


The screenshot displays the 'List View' tab of the GrowthZone & chambermaster Events Management system. At the top, there are navigation tabs: 'List View' (selected), 'Month View', 'Meeting Proposals', 'Calendars', and 'Tasks'. Below these tabs is a search bar with the placeholder text 'Search...'. To the right of the search bar is a dropdown menu currently set to 'Future', a 'Customize Results...' button, a 'Future Events' button with a close icon, and a '[Clear All]' link. The main content area shows a list of five events, each in a card format. Each card includes the event title, the organizer's name, registration and sponsorship counts, the event date, and a 'Ticket' icon with a green plus sign.

Event Title	By	Registered	Sponsorships Sold	Date
<u>Wine Tasting for a Cause</u>	Marcy Weaver	0	0	4/1/2017
<u>2017 June Annual Conf...</u>	Marcy Weaver	0	0	6/1/2017
<u>Health and Wellness Fair</u>	Marcy Weaver	2	1	9/30/2017
<u>Annual Conference</u>	Marcy Weaver	2	3	3/15/2018
<u>Pretty Good Golf Tourna...</u>	Marcy Weaver	4	1	9/9/2018

V10 – Events Management – The Basics

Topics We will Cover

- Review Online Event Page and Registration
- Create Event
 - Backoffice Staff user
 - Info Hub user
- Attendee and Registrations Options
- Event Reports
- Optional Modules – Expo, Sponsors



The screenshot shows the 'Wine Tasting for a Cause' event page on the Green Valley Association website. The page features a blue header with navigation links: Home, Directory, Member Area, About, What's New, and Events. The event title 'Wine Tasting for a Cause' is prominently displayed, with a 'Back to Calendar' link and a 'Register for Event' button. A featured image shows a basket of wine and snacks. Social media icons for Facebook, LinkedIn, Twitter, and Pinterest are present. The 'Event Details' section describes the event at the DreamWeaver Resort, noting that 50% of fees will be donated to the Lund Campaign. A 'Gallery' section includes a photo of four people at the event. The 'Registered Guests (0)' section is currently empty, and the 'Additional Information' section lists the event contact as Marcy Weaver.

GREEN VALLEY
Association

Home Directory Member Area About What's New Events

Wine Tasting for a Cause

[Back to Calendar](#) [Register for Event](#)

[f](#) [in](#) [t](#) [p](#)

Event Details

Join us at the DreamWeaver Resort wine cellar to sample wines from several regions in France. 50% of your fees will be donated to the Lund Campaign to help the battle against cancer. You may also donate additional funds at the time of registration. John Spendier will be hosting the events.

Gallery

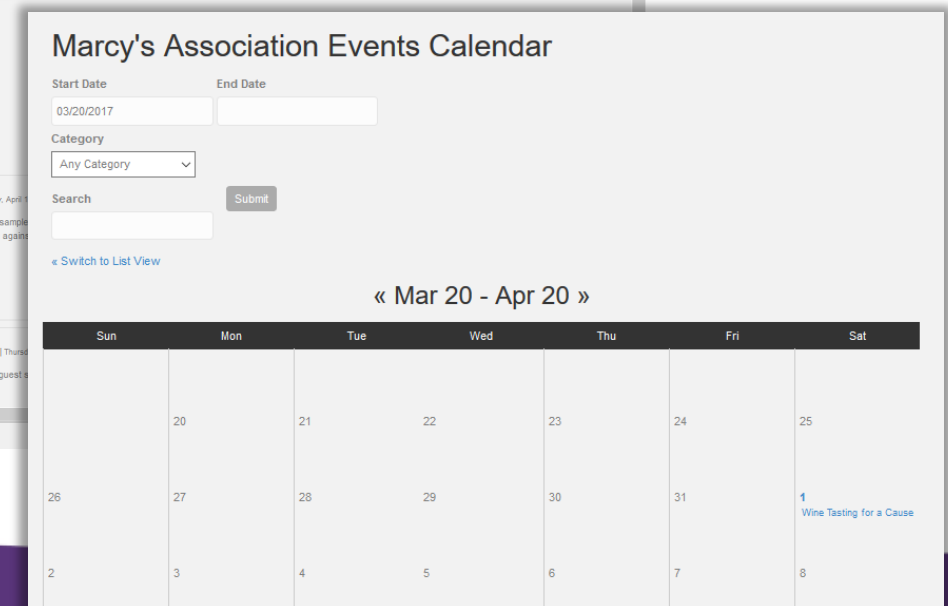
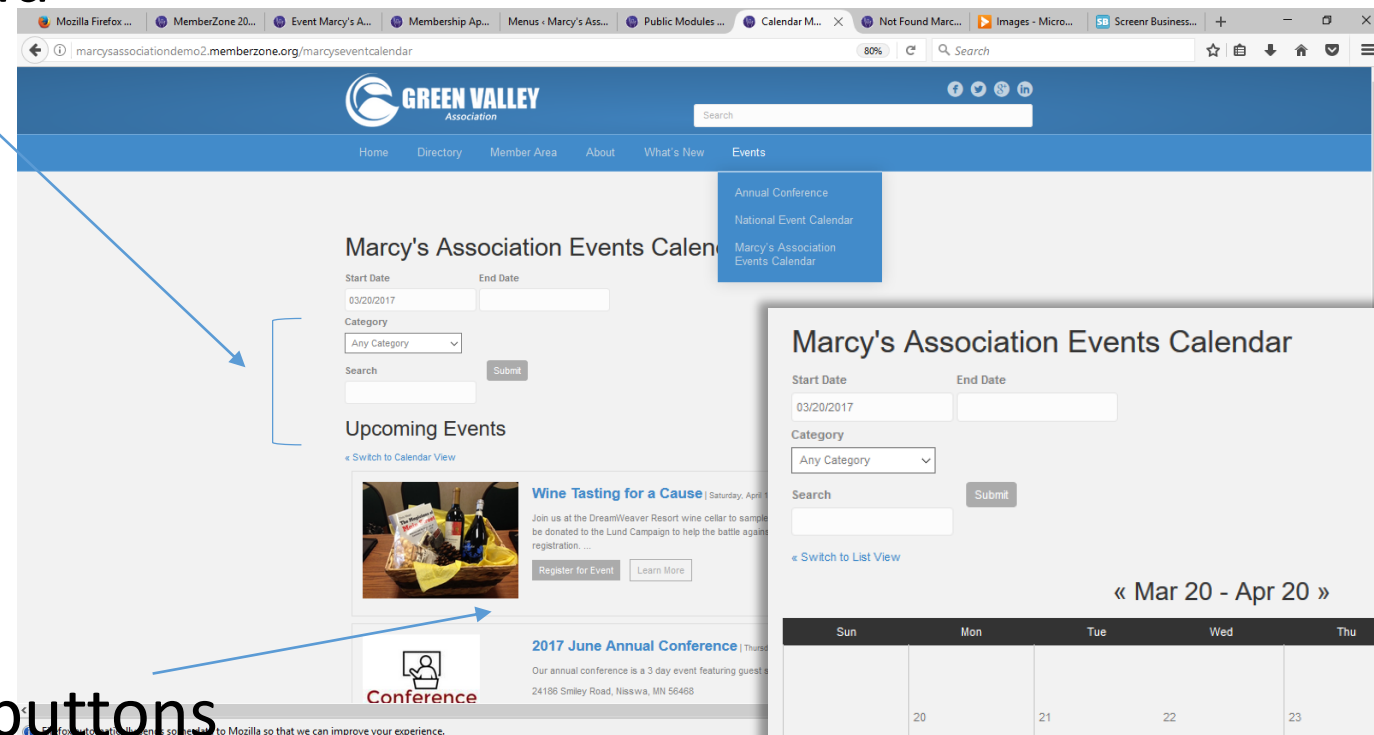
Registered Guests (0)

Additional Information

Event Contact:
Marcy Weaver

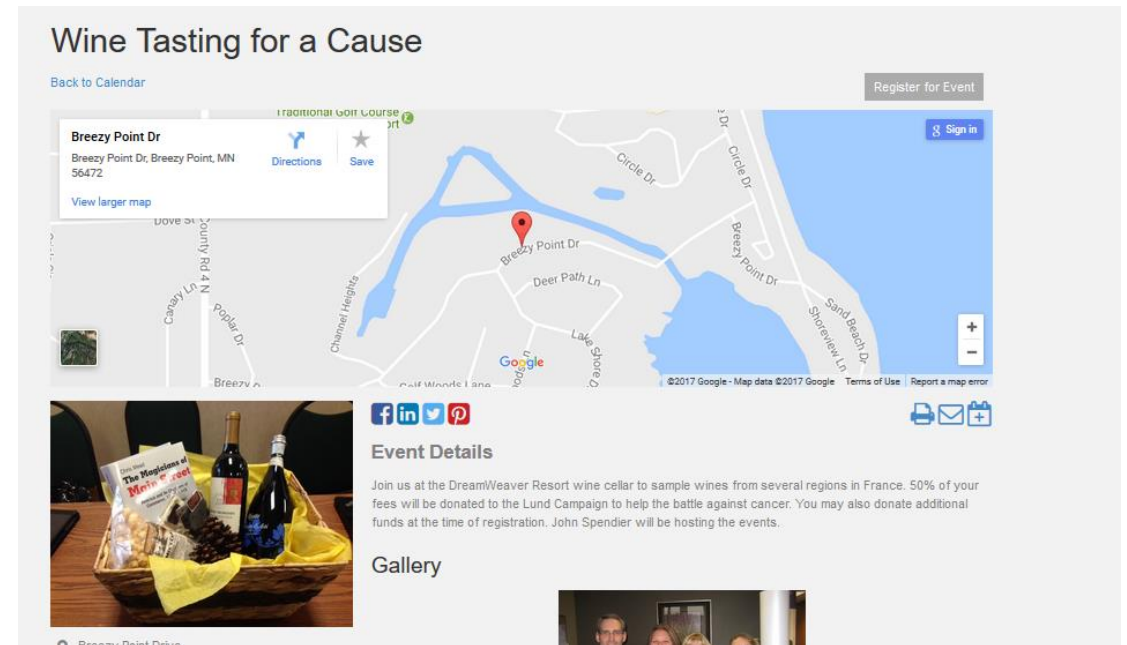
Review Online Event page and Registration

- Ability to have multiple independent calendars that you can link to in menu
- Search options
 - Date
 - Event category
 - Key word
- Two views
 - List view
 - Date view
- Register or View buttons



Registration Page Features

- Show map location (optional)
- Icons to print, email or add to calendar
- Share icons
- Upload photo gallery or video

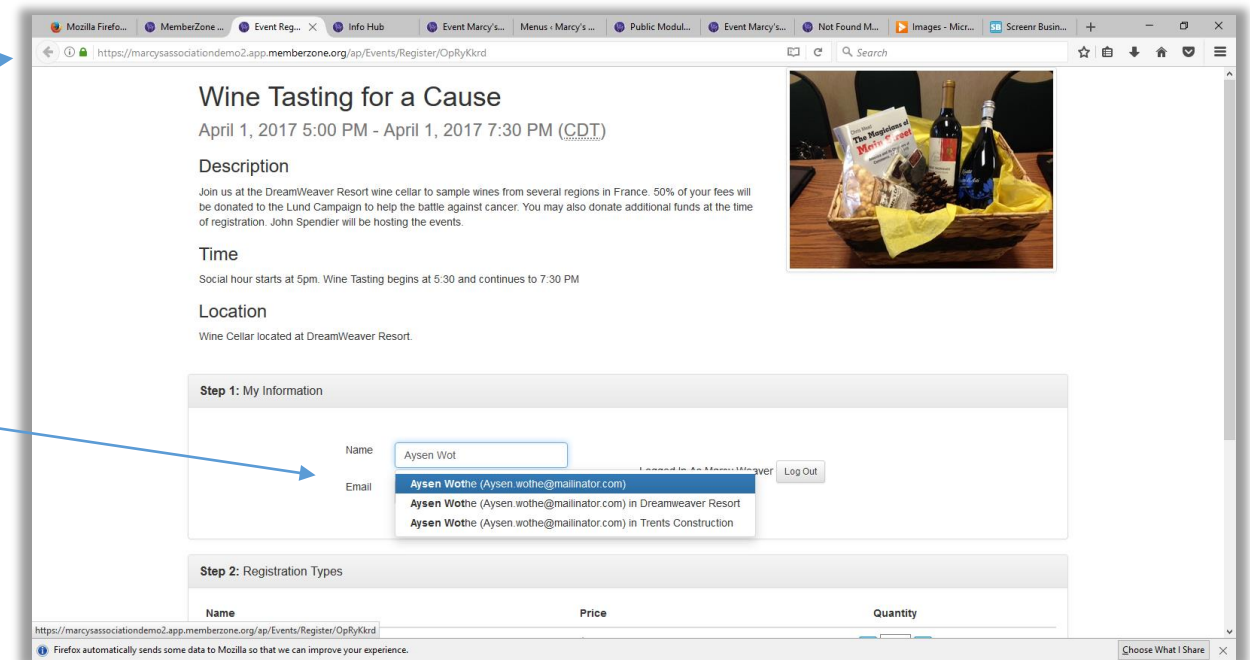


Event Registration Page – Step 1

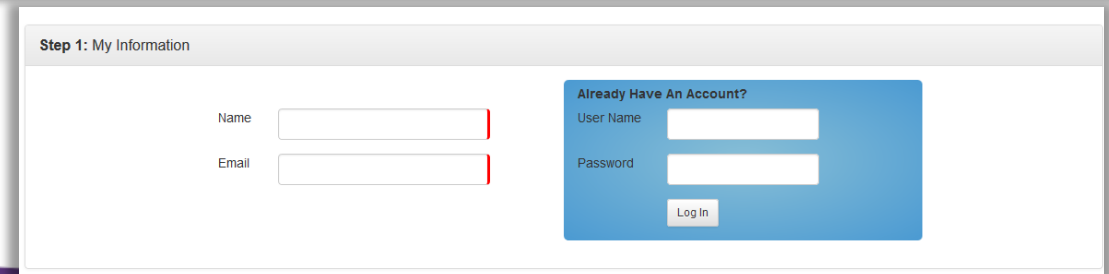
Registration page is secured

When staff are logged into MemberZone they will be able to search for contacts within the database.

Not logged in? Will request login to receive member rates or create as non-member.



The screenshot shows a web browser window with the URL <https://marcysassociationdemo2.app.memberzone.org/ap/Events/Register/OpRyKkrd>. The page title is "Wine Tasting for a Cause" and the date/time is "April 1, 2017 5:00 PM - April 1, 2017 7:30 PM (CDT)". The description states: "Join us at the DreamWeaver Resort wine cellar to sample wines from several regions in France. 50% of your fees will be donated to the Lund Campaign to help the battle against cancer. You may also donate additional funds at the time of registration. John Spender will be hosting the events." The time is "Social hour starts at 5pm. Wine Tasting begins at 5:30 and continues to 7:30 PM". The location is "Wine Cellar located at DreamWeaver Resort." The page is divided into two steps: "Step 1: My Information" and "Step 2: Registration Types". In Step 1, the "Name" field is filled with "Aysen Wot" and the "Email" field has a dropdown menu showing three suggestions: "Aysen Wotho (Aysen.wothe@mailinator.com)", "Aysen Wotho (Aysen.wothe@mailinator.com) in Dreamweaver Resort", and "Aysen Wotho (Aysen.wothe@mailinator.com) in Trents Construction". A "Log Out" button is visible next to the email field. Step 2 shows a table with columns "Name", "Price", and "Quantity".



The screenshot shows the "Step 1: My Information" section of the registration page. It features two input fields for "Name" and "Email". To the right, there is a blue box titled "Already Have An Account?" containing input fields for "User Name" and "Password", and a "Log In" button.

Event Registration Page – Step 2 - 3

Select Registration Types

- Option to show member options to non-members but disallow use

Add Attendee names

Enter Meal Choice (if applicable)
Or add other custom questions

Step 2: Registration Types

Name	Price	Quantity
Taster Registration Fee - snack not included	\$25	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>
Taster Registration with snack	\$50	<input type="button" value="-"/> <input type="text" value="0"/> <input type="button" value="+"/>
Table of 5 plus snacks	\$250	<input type="button" value="-"/> <input type="text" value="0"/> <input type="button" value="+"/>
Total vacant spots per event: 50		

Step 3: Attendees

Taster Registration Fee - snack not included Attendees

Attendee #1

Total: \$25.00

Register me here

Personal Info

Name

Chelby Wothe

Email Address

chelby@mailinator.com

Company

Type ahead...

Custom Fields

Meal Choice

Cheese

Event Registration Page – Step 4-5 (optional)

Enter promo
code

Make a
donation to an
active campaign
(requires
Fundraising
module)

Step 4: Enter Promo Code

Promo Codes

+

Apply

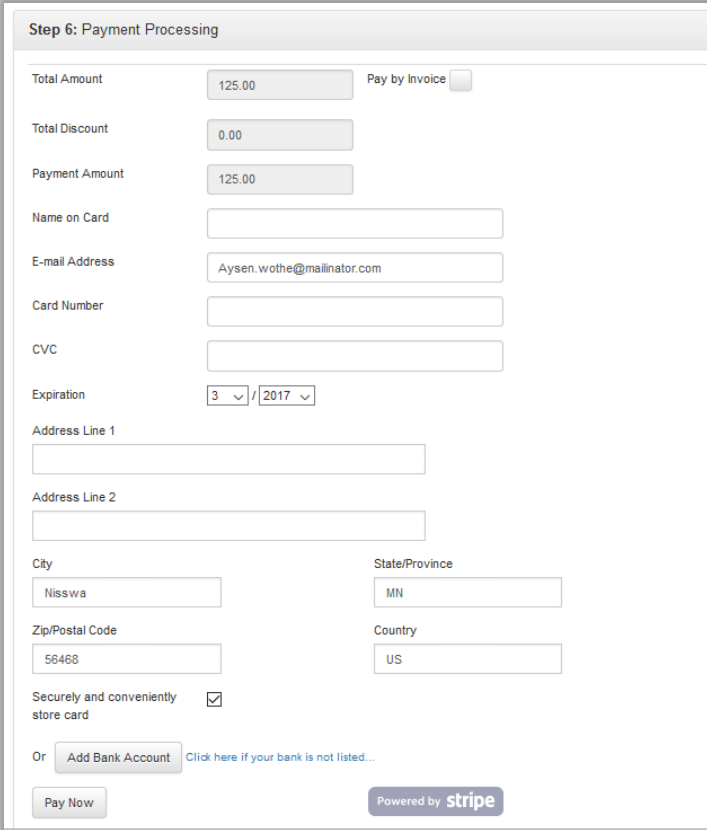
×

Step 5: Donation/Contribution Opportunities

Campaign Name	Item Description	Amount
General Unrestricted Campaign	Donations from Individuals	Create or select an option... ▼
General Unrestricted Campaign	Donations from Individuals	Create or select an option... ▼
Run to End Cancer	Donation to Skin Cancer	Create or select an option... ▼
Run to End Cancer	Donation for Fundraiser	Create or select an option... ▼
Run to End Cancer	Donations from Individuals- test	Create or select an option... ▼
Toys For Tots	Donation to Toys for Tots	Create or select an option... ▼
Toys For Tots	Donation for Kids	Create or select an option... ▼

Event Registration Page – Step 6

Online payment
processing
(recommended)
Optional “Pay by Invoice”

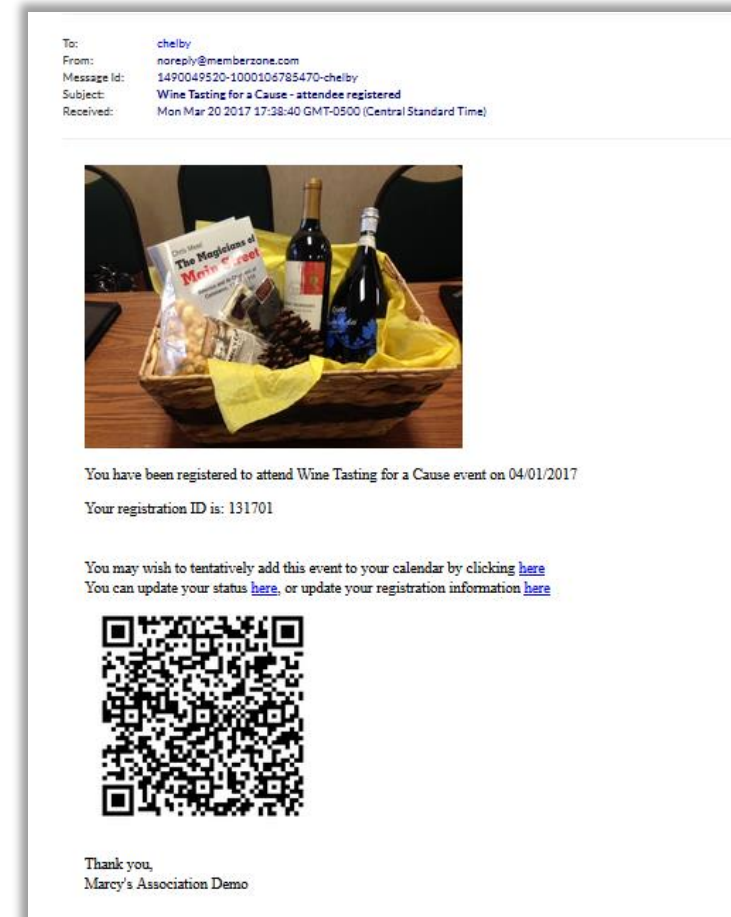


The screenshot shows a web form titled "Step 6: Payment Processing". It contains the following fields and options:

- Total Amount:** 125.00
- Total Discount:** 0.00
- Payment Amount:** 125.00
- Pay by Invoice:** ☐
- Name on Card:**
- E-mail Address:** Aysen.wothe@mailinator.com
- Card Number:**
- CVC:**
- Expiration:** 3 / 2017
- Address Line 1:**
- Address Line 2:**
- City:** Nisswa
- State/Province:** MN
- Zip/Postal Code:** 56468
- Country:** US
- Securely and conveniently store card:** ☒
- Or:** [Click here if your bank is not listed...](#)
- Pay Now:**
- Powered by:** stripe

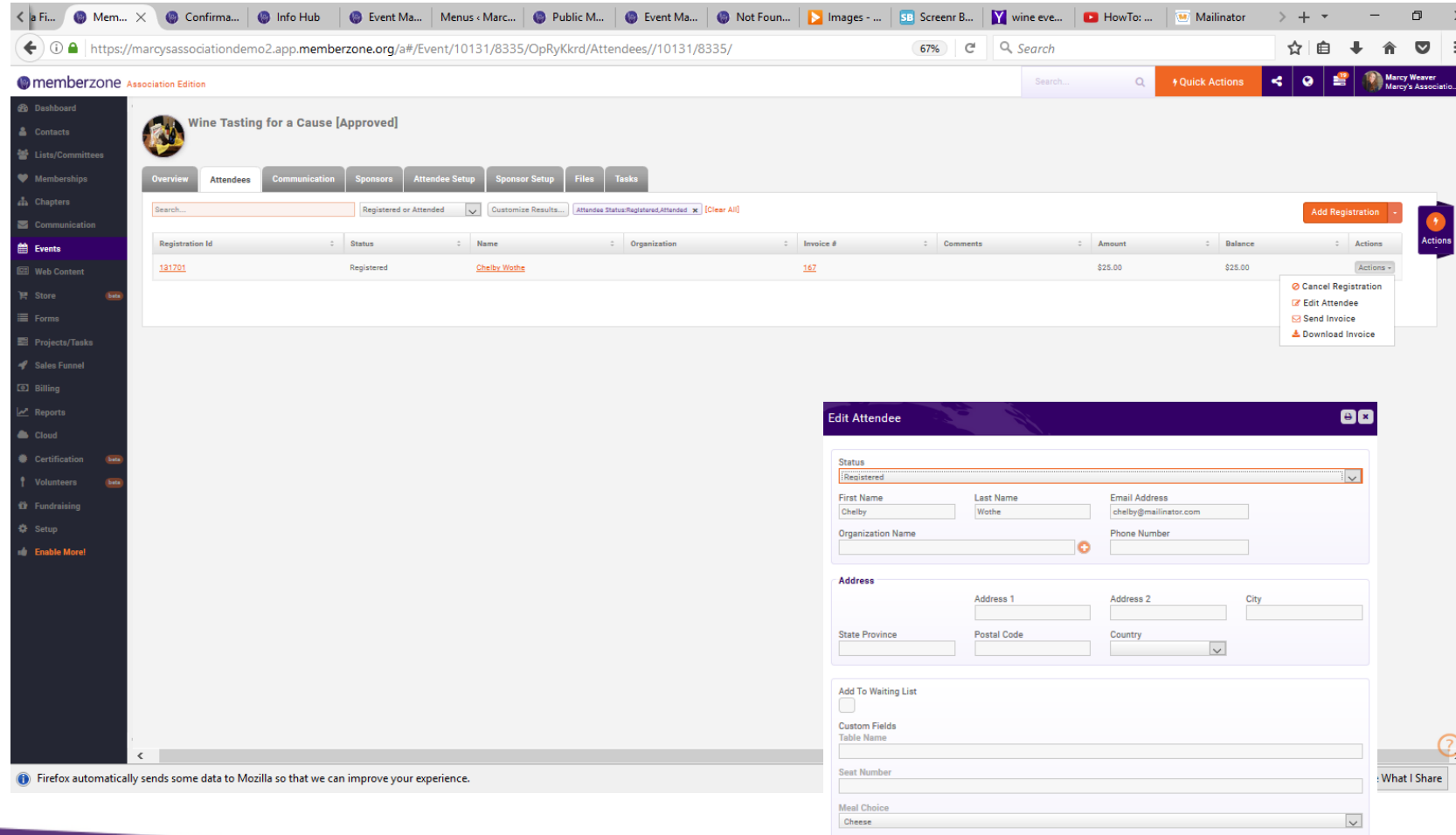
Confirmation Webpage and Email

- A thank you page appears upon submitting your registration.
- A thank you email confirmation is also sent
 - Includes option to add to their calendar
 - Link to update/unregister
 - Contains QR code so staff can scan in tickets to check-in attendees



Staff view – Attendee Tab

- View Attendees
- Attendee Actions
 - Update details
 - Resend invoice
- Add Reg options
 - Download badges
 - Check attendance
 - Print labels
 - Download List



The screenshot displays the MemberZone Association Edition interface. The top navigation bar includes links for Dashboard, Contacts, Lists/Committees, Memberships, Chapters, Communication, Events, Web Content, Store, Forms, Projects/Tasks, Sales Funnel, Billing, Reports, Cloud, Certification, Volunteers, Fundraising, Setup, and Enable More! The main content area shows the 'Attendee Tab' for the event 'Wine Tasting for a Cause [Approved]'. A table lists attendees with columns for Registration Id, Status, Name, Organization, Invoice #, Comments, Amount, Balance, and Actions. The first row shows a registered attendee named 'Chelby Wothe' with a registration ID of 131701 and an invoice amount of \$25.00. An 'Add Registration' button is visible in the top right corner. Below the table, an 'Edit Attendee' form is shown, allowing users to update the attendee's status, contact information, address, and other details.

Registration Id	Status	Name	Organization	Invoice #	Comments	Amount	Balance	Actions
131701	Registered	Chelby Wothe		167		\$25.00	\$25.00	Cancel Registration Edit Attendee Send Invoice Download Invoice

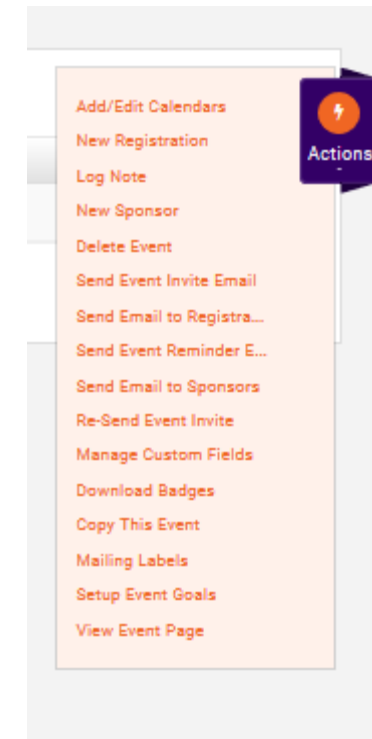
Edit Attendee Form:

- Status: Registered
- First Name: Chelby, Last Name: Wothe, Email Address: chelby@mailinator.com
- Organization Name: (empty), Phone Number: (empty)
- Address: Address 1, Address 2, City, State Province, Postal Code, Country
- Add To Waiting List: ☐
- Custom Fields: Table Name, Seat Number, Meal Choice (Cheese)

Common Tasks

Quick actions for common event tasks

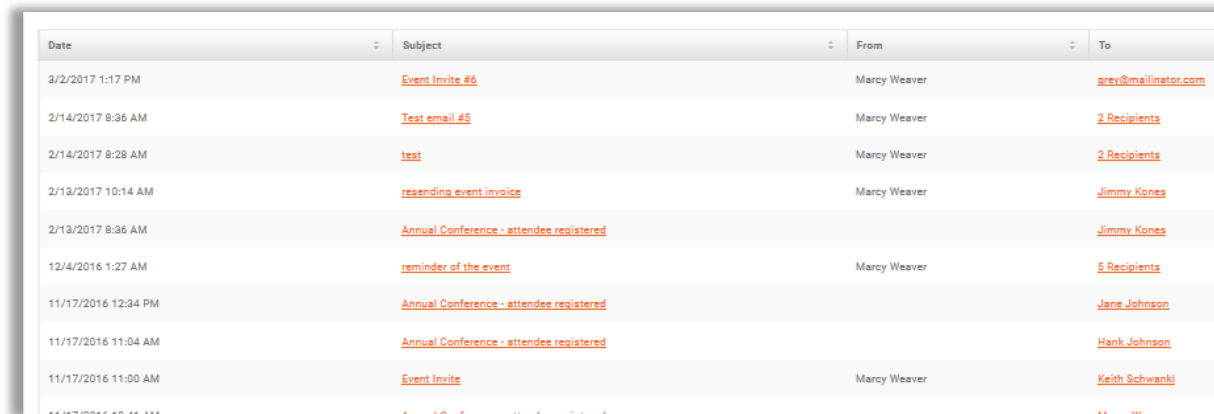
- Send emails to targeted lists
 - Send invite (select group or select contacts)
 - Resend option only sends to those not already registered
 - Send reminder to all attendees
- Manage custom fields
 - Appear on registration form or internal use for staff
 - E.g. Asking them if they have special needs
- Mail Merge
 - Name Badges
 - Mailing labels



Communication Tab

Displays only communication related to this event

- Event invites sent
- Online registration confirmations
- Email reminders



Date	Subject	From	To
3/2/2017 1:17 PM	Event Invite #6	Marcy Weaver	grey@mailinator.com
2/14/2017 8:36 AM	Text_email #5	Marcy Weaver	2 Recipients
2/14/2017 8:28 AM	test	Marcy Weaver	2 Recipients
2/13/2017 10:14 AM	resending event invoice	Marcy Weaver	Jimmy Kones
2/13/2017 8:36 AM	Annual Conference - attendee registered		Jimmy Kones
12/4/2016 1:27 AM	reminder of the event	Marcy Weaver	5 Recipients
11/17/2016 12:34 PM	Annual Conference - attendee registered		Jane Johnson
11/17/2016 11:04 AM	Annual Conference - attendee registered		Hank Johnson
11/17/2016 11:00 AM	Event Invite	Marcy Weaver	Keith Schwankl
11/17/2016 10:16 AM	Annual Conference - attendee registered		M...

Files and Tasks

- Files store your event images, gallery photos, sessions speakers and any files you manually upload.
- Tasks displays your “to do” list for projects or checklists/tasks that you’ve created for this event. An example may include a checklist of items your caterer needs and deadlines for the tasks.

Add/Edit Task Item - Catering Tasks

Assigned To: Marcy Weaver | Task Name: Catering Task | Type: Events | Priority: Important

Task Description: Provide details to coordinator at DreamWeaver Resort.

Task Items

Name	Is Complete	Completed Date
Provide table count	<input type="checkbox"/>	
Provide count for cheese trays, cheese and meat trays	<input type="checkbox"/>	
Confirm all details are a go	<input type="checkbox"/>	

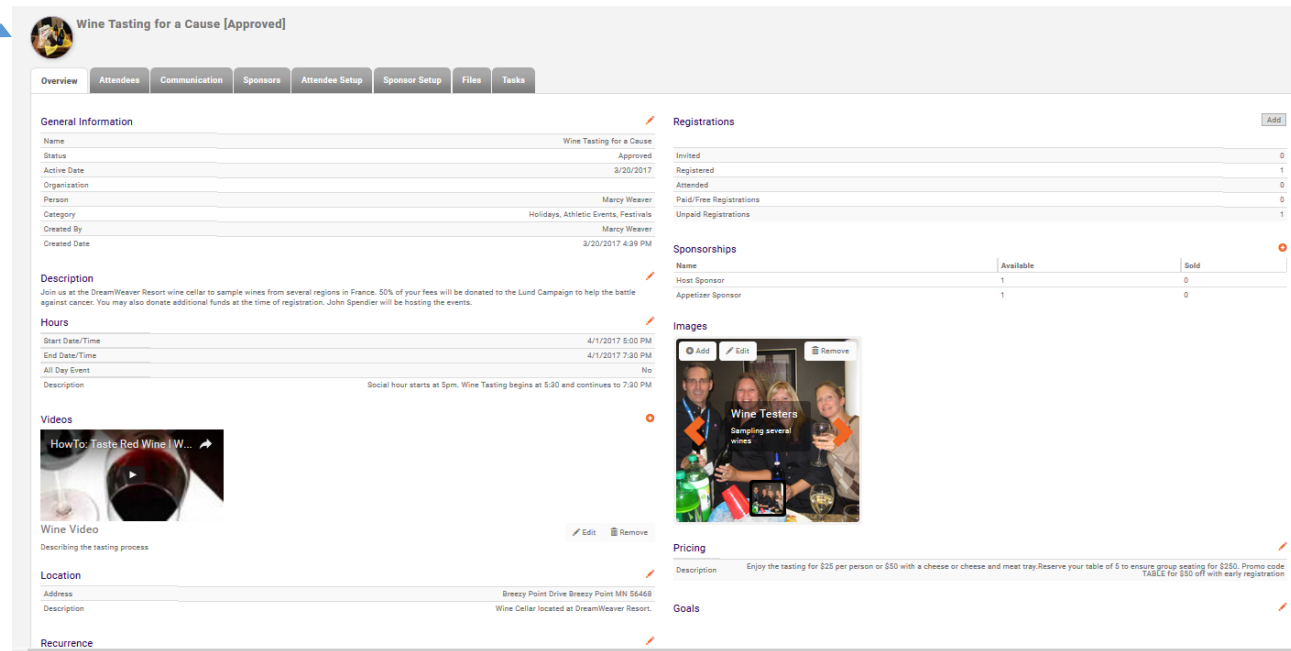
Project:

Status

Due Date: Mar 31, 2017 | Start Date: 3/20/2017 | Estimated Hours: 0 | Completed Date: 0

Event Overview tab to Setup event page

- Upload event image
- Add General Info
- Description (listing page short text and full description on event page)
- Add a venue/location for map
- Add Video and Gallery
- Create Goals
- View registration and sponsor stats



Wine Tasting for a Cause [Approved]

Overview Attendees Communication Sponsors Attendee Setup Sponsor Setup Files Tasks

General Information

Name: Wine Tasting for a Cause
 Status: Approved
 Active Date: 3/20/2017
 Organization: Marcy Weaver
 Person: Marcy Weaver
 Category: Holidays, Athletic Events, Festivals
 Created By: Marcy Weaver
 Created Date: 3/20/2017 4:39 PM

Description

Join us at the DreamWeaver Resort wine cellar to sample wines from several regions in France. 50% of your fees will be donated to the Lund Campaign to help the battle against cancer. You may also donate additional funds at the time of registration. John Spandier will be hosting the events.

Hours

Start Date/Time: 4/1/2017 5:00 PM
 End Date/Time: 4/1/2017 7:30 PM
 All Day Event: No
 Description: Social hour starts at 5pm. Wine Tasting begins at 5:30 and continues to 7:30 PM

Videos

How to Taste Red Wine I W...
 Wine Video
 Describing the tasting process

Location

Address: Breezy Point Drive Breezy Point MN 55468
 Description: Wine Cellar located at DreamWeaver Resort.

Recurrence

Registrations

Inited: 0
 Registered: 1
 Attended: 0
 Paid/Free Registrations: 0
 Unpaid Registrations: 1

Sponsorships

Name	Available	Sold
Host Sponsor	1	0
Appetizer Sponsor	1	0

Images

Wine Testers
 Sampling several wines

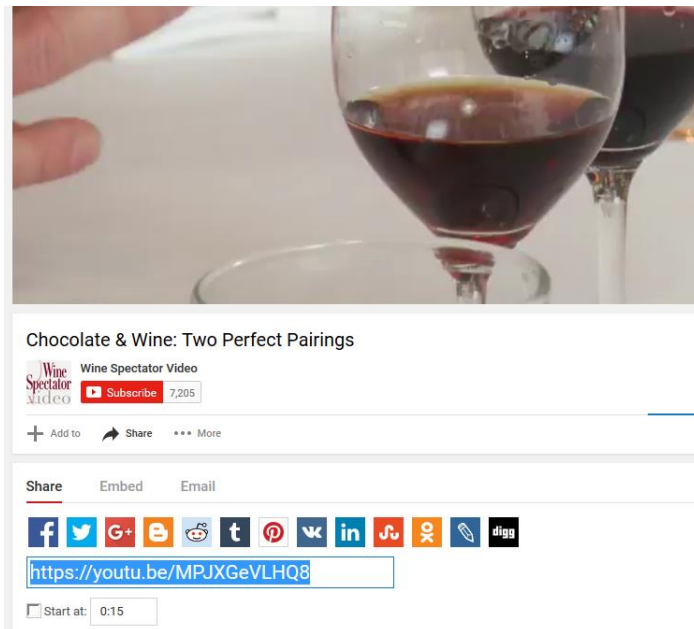
Pricing

Description: Enjoy the tasting for \$25 per person or \$50 with a cheese or cheese and meat tray. Reserve your table of 5 to ensure group seating for \$250. Promo code: TABLE for \$50 off with early registration.

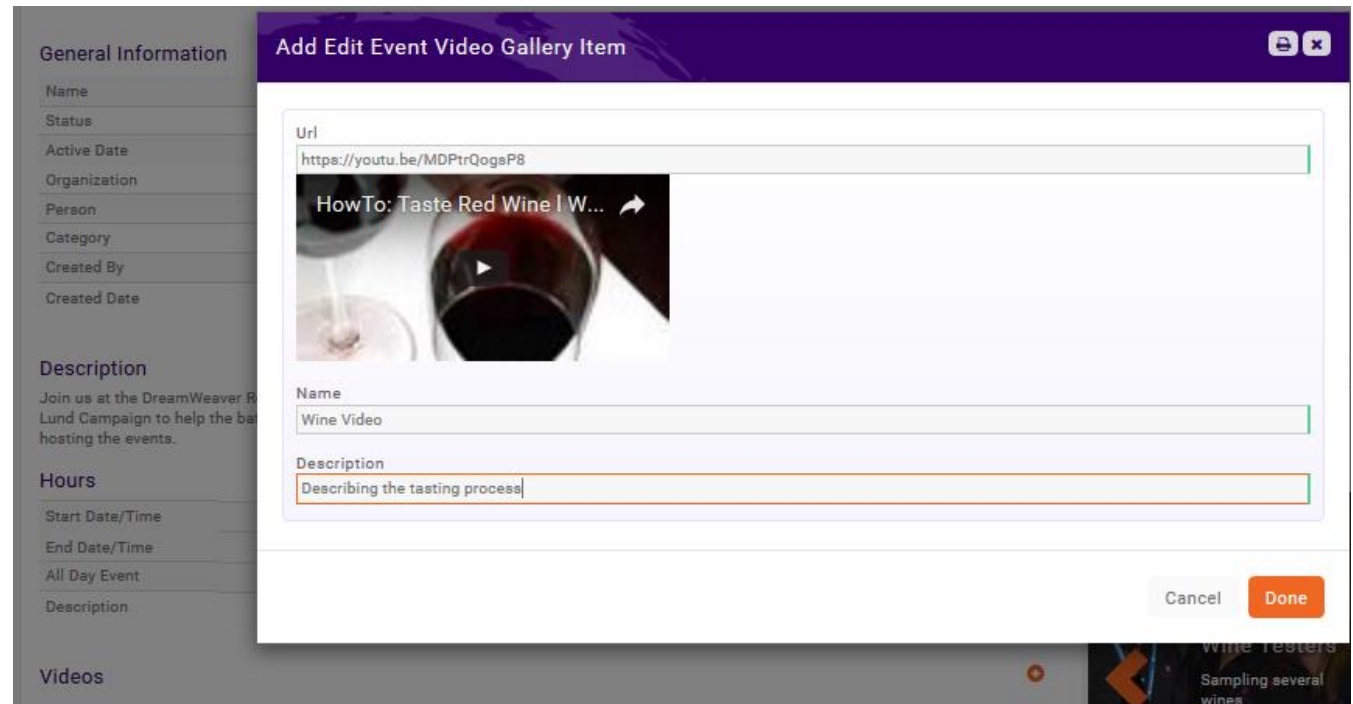
Goals

Tips for Adding the video

In YouTube, click the Share option and copy the link



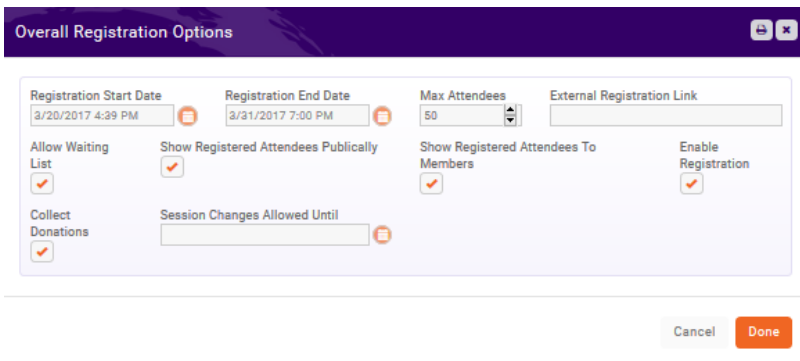
Event Overview tab, click the + button next to video and paste in the link



Attendee Setup – Form Setting Options

Overall Registration Options

- When to start/end registration for non-staff
- Max attendees
- Waiting list?
- Show attendees on website? Or Info Hub?
- Collect Donations?



Overall Registration Options

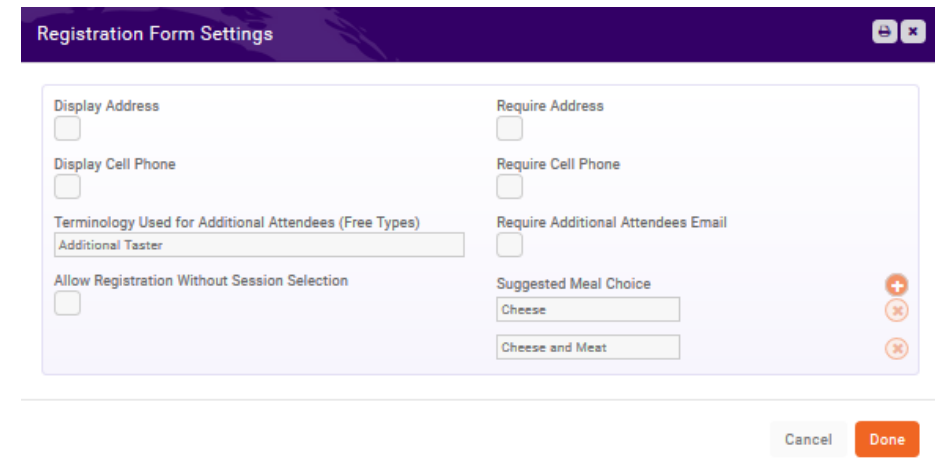
Registration Start Date: 3/20/2017 4:39 PM
 Registration End Date: 3/31/2017 7:00 PM
 Max Attendees: 50
 External Registration Link:

Allow Waiting List: ☒
 Show Registered Attendees Publically: ☒
 Show Registered Attendees To Members: ☒
 Enable Registration: ☒
 Collect Donations: ☒
 Session Changes Allowed Until:

Cancel Done

Registration Form Settings

- What options to display on registration form (tip keep it simple!)
- Add meal options if applicable
- Change attendee terminology



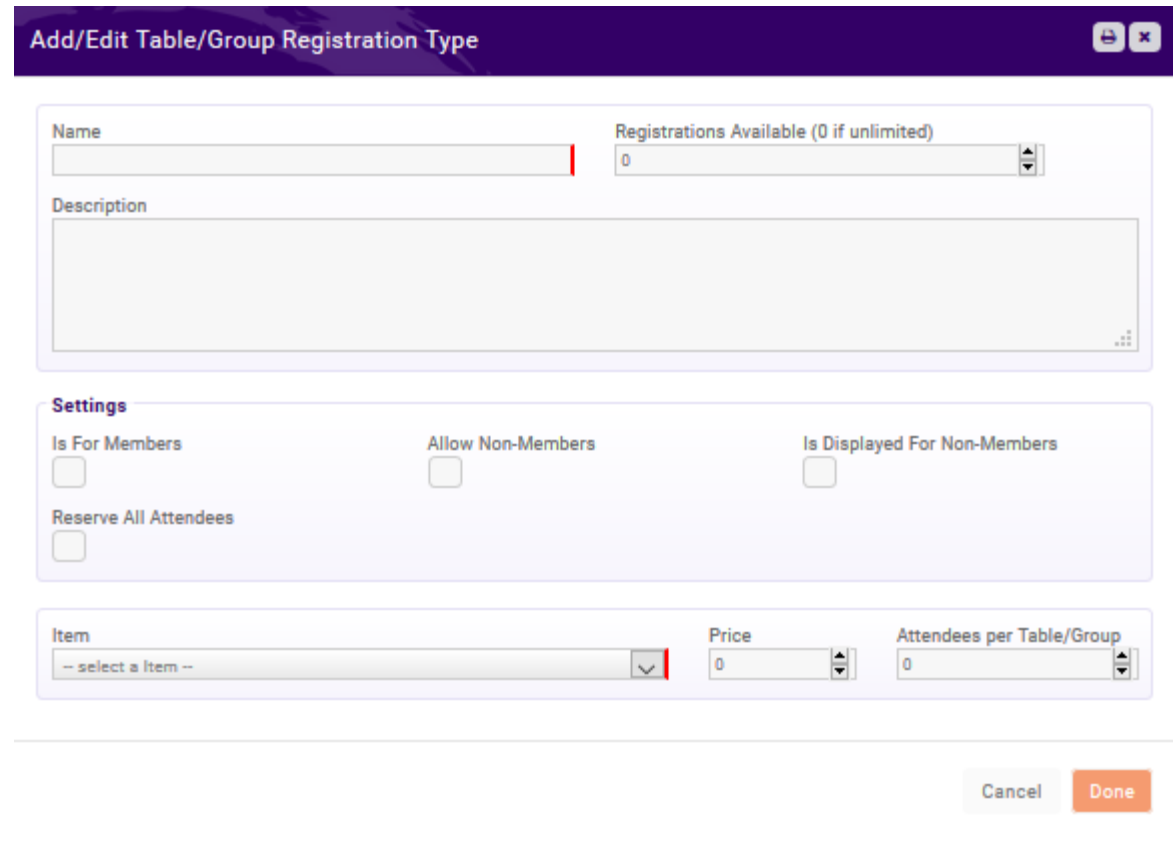
Registration Form Settings

Display Address: ☐ Require Address: ☐
 Display Cell Phone: ☐ Require Cell Phone: ☐
 Terminology Used for Additional Attendees (Free Types): Require Additional Attendees Email: ☐
 Additional Taster:
 Allow Registration Without Session Selection: ☐ Suggested Meal Choice:
 Cheese
 Cheese and Meat

Cancel Done

Attendee Setup – Fees

- 4 options to add attendee fees
 - Free – just add registration titles
 - Charge – Simple Paid
 - Charge - Table/Group (2 options)
 - Reserve all attendees
 - Attendees per table/group
- Advanced for bundling multiple fees into one display on their invoice/purchase page



The screenshot shows a web form titled "Add/Edit Table/Group Registration Type". The form has a purple header bar with the title and window control icons. Below the header, there are several input fields and checkboxes. The "Name" field is a text input, and the "Registrations Available (0 if unlimited)" field is a numeric input with a spinner. The "Description" field is a large text area. The "Settings" section contains four checkboxes: "Is For Members", "Allow Non-Members", "Is Displayed For Non-Members", and "Reserve All Attendees". The bottom section has three inputs: "Item" (a dropdown menu), "Price" (a numeric input with a spinner), and "Attendees per Table/Group" (a numeric input with a spinner). At the bottom right, there are "Cancel" and "Done" buttons.

Add/Edit Table/Group Registration Type

Name Registrations Available (0 if unlimited)

Description

Settings

Is For Members ☐ Allow Non-Members ☐ Is Displayed For Non-Members ☐

Reserve All Attendees ☐

Item Price Attendees per Table/Group

Cancel Done

Instructions and Confirmation Message

- Add instructions to help your attendees complete the registration page.
- Customize the webpage message that appears along with the event details to attendees after the register.

Registration Form Settings

Display Address
Require Address
Display Cell Phone
Require Cell Phone
Terminology Used for Additional Attendees (Free Types)
Require Additional Attendees Email
Suggested Meal Choices
Allow Registration Without Session Selection

Registration Types

Name
Taster Registration Fee - snack not included
Taster Registration with snack
Table of 5 plus snacks

Discounts

Global	Name
No	Early Reg Discount - \$5 off with snack
No	Promo code: TABLE \$50 off
No	Discount for Sponsor Level Members
No	Volume Discount for 10

Instructions and Confirmation Messaging

Event Registration Instructions

Type something

Event Confirmation Message

Thank you for registering for Wine Tasting for a Cause.

Cancel Done


ASSOCIATION

Thank you for registering for Wine Tasting for a Cause.

Time

April 1, 2017 5:00 PM - April 1, 2017 7:30 PM

Location

Wine Cellar located at DreamWeaver Resort.

Details

Join us at the DreamWeaver Resort wine cellar to sample wines from several regions in France. 50% of your fees will be donated to the Lund Campaign to help the battle against cancer. You may also donate additional funds at the time of registration. John Spender will be hosting the events.

Attendee Setup - Discounts

- 4 options
 - Early Bird (date based)
 - Promo code (enter text to redeem)
 - Membership (apply only to type)
 - Volume

Early Discount

Name
Early Reg Discount - \$5 off with snack

Discount Available Starting On
3/20/2017 12:00 AM

Ends On
3/31/2017 12:00 AM

Discount Type
Event Registration

Discount Price Method
☐ Reduce Price by Percentage
☒ Reduce Price by Amount
☐ Set Price To

Applies To (Registration Type)
Taster Registration with snack \$0.00

Can Be Used With Other Discounts
☐

Promotion Code Discount

Name
Promo code: TABLE \$50 off

Available Starting On
3/20/2017 12:00 AM

Ends On
3/31/2017 5:00 PM

Promotion Code
TABLE

Discount Type
Event Registration

Discount Price Method
☐ Reduce Price by Percentage
☒ Reduce Price by Amount
☐ Set Price To

Applies To (Registration Type)
Table of 5 plus snack

Can Be Used With Other Discounts
☐

Membership Type Discount

Name
Discount for Sponsor Level Members

Available Starting On
3/20/2017 12:00 AM

Ends On
3/31/2017 12:00 AM

Membership Type
Sponsor Level Members

Discount Type
Event Registration

Discount Price Method
☒ Reduce Price by Percentage
☐ Reduce Price by Amount
☐ Set Price To

Applies To (Registration Type)
Table of 5 plus snack

Can Be Used With Other Discounts
☐

Volume Discount

Name
Volume Discount for 10

Available Starting On
3/20/2017 12:00 AM

Ends On
3/31/2017 12:00 AM

Minimum Quantity for Discount
10

Discount Type
Event Registration

Discount Price Method
☒ Reduce Price by Percentage
☐ Reduce Price by Amount
☐ Set Price To

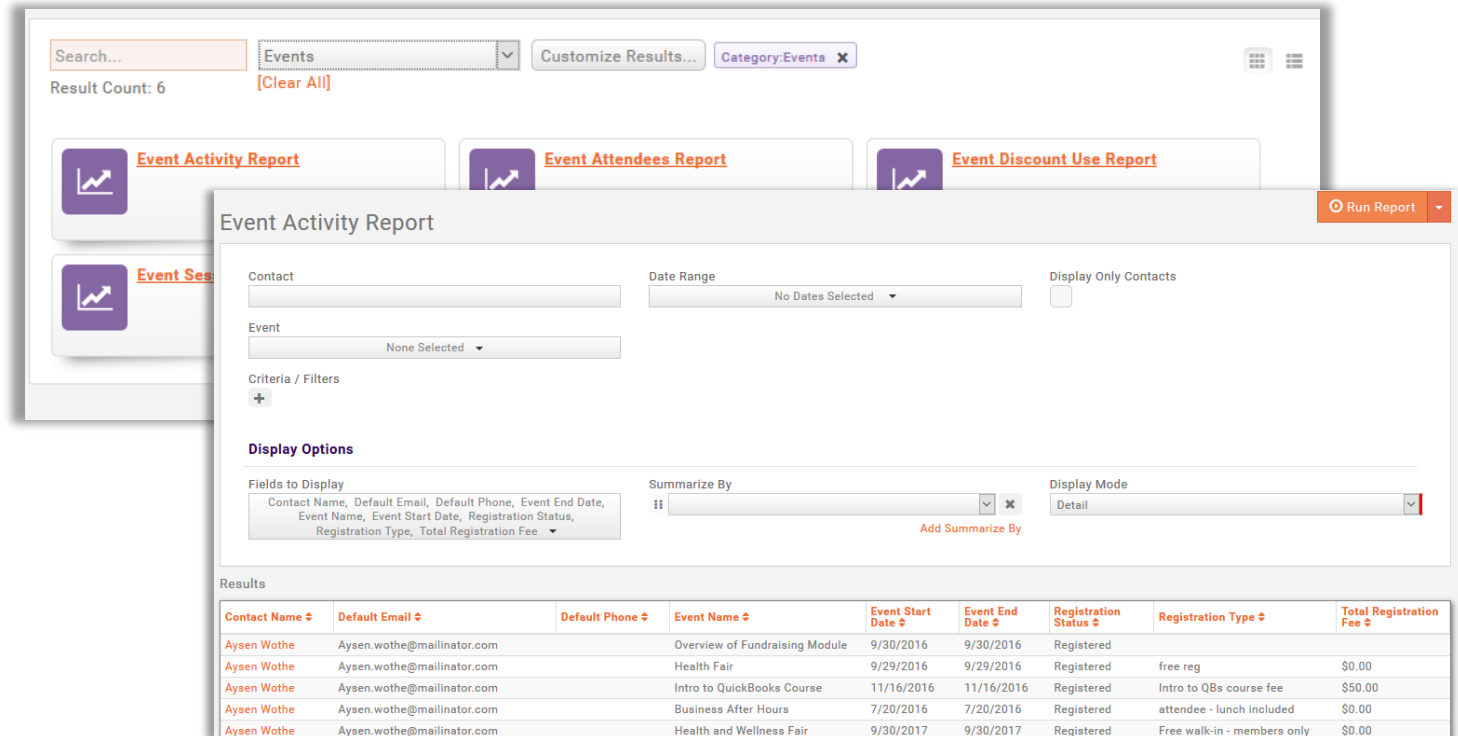
Applies To (Registration Type)
Table of 5 plus snack

Can Be Used With Other Discounts
☐

Event Reports

Filter reports by “Events” to view full list

- Star your favorites
- Use filters and then “save as new report” to name and create your own customized version.
- Use report results to “Add to List” if you wish to then use results to send a mass email to that list.



Search... [Events] [Clear All] Customize Results... Category: Events x

Result Count: 6

Event Activity Report Event Attendees Report Event Discount Use Report

Event Activity Report Run Report

Contact [] Date Range [No Dates Selected] Display Only Contacts []

Event [None Selected]

Criteria / Filters +

Display Options

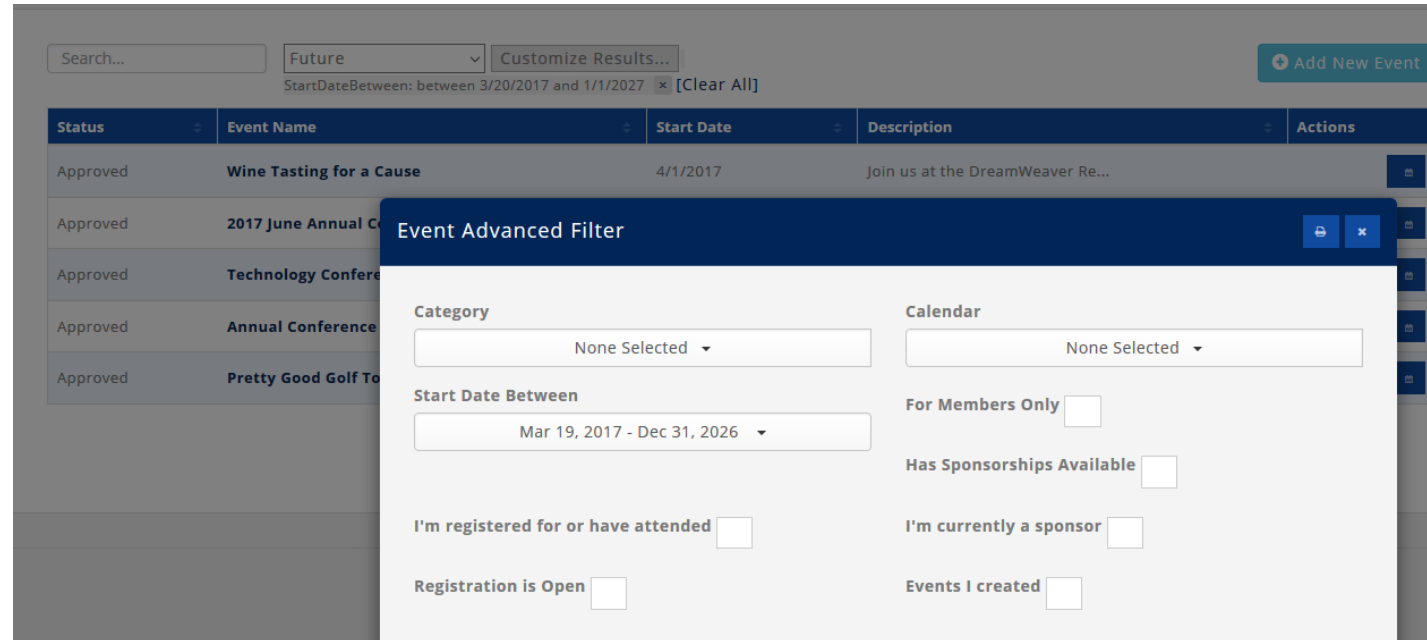
Fields to Display [Contact Name, Default Email, Default Phone, Event End Date, Event Name, Event Start Date, Registration Status, Registration Type, Total Registration Fee] Summarize By [] Display Mode [Detail]

Results

Contact Name	Default Email	Default Phone	Event Name	Event Start Date	Event End Date	Registration Status	Registration Type	Total Registration Fee
Aysen Wothe	Aysen.wothe@mailinator.com		Overview of Fundraising Module	9/30/2016	9/30/2016	Registered		
Aysen Wothe	Aysen.wothe@mailinator.com		Health Fair	9/29/2016	9/29/2016	Registered	free reg	\$0.00
Aysen Wothe	Aysen.wothe@mailinator.com		Intro to QuickBooks Course	11/16/2016	11/16/2016	Registered	Intro to QBs course fee	\$50.00
Aysen Wothe	Aysen.wothe@mailinator.com		Business After Hours	7/20/2016	7/20/2016	Registered	attendee - lunch included	\$0.00
Aysen Wothe	Aysen.wothe@mailinator.com		Health and Wellness Fair	9/30/2017	9/30/2017	Registered	Free walk-in - members only	\$0.00

How can contacts view Events?

- Log into the Info Hub and view the Event area from the menu
 - Add new event (requires “create” level permission, requires staff approval, “Full Control” will auto approve)
 - Filter events by
 - Member Only
 - Sponsorships
 - My events
 - Registered in



The screenshot shows the 'Events' section of the GrowthZone & chambermaster interface. At the top, there is a search bar, a dropdown menu set to 'Future', and a 'Customize Results...' button. Below this, a table lists events with columns for Status, Event Name, Start Date, Description, and Actions. An 'Event Advanced Filter' modal is open, displaying various filters:


- Category:** A dropdown menu currently showing 'None Selected'.
- Calendar:** A dropdown menu currently showing 'None Selected'.
- Start Date Between:** A date range selector showing 'Mar 19, 2017 - Dec 31, 2026'.
- For Members Only:** A checkbox.
- Has Sponsorships Available:** A checkbox.
- I'm registered for or have attended:** A checkbox.
- I'm currently a sponsor:** A checkbox.
- Registration is Open:** A checkbox.
- Events I created:** A checkbox.

Optional Modules

- Event Expo
 - Track Exhibitors and Registration options
 - Setup Conference sessions with speakers, bio and multi-track

Annual Conference Sessions

[Back to Event](#) [Register for Event](#)



Keynote Speaker Session

Date: Opening Session: 8- 9:15am

Location: Anderson Hall

Speakers

Kyle Session - CEO
Kyle's bio

Summary

Kyle is president and chief executive officer of Indianapolis-based XYZ Foundation, author of the highly-regarded book America Needs XYZ, and a globally recognized leader in philanthropy, higher education, and public policy. He is a driving force for increasing Americans' success in higher education. Kyle leads the charge at one of the nation's largest private foundations, which under his leadership, has a specific and ambitious goal: to ensure that, by 2025, 60 percent of Americans hold high-quality degrees, certificates, and other credentials.

Member Rate Attendees

Attendee #1 Total: \$100.00 [Unregister me here](#)

Personal Info	Name	Email Address	Company
	Aysen Wothe	Aysen.wothe@mailinator.com	Dreamweaver Resort

Custom Fields	Meal Choice	Meal Preference
	-- Please choose an option --	Select an option...

Opening Session: 8- 9:15am

Keynote Speaker Session

Kyle is president and chief executive officer of Indianapolis-based XYZ Foundation, author of the highly-regarded book America Needs XYZ, and a globally recognized leader in philanthropy, higher education, and public policy. He is a driving force for increasing Americans' success in higher education. Kyle leads the charge at one of the nation's largest private foundations, which under his leadership, has a specific and ambitious goal: to ensure that, by 2025, 60 percent of Americans hold high-quality degrees, certificates, and other credentials.

Breakout Sessions: 9:30 - 11am

Select a session from the list

Lunch: 11 - 1pm

Select a session from the list

Breakout Sessions: 1:15 - 2:45


Select a session from the list

Optional Modules

- Sponsorships
 - Track Sponsors for event (and other sponsor areas)
 - Add options to include sponsor on outgoing event emails, event info and/or registration page.

Thank you to our Sponsors

Gold Sponsorship

 [Dreamweaver Resort](#)

Silver Sponsorship

Chris's Construction

Trents Construction

Category

Date 3/2/2017 1:17 PM

Note/Message


Details:

Our annual conference is a single day event featuring guest speakers from our industry to offer their insight.

We kickoff the event Friday morning with a keynote speaker you can't miss! We'll serve breakfast in the main room. Following the general session are several options tailored to 2 tracks - legislative and growth. Sessions end at 3:30pm. Enjoy a break before our evening activities including a dinner and social hour at the plaza.

For more information or to register:
<http://marcysassociationdemo.app.memberzone.org/EventCalendar/Details/annual-conference-5455?sourceType=EmailInvitation>

Sponsored by:


Dreamweaver Resort
www.dreamweaver.com



Any questions?

For more assistance, contact
memberzonev10@micronetonline.com

800-825-9171 option 4.