberMaster Member Management Software is powerful, easy-to-use and designed to manage all the day-to-day operations of your organization. This session will provide you with an overview of the software, so that you can take full advantage of its capa

TRAINING WORKSHOP [Read More](#) [Read More](#)

Questions?