

How to create an event

David H. - 2024-02-05 - Events

Events created within MemberNova can be displayed on the website, bulletin, sent by email, and shared on social media. Both members and non-members can register for events based on the settings applied.

Creating an Event

1. Click **Events** or the **calendar icon** on the left.
2. On the right, click the **Create Event** button.
3. You are now asked to enter information about the event:
 - **Name** - The name of the event (what will be seen on the website).
 - **Permalink** - This is used for the event's permalink. The permalink is used for the event's URL/address.
 - **Code** - This helps the Organization track the finances within the Organization's credit card processor's reports.
 - **Starts on** - The date and time the event starts.
 - **Ends on** - The date and time the event ends.
 - **Time Zone** - The time zone the event is in.

Note

When a user views the event's page and hovers over top of the event's time zone, help text displays and shows the event's start and end times in their own time zone. This makes it easier for the user to know what time the event starts and ends.

- **Always display event's time zone?** - Displays the time zone when the event is viewed.
- **Event Venue** - The name of the event venue. *Eg: Holiday Inn, Madison Square Gardens, etc.* This is displayed on the event and is used on the Location line in the ICS file which the attendee can download and save into their personal calendar.
- **Event Address** - The address of the event.

- **Organizer Name** - The name of the person or people that are organizing the event. If the organizer is not in the system, you can click “Create New Organizer....” to create the event organizer. A pop-up will display with more fields:
 - **Existing Contact** - The name of the organizer pulled from the system.
 - **Custom** - Creating the event organizer.
 - **First Name** - The event organizer’s first name.
 - **Last Name** - The event organizer’s last name.
 - **Email** - The event organizer’s email address.
 - **Phone** - The event organizer’s phone number.
 - **Show contact details** - If checked, it will show the event organizer’s email and phone number on the event’s landing page.
 - **Set As Primary Organizer** - Sets the person as the default point of contact for the event.
 - **Receive Notifications**
 - **Successful Registration** - Notify the organizer about successful registrations.
 - **Ticket Cancellation** - Notify the organizer about ticket cancellations.
 - **Order Cancellation** - Notify the organizer about order cancellations.
 - **Refund Issued** - Notify the organizer about issued refunds.
 - **Payment Received** - Notify the organizer about received payments.
- **Short Description** - A short description of the event. This is displayed on the event and is used in the body of the ICS file which the attendee can download and save into their personal calendar. 30000 character limit.
- **Event Image** - An image used for the event.
- **Full Description** - A full description of the event. 100000 character limit.
- **Cover Image** - An image used as a banner on the event's landing page on the website.

Note

The Cover Image should be at least 1920px by 1080px, and no larger than 15.00 MB.

1. Near the bottom right, click **Continue to Tickets**.
1. You are now asked to enter information about tickets, products, donations, and promotions.

Tickets

This allows you to setup tickets for the event. If you click **Add Ticket**, you will be able to create tickets for the event.

- **Ticket Name** - The name of the ticket.
- **Ticket Code** - This helps track the finances within the credit card processor's reports.
- **Ticket Description** - The description of the ticket.
- **Minimum** - The minimum number of tickets which can be included in an order.
- **Maximum** - The maximum number of tickets which can be included in an order.
- **Allow Public Registration** - An option to allow non-members to be able to register for the event.
- **Default Price** - The cost of the ticket.
- **Limit** - The total amount of tickets available.
- **Prices** - This allows different pricing for the tickets based on membership type.
- **Ticket Availability** - The date range for ticket sales.
 - **Starts on** - The date when people can start to purchase tickets.
 - **Ends on** - The date when ticket sales will stop.

You can rearrange tickets by dragging the three vertical dots on a ticket up or down.

Products

This allows you to set products that can be sold. By clicking **Add Product**, you will be able to add products to the event.

- **Product Name** - The name of the product.
- **Product Code** - This helps track the finances within the credit card processor's reports.
- **Image** - An image of the product.
- **Description** - A description of the product.
- **Minimum** - The minimum number of products which can be selected.
- **Maximum** - The maximum number of products which can be selected.
- **Options**
 - **Name** - Name of the product.
 - **Code** - The code of the product.

- **Price** - Cost of the product.
- **Limit** - A set limit of product available.
- **Arrow** - By clicking the arrow, it displays more options.
 - **Allow Public Registration** - An option to allow non-members to be able to order the product.
 - **Minimum** - The minimum number that can be selected.
 - **Maximum** - The maximum number that can be selected.
 - **Prices** - This allows different product pricing based on membership type.
- **Eye icon** - This allows you to hide the product option from the event registration process.
- **Trash Can icon** - This deletes the product option.
- **Add Option** - Allows you to add another product option.

Donations

This allows the event to accept donations. Click **Edit**.

- **Allow donations?** - Allows you to enable or disable donations.
- **GL Account** - A drop down which allows you to select which GL Account receives the donated funds.
- **Donation Message** - A text area to add a custom message to share more about the donation.

Promo Codes

This allows you to create promotion codes to give discounts for the event. By clicking **Add Promo Code**, you will be able to add promotion codes.

- **Name** - The name of the promo code.
- **Code** - The code the registrant will use.
- **Discount**
 - **Dollar amount (\$)** - How much money the registrant would get off of their event registration fee.
 - **Percentage amount (%)** - The percent that the registrant would get off of their event registration fee.
- **Limit** - How many times the promo code can be used. Leave blank for unlimited.
- **Active from** - The date of when the promo code can start. Can be blank to start

right away.

- **Expires on** - The date of when the promo code can no longer be entered. Can be blank for no end date.
 - **Only for the following tickets** - Allows you to limit the promo code to certain tickets.
1. After you have completed the **Tickets & eCommerce** page, you can review and update the Registration form. To do this, please click **Form** near the top of the page.
 1. The questions displayed are fields the registrant can fill in. There are two different set of questions.
 - **Order Questions** - These questions are displayed for the individual who is ordering.
 - **Attendee Questions** - These questions are displayed for each attendee that the individual is registering.
 1. To add more questions to either of these areas, click **Add Question**.
 - **Question Text** - The question you would like the registrant to fill in.
 - **Question Type** - A drop down list of field types.
 - **Checkbox** - Provides a checkbox for the registrant to select.
 - **Drop down** - Provides a drop-down box for the registrant to select from.
 - **Long Text** - Provides a large text box for the registrant to enter their answer in.
 - **Multiple Choice** - Provides a list for the registrant to select from. You have an option to display an **Other** option, if the registrant does not have their answer listed.
 - **Number** - Provides a field which only accepts numbers from the registrant.
 - **Short Text** - Provides a small text box for the registrant to enter their answer in.
 - **Single Choice** - Provides a list of radio buttons for the registrant to select from.
 - **Required?** - Makes the question required, so the registrant has to answer it.
 - **Conditional by product/ticket?** - If the registrant selects the product/ticket you entered, this question will show to the registrant. If this field is empty, this question will display for all registrants/attendees.

1. After you have completed reviewing/editing the form, you can click **Settings**.

1. The **Settings** page allows you to set the payment details and other options.

- **Event Currency** - What currency the event uses for registrations.
- **Payment Options** - Allows you to select which payment methods should be used when registering for the event.
 - **Allow credit card payments** - Allows you to enable or disable credit card payments for the event. You can also select other credit card processor accounts, if you have more than one.
 - **Allow check payments** - Allows you to enable or disable check payments for the event.
 - **Allow bill me later** - Allows you to enable or disable an option for the registrant to pay at a later date for the event.
 - **GL Account** - Which MemberNova account you would like the funds to go into for tracking purposes.
- **Public Registration Settings**
 - **Allow attendees to edit registration** - Allows attendees to edit their registration details and questions.
 - **Allow members to view attendees list** - Allows members to view the list of attendees.
- **Administrator Registration Options**
 - **Send all email notifications when the administrator registers someone on their behalf** - Sends all enabled email notifications to their respective recipients when an administrator registers an attendee.
 - **Send invoice to the buyer when the administrator registers them on their behalf** - Sends a copy of the invoice to the buyer if administrator registered them on their behalf
- **Email Notification Templates** - Displays the notifications and email templates which are sent to registrants, attendees, and the event organizer. The email templates which are used can be changed by clicking the **Edit** button. To view or manage the email templates, click the **Manage Email Templates** button.
- **Event Reminder** - Allows you to create multiple scheduled email reminders to the event registrants and/or orders based on a customized campaign schedule. E.g. X days and/or X hours before the event begins.
- **Success Message** - A message that appears after the registrant successfully

completes their purchase. This can be edited by clicking on the **Edit** button.

1. Near the top right, can you click **Publish** to make the event go live. To view the event on the website, click **View**.

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- [How to register a member for an event](#)
- [How to send event emails and invitations](#)
- [How to delete an event](#)