

GrowthZone - Event Setup



Overview of Event Page

Event Default Settings

Setting up an Event

- Add Event Registration Fees
- Add Event Custom Fields
- Add Event Discounts

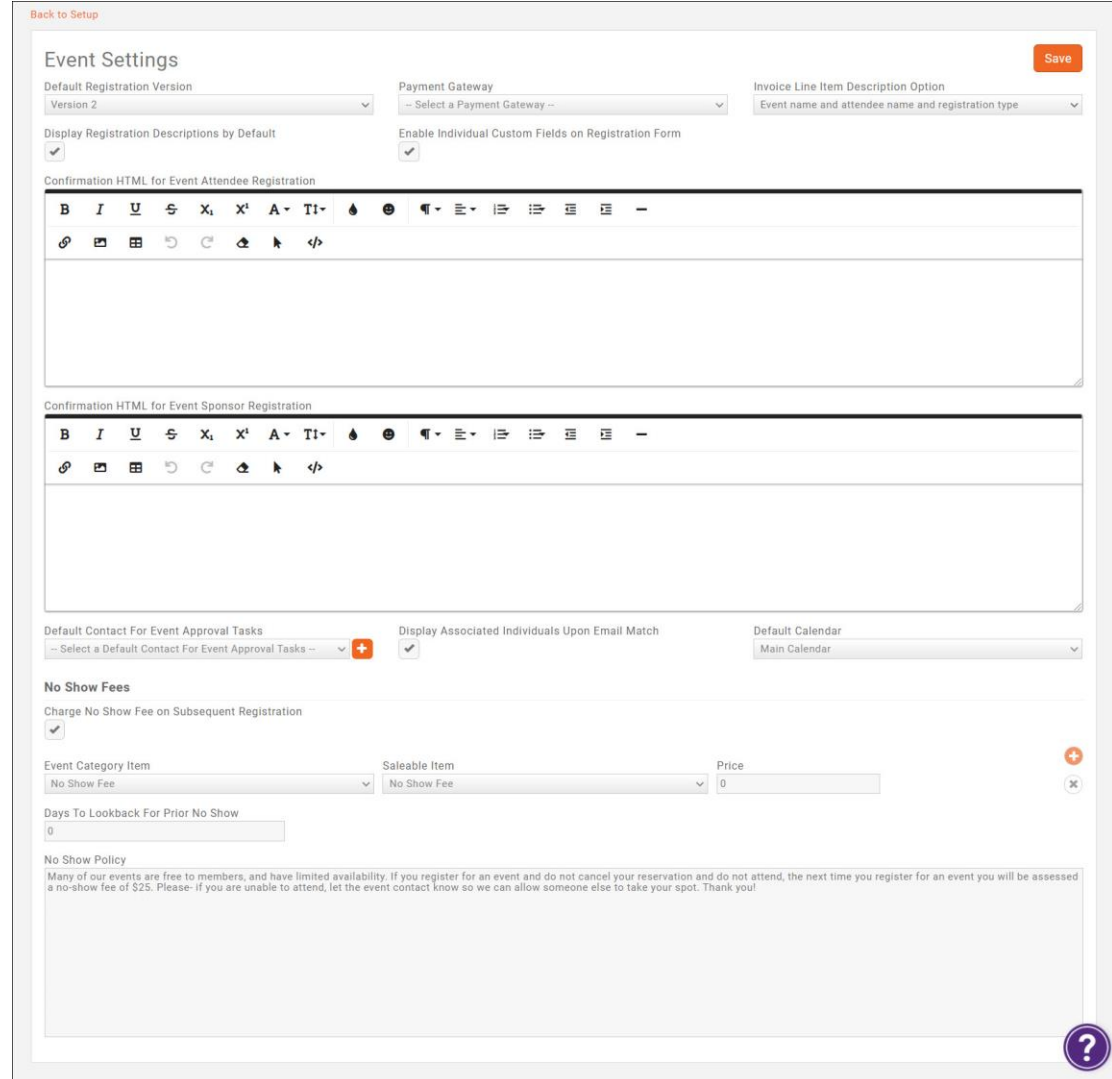
Create and manage every aspect of an event from within the Events module

- Setup your event page
- Member & non-member pricing
- Publications, Invitations and other communication
- Registration and Check-in
- Invoicing and Payments
- Reporting

Event Defaults

The Event Settings options allow you to configure the defaults to be used for your events.

GZ Knowledge Base: Event Initial Setup



[Back to Setup](#)

Event Settings

[Save](#)

Default Registration Version: Version 2

Payment Gateway: -- Select a Payment Gateway --

Invoice Line Item Description Option: Event name and attendee name and registration type

Display Registration Descriptions by Default: ☒

Enable Individual Custom Fields on Registration Form: ☒

Confirmation HTML for Event Attendee Registration

Confirmation HTML for Event Sponsor Registration

Default Contact For Event Approval Tasks: -- Select a Default Contact For Event Approval Tasks --

Display Associated Individuals Upon Email Match: ☒

Default Calendar: Main Calendar

No Show Fees

Charge No Show Fee on Subsequent Registration: ☒

Event Category Item	Saleable Item	Price
No Show Fee	No Show Fee	0

Days To Lookback For Prior No Show: 0

No Show Policy

Many of our events are free to members, and have limited availability. If you register for an event and do not cancel your reservation and do not attend, the next time you register for an event you will be assessed a no-show fee of \$25. Please- if you are unable to attend, let the event contact know so we can allow someone else to take your spot. Thank you!

[?](#)

Event Calendars

To display your events, you will need to setup your calendars.

GZ Knowledge Base: [Event Calendars](#)

List View

Month View

Calendars

Tasks

Calendars

+ Add

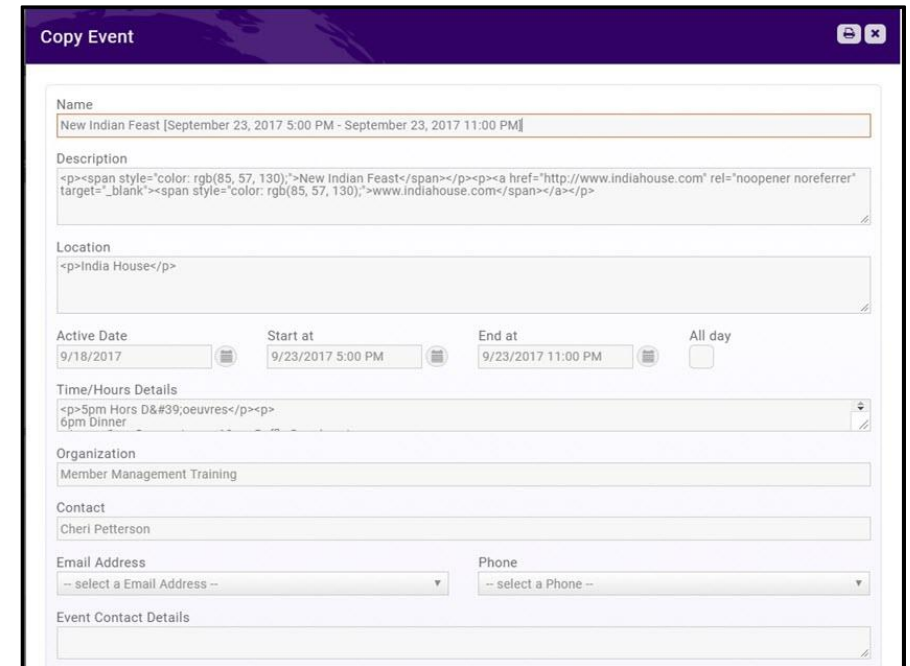
Name	Description	Group Name	Is Active	Actions
MN Veterinary Chapter Events Calendar	MN Veterinary Chapter Event Calendar		Yes	<div>✕</div>
North Dakota Veterinary Chapter Events Calendar	North Dakota Veterinary Chapter Events Calendar		Yes	<div>✕</div>
SD Vet Assoc Calendar	SD Vet Assoc Calendar		Yes	<div>✕</div>
Community Calendar	Community Calendar		Yes	<div>✕</div>
My New Calendar	My New Calendar		Yes	<div>✕</div>
Training Calendar	Training Calendar		Yes	<div>✕</div>
Members Only Calendar	Members Only Calendar		No	<div>✕</div>

Copy an Existing Event

If you run the same events regularly, you can copy an existing event and save yourself some setup time. You can determine key setup items you would like to copy, such as Attendee Setup, Tasks, Files, etc.

GZ Knowledge Base:

[Copy an Existing Event](#)



The screenshot shows a web form titled "Copy Event" with a purple header bar. The form contains several input fields and sections:

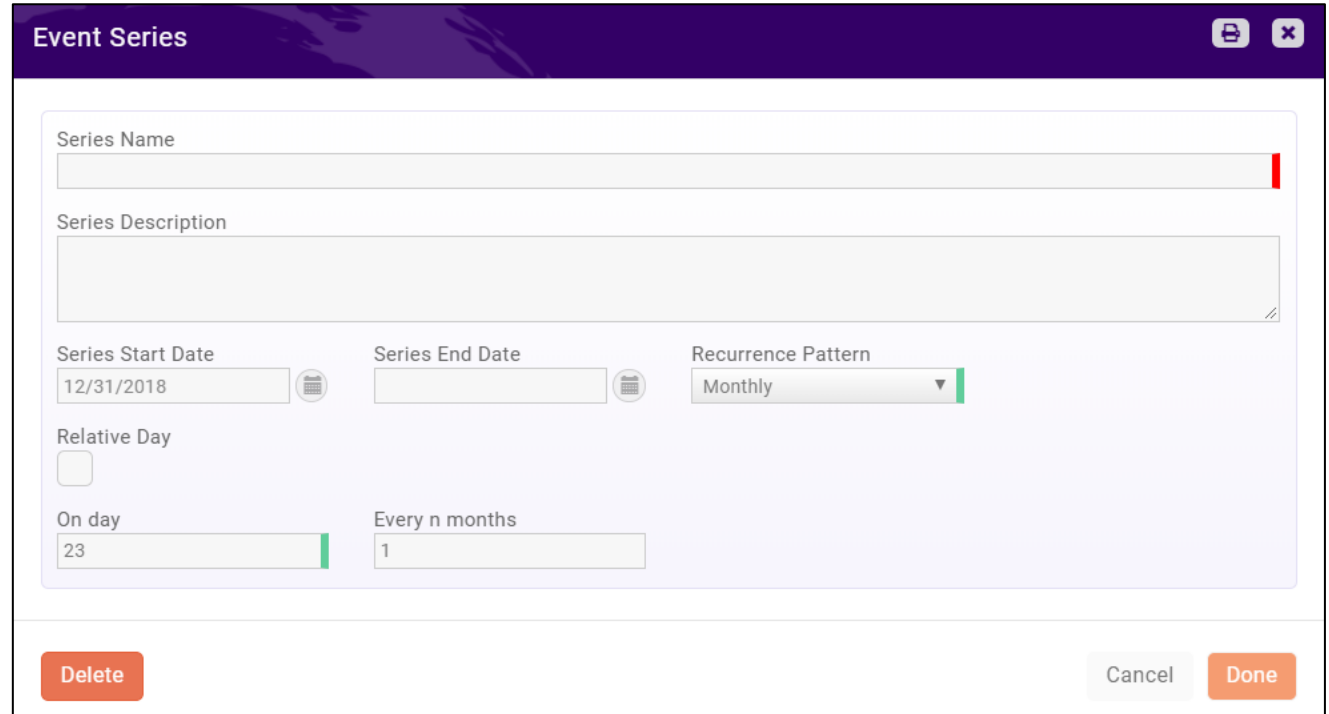
- Name:** A text field containing "New Indian Feast [September 23, 2017 5:00 PM - September 23, 2017 11:00 PM]".
- Description:** A rich text editor containing HTML code: `<p>New Indian Feast</p><p>www.indiahouse.com</p>`
- Location:** A text field containing `<p>India House</p>`.
- Active Date:** A date picker set to 9/18/2017.
- Start at:** A time picker set to 9/23/2017 5:00 PM.
- End at:** A time picker set to 9/23/2017 11:00 PM.
- All day:** An unchecked checkbox.
- Time/Hours Details:** A text field containing `<p>5pm Hors D'oeuvres</p><p>6pm Dinner</p>`.
- Organization:** A text field containing "Member Management Training".
- Contact:** A text field containing "Cheri Petterson".
- Email Address:** A dropdown menu with the text "-- select a Email Address --".
- Phone:** A dropdown menu with the text "-- select a Phone --".
- Event Contact Details:** A text field at the bottom.

Setup a Recurring Event

If your association has an event which occurs on a regular basis, save time by setting it up as a recurring event

GZ Knowledge Base:

[Set up a Recurring Event](#)



The screenshot shows the 'Event Series' form in the GrowthZone software. The form has a purple header bar with the title 'Event Series' and two icons (a document and a close button). The form fields are as follows:

- Series Name:** A text input field.
- Series Description:** A text area.
- Series Start Date:** A date input field with a calendar icon, showing '12/31/2018'.
- Series End Date:** A date input field with a calendar icon.
- Recurrence Pattern:** A dropdown menu showing 'Monthly'.
- Relative Day:** A checkbox.
- On day:** A text input field showing '23'.
- Every n months:** A text input field showing '1'.

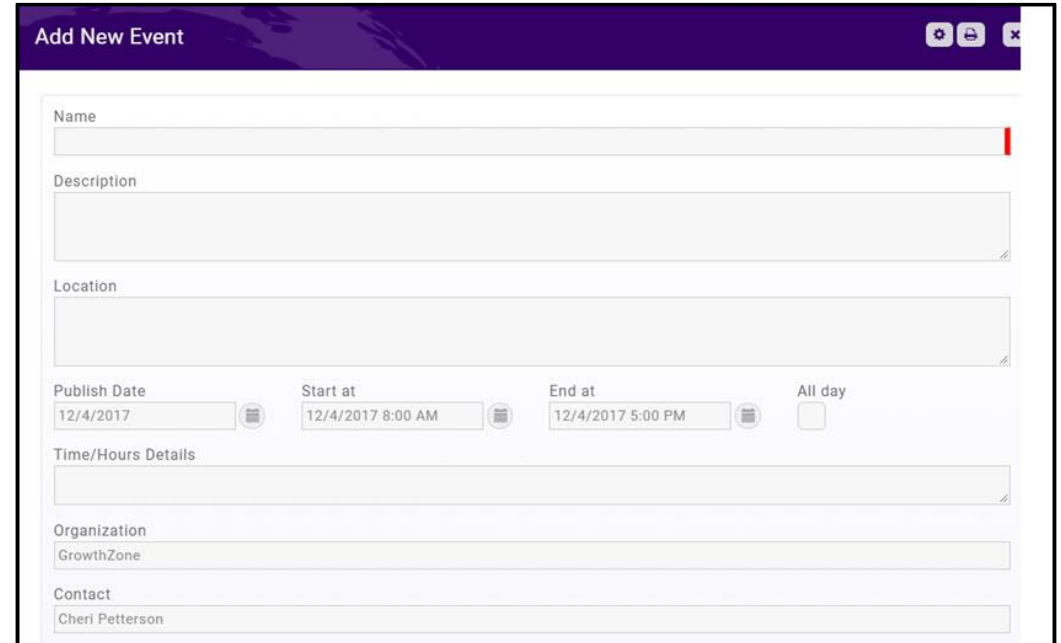
At the bottom of the form, there are three buttons: 'Delete' (orange), 'Cancel' (gray), and 'Done' (orange).

Add a New Event

You may add a new event by clicking the **Quick Actions** button in the header bar, or by clicking the **Add Event** button on the Events page.

GZ Knowledge Base:

[Add a New Event](#)



The screenshot shows the 'Add New Event' form in the GrowthZone software. The form is titled 'Add New Event' in a purple header bar. It contains several input fields and a date/time selection section. The fields are: Name, Description, Location, Publish Date (set to 12/4/2017), Start at (set to 12/4/2017 8:00 AM), End at (set to 12/4/2017 5:00 PM), All day (checkbox), Time/Hours Details, Organization (set to GrowthZone), and Contact (set to Cheri Petterson).

Field	Value
Name	
Description	
Location	
Publish Date	12/4/2017
Start at	12/4/2017 8:00 AM
End at	12/4/2017 5:00 PM
All day	<input type="checkbox"/>
Time/Hours Details	
Organization	GrowthZone
Contact	Cheri Petterson

View/Edit Event Details

You may view your events, by selecting Events in the Navigation Panel OR you may type the event name in the Search box in the header bar.

GZ Knowledge Base: [Edit Event Details](#)

List View

Month View

Calendars

Tasks

Search...

Future

Customize Results...

Future Events

Clear All

Add New Event

Name	Organized By	Start Date	Recurring	Registered Attendees	Registration Fees	Sponsors	Registration
Chef's Dinner	Cheri Petterson	1/26/2019	Yes	0	\$0.00	0	Register
Valentines Day Dance	Cheri Petterson	2/14/2019	No	1	\$112.50	0	Register
2019 BBQ & Rodeo	Cheri Petterson	2/16/2019	No	21	\$1,500.00	1	Register
Valentine's Day Dance	Cheri Petterson	2/16/2019	No	27	\$1,762.50	0	Register
Chef's Dinner - Sushis	Cheri Petterson	2/26/2019	Yes	0	\$0.00	0	Register
Chef's Dinner - Chez Julia	Cheri Petterson	3/26/2019	Yes	0	\$0.00	0	Register
Chef's Dinner	Cheri Petterson	4/26/2019	Yes	0	\$0.00	0	Register
Event with Exhibitors	Cheri Petterson	4/27/2019	No	0	\$0.00	0	Register
Spring India Feast	Cheri Petterson	4/27/2019	No	1	\$60.00	0	Register
Chef's Dinner	Cheri Petterson	5/26/2019	Yes	0	\$0.00	0	Register
Chef's Dinner	Cheri Petterson	6/26/2019	Yes	0	\$0.00	0	Register
South India Dinner 2019	Cheri Petterson	7/20/2019	No	16	\$1,065.00	0	Register

Registration Options

Your event registration form, fees, discounts, and so on, are setup on an Event's **Attendee Setup** tab

2022 Golf Tournament + Banquet [Approved]

Overview Attendees Attendee Purchases Sponsors Exhibitors **Attendee Setup** Sponsor Setup Exhibitor Setup Sessions/Breakouts Community

Overall Registration Options

Registration Start Date 2/22/2021 12:00 AM
Registration End Date 9/9/2022 12:00 AM
Max Attendees 8
External Registration Link
Allow Waiting List Yes
Show Registered Attendees Publicly No
Show Registered Attendees To Members No
Enable Registration Yes
Collect Donations No
Allow Invoicing No
Include Invoice in Confirmation Email No
Display Number of Registrants on Event Detail Page Yes
Allow Purchasing of Multiple Registration Types Yes
Session Changes Allowed Until
Store Invited Attendees in Attendees List
Member Validation (Note: by default, if a member logs in, they will always be validated as a member): Email address is an exact match to active member
Registration Link <https://thearchive.growthzoneapp.com/api/Events/Register/vP3e3Emr?mode=Attendee>

Registration Form Settings

Display Address No
Require Address No
Display Phone Number No
Require Phone Number No
Terminology Used for Additional Attendees (Free Types)
Require Additional Attendees Email No
Display Common Name No
Allow Registration Without Session Selection No
Require Company No
Require Title No

Custom Fields

Object Type	Display Name	Field Data Type	Archived	Registration Type (V2 Only)	Actions
Event Registration	Meal Preference	Dropdown	No		

Registration Types

Name	Price	Available to Members	Available to Non-Members	Registration Limit	Registered	Actions
Team of Four	\$400.00	Yes	No	0	8	
Single	\$120.00	Yes	Yes	0	0	
Free Type	\$0.00	No	No	0	0	
Table of 8	\$200.00	Yes	Yes	0	0	
Speaker	\$0.00	No	No	0	0	

Registration Discounts

Global	Name	Promo Code	Start Date	End Date	Applies To	Reg. Type	Value	Actions
No	Early Bird		2/22/2021	3/31/2022			20% off	
Yes	Promo Code Discount	PROMO					20% off	
Yes	Gold Membership Discount				Membership + Listing: Deluxe	Table of 8	\$50.00 off	
No	Volume Discount/Single Tin				Quantity discount over 4	Single	25% off	

Additional Items

Name	Price	Actions
None to display		

Instructions and Confirmation Messaging

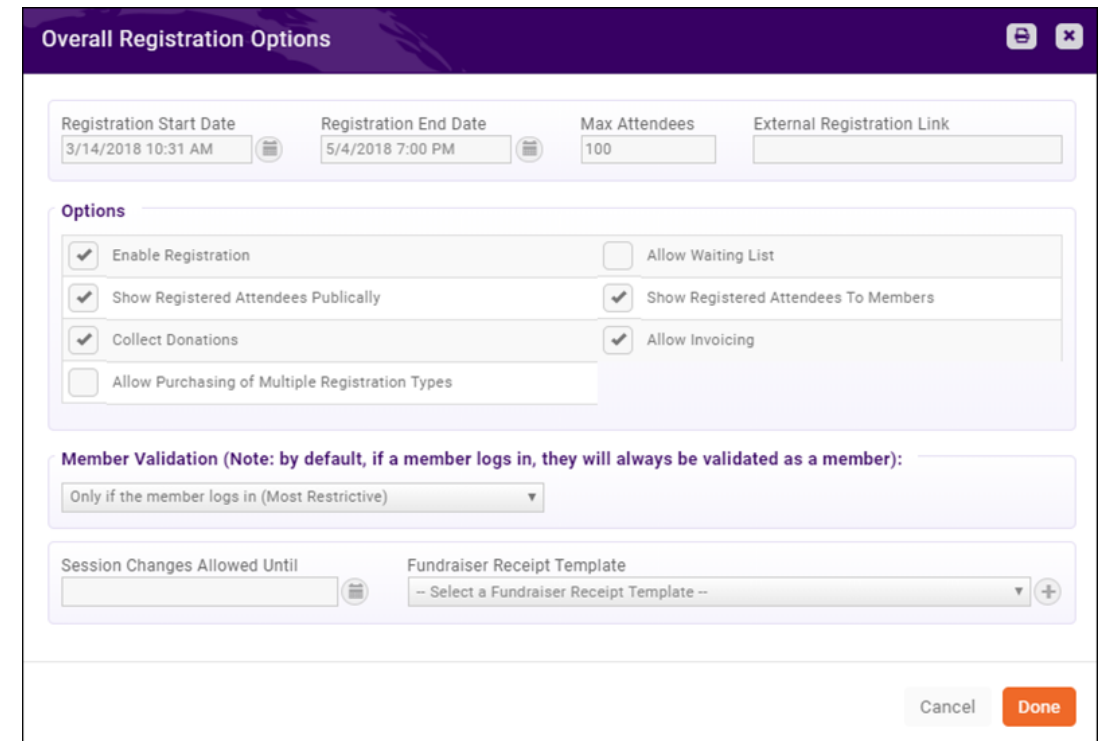
Event Registration Instructions
Event Confirmation Message

Registration Options

You can configure: your registration open/end dates, maximum attendees, visibility, and so on under the **Overall Registration Options**.

GZ Knowledge Base:

[Setup Overall Registration Options](#)



The screenshot shows the 'Overall Registration Options' window. At the top, there are four input fields: 'Registration Start Date' (3/14/2018 10:31 AM), 'Registration End Date' (5/4/2018 7:00 PM), 'Max Attendees' (100), and 'External Registration Link'. Below these is an 'Options' section with a grid of checkboxes. The first row has 'Enable Registration' (checked) and 'Allow Waiting List' (unchecked). The second row has 'Show Registered Attendees Publically' (checked) and 'Show Registered Attendees To Members' (checked). The third row has 'Collect Donations' (checked) and 'Allow Invoicing' (checked). The fourth row has 'Allow Purchasing of Multiple Registration Types' (unchecked). Below the options is a 'Member Validation' section with a note and a dropdown menu set to 'Only if the member logs in (Most Restrictive)'. At the bottom, there are two more fields: 'Session Changes Allowed Until' and 'Fundraiser Receipt Template' (set to '-- Select a Fundraiser Receipt Template --'). The window ends with 'Cancel' and 'Done' buttons.

Registration Start Date	Registration End Date	Max Attendees	External Registration Link
3/14/2018 10:31 AM	5/4/2018 7:00 PM	100	

Options

<input checked="" type="checkbox"/> Enable Registration	<input type="checkbox"/> Allow Waiting List
<input checked="" type="checkbox"/> Show Registered Attendees Publically	<input checked="" type="checkbox"/> Show Registered Attendees To Members
<input checked="" type="checkbox"/> Collect Donations	<input checked="" type="checkbox"/> Allow Invoicing
<input type="checkbox"/> Allow Purchasing of Multiple Registration Types	

Member Validation (Note: by default, if a member logs in, they will always be validated as a member):

Only if the member logs in (Most Restrictive)

Session Changes Allowed Until	Fundraiser Receipt Template
	-- Select a Fundraiser Receipt Template --

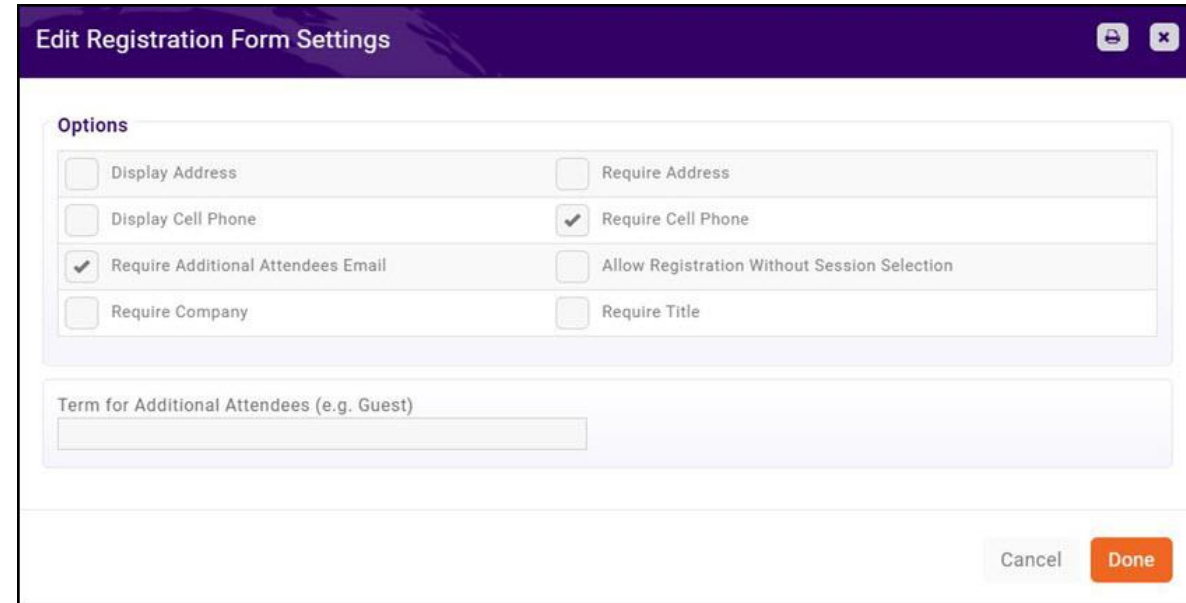
Cancel Done

Registration Form

By default, the registration form for an event will require name and email address (organization will be included on the form, but is not required). You may configure the fields you wish to require on the registration form

GZ Knowledge Base:

[Registration Form Settings](#)



Edit Registration Form Settings

Options

<input type="checkbox"/> Display Address	<input type="checkbox"/> Require Address
<input type="checkbox"/> Display Cell Phone	<input checked="" type="checkbox"/> Require Cell Phone
<input checked="" type="checkbox"/> Require Additional Attendees Email	<input type="checkbox"/> Allow Registration Without Session Selection
<input type="checkbox"/> Require Company	<input type="checkbox"/> Require Title


Term for Additional Attendees (e.g. Guest)

Cancel Done

Event Custom Fields

You can easily create custom fields to add to the Event Registration form. For Example, if you are offering meal choices for your annual banquet, you can gather this information from registrants via custom fields.

GZ Knowledge Base: [Event Custom Fields](#)

Custom Fields 					
Object Type	Display Name	Field Data Type	Group Name	Archived	Actions
Event Registration	Dietary Restrictions	Text		No	
Event Registration	Meal Choice	Dropdown		No	
Event Registration	Table Name	Text		No	
Event Registration	Seat Number	Text		No	

Event Registration Fees

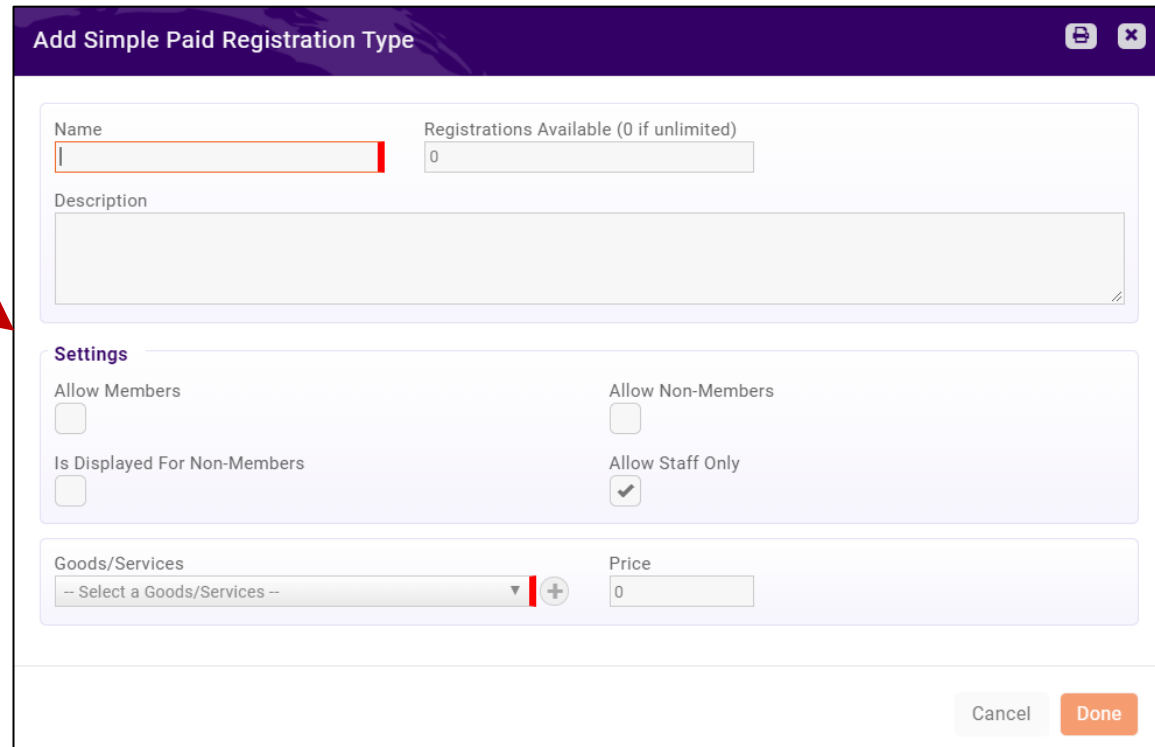
The registration fees for your event are configured in the **Registration Types** section of the **Attendee Setup** tab.

GZ Knowledge Base: [Event Fees-Registration](#)



+ Add Type ▾

- Add Free Registration Type
- Add Simple Paid Registration Type
- Add Table/Group Registration Type
- Add Advanced Type



Add Simple Paid Registration Type

Name Registrations Available (0 if unlimited)

Description

Settings

Allow Members ☐ Allow Non-Members ☐

Is Displayed For Non-Members ☐ Allow Staff Only ☒

Goods/Services Price

Cancel Done

Event Fees—Discounts

Any event may have special discounts (based on early registration, promo code, or membership type, or volume) available and applied to all or selected fees.

GZ Knowledge Base: [Set up Discounts for Your Event](#)

Registration Discounts							Actions
Global	Name	Promo Code	Start Date	End Date	Applies To	Reg. Type	
Yes	Group of 4 Discount				Quantity discount over 4		Add Early Registration Discount
Yes	Early Bird Discount		7/24/2018	7/26/2018			Add Promo Code Discount
							Add Discount for Membership Type
							Add Volume Discount

Add Early Discount

Name

Discount Available Starting On Ends On

Discount Type

Discount Price Method
☐ Reduce Price by Percentage ☐ Reduce Price by Amount

Applies To (Registration Type)

Total Available

Can Be Used With Other Discounts ☐

Add Membership Type Discount

Name

Available Starting On Ends On

Membership Type

Discount Type

Discount Price Method
☐ Reduce Price by Amount ☐ Set Price

Total Available Limit Per Purchase

Can Be Used With Other Discounts ☐

Add Promotion Code Discount

Name

Available Starting On Ends On

Promotion Code

Discount Type

Discount Price Method
☐ Reduce Price by Percentage ☐ Reduce Price by Amount ☐ Set Price To

Applies To (Registration Type)

Total Available Limit Per Purchase

Can Be Used With Other Discounts ☐

Add Volume Discount

Name

Available Starting On Ends On

Minimum Quantity for Discount

Discount Type

Discount Price Method
☐ Reduce Price by Percentage ☐ Reduce Price by Amount ☐ Set Price To

Applies To (Registration Type)

Total Available Limit Per Purchase

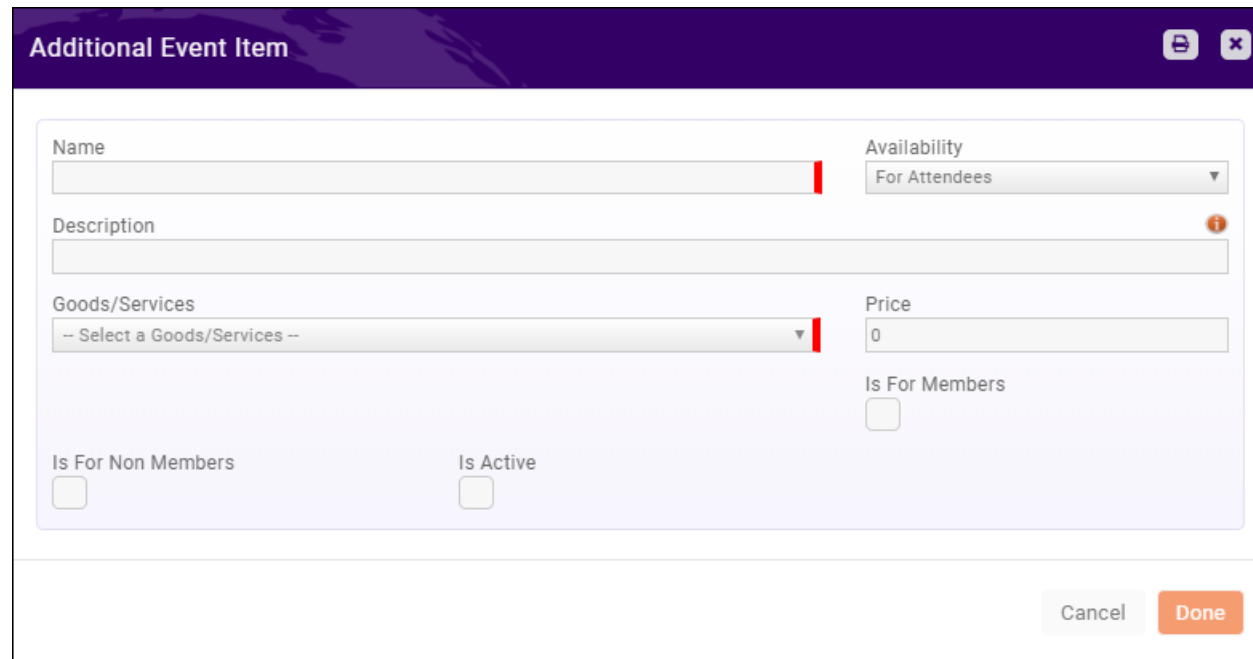
Can Be Used With Other Discounts ☐

Event Fees—Additional Items

If you wish to sell additional items during the event registration process these items may be added in the **Additional Items** section on the **Attendee Setup** tab

GZ Knowledge Base:

[Add Additional Items for Sale During Event Registration](#)



The screenshot shows a web form titled "Additional Event Item" with a dark purple header. The form contains several input fields and checkboxes. At the bottom right, there are "Cancel" and "Done" buttons.

Field	Value / State
Name	[Empty text field]
Availability	For Attendees (dropdown menu)
Description	[Empty text field]
Goods/Services	-- Select a Goods/Services -- (dropdown menu)
Price	0 (text field)
Is For Members	<input type="checkbox"/>
Is For Non Members	<input type="checkbox"/>
Is Active	<input type="checkbox"/>

Registration Messages

On the Event **Attendee Setup** page, you can customize the instructions displayed on your registration page and the confirmation email displayed in the browser after event registration is completed.

GZ Knowledge Base: [Event Confirmation Messaging](#)

Instructions and Confirmation Messaging 
Event Registration Instructions
Event Confirmation Message
Thank you for registering for South India Dinner.

Questions?



Customer Service Hours:

Monday-Friday: 8am to 5pm (Central)

GZSupport@growthzone.com

800.825.9171, Option 4, then Option 2

Online Support Documentation:

[GrowthZone Knowledge Base»](#)

Training Calendar:

[View Training Event Calendar »](#)

Live Chat:

[GrowthZone Support Portal \(chat on far right\) »](#)