



# GrowthZone **User Group**

# Advanced Events for REALTOR® Associations

# Agenda

- Global Event Defaults
- Customizing an Event
  - Event Messaging
    - Overall Instructions
    - Registration Instructions
    - Confirmation Messaging
  - Continuing Education and Code of Ethics
- Open Q & A

# Event Defaults

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

- GZ Knowledge Base:  
[Event Initial Setup](#)

The screenshot shows the 'Event Settings' form with various configuration options. At the top left is a 'Back to Setup' link. The form includes sections for 'Event Settings' (Payment Gateway, Invoice Line Item Description Option, 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', 'Display Associated Individuals Upon Email Match', 'Default Calendar', 'No Show Fees' (with a table of fees), 'Days To Lookback For Prior No Show', and 'No Show Policy'. A 'Save' button is in the top right corner. A help icon (?) is in the bottom right corner.

Back to Setup

### Event Settings

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: Jared Kincaid

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 - \$10	No Show Fee Item	10
No Show Fee - \$15	No Show Fee Item	15
No Show Fee - \$20	No Show Fee Item	20
No Show Fee - \$25	No Show Fee Item	25

Days To Lookback For Prior No Show: 0

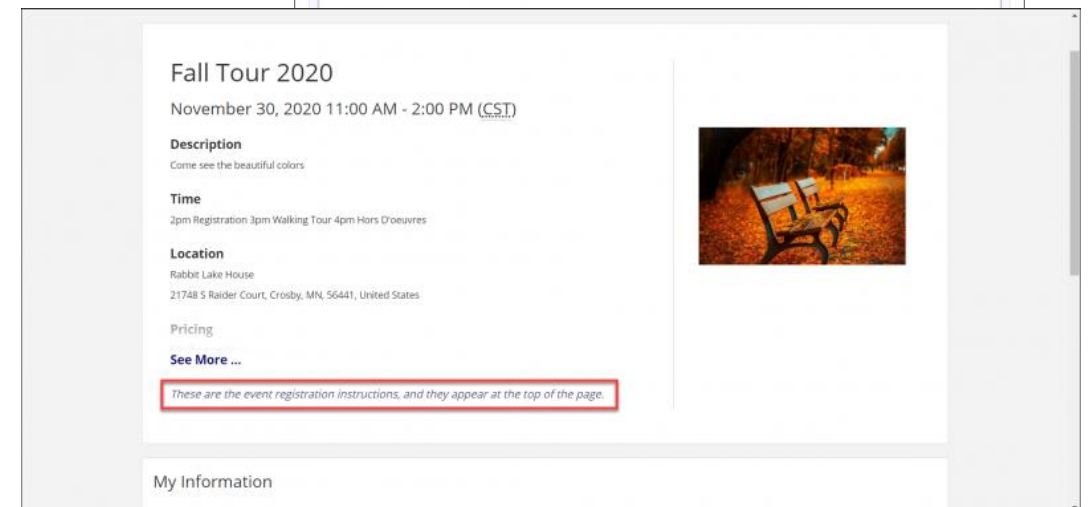
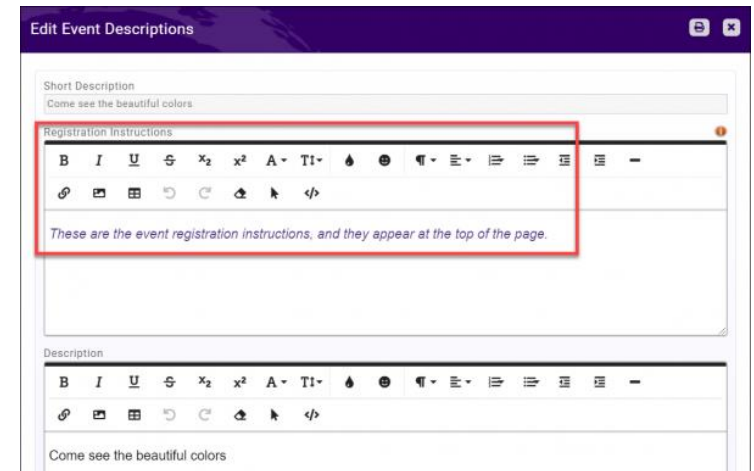
No Show Policy

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!

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# Event Messaging

- In the Event's Description you can configure **Registration Instructions**: these display at the top of the event registration page.
- GZ Knowledge Base: [Event Description and Registration Instructions](#)



# Event Messaging

- On the Event's **Attendee Setup** page, you can customize the instructions displayed above your registration options and the confirmation page displayed in the browser after event registration is completed. (Confirmation Messaging is also included in the registrant's confirmation email!)
- GZ Knowledge Base: [Event Confirmation Messaging](#)

## Instructions and Confirmation Messaging

Event Registration Instructions

Event Confirmation Message

Thank you for registering for South India Dinner.

# Continuing Education and Code of Ethics

- Using a simplified Continuing Education setup, you can create Code of Ethics components\* and tie them to an event
- Marking the registrant as “Attended” automatically applies the credit and will sync to NAR
- GZ Knowledge Base:
  - [Continuing Education: A Simple Setup](#)
  - [Real Estate Edition: Code of Ethics and Continuing Education](#)

\* COEC and COEN only

# Thank You