




ChamberMaster/ MemberZone Golf Tournament Setup

Agenda

- Setting up your Golf Tournament
 - Adding photo galleries, videos, maps, & more
 - Custom fields
- Registration
 - Fee items
 - Discounts
- Managing sponsorships
- Tournament invitations





 **2022 Golf Tournament** 

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 or call (123) 456-7890


Presented by The Kalamazoo Downtown Partnership




Kalamazoo Chamber Golf Tournament

[Set a Reminder](#)

Video

 Golf Steak Feature, C

 Date and Time

Event Information

- Tournament information
- Start/End Times
- Limit Attendee Count
 - Waiting List
- Limit Attendees per Registration
 - Teams
- KB: Edit/Customize Event Page Information

Event Information

Title:

Time Zone: Show/Select from all time zones

Start Date/Time: : : All Day Event

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: 14) ⓘ

Enable waiting list: ⓘ

Limit Attendees per Registration: ⓘ

Event Information

- Date and Time information
 - Agendas
- Location information
 - Map of course
 - Directions
- Fees/Admission
 - Optional to include
- Contact Information
 - Staff member to contact with questions

🕒 Date and Time

Friday Dec 2, 2022 - Saturday Dec 3, 2022

Registration | 8 - 10:30 a.m.

Shotgun start | 10:30 a.m.

Reception | 3:30 - 5 p.m.

📍 Location

Kalamazoo Country Club

1609 Whites Rd
Kalamazoo, MI 49008



1609 Whites Road, Kalamazoo, MI 49008

💰 Fees/Admission

- \$125 per member
- \$200 per non-member
- \$400 per team (no more than 4 players per team, one player must be a member)

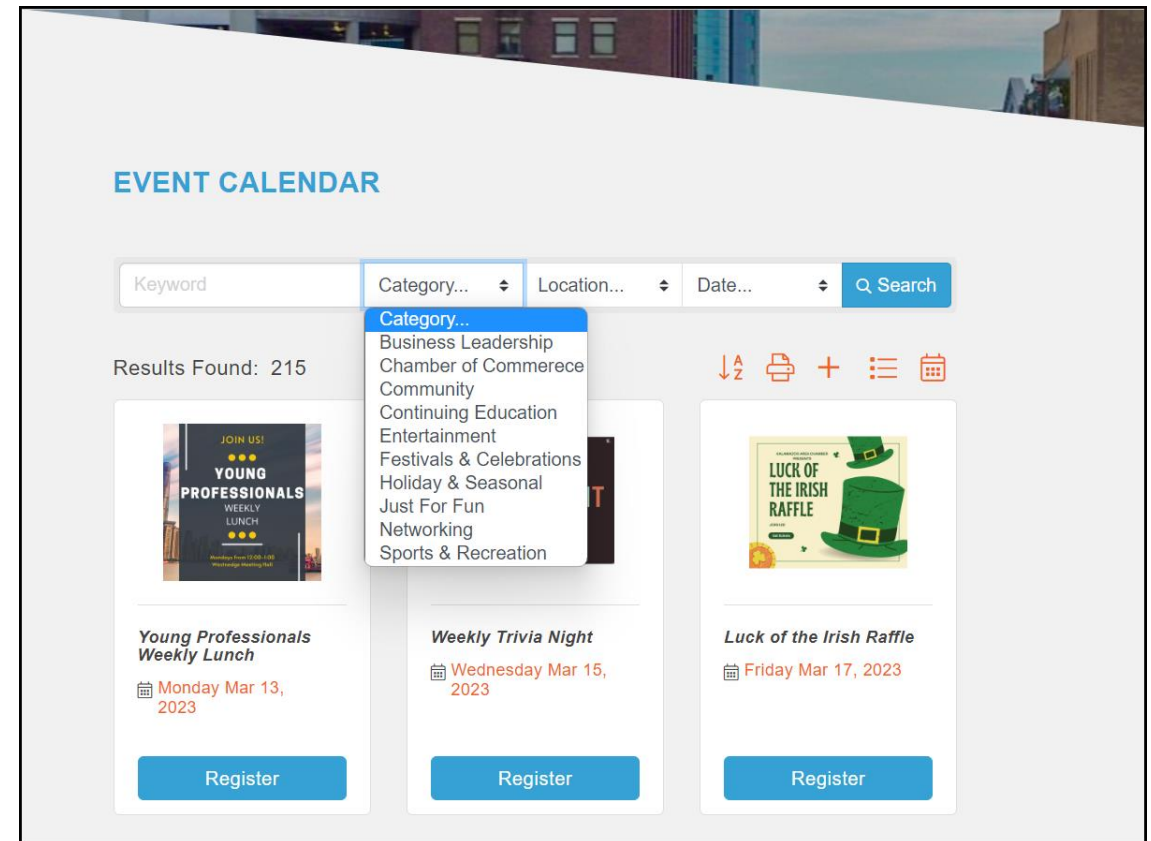
✉ Contact Information

Sean Smith (123) 456-7890

[Send Email](#)

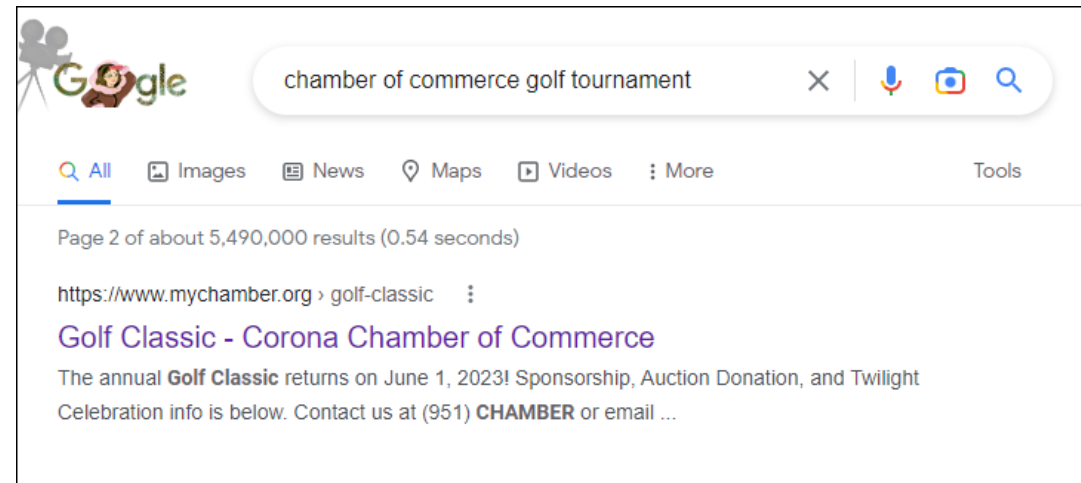
Placement Options

- Visibility
 - Internal: staff only
 - Public Events Calendar: public webpage
 - Display in MIC: members-only area
 - Featured Events
- Event Category
- KB: Define Event Categories



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/Video to Events

Photos & Images

Search Results Icon: 
 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: 
 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 	Image	Action
Main Event Photo	 <i>Kalamazoo Chamber Golf Tournament</i>	Change Image Remove Image
Gallery Photo	 click image to enlarge	Change Image Remove Image

Photos & Images




Search Results Icon



2022 Golf Tournament

Event Header Photo




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Presented by The Kalamazoo Downtown Partnership



Main Event Photo



SEPTEMBER 30TH kalamazooareachamber.com

Kalamazoo Chamber Golf Tournament

Set a Reminder

Video

Event Registration Fees

- Fee items
 - Member and non-member
- Discounts
- Additional Fee Items
 - Sponsorships
- KB: Create Event Registration Fees

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
 - Cart Rentals
 - Apparel
 - Buckets of balls
 - Mulligans
- KB: Include Add-on Items for Your Event

Additional Fee Items ⓘ

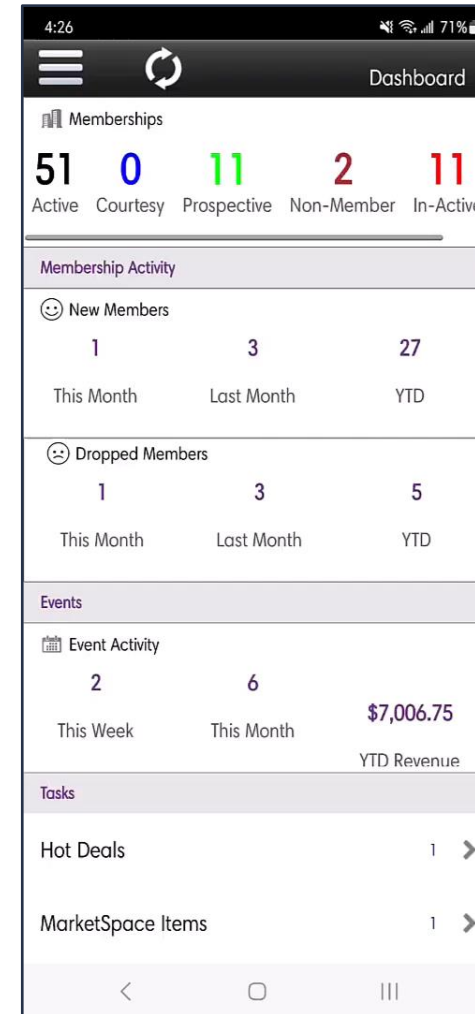
Additional Fee Items Available for this Event
Drag fees in the order you want them to appear on the registration form.

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

Point of Sales within Staff App

- Provides full feature check-out solution
- Sell additional items at tournament (mulligans, extra drink tickets, tees, etc.)
- Easily sell items in the office
- Saves staff effort with automatic transactions created on the members' account
- KB: Point of Sale in the Staff App



Sponsorships

- Can customize and offer a variety of sponsorships
 - Title sponsors
 - Cart sponsors
 - Putting Green sponsors
 - Driving Range sponsors
- KB: Manage Event Sponsors



Sponsors						
<input type="checkbox"/>	Level	Order	Sponsor	Representatives	Comments	Fee Amt
<input type="checkbox"/>		1	Tie Dye Designs	Amy Richter		593.75
<input type="checkbox"/>		2	Bobber Gifts	Dale Lund		878.75
<input type="checkbox"/>		3	Barry's Boats	Melissa Mudbog		118.75
<input type="checkbox"/>		4	Kay's Toy Trains	Kay Koglin		897.75
<input type="checkbox"/>		5	Lifetime Eye Care	Don Caine		142.50
<input type="checkbox"/>		6	The Prairie Bay Restaurant	David Buchanan		593.75
<input type="checkbox"/>		7	Anthony's on Main	Anthony Mane		593.75


Remove Selected Sponsors Send an Email Reports: - select an option - Add Sponsor


Sponsor Web Display Options

- Display sponsor logos
- Link to sponsor's website
 - Can charge fee for this service
- Can choose sort order
 - Defaults to alphabetical order
- KB: Event Sponsor Web Display Options

Sponsor Web Display Options

Click the Sponsor name in the List of Sponsors above to edit the Sponsor Web Display Options.

Image Type	Image	Action
Sponsor Logo ⓘ		▶ Change Image ▶ Remove Image

Logo Link URL: 

Logo Placement: ⓘ

Sponsorship Level:

Logo Sort Order:

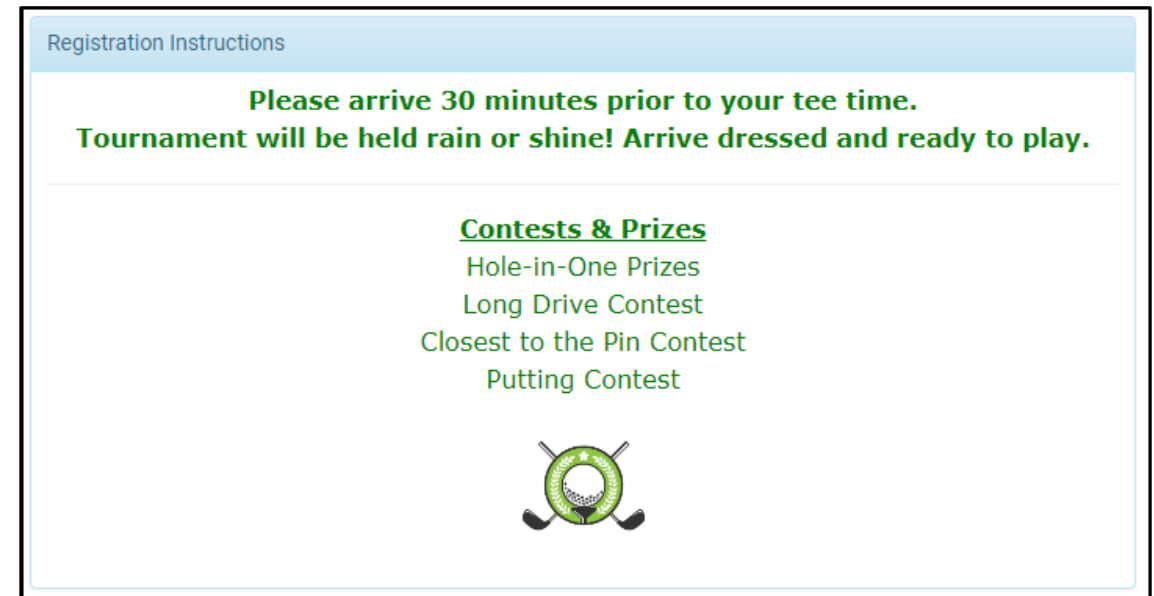
Sponsorship Levels

- Can create levels specifically for golf tournament
 - Optional
- Examples:
 - Drink cart sponsor
 - Award sponsor
 - Goody bag sponsor
 - Score card sponsor
 - Contest sponsors
 - Breakfast/Lunch sponsor
 - Mulligan sponsor
 - Cart path sponsor
 - Tee box sponsor
- KB: Create Sponsorship Levels for Events



Registration Instructions & Confirmation Message

- Registration instructions
 - Appear above of every new registration
 - Include specific info about event
 - Additional instructions for registration
- Confirmation message
 - Displayed after check-out process complete
- KB: Customize Event Registration Instructions & Confirmation Message



Tournament Invitations

- Created and sent from Guest List tab
- Information automatically pulled in from General tab
- Customize invitation or send as-is
- KB: Send Event Invitations

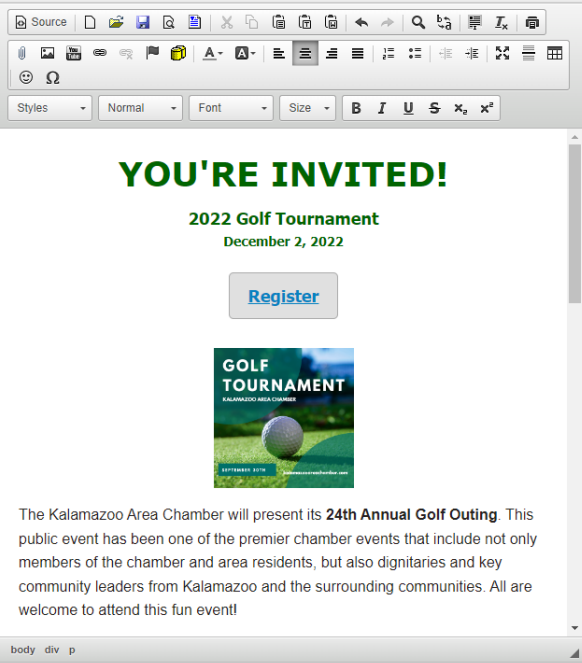
Send an Email
2022 Golf Tournament Registrants

Email To: 50 Invitations [view list](#)

From: Elizabeth Diephouse (administrator@mailinator.com)

Subject: Get ready for the 2022 Golf Tournament!

Invitation Text:



YOU'RE INVITED!

2022 Golf Tournament
December 2, 2022

[Register](#)

GOLF TOURNAMENT
KALAMAZOO AREA CHAMBER

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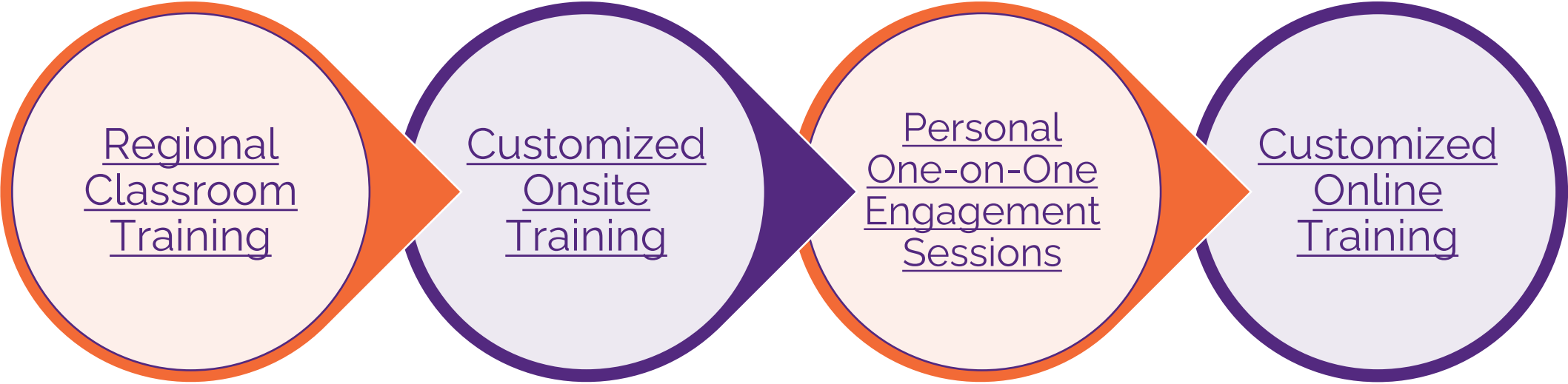
Include carbon copy to sender.

[Send Email Now](#) [Send Email Later](#) [Cancel](#)

Training Resources



Expanded Training Offerings



Questions?