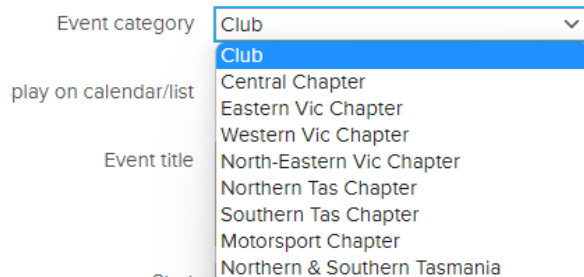


Adding an Event Help

If you have a recurring event then please contact your Chapter Captain or the Club Captain Social (social@mx5vic.org.au) who can assist you with this.

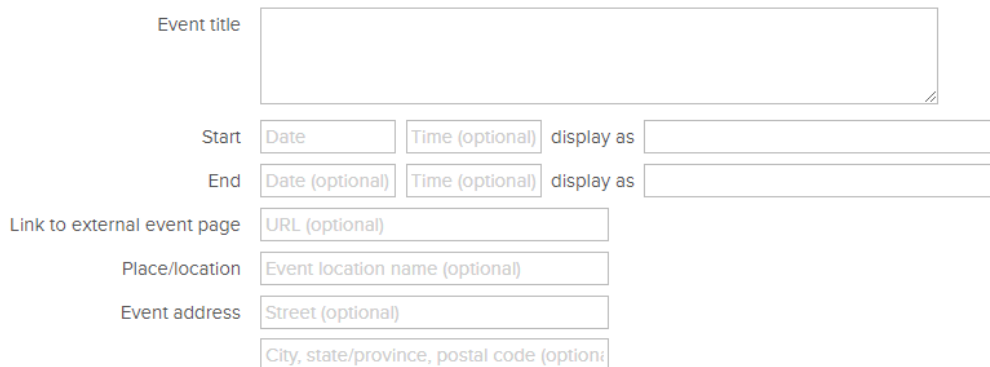
PAGE 1

1. Select the Chapter the event is being held by:



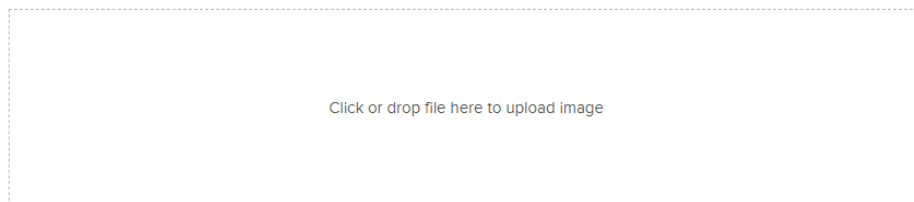
The screenshot shows a form with several fields. The 'Event category' dropdown menu is open, displaying a list of options: Club, Central Chapter, Eastern Vic Chapter, Western Vic Chapter, North-Eastern Vic Chapter, Northern Tas Chapter, Southern Tas Chapter, Motorsport Chapter, and Northern & Southern Tasmania. The 'Club' option is currently selected and highlighted in blue. Other fields visible include 'play on calendar/list', 'Event title', and 'Start'.

2. Complete the event details: ¹



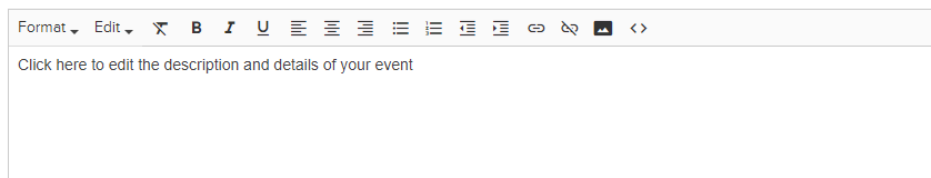
The screenshot shows the event details form. It includes a large text area for 'Event title'. Below it are fields for 'Start' and 'End', each with sub-fields for 'Date' and 'Time (optional)', and a 'display as' field. There are also fields for 'Link to external event page' (URL optional), 'Place/location' (Event location name optional), and 'Event address' (Street optional, City, state/province, postal code optional).

3. Add an Event Image:



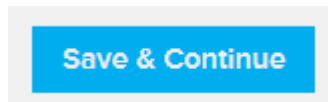
The screenshot shows a dashed rectangular box for uploading an event image. Inside the box, the text reads: 'Click or drop file here to upload image'.

4. Add your Event Details



The screenshot shows a rich text editor for the event description. It has a toolbar with options for Format, Edit, Bold, Italic, Underline, and various alignment and list options. The main text area contains the placeholder text: 'Click here to edit the description and details of your event'.

5. Click Save & Continue



The screenshot shows a blue button with the text 'Save & Continue' in white.

-
- 1 START: Must have a start date & time
END: date & time are optional
DISPLAY AS: Remove reference to UTC time
LINK TO EXTERNAL EVENT PAGE: Leave blank unless event being run by a third party i.e. Motorsport, Khanacross, etc
PLACE/LOCATION: Enter starting & finishing towns
EVENT ADDRESS: Leave blank unless Motorsport, Khanacross, etc.

Adding an Event Help

PAGE 2

1. Adding an Event Ticket ²

Ticket Settings

Tickets are required for registration. Use drag and drop to re-arrange tickets.

Overall event capacity (blank=no limit)

Limit number of tickets per registrant/account (blank=no limit)

2. Ticket:

Ticket Questions / Sessions / Add-Ons Discounts

Ticket name **Required**

Ticket price (blank=not applicable, 0=free)

Quantity available (blank=unlimited)

Limit of this ticket per registrant/account (blank=no limit)

Count 1 ticket as towards event capacity

Override tax rate % (blank=default)

Restrict to users with these folders/labels

Exclude users with these folders/labels

Save **Cancel**

3. Click here to continue

Continue to Registration

² Ticketing is not required for events conducted by a third party, i.e. Motorsport, Khanacross, etc, so this section can be left blank unless there is a need to know the number of attendees

Adding an Event Help

PAGE 3

1. REGISTRATION SETTINGS: ³ [Registration Settings](#)

Setup additional questions per registration (not per ticket). Use drag and drop to re-arrange questions.

Registration start

Registration end

Do not require address for primary registrant

Do not require phone number for primary registrant

2. Add Registration Question ⁴

Please add these questions to your event ticket and make them 'Required'

Ticket Questions / Sessions / Add-Ons Discounts

Additional questions to include for each of this ticket added to cart

3. Click here to continue:

[Continue to Dashboard](#)

-
- 3 REGISTRATION START: Optional
REGISTRATION END: Must insert a date & time here
DO NOT REQUIRE ADDRESS FOR PRIMARY REGISTRANT: Select this
DO NOT REQUIRE PHONE NUMBER FOR PRIMARY REGISTRANT: Leave blank
 - 4 REGISTRATION QUESTION: Fill in the specific questions as shown above plus any other information needed (i.e. questions relating to food or COVID vaccination status, etc
SAVE

Adding an Event Help

PAGE 4

1. Dashboard

Test

Thu Apr 20 2023, 12:15am UTC+10

Refresh

Add Registration

Embed/Link

Export CSV

Export QuickBooks

Cancel Event

Copy Event

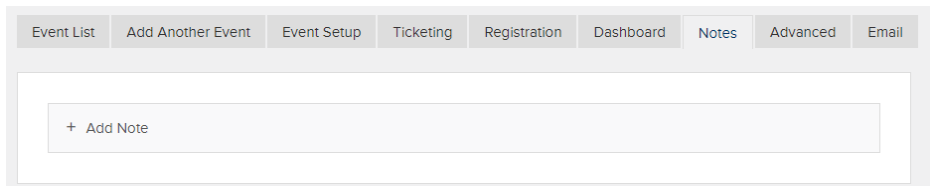
The Dashboard will generally not be required unless there is a need to check registrations for some reason or the event is to be duplicated or copied to another date.

Note only your Chapter Captain or the Club Captain Social is able to copy an event.

Adding an Event Help

PAGE 5

1. Notes – generally only used for any items which you require to be noted on the backend. Not shown in the event listing.



The screenshot shows a navigation menu with tabs: Event List, Add Another Event, Event Setup, Ticketing, Registration, Dashboard, Notes, Advanced, and Email. The 'Notes' tab is selected. Below the menu is a text input field with a '+' icon and the text 'Add Note'.

2. Advanced: ⁵

External Event Page

Redirect to external event page

blank = default MFM event page

Save

3. Advanced:

Advanced Registration Options

Event registration notification email addresses (overrides default)

blank = use default account settings

Event registration button text

Register!

Redirect to URL after checkout

blank = display confirmation message

Allow members on automatic recurring billing to pay using card on file

Do not allow

Allow offline payment

Save

4. Registration Actions: ⁶

Registration Actions

if user has account, add user to these folders/labels

if user has account, remove these labels

if user does not have account, add user to these labels/folders (at least 1 folder required)

add registrants to email list

Save

⁵ EXTERNAL EVENT PAGE: Generally left blank unless for third party events i.e. Motorsport, Khanacross, etc

⁶ REGISTRATION ACTIONS: Leave all blank

Adding an Event Help

PAGE 5 continued

5. Confirmation Email: ⁷

Confirmation Email

Subject line for confirmation email sent to event registrants

Message for confirmation email sent to event registrants

Format Edit Tags **B** *I* U [List icons] [Link icon] [Image icon] [Code icon]

Thank You!

[itemtable]

Tax: [tax]
Total: [total]

Preview

Save **Reset**

6. Tax Rules & Payment Setup – Leave as default

Tax Rules

+ Add Tax Rule

Save **Reset**

Payment Setup

Currency:

Payment gateway:

Save

7. Email: ⁸

Email registrants for this event

Email checked-in attendees only

Subject

Add Attachments

Message

Format Edit Tags **B** *I* U [List icons] [Link icon] [Image icon] [Code icon]

[Empty text area]

Preview & Send

-
- 7 **SUBJECT LINE FOR CONFIRMATION EMAIL SENT TO EVENT REGISTRANTS:**
Leave as default
MESSAGE FOR CONFIRMATION EMAIL SENT TO EVENT REGISTRANTS: The default text should be deleted and insert any instructions i.e. exact starting point, your contact details any other details about the event.
PREVIEW: Preview email to ensure all the details are correct.
SAVE

 - 8 **EMAIL:** Leave blank unless there is a need to send out late changes to anything about the event. The email will be sent to all who have registered.

Adding an Event Help

After you have saved the event a notification email will be sent to your ChapterCaptain and the Club Captain Social who will check the event details, apply for the Motorsport Australia Event Permit Number and approve the event for listing.

If you have any questions about this process please contact either the Club Captain Social (social@mx5vic.org.au), your Chapter Captain or the Club Website Administrator (administrator@mx5vic.org.au).