CHAPTER AND NETWORK EVENT CREATION

TEXAS EXES®

TRAINING OBJECTIVE

- Create a new chapter or network event

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CREATE A CHAPTER/NETWORK EVENT

- Log into the Texas Exes website as yourself.

- There are two ways you can access your chapter/network page to create an event.
  - 1) Navigate to the Find Your Chapter/Network page and find your Chapter/Network link

  - 2) Go to your Account Dashboard
    - View your Chapter/Network under My Groups

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1) 'FIND YOUR CHAPTER/NETWORK' METHOD

- Navigate to the Find Your Chapter/Network page
  - Click 'Find a Chapter/Network' link
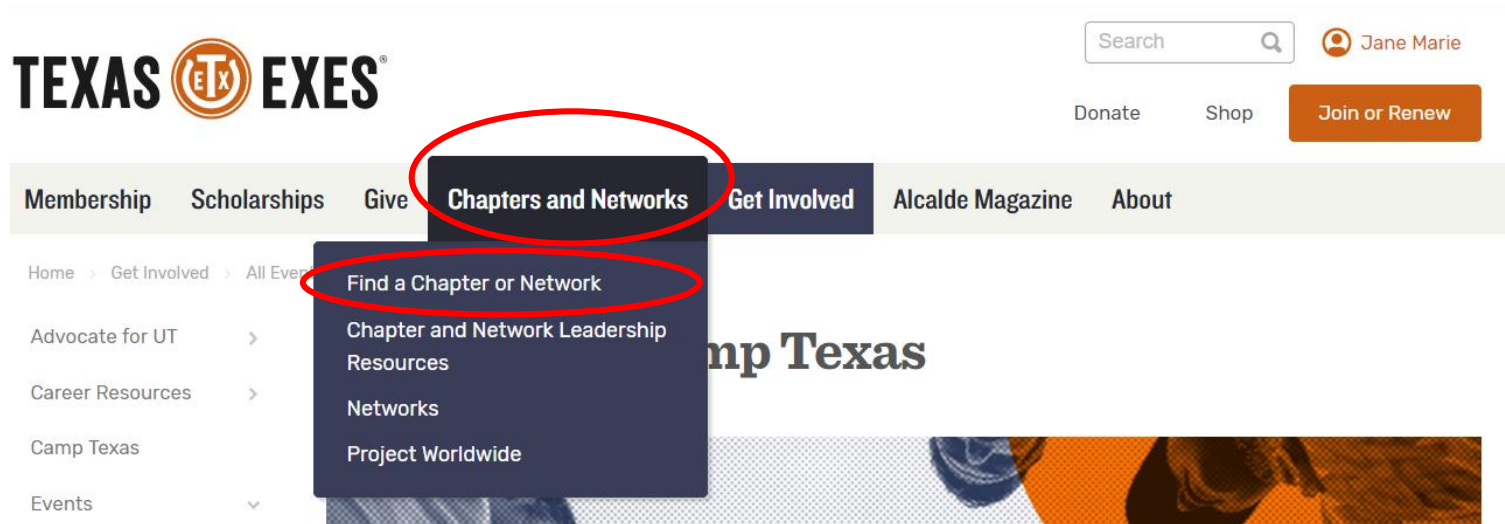
1) 'FIND YOUR CHAPTER/NETWORK' METHOD

- Click your Chapter/Network link

Find a Chapter or Network

Find a Chapter or Network

Abilene

Alaska

Amarillo

A

Abilene   Alaska   Amarillo   Amsterdam
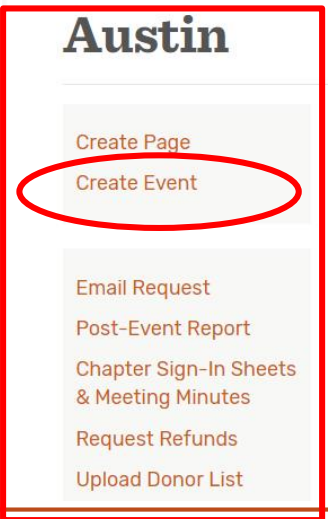Argentina   Arlington   Atlanta   Austin
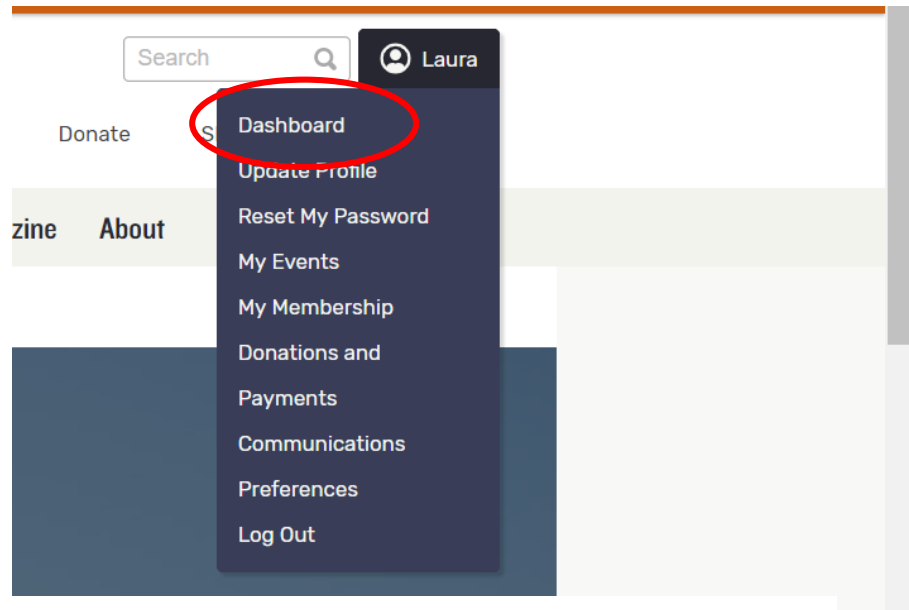Austin County

B

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1) 'FIND YOUR CHAPTER/NETWORK' METHOD

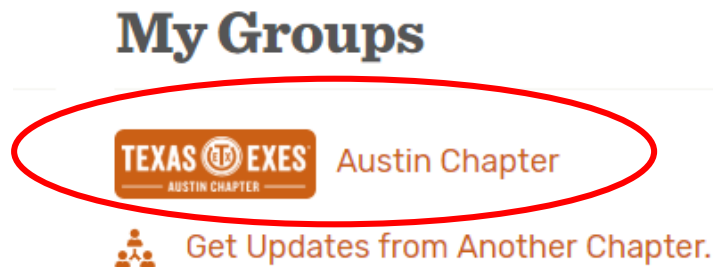- On the left hand side of your chapter/network webpage, select 'Create Event' to create a new event.
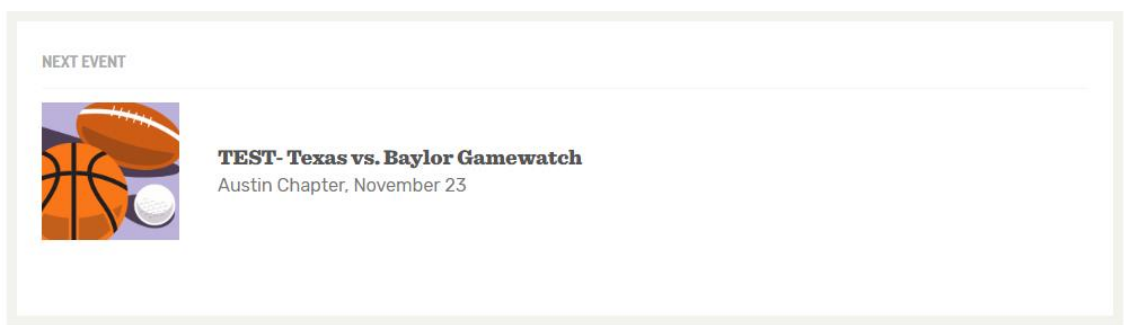
2) ACCOUNT DASHBOARD METHOD

- After you login, your name will appear on the top right hand side
- Select 'Dashboard'

- On your Account Page, select your Chapter/Network under 'My Groups'

2) ACCOUNT DASHBOARD METHOD

- On the left hand side of your chapter/network webpage, select 'Create Event' to create a new event.

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CREATE A CHAPTER/NETWORK EVENT

1. Enter an event title. This will show up as the name of the event.
You do not have to include your Chapter or Network name in the title of the event. Example: 'Texas vs. Rice Gamewatch' = correct, versus 'Austin Chapter Texas vs. Rice Gamewatch' = incorrect.

2. Provide an Event Image. This will appear as the header image on the web site and forms*.
An event image is not required to submit the event.*

3. Enter venue address. This will be used for geocoding, mapping, and directions.

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CREATE A CHAPTER/NETWORK EVENT

4. Enter the date and time for the event. Setting the time zone will help the system adjust times properly.

5. Enter the event description, so you can share all of the event details and information for your event attendees to view.

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CREATE A CHAPTER/NETWORK EVENT

6. Provide a registration URL. If using the Texas Exes event system (Drupal/FormAssembly) check the box next to "Use Texas Exes Registration form link".
If using an outside event platform for your event, such as TicketFly, DO NOT select the checkbox. Then enter the TicketFly event link under URL.

7. Type in the event category and select listing type.
*Almost ALL chapter/network events will be **Standard** events.
*Event Categories: refer to your event types- social and Key Priority Events. (Examples: social, happy hour, gamewatch, community service, student development, speaker event, scholarship fundraiser, etc.)

*If listing type is set as 'Private' the event will **NOT** show up on the Texas Exes Event Listing page.

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CREATE A CHAPTER/NETWORK EVENT

Scroll to the top and move to the Registration Information tab.

1. Provide a start date and time for registration.

2. Provide an end date and time for registration

3. If accepting donations, check the box and select a donation fund by typing in the name of your chapter/network or the name of your scholarship fund.
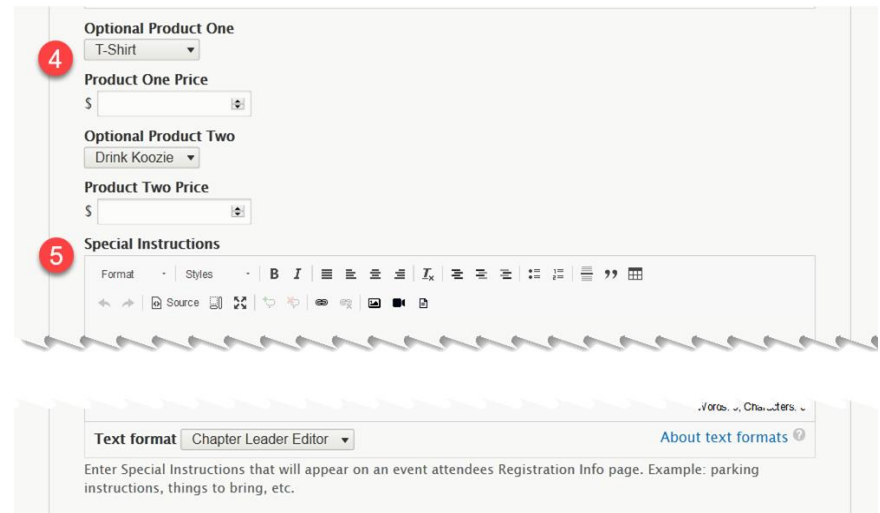

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CREATE A CHAPTER/NETWORK EVENT

4. If selling t-shirts or drink koozies during registration, select those here and set their price.

If you are selling something else at your event, request from the Chapters and Networks Department staff to add that item.

5. Special instructions will show up on the attendees' Registration Info page with the event details.

- You can include parking information, specific room with a venue, and any other details here.

CREATE A CHAPTER/NETWORK EVENT

6. Email automation is used to send a reminder message to all registrants ahead of the event. Select the check box and the number of days you would like an automated email to be sent your event attendees.

7. Event capacity is the total number of people the venue or organizers will allow.

8. Ticket types allow for different prices for group sales and other things. Click add Ticket Type to see options.

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1. The label for this ticket type.
2. The price for the ticket.
3. The total number of this ticket type that can be sold- useful when selling a limited number of VIP access passes or fixed number of tables.
4. A short description of the ticket meant to display on the registration form.
5. Allow waitlist for a given ticket type as desired.
6. The number of people who can attend on each ticket of this type. (*Think of this as a "package of tickets" or useful when selling a table for an event.*)

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CREATE A CHAPTER/NETWORK EVENT

A note about Event Capacity vs Ticket Type Limit:

- Event Capacity is the total number of people who can attend across all tickets sold. *(Event capacity=venue capacity)*

- Ticket Type limit the number of tickets available of that specific type.

  - If a type runs out, others can be sold.

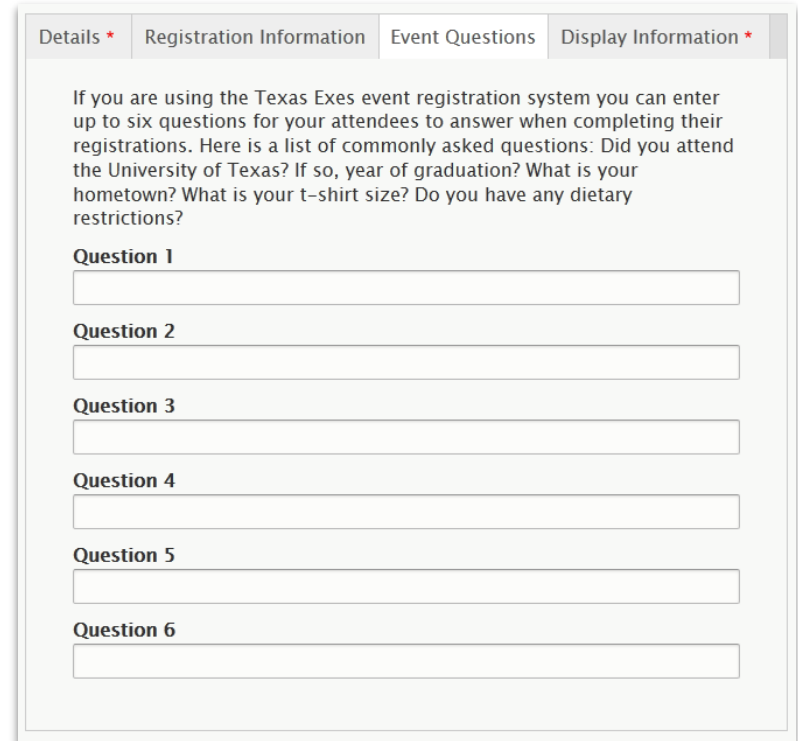 - If the capacity is reached, registration closes.

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CREATE A CHAPTER/NETWORK EVENT

- Event questions come up for people who are registering for an event.

- They are meant for things like shirt sizes and dietary restrictions.

- They allow free text responses from the registrants.

- Watch out for wording of questions: "What is your t-shirt size?" should be "If purchasing a t-shirt, what size? (S,M,L,XL)?"
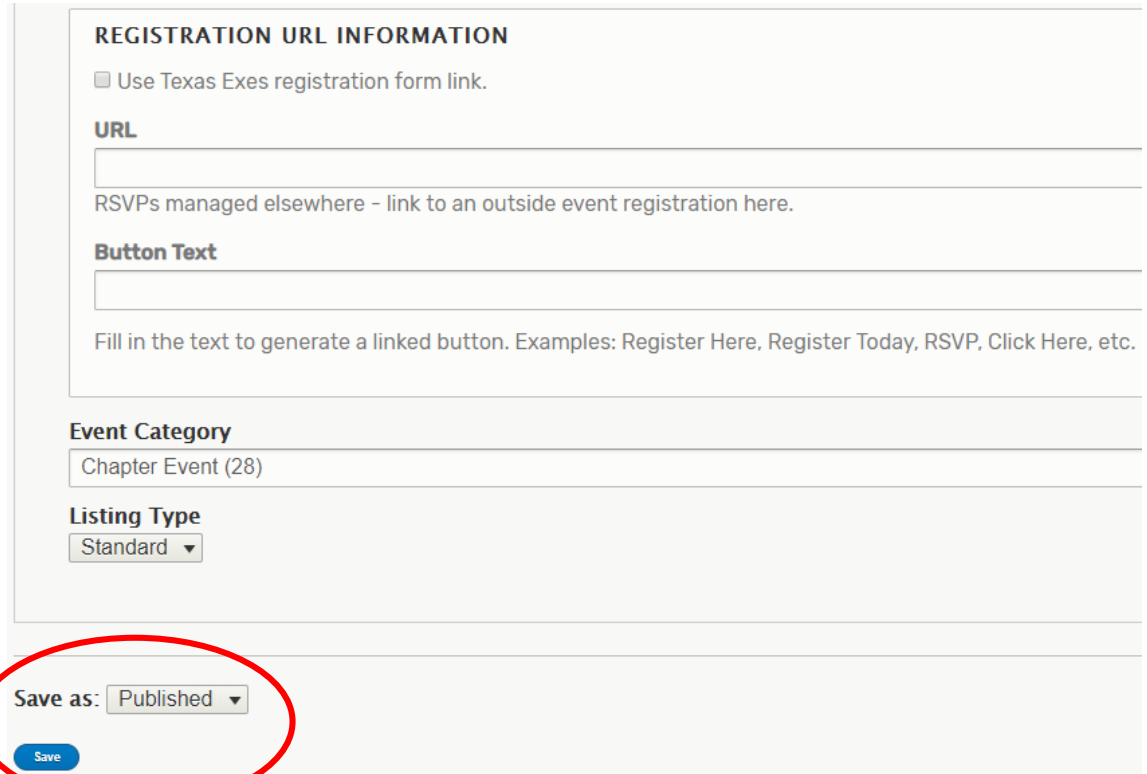
- There is a limit of 6 questions.

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PUBLISH EVENT

Select 'Published' from the 'Save as:' drop down menu. You also have the option to select 'Draft' from the drop down menu at the bottom of the Event Creation page.

'Draft' mode will not publish your event. Always change event to 'Publish' for it to go live on the website.

REGISTRATION URL INFORMATION

☐ Use Texas Exes registration form link.

URL

RSVPs managed elsewhere – link to an outside event registration here.

Button Text

Fill in the text to generate a linked button. Examples: Register Here, Register Today, RSVP, Click Here, etc.

Event Category

Chapter Event (28)

Listing Type

Standard ▾

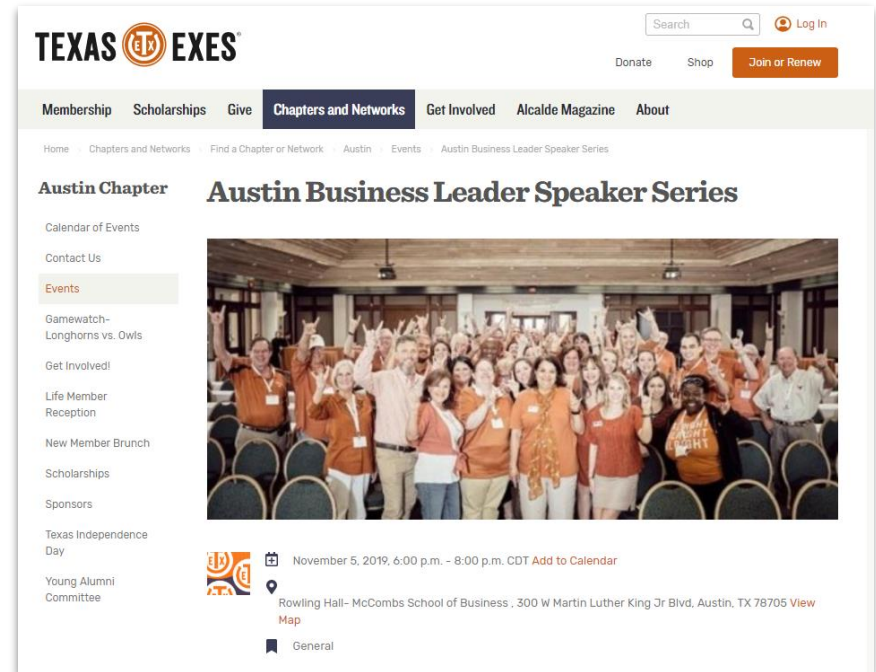Save as: Published ▾

Save

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VIEW EVENT

After selecting 'Publish', select Save at the bottom of the Event Creation.

You will be directed to your event page.

Review event.

If you need to edit your event at any time, select 'Edit' on the orange toolbar on the top of your page when viewing the event.