## **1. USING A TEMPLATE TO CREATE AN EVENT**

Login and open **Admin dashboard**then**s**elect **Events.**

Choose **Upcoming Events** &**s**crolldownto select a **spare Template.**(Note that you cannot access templates via New Event!)

Select **More Options** and then **Edit Event**

**Rename** event, change **date/ start and finish times** as required.

Upload **picture** using a jpeg that you have previously saved to desktop or gallery.

In **location**, add post code or address of start (creates a google map). *(Check address is correct e.g. French Weir Park appears as address in Northfield Avenue!)*

Note **Venue Limit for tickets**is set to 12. If you want your ride to have less, say 8 or 10,  you need to change the **Venue** **limit**, as well as filling in the line on the template.

Complete **Ride** **Description** by filling in the prepared table line by line.

In **Add schedule** items e.g. 'Taunton car park 08.30' and 'Mendip car park 09.30' (if needed)

Note Template is already set to capture following information:

**First name**

**mobile phone number**

**emergency contact person**

**emergency contact number'**

REMEMBER to **save the information you have added by clicking Save before exiting!**

**REMEMBER** to book your ride leader place - **More** **Options** then **Add** **Attendees**

## **2. PREVIEW**

**Preview** the event before publishing (read through to make sure everything makes sense!) You can now ‘Edit Event Info’ (if needed) or go to publish.

## **3. PUBLISH**

**2. Publish event**. Until you publish your event, it is not visible to the wider membership and therefore they are unable to book a place.

**Unpublish** an event if you want to make further changes.

## **4. SHARE**

**Share** **event**is the way to send invitations by email.  Key **Share event** then **Send Invites**. **Type ‘current membership’** to select all members (names appear) then key **Invite.**Note that sometimes there is a queue and delay in emails being sent!

 PLEASE WAIT + DON’T PRESS SEND AGAIN

## **5. PRINT ATTENDEES**

open events, click on **attendees**, select **more options**, select ' **export attendees pdf'** which

can now be printed. The pdf will contain the attendee info *(providing it was required info)*

## **6. CANCEL A BOOKING**

* If a rider asks you to cancel their place,  open **events**, select **attendees**, select '**actions**' drop down menu and select '**cancel** **ticket** **order**'
* *This will cancel all people booked on this ‘ticket’ If only one of two wishes to cancel then 2nd person will need to be booked in again.*

## **7. CANCEL AN EVENT**

Select event.

Contact all riders who have registered.

Then select attendees in turn, select 'actions' to delete all those who have registered.

Then select 'more options' (top right) and select 'delete event.'

## **8. EMAIL REGISTERED ATTENDEES**

On dashboard select 'communicate' then select **‘+New’**

type names of each person you wish to contact.

Write message, **preview** and then send.

## **9 .DUPLICATE AN EVENT (or template)**

* To save time you can duplicate a past event.
* Select past or future event then **more** **options** then **duplicate** event.
* Adjust title, times and dates, information for the new event as required.

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## ***10. ADVANCED USE OF EVENTS without a template***

*1. Open* ***dashboard****, select* ***events****, click on* ***create event****, Name your event,*

*2. Search for a suitable image* ***(jpeg****) and* ***upload it to a folder*** *or your desktop, you can now upload the jpeg to the event.*

*3. Enter location of* ***start*** *by searching address or using* ***post code****. This should create a google map of start point.*

*4. Enter the* ***maximum number*** *of riders who can join the event (if appropriate). This enables you to choose the size of the group which you feel comfortable leading.*

*5. Click on* ***'add free ticket****'. Give it a name e.g. ' ride to Maunsel Lock'*

*6. You can add* ***several schedule items*** *e.g. 'Viridor car park meet 08.30' and 'Mendip car park arrive 09.30'*

*7. In the description you can give an idea of* ***distance/ hills****. It is worth reminding riders to have a spare inner tube, water and small snack. You can add a* ***link*** *using the symbol or* ***ctrl L****. This brings up a box for the URL and another box to describe (e.g. 'map of route'). Please give ride leader’s first name.*

*8. Click on* ***'Collect attendee information'*** *and select 'per ticket'.*

*Select* ***1****.* ***First name****. 2.* ***mobile phone number', 3.'emergency contact person', 4. 'emergency contact number****'*

*9. add + hide****your email address****. Click the l****ink button*** *above the text box. Open the* ***URL drop down*** *menu. There are 3 choices - select email. In the description of this link put 'ride leader contact'. This allows attendees to contact you without your email being visible.*

*10. Now tick* ***create event*** *and* ***publish event****. Now* ***share*** *your event. If you want to send it to a group then type name (e.g. current members), named group) or you can select individuals.*

***CREATING OPTIONS:***

*e.g. ride start points or menu options (this is for experienced users only)*

*a)* ***create more than one ticket option*** *(e.g. 'ride to Mendips - own transport', ' ride to Mendips - lift please', 'ride to Mendips - lift and place on trailer')*

*or*

*b) create* ***‘radio buttons’*** *for 2 or more options. Go to 'Organisation Settings' on dashboard, 'Choose custom fields', click on 'new custom field', Create a title (e.g. Menu option) on the drop down of 2nd line select 'radio button', then 'add new choice' (e.g. main course 1) 'add new option' (e.g. main course 2) then 'add new option' (e.g. main course 3). Select 'public profiles- read only' then save. When a rider is registering for event they will have to select one of the options on this radio button field. This function is useful where a leader needs to know what each individual is requesting.*

*Edit Collect attendee information to show option of selecting appropriate radio buttons.*