Advanced Event Registration

A brief overview of your website's Advanced Event Registration with screenshots.

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Advanced Registration:

To enable advanced registration for an event, first login to your site.

- From your dashboard, navigate to the **Event Manager**.

*Click images to see larger view. Click "Back to Section" in larger view to jump back to the section you were reading.
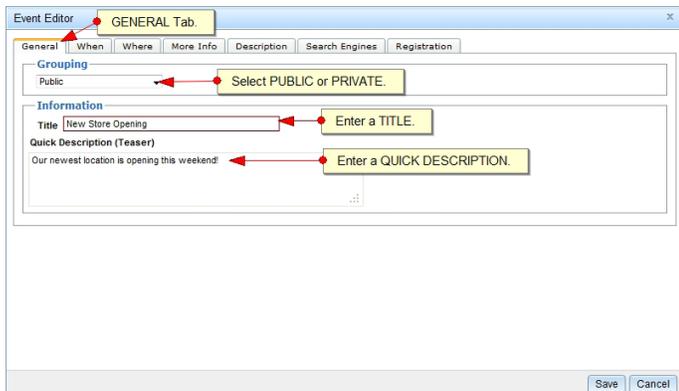
Creating a New Event:

- Click the **Add New Event** button.

To create a new event, simply follow the tabs and fill in the information that is important to you. The only required fields are **Title** and **Start/End Date**.

General Tab

- From the **Grouping** dropdown, select either **Public** (visible to all visitors) or **Private** (only visible to select viewers).

- Add a **Title** and a **Quick Description** (this should be a concise sentence outlining the event).
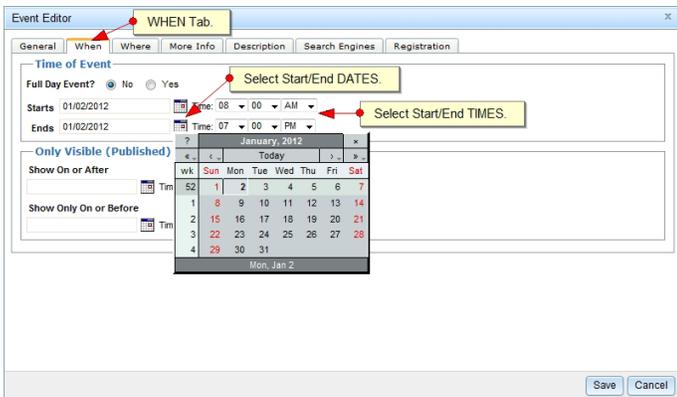
When Tab

- Specify whether the event is a full day event or not by selecting the appropriate radio button. *(Full day events do not require start/end times.)

- Select a **Start Date** from the Calendar picker icon.

- Set a **Start Time** from the time dropdowns.

- Select an **End Date** from the Calendar picker icon.

- Set an **End Time** from the time dropdowns.

Only Visible (Published) - You can set a "**Show On or After**" date and time to ensure that your event will only be visible on your site on or after a specific date and time.

You can set a "**Show Only On or Before**" date and time to ensure that your event will only be visible on your site on or before a specific date and time.
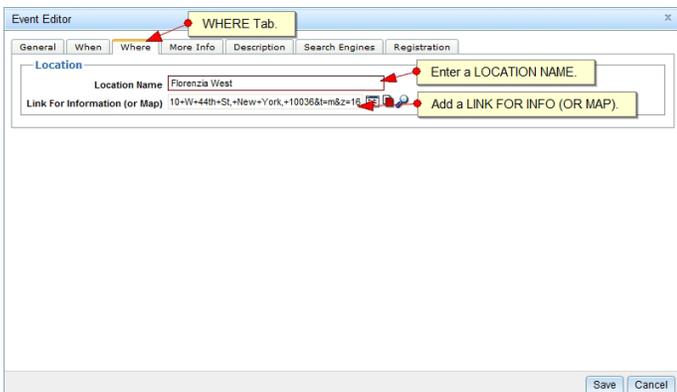
Where Tab

- Enter a **Location Name** for the place where the event will take place.

- Enter a **Link for Information** (or Map). This can be a link to a content page with more information on the event location or a link to a Google map for directions to the event.
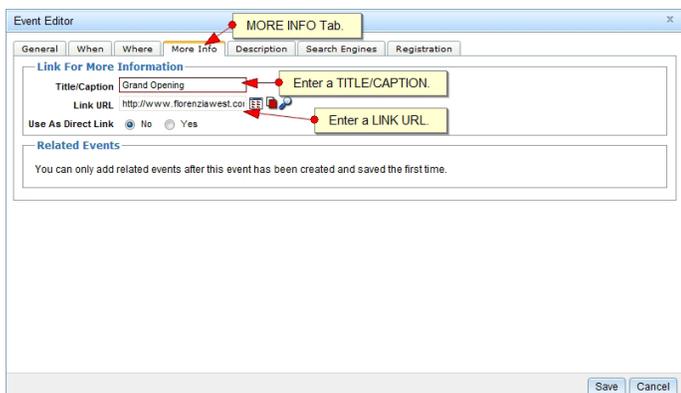
More Info Tab

More info is used if there is external information regarding the event. For example, if there is an event at a local church which has additional details on their own website, you can link to their site for more information.

- Enter a **Title/Caption**, which will serve as the link text.

- Enter a **Link URL** of the site that you wish to send visitors to when they click.

- Choose to use as a direct link by selecting the appropriate radio button. (A direct link will open in the same window.)
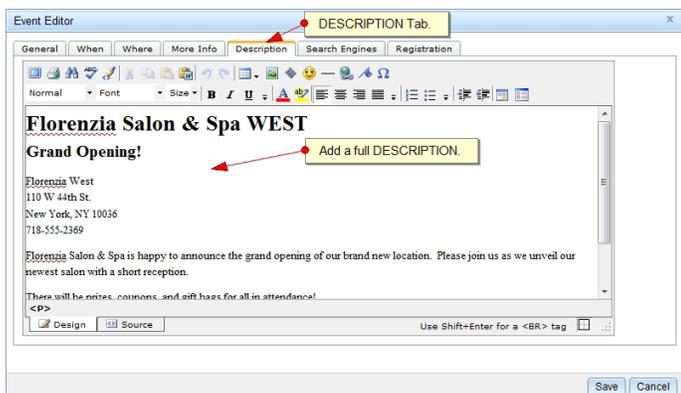
Description Tab

- Enter a **full description** for you event. With a full WYSIWYG editor you can include text, photos, links, videos, or anything else that you can add to a content page.
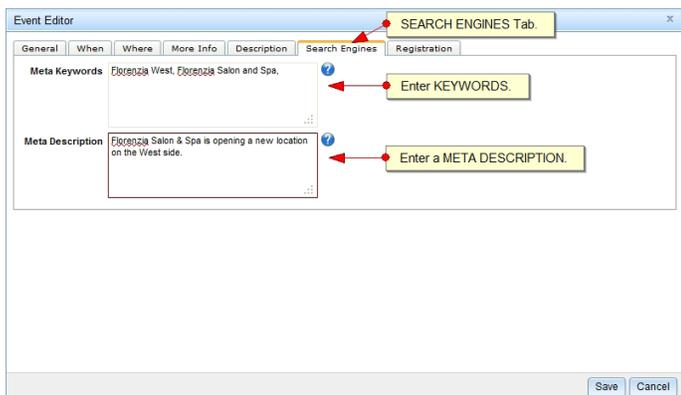
Search Engines Tab

- Enter **Meta Keywords** and a **Meta Description** to each event to make it more search friendly.

- Click the **Save** button.

Advanced Registration:
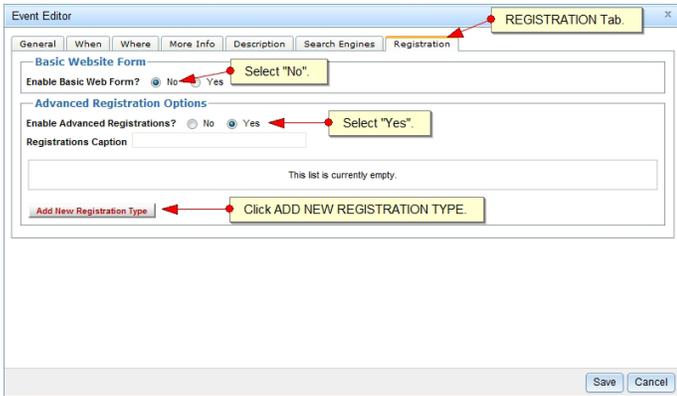
Registration Tab

- Once you're created your event you can add an advanced registration.

- Open your event and select the **Registration** tab.

- Select the No radio button for "**Enable basic web form**".

- Select **Yes** for "**Enable Advanced Registrations**".

- Click the **Add New Registration Type** button.

Event Registration Type Editor:

Details Tab

Title - Add a title for your ticket (e.g. "Single Ticket" or "Dinner Ticket")

Description – Enter a concise explanation of the ticket that you're creating (e.g. "This is a single ticket to this event.")

Detail Collection Form – Name and email fields will be collected by default. If you wish to collect more information, you can create/add a form with the desired fields. *See the Form Builder manual for more info on creating Detail Collection Forms.

Return to your event in the Event Manager.

- Select the **Registration** tab and click the **Edit This Registration Type** icon.

- Select the form that you just created in the above step from the **Detail Collection Form** dropdown.

You can select an Upsell Page, which is the page that a visitor will be redirected to once a form has been completed and submitted.

Allow Quantity Registrations – Allow visitors to purchase more than one ticket at a time.

Default Quantity – This is the default number that will show in the quantity field prior to checkout.

Allow Quantity in Cart - This allows a shopper to update the quantity of their purchase while in the cart view.

- Click **Save**.

- Click **Save** again.
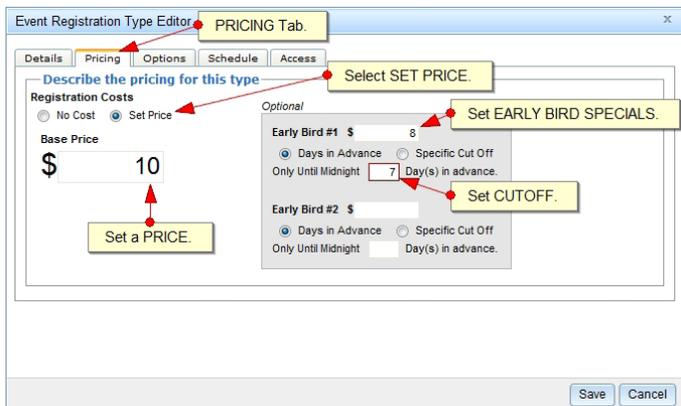
Pricing Tab

Set Price – This will be the price for the ticket to the event.

Select the **Set Price** radio button.

Set the price of a single ticket to the event.

Early Bird Specials – Set up to 2 Early Bird Specials for guests who RSVP a desired amount of days in advance, or set a specific Cut Off date. When you set the special, the ticket price will be modified in real time.
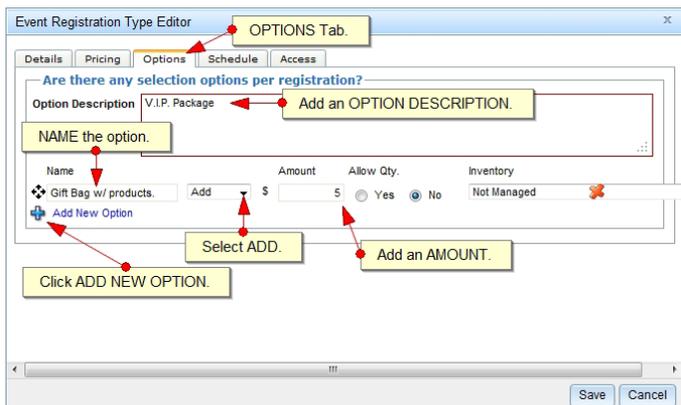
Options Tab

Option Description – Additions for the ticketed even (e.g. books for a course, pamphlets, coupons, etc.)

Add New Option – The name of your option (e.g. "Course Book", "Pamphlet", "10% Off Coupon", etc.)

Creating a Detail Collection Form:
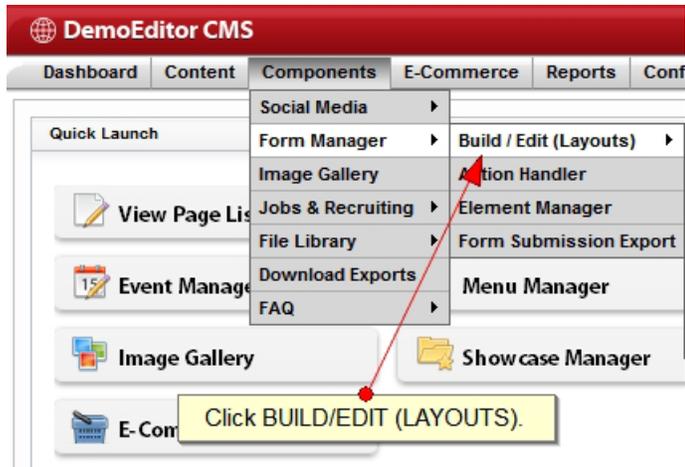
First, create a form.

- On the top menu navigate to Components > Form Manager > **Build/Edit (Layouts)**.

- Click the **Add New Layout** button.

- **Name** your form and tab down to auto-generate your **caption**.
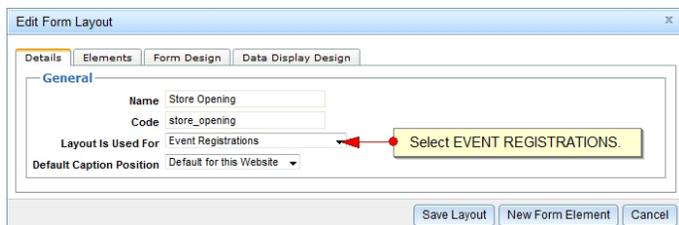
- Select "**Event Registrations**" from the Layout is Used For dropdown.

- Click **Add and Configure**.
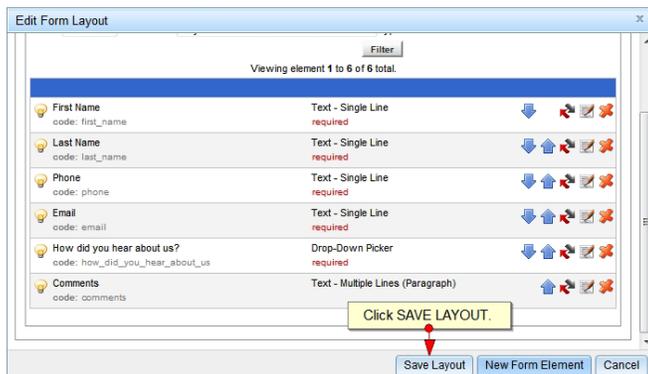
- Add the desired form elements. *(See Form Manager section for full details on how to create a web form.)

- Click **Save Layout**.

Front End View:
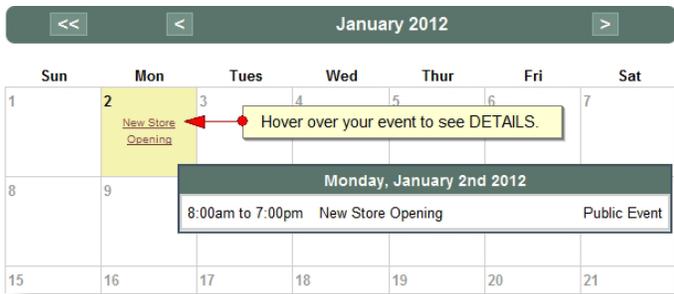
Navigate to your calendar on the front end by entering /calendar at the end of your URL.

When you hover over your event, you will see basic information like the Date, Time, and Title of the event.

- **Click** the event to see full details.
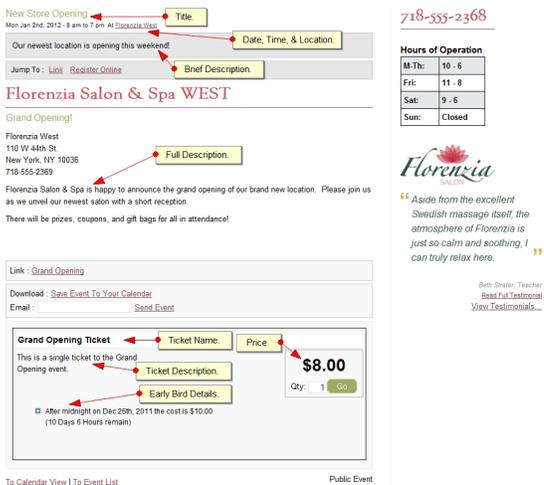
In the Event Details view you will see the teaser, full description, location, date/time, and advanced ticketing information.

Advanced Registration:

Creating a New Event:

DemoEditor CMS

Dashboard | Content | Components | E-Commerce | Reports | Configuration | Help | Logout

Dashboard >> Event Manager

Title : [ ] Type : [All Events ▼] Between [12/09/2011] [📅] And [ ] [📅] [Filter]

This list is currently empty.

Click ADD NEW EVENT.

[Add New Event]

Event Editor GENERAL Tab. ✕

General | When | Where | More Info | Description | Search Engines | Registration

Grouping

[Public ▼] ← Select PUBLIC or PRIVATE.

Information

Title [New Store Opening] ← Enter a TITLE.

Quick Description (Teaser)

Our newest location is opening this weekend! ← Enter a QUICK DESCRIPTION.

[Save] [Cancel]

Back to Section

Advanced Registration:

Event Editor   x

| General | When | Where | More Info | Description | Search Engines | Registration |

WHEN Tab.

Time of Event

Full Day Event? ● No ○ Yes

Select Start/End DATES.

Starts 01/02/2012   Time: 08 ▼ 00 ▼ AM ▼

Ends 01/02/2012   Time: 07 ▼ 00 ▼ PM ▼

Select Start/End TIMES.

Only Visible (Published)

Show On or After

?			January, 2012				x
« ▼	‹ ▼		Today			› ▼	» ▼
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
52	1	2	3	4	5	6	7
1	8	9	10	11	12	13	14
2	15	16	17	18	19	20	21
3	22	23	24	25	26	27	28
4	29	30	31				
			Mon, Jan 2				

Show Only On or Before

Tim

Save   Cancel

Event Editor   x

| General | When | Where | More Info | Description | Search Engines | Registration |

WHERE Tab.

Location

Location Name Florenzia West

Enter a LOCATION NAME.

Link For Information (or Map) 10+W+44th+St,+New+York,+10036&t=m&z=16

Add a LINK FOR INFO (OR MAP).

Save   Cancel

Event Editor   x

General | When | Where | **More Info** | Description | Search Engines | Registration

MORE INFO Tab.

Link For More Information

Title/Caption   Grand Opening

Enter a TITLE/CAPTION.

Link URL   http://www.florenziawest.cor

Use As Direct Link   ⊙ No   ○ Yes

Enter a LINK URL.

Related Events

You can only add related events after this event has been created and saved the first time.

Save | Cancel

Event Editor   x

General | When | Where | More Info | **Description** | Search Engines | Registration

DESCRIPTION Tab.

Normal | Font | Size | **B** *I* <u>U</u>

Florenzia Salon & Spa WEST

Grand Opening!

Add a full DESCRIPTION.

Florenzia West
110 W 44th St.
New York, NY 10036
718-555-2369

Florenzia Salon & Spa is happy to announce the grand opening of our brand new location. Please join us as we unveil our newest salon with a short reception.

There will be prizes, coupons, and gift bags for all in attendance!

<P>

Design   Source   Use Shift+Enter for a <BR> tag

Save | Cancel

Event Editor   x

| General | When | Where | More Info | Description | Search Engines | Registration |

SEARCH ENGINES Tab.

Meta Keywords | Florenzia West, Florenzia Salon and Spa, | ? | Enter KEYWORDS.

Meta Description | Florenzia Salon & Spa is opening a new location on the West side. | ? | Enter a META DESCRIPTION.

Save   Cancel

Advanced Registration:

Event Editor

General | When | Where | More Info | Description | Search Engines | Registration

REGISTRATION Tab.

Basic Website Form

Enable Basic Web Form? ○ No ○ Yes — Select "No".

Advanced Registration Options

Enable Advanced Registrations? ○ No ● Yes — Select "Yes".

Registrations Caption [   ]

This list is currently empty.

Add New Registration Type — Click ADD NEW REGISTRATION TYPE.

Save | Cancel

Event Registration Type Editor:

Event Registration Type Editor   DETAILS Tab.   x

Details   Pricing   Options   Schedule   Access

General

Enter a TITLE.

Title   Grand Opening Ticket

Description   This is a single ticket to the Grand Opening event.   Enter a DESCRIPTION.

Select a DETAIL COLLECTION FORM.

Registrations

Detail Collection Form - *Leave as -None- if no details are required for each registration.*

None - Details Not Required ▼

Upsell Page

Allow Quantity Registrations?   ◉ Yes   ○ No

Default Quantity   1

Allow Quantity In Cart?   ○ Yes   ◉ No

Save   Cancel

Event Registration Type Editor   x

Details   Pricing   Options   Schedule   Access

General

Title   Grand Opening Ticket

Description   This is a single ticket to the Grand Opening event.

Registrations

Detail Collection Form - *Leave as -None- if no details are required for each registration.*

None - Details Not Required ▼

Upsell Page

Allow Quantity Registrations?   ◉ Yes   ○ No

Default Quantity   1

Allow Quantity In Cart?   ○ Yes   ◉ No

Click SAVE.

Save   Cancel

Back to Section

Event Editor   x

| General | When | Where | More Info | Description | Search Engines | **Registration** |

Basic Website Form

Enable Basic Web Form?   ● No   ○ Yes

Advanced Registration Options

Enable Advanced Registrations?   ○ No   ● Yes

Registrations Caption   [_____]

Viewing registration types **1** to **1** of **1** total.

Title	Pricing	
💡 🕐 Grand Opening Ticket	$10.00	📝 ✖

[Add New Registration Type]

Click SAVE.

[Save] [Cancel]

Event Registration Type Editor   ☒

PRICING Tab.

| Details | Pricing | Options | Schedule | Access |

Describe the pricing for this type

Select SET PRICE.

Registration Costs
○ No Cost   ◉ Set Price

Base Price

$ **10**

Set a PRICE.

Optional

Set EARLY BIRD SPECIALS.

Early Bird #1 $ 8
◉ Days in Advance   ○ Specific Cut Off
Only Until Midnight   7   Day(s) in advance.

Set CUTOFF.

Early Bird #2 $
◉ Days in Advance   ○ Specific Cut Off
Only Until Midnight   Day(s) in advance.

Save   Cancel

Event Registration Type Editor   ☒

OPTIONS Tab.

| Details | Pricing | Options | Schedule | Access |

Are there any selection options per registration?

Option Description   V.I.P. Package

Add an OPTION DESCRIPTION.

NAME the option.

Name		Amount	Allow Qty.	Inventory
✥ Gift Bag w/ products.	Add ▾	$ 5	○ Yes ◉ No	Not Managed ✖

✚ Add New Option

Select ADD.

Add an AMOUNT.

Click ADD NEW OPTION.

◀ ||| ▶

Save   Cancel

Creating a Detail Collection Form:
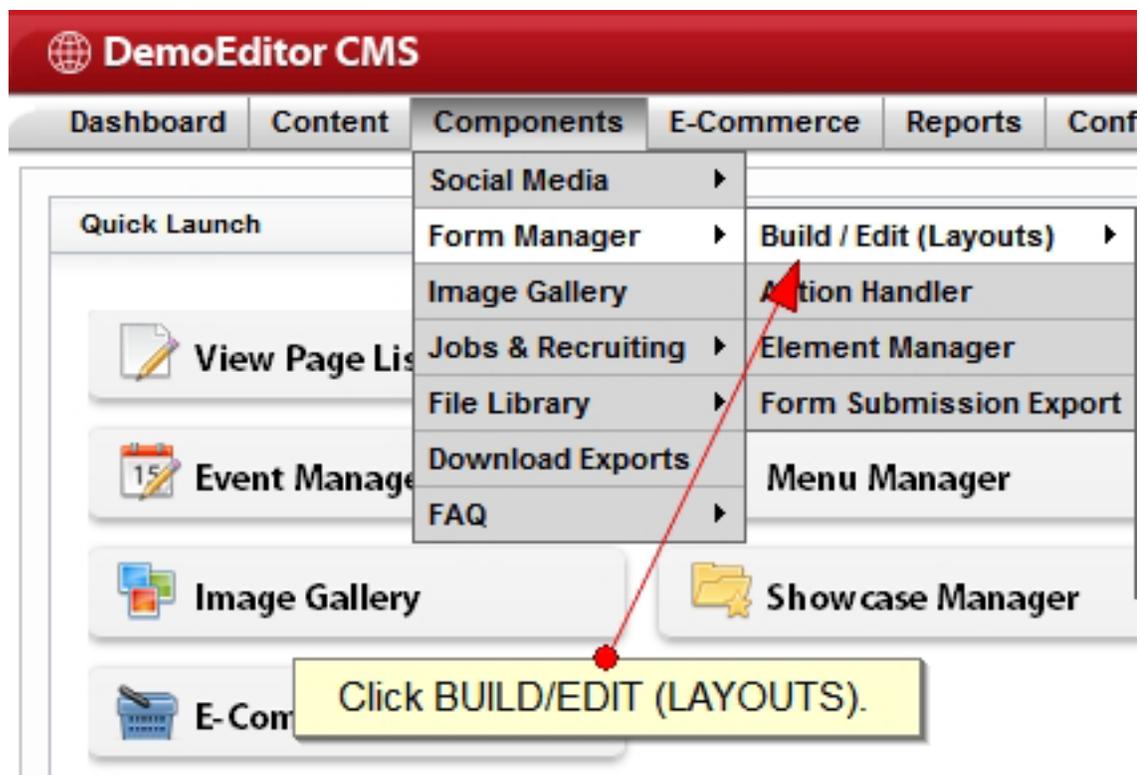
Edit Form Layout

Details | Elements | Form Design | Data Display Design

General

Name Store Opening

Code store_opening

Layout Is Used For Event Registrations ▼ ◄— ● Select EVENT REGISTRATIONS.

Default Caption Position Default for this Website ▼

Save Layout | New Form Element | Cancel

Edit Form Layout

Filter

Viewing element **1** to **6** of **6** total.

First Name	Text – Single Line	
code: first_name	required	
Last Name	Text – Single Line	
code: last_name	required	
Phone	Text – Single Line	
code: phone	required	
Email	Text – Single Line	
code: email	required	
How did you hear about us?	Drop-Down Picker	
code: how_did_you_hear_about_us	required	
Comments	Text – Multiple Lines (Paragraph)	
code: comments		

Click SAVE LAYOUT.

Save Layout | New Form Element | Cancel

January 2012

| | << | | < | | **January 2012** | | | > |

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2 — New Store Opening	3	4	5	6	7
8	9					
15	16	17	18	19	20	21

Hover over your event to see DETAILS.

Monday, January 2nd 2012

| 8:00am to 7:00pm | New Store Opening | Public Event |

New Store Opening — Title.

Mon Jan 2nd, 2012 - 8 am to 7 pm At Florenzia West — Date, Time, & Location.

Our newest location is opening this weekend! — Brief Description.

Jump To : Link   Register Online

Florenzia Salon & Spa WEST

Grand Opening!

Florenzia West
110 W 44th St.
New York, NY 10036
718-555-2369

Full Description.

Florenzia Salon & Spa is happy to announce the grand opening of our brand new location. Please join us as we unveil our newest salon with a short reception.

There will be prizes, coupons, and gift bags for all in attendance!

| Link : Grand Opening |
| Download : Save Event To Your Calendar |
| Email : _____   Send Event |

Grand Opening Ticket — Ticket Name.

Price.

This is a single ticket to the Grand Opening event. — Ticket Description.

Early Bird Details.

▶ After midnight on Dec 26th, 2011 the cost is $10.00
(10 Days 6 Hours remain)

$8.00

Qty: [1] Go

To Calendar View | To Event List

Public Event