

# From Setup to Success: Hosting Events with ChamberMaster

# Agenda


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- Default Event Options & Settings
- Registration Options
- Event Categories
- Custom Fields
- Event Fee Items
- 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



  **Harvest Festival 2022** 

Come celebrate the harvest with your friends and neighbors! We have a great lineup of activities this year including:

- 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
- There will be a tag and bake sale


  
KALAMAZOO AREA CHAMBER'S  
**HARVEST FESTIVAL**  
FUN FOR THE WHOLE FAMILY!  
THU OCT 20 - SAT OCT 22  
9:00 AM until 6:00 PM  
TICKETS AVAILABLE AT KALAMAZOOAREA.CHAMBER.COM

Harvest Festival 2022



[Register »](#)

[Set a Reminder](#)

**Event Sponsors**

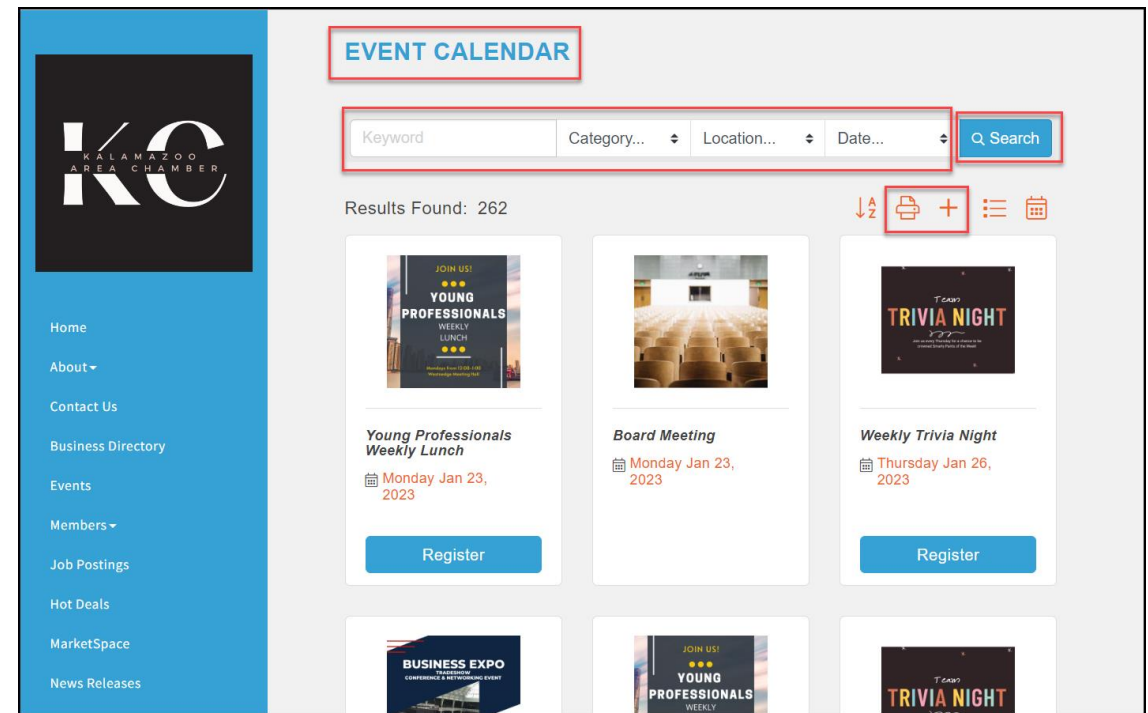
  
**BARRY'S**

**Images**



# Event Options & Settings

- Default settings used across all events configured in database
  - Some defaults may be overridden at event level
- Customize Calendar Search Options
- Registration & Billing Preferences
- Sponsors



# Create New Event

- Setup Wizard will walk you through adding:
  - General Information
  - Description/Appearance
  - Fees/Billing Information
- Create recurring events
- Include reminder email to registrants
- 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-05:00) Eastern Time ☐ Show/Select from all time zones

Start Date/Time: 1/20/2023  :  :  ☒ All Day Event

End Date/Time: 1/20/2023  :  :  [same as start date](#) ☐ Send automatic [reminder](#) to all

Reminder:  registrants

Recurrence: None

Professional Development Hours:  Continuing Education Units:

Goals:

Attendance:

Number of Sponsors:

Total Revenue:

Sponsorship Revenue:

Approval Status: Approved

Visibility: ☒ Internal Event Calendar  
☒ Display on Public Events Calendar  
☒ Display on Member Information Center Calendar  
☒ Display on Featured Events

Event Category: [edit categories](#)

<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Business Leadership	<input type="checkbox"/> Chamber of Commerce
<input type="checkbox"/> Clubs & Organizations	<input type="checkbox"/> Community	<input type="checkbox"/> Continuing Education
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Festivals & Celebrations	<input type="checkbox"/> Government
<input type="checkbox"/> Holiday & Seasonal	<input type="checkbox"/> Just For Fun	<input type="checkbox"/> Members Only Event
<input type="checkbox"/> Networking	<input type="checkbox"/> Schools	<input type="checkbox"/> Sports & Recreation
<input type="checkbox"/> Technology	<input type="checkbox"/> Women in Business	

<< Back [Next >>](#) Finish Cancel


# Copy Event

- Create event by copying from previous event
  - Make changes to copied event
- Event Guest List does not copy over from previous 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-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

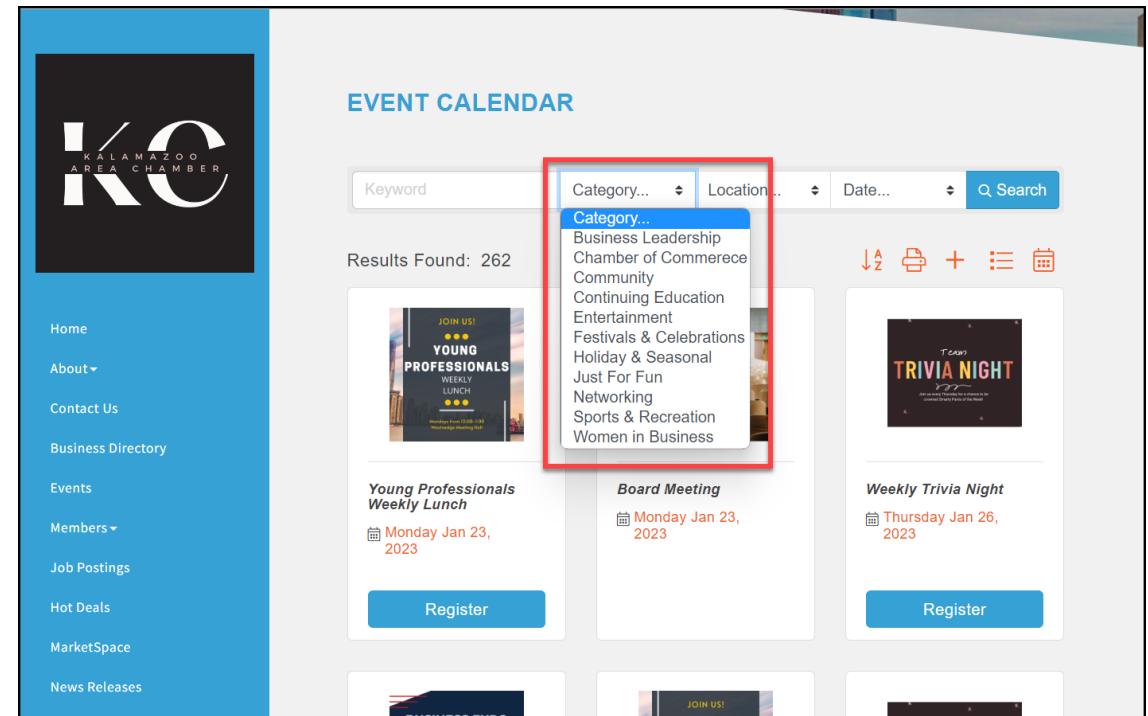
registrants

Recurrence: None

Professional Development Hours:  Continuing Education Units:

# 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



# 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.

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

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

Remove Selected Fee Items

Assign Fee Items

# 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:

Time Zone:  ☐ Show/Select from all time zones

Start Date/Time:   :  PM ☐ All Day Event

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

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

Recurrence:  every  on ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat  
[edit specific instance](#) through  ☐ No End Date

Approval Status:  Professional Development Hours:

Display Status:  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

# Editing Event Information

- Add additional information about the event:
  - Attendee Limits
  - Allowing a Waiting List
  - Allow guests to see who is attending
- KB: Edit Event General Information

**Business Leaders' Summit**

Save Cancel Preview Event Page Delete Event

**Event Information**

Title: Business Leaders' Summit

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

Start Date/Time: 11/12/2022 9:00 AM ☐ All Day Event

End Date/Time: 11/12/2022 5:00 PM [same as start date](#)

Reminder Date/Time: 11/10/2022 12:00 AM ☒ Send automatic reminder to all registered attendees

Recurrence: None ⓘ

Approval Status: Approved ⓘ Professional Development Hours:

Display Status: Approved Continuing Education Units:

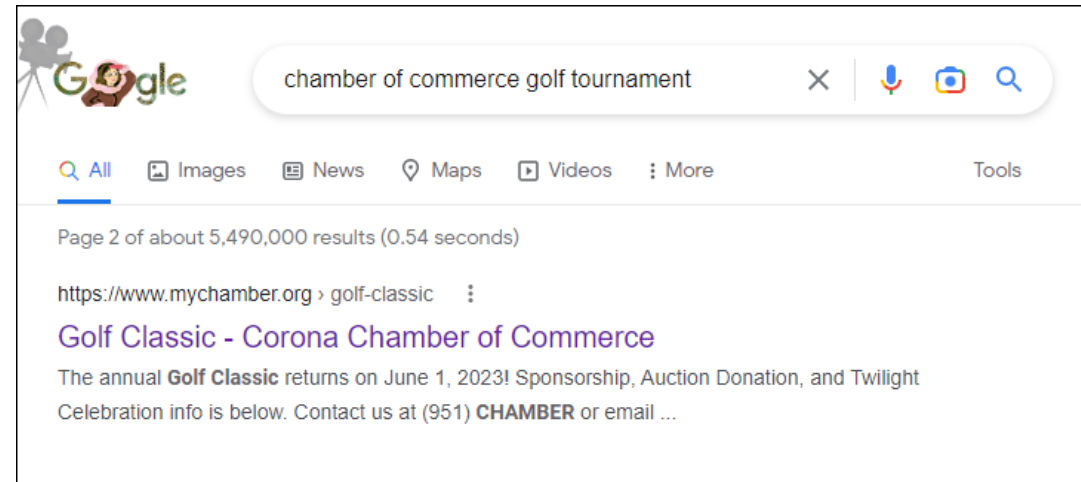
Limit Attendee Count To: 50 (current attendee count: 6) ⓘ

Enable waiting list: ☒ ⓘ

Limit Attendees per Registration:  ⓘ

# Meta & Search Descriptions

- Meta Search Description
  - Search engine results, social media posts, etc.
  - Useful to improve click-through-rate
- Search Description
  - Teaser text on event search results on your website




# Photos & Images


- Search Results Icon
- Event Header Photo
- Main Event Photo
- Image Gallery
- [YouTube video link](#)
- [Map Image](#)
- KB: [Add Images to Event Page](#)

Photos & Images

Search Results Icon:







Event Header Photo:




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!

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 <span></span>	Image	Action
Main Event Photo	<div><p><a href="#">Kalamazoo Chamber Golf Tournament</a></p></div>	<div><div>Change Image</div><div>Remove Image</div></div>
Gallery Photo	<div><p><a href="#">click image to enlarge</a></p></div>	<div><div>Change Image</div><div>Remove Image</div></div>

 chambermaster  
 memberzone

# Photos & Images



Search Results Icon

2022 Golf Tournament


Event Header Photo

The Kalamazoo Area Chamber will present its **24th Annual Golf Outing**. This public event has been one of the premier chamber events that include not only members of the chamber and area residents, but also dignitaries and key community leaders from Kalamazoo and the surrounding communities. All are welcome to attend this fun event!

Event includes a post-game steak dinner, hot dog luncheon at the turn, pre-game continental breakfast with shrimp cocktails and Bloody Mary bar, warm donuts from the donut truck, chances to WIN many fabulous prizes!


To become a sponsor, please contact [info@kalamazoochamber.com](mailto:info@kalamazoochamber.com) or call (123) 456-7890

Presented by The Kalamazoo Downtown Partnership



Kalamazoo Downtown  
**PARTNERSHIP**



Main Event Photo



Kalamazoo Chamber Golf Tournament

Set a Reminder

Video

 chambermaster  
 memberzone

# 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:

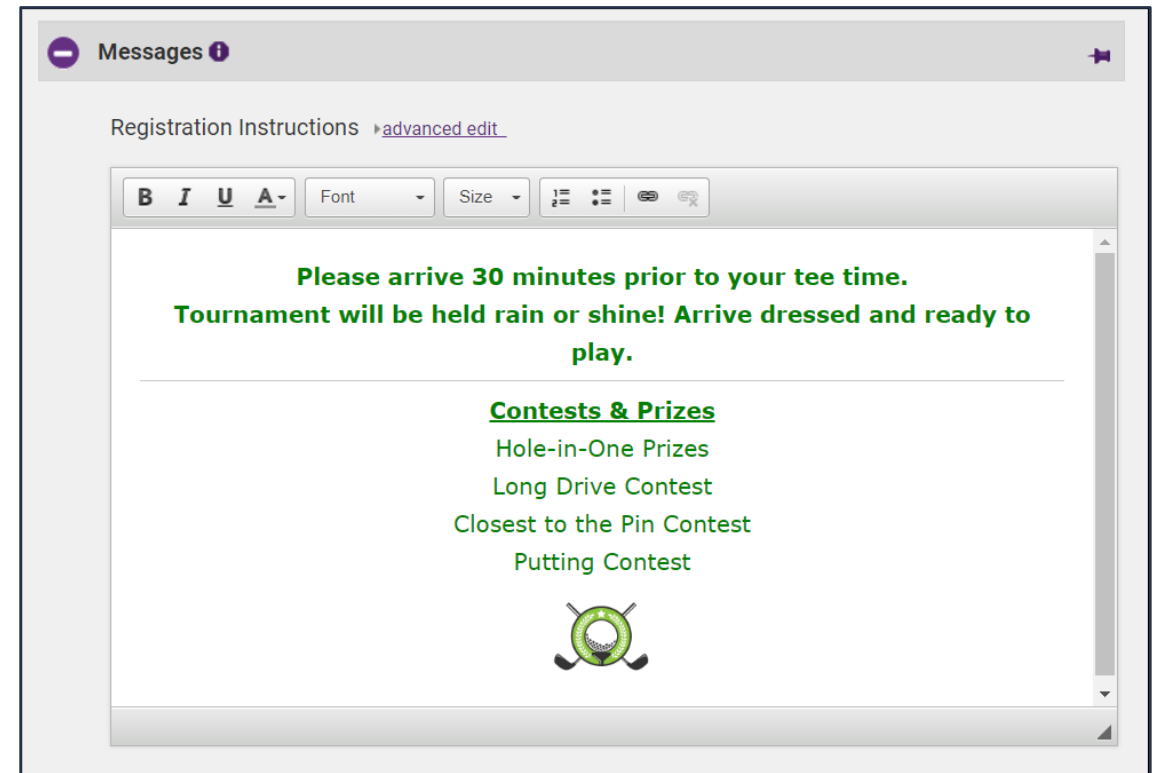
Would you like to participate in the cornhole tournament?: \*

Cornhole Tournament Team Name:   
Limited to 50 characters.

Comments:

# Customize Registration Instructions

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

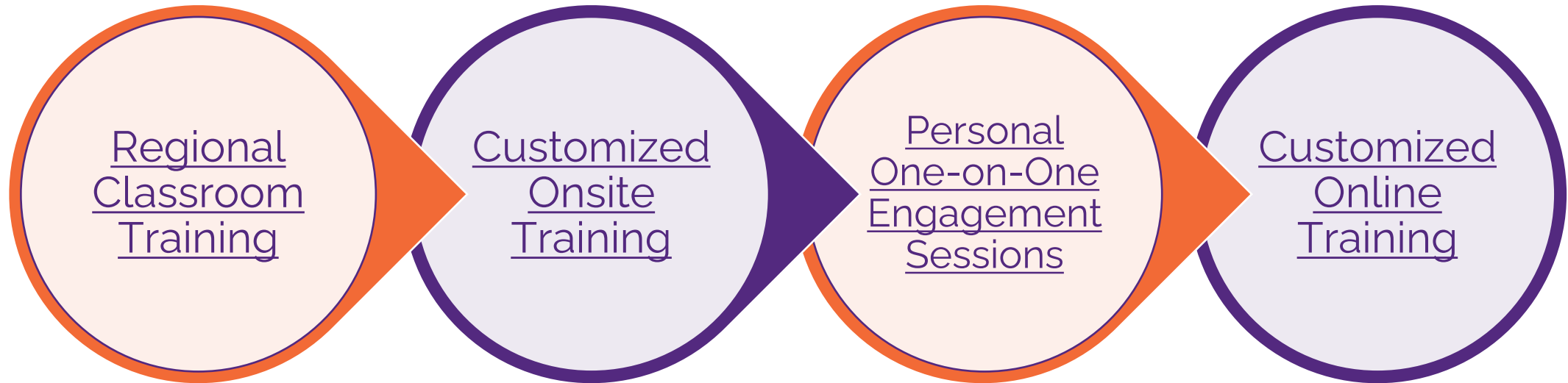


# Training Resources



# Expanded Training Offerings

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# Questions?