

OF4WD

OF4WD Event Management

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How Events Work on OF4WD Website

In order to allow us to connect our events to our member database we manage our events through Membee not the wordpress site. The events created in membee then show up on the wordpress website. By doing this we enable our membership records to be tied to our events and are able to use features such as:

- Run member only events
- Run events with special member pricing
- See what events each member has attended

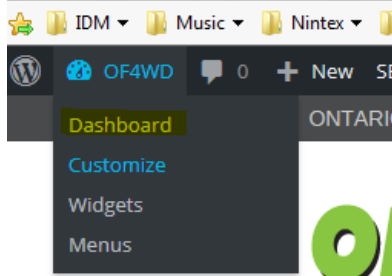
Event Submissions

OF4WD Events may be initiated by the Board or submitted by members or clubs. A link has been setup on our website for clubs and members to submit an event for inclusion in our website calendar. This link is found under Events > Submit an Event. <http://www.of4wd.com/events/submit-an-event/>

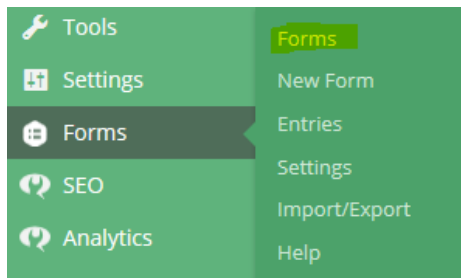
We encourage all submissions to come through this link. It allows us to collect required information and to track requests. When the form is completed an email is auto-generated and sent to events@of4wd.com. The Board member monitoring this inbox is responsible for creating the event in membee (if appropriate.)

A copy of the form is also stored in the backend (wordpress side) of the website. This is only accessible by those on the board or executive with access using the steps below.

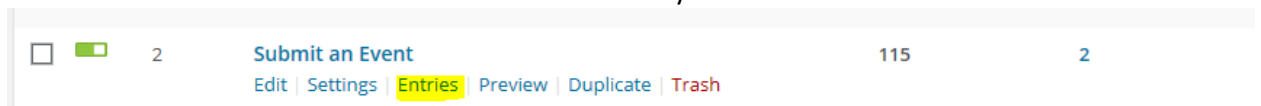
1. To find the submitted events login to the backend of the website using your provided credentials <http://www.of4wd.com/wp-login.php>
2. Go to the Wordpress Dashboard



3. From the left hand menu select Forms, then Forms again.



4. Find the Submit An event Form and select Entries. Here you can view all submitted Events.



Types of Events

There are three main types of events the OF4WD uses. We have created event templates for each of these types to make creating an event easy. You can also create custom events should a new need arise. Any of the events below can be configured to be members only, or public.

Event with No registration

An example of this is a show & Shine, Club Wing Night, Advertising a mud bog hosted by another organization etc. These events are simply a basic listing with time date and location and often have a reference to an external website for more information.

Event with Registration but no charge

An example of these types of events would be a road cleanup, joint trail ride, trail maintenance. These events requires us to have a head count for BBQ or planning, or have a limit we would like to enforce.

Event with Registration and Payment

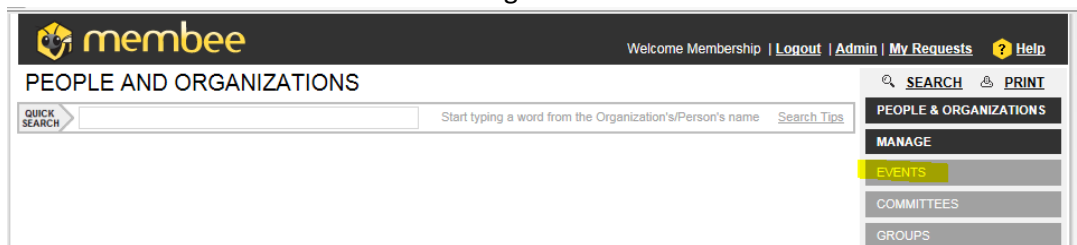
An example of this type of event would be a newbie run. These events have registration and a basic fee to attend.

Custom Event

An example of a custom event is Camp NL. This event has complex registration needs and multiple items for purchase.

Creating an Event

1. To create an event you must first login to membee <http://1089.membee.com> using the credentials provided by the OF4WD website administrator (note these are shared credentials to authorized users only do not disclose to anyone).
2. Once in Membee Click on Events on the right hand menu bar.



3. You will see the title at the top of the screen change to Events. To create an event from an existing template type in the name of the template you wish to use in the search box or click on the magnifying glass icon for more search options. (see list below). Locate the event you want to copy and open it.
 - Event- No Registration
 - Event- Registration No Payment
 - Event- Registration & Payment
 - Camp NL (choose most recent one to copy)
 - Newbie Run (choose most recent one to copy)

- Once the Event template is open, click on Copy in the bottom right hand menu. A dialog box will come up asking you to name your new event and select the date and time for the start and end. Complete these fields and click copy.

- Once your event is created you can use the edit button on the right hand side of the screen to edit the event details. This includes your event description, location, date time & display settings.

6. If your event has a registration component (paid or unpaid) you will see event items listed, these are used to track registration. To edit the event items highlight the item and select edit item. Or use the links to add new items if required.

Name	Capacity	#Attendees/Sale	Price	Overbook	Purchases	Attendance	Display Order
Driver Registration	28	1	\$25.00	28	26	Yes	0

[Add](#) [Edit](#) [Copy](#) [Delete](#)
[Email All Event Purchasers](#) [Email Item Purchasers](#) [Email All Event Attendees](#) [Email Item Attendees](#)
[Print All Attendees](#) [Print Item Attendees](#)

Event Settings & Features

Membee has a lot of options available for customizing your event. To find out how all these settings work check out the online help available on the membee website.

** Note you may need to login to view the help documents and videos. Use the same membee credentials provided by your administrator to access membee and add events. ***

<http://membee.zendesk.com/entries/20395617-Setting-up-and-Managing-Events-and-Event-Registrations>

View your Event

Once your event is created it will automatically show up on the website. Where and when it will appear is controlled in your event settings (see above). If your event is not showing up, go back and revisit the display and member vs public settings you have in your event.