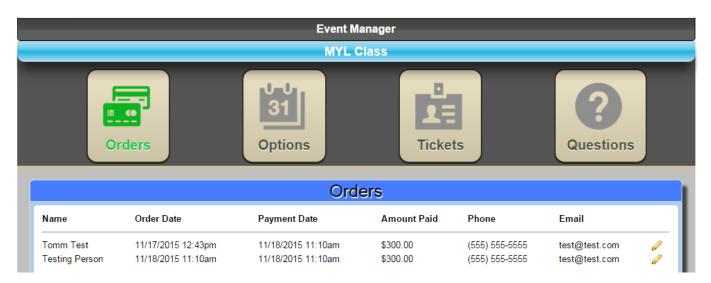
How do I use the event manager?

Navigate to modules>clinics & event>event manager. If you have created any events, they will be listed here. Clicking "add new event" will take you to the options step, which will be detailed in a later step.

Event	Date(s)	Reg Window
MYL Class	11/30/15 12:00am - 12:00am	11/06/12 - 11/17/16
test 2	Start Not Set - End Not Set	Not Set - Not Set
Sylmar Independent Baseball League	11/20/14 2:00pm - End Not Set	Not Set - Not Set
Test Event	09/16/15 9:00am - 10/17/15 12:00am	Not Set - Not Set
test	Start Not Set - End Not Set	Not Set - Not Set
	Add New Event	

If you click on an event, it will show you the orders that have been purchased for the events.



Clicking on the pencil next to an order will allow you to edit the details of that order, such as the person's name, the amount they paid, address, telphone number, etc.

Edit Order		x	
Order Date: Order Amount:	11/17/2015 12:43pm \$100.00		
First Name:	Tomm		
Last Name:	test		
Payment Date:	2015-11-18 11:10:18		
Amount Paid:	300.00		
Billing Address1:	test		
Billing Address2:			
Billing City:	Williamsville		
Billing State:	NY		
Billing Zip:	14231-0171		
Shipping Address1:	test		
Shipping Address2:			
Shipping City:	Williamsville		
Shipping State:	NY		
Shipping Zip:	14231-0171		
Phone:	555555555		
Email:	test@test.com		
How?	No 🔻		
View Order Details			
Update	Delete		

Clicking "View Order Details" will take you to the screen shown below. It gives you a break down of the order where you can see the quantity of tickets ordered, as well as information about the attendees that you can edit by clicking the pencil.

Order Details X							
Fee	Qty 1	Price	Qty 2	Pric	e Qty	3	Price
test	1	100.00	0	100.0	0 00		100.00
	Na	me	Gend	er	Age		1
	te	est	Male		10		
	Name Gend Age:	er:	test Male 10	,			_
		Sav	e	De	lete		

The options button lets you edit information pertaining to the event, such as name, start date, registration close date, etc.

Options					
Name:	MYL Class				
Description:	MYL Class Test	Require Billing Info	🗹 Require Payment		
Memo:	This is my Memo	Skip Attendee SignUp Page Display Type Start Date:	Classical Classical		
Attendee Memo:	Attendee MEMO field	Start Time: End Date:	00:00:00 2015-11-30		
HTML Memo:	HTML Memo field	End Time: Registration Start Date:	00:00:00 2012-11-06		
Registration Close Date: 2016-11-17 Event Registration Link: https://myldev.netsos.com/MYL_DEMO/event-registration?event_id=2&LID=1					
		Save Delete			

The tickets button shows the tickets that people have purchased for the event, and their prices. You can also add new tickets for the event.

	Tickets
test	\$0.00 🖉
	Add Ticket

You can edit information for a ticket by clicking the pencil next to the ticket. Click add ticket takes you to the same screen where you edit ticket information.

Edit Ticket		×
Name:	test	
Description:	test	
Quantity:	0	
Amount:	0.00	
Earlybird Date:	2015-11-19	
Earlybird Discount:	0.00	
Late Date:	2015-11-18	
Late Fee:	0.00	
Break 1:	0	
Break Discount 1:	0.00	
Break 2:	0	
Break Discount 2:	0.00	
Save	Delete	

The questions button allows you to create and view questions you have made for people registering to attend the event.

	Questions
Test	Primary 🥔
	Add Question

Clicking either the add question button or the pencil next to a question takes you to a screen where you can edit/input information for that question. The mode lets you select whether to make it a question for the primary applicant or for an attendee.

Edit Question			
Name:	Test		
Question:	How?		
Mode:	Primary Registration Question 🔻		
Туре:	Yes/No Dropdown 🔻		
[Save		

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