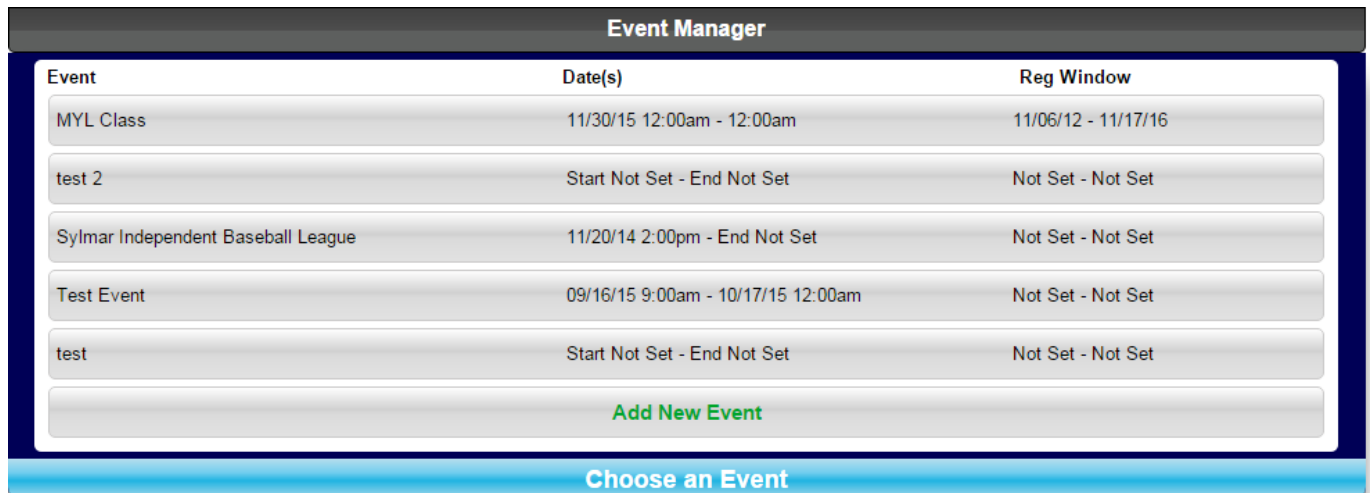


Admin Site

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.



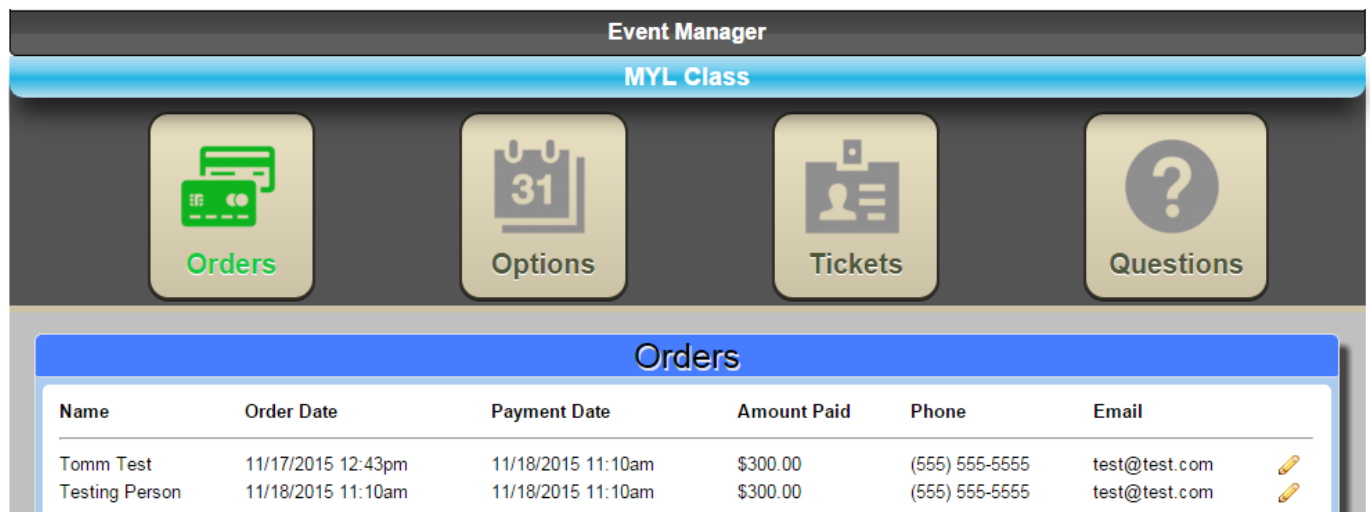
The screenshot shows the 'Event Manager' interface. It features a table with three columns: 'Event', 'Date(s)', and 'Reg Window'. Below the table is a green button labeled 'Add New Event'. At the bottom of the interface is a blue bar with the text 'Choose an Event'.

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.



The screenshot shows the 'Event Manager' interface with 'MYL Class' selected. Below the event name are four navigation buttons: 'Orders' (with a credit card icon), 'Options' (with a calendar icon), 'Tickets' (with a person and ticket icon), and 'Questions' (with a question mark icon). Below these buttons is a table titled 'Orders' with columns for Name, Order Date, Payment Date, Amount Paid, Phone, and Email. Each row has a pencil icon next to the email address.

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.

Admin Site

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.

Admin Site

Options

Name:	<input type="text" value="MYL Class"/>	<input checked="" type="checkbox"/> Require Billing Info	<input checked="" type="checkbox"/> Require Payment
Description:	<input type="text" value="MYL Class Test"/>	<input type="checkbox"/> Skip Attendee SignUp Page	
Memo:	<input type="text" value="This is my Memo"/>	Display Type:	<input type="text" value="Classical"/>
Attendee Memo:	<input type="text" value="Attendee MEMO field"/>	Start Date:	<input type="text" value="2015-11-30"/>
HTML Memo:	<input type="text" value="HTML Memo field"/>	Start Time:	<input type="text" value="00:00:00"/>
		End Date:	<input type="text" value="2015-11-30"/>
		End Time:	<input type="text" value="00:00:00"/>
		Registration Start Date:	<input type="text" value="2012-11-06"/>
		Registration Close Date:	<input type="text" value="2016-11-17"/>

Event Registration Link: https://myldev.netsos.com/MYL_DEMO/event-registration?event_id=2&LID=1

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	
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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.


Admin Site

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.

Admin Site

Edit Question ✕

Name:

Question:

Mode:

Type:

Unique solution ID: #1080

Author: MYL

Last update: 2015-11-25 16:08