

# Admin Site

## 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 Manager                      |                                    |                     |
|------------------------------------|------------------------------------|---------------------|
| 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                      |                                    |                     |
| Choose an Event                    |                                    |                     |


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


Event Manager

MYL Class



  
Orders

  
Options

  
Tickets


  
Questions

Orders

| Name           | Order Date         | Payment Date       | Amount Paid | Phone          | Email         |   |
|----------------|--------------------|--------------------|-------------|----------------|---------------|---|
| Tomm Test      | 11/17/2015 12:43pm | 11/18/2015 11:10am | \$300.00    | (555) 555-5555 | test@test.com |  |
| Testing Person | 11/18/2015 11:10am | 11/18/2015 11:10am | \$300.00    | (555) 555-5555 | test@test.com |  |

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, telephone number, etc.

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**Edit Order** 

Order Date:

11/17/2015 12:43pm

Order Amount:

\$100.00

First Name:

Last Name:

Payment Date:

Amount Paid:

Billing Address1:

Billing Address2:

Billing City:

Billing State:

Billing Zip:

Shipping Address1:

Shipping Address2:

Shipping City:

Shipping State:


Shipping Zip:

Phone:


Email:

How?

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** 

| Fee  | Qty 1 | Price  | Qty 2 | Price  | Qty 3 | Price  |
|------|-------|--------|-------|--------|-------|--------|
| test | 1     | 100.00 | 0     | 100.00 | 0     | 100.00 |

| Name | Gender | Age |   |
|------|--------|-----|---|
| test | Male   | 10  |  |

Name:

Gender:

Age:

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

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## Options


|                |                     |  |   |
|----------------|---------------------|--|---|
| Name:          | MYL Class           | <input checked="" type="checkbox"/> Require Billing Info | <input checked="" type="checkbox"/> Require Payment |
| Description:   | MYL Class Test      | <input type="checkbox"/> Skip Attendee SignUp Page       |   |
| Memo:          | This is my Memo     | Display Type   | Classical   |
| Attendee Memo: | Attendee MEMO field | Start Date:  | 2015-11-30  |
| HTML Memo:     | HTML Memo field     | Start Time:  | 00:00:00  |
|                |                     | End Date:  | 2015-11-30  |
|                |                     | End Time:  | 00:00:00  |
|                |                     | Registration Start Date:                                 | 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](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.

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**Edit Ticket** 

|                     |   |
|---------------------|---|
| Name:               | <input type="text" value="test"/>       |
| Description:        | <input type="text" value="test"/>       |
| Quantity:           | <input type="text" value="0"/>          |
| Amount:             | <input type="text" value="0.00"/>       |
| Earlybird Date:     | <input type="text" value="2015-11-19"/> |
| Earlybird Discount: | <input type="text" value="0.00"/>       |
| Late Date:          | <input type="text" value="2015-11-18"/> |
| Late Fee:           | <input type="text" value="0.00"/>       |
| Break 1:            | <input type="text" value="0"/>          |
| Break Discount 1:   | <input type="text" value="0.00"/>       |
| Break 2:            | <input type="text" value="0"/>          |
| Break Discount 2:   | <input type="text" value="0.00"/>       |

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

**Questions**

Test

Primary 

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.

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**Edit Question** ✕

**Name:**

**Question:**

**Mode:**

**Type:**

Unique solution ID: #1080

Author: MYL

Last update: 2015-11-25 16:08