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

chambermaster
memberzone

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

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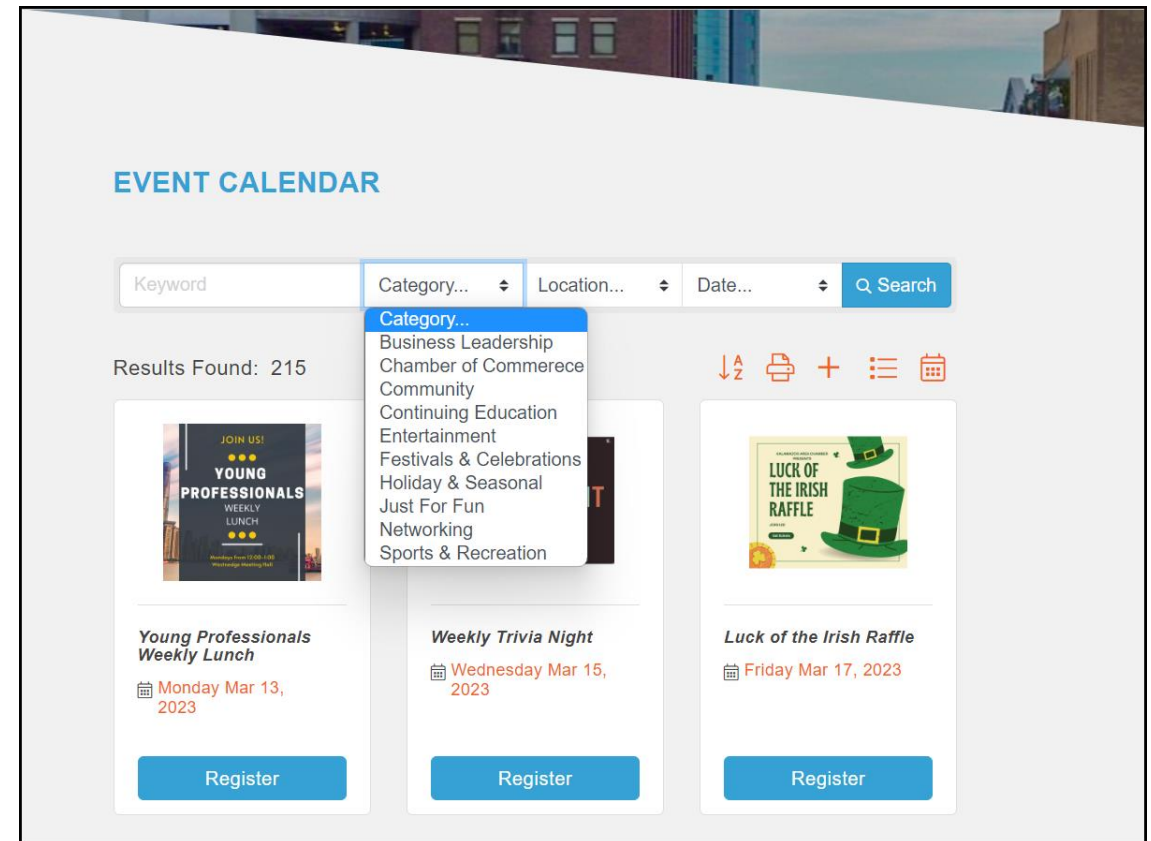- $400 per team (no more than 4 players per team, one player must be a member)

✉ **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: <u>Define Event Categories</u>

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
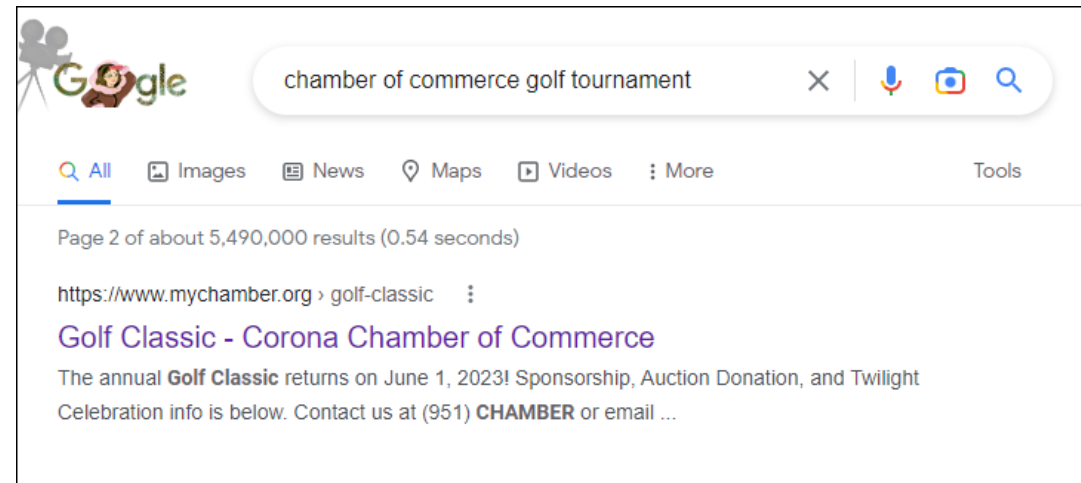
Photos & Images

- Search Results Icon
- Event Header Photo
- Main Event Photo
- Image Gallery
- YouTube video link
- Map Image
- KB: Add Images/Video to Events

Photos & Images

Event Registration Fees

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

Additional Fee Items

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

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: <u>Point of Sale in the Staff App</u>
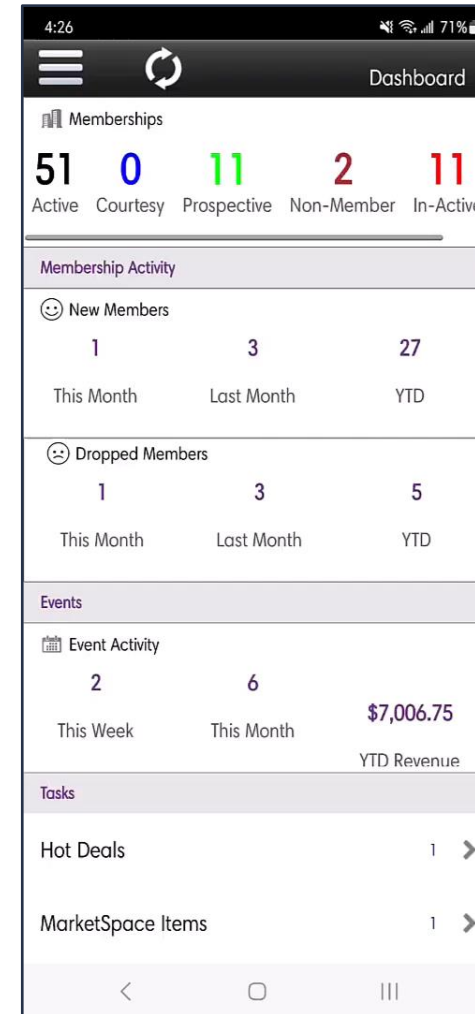
Sponsorships

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

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: <u>Event Sponsor Web Display Options</u>

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: <u>Create Sponsorship Levels for Events</u>

THANK YOU, SPONSORS!

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
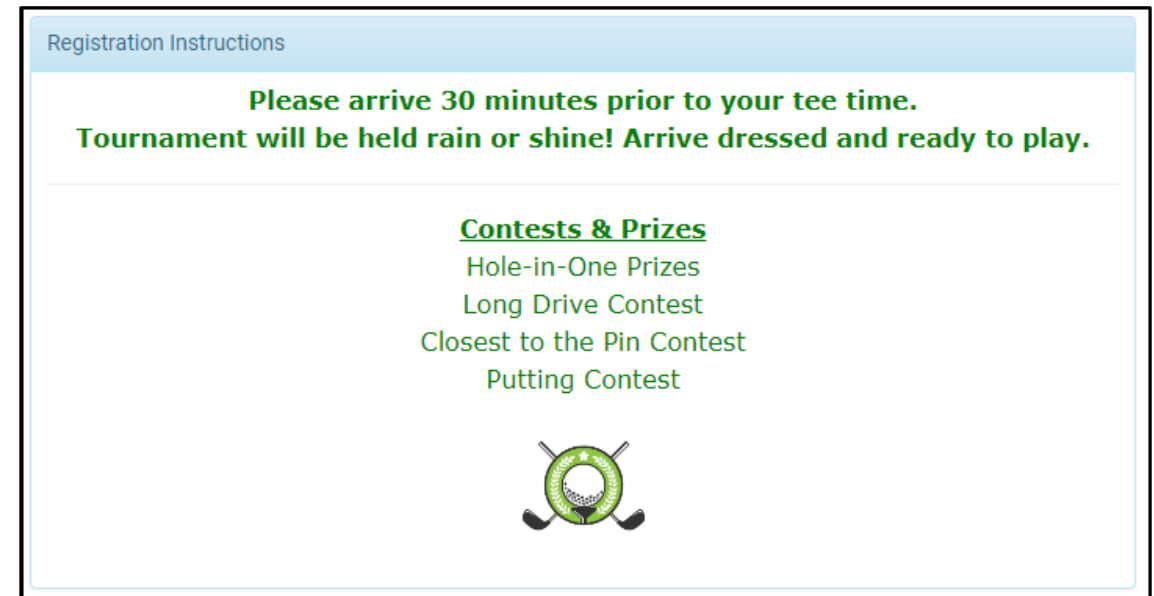

Registration Instructions

Please arrive 30 minutes prior to your tee time.
Tournament will be held rain or shine! Arrive dressed and ready to play.

Contests & Prizes
Hole-in-One Prizes
Long Drive Contest
Closest to the Pin Contest
Putting Contest

chambermaster
memberzone

Tournament Invitations

- Created and sent from Guest List tab

- Information automatically pulled in from General tab

- Customize invitation or send as-is
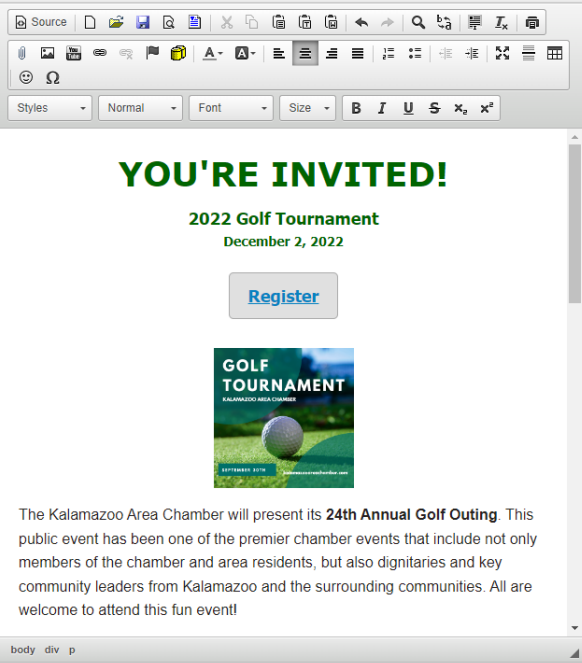
- KB: <u>Send Event Invitations</u>

Training Resources

Online Knowledge Base

Live and On-Demand Training Webinars

Product Updates

No-Cost Training Offerings

Chamber Industry Resources

Knowledge Library

How-To Video Library

chambermaster

memberzone

Expanded Training Offerings

Regional Classroom Training

Customized Onsite Training

Personal One-on-One Engagement Sessions

Customized Online Training

chambermaster
memberzone

Questions?