

# CHAPTER AND NETWORK EVENT CREATION



THE ALUMNI ASSOCIATION OF THE UNIVERSITY OF TEXAS AT AUSTIN

# TRAINING OBJECTIVE

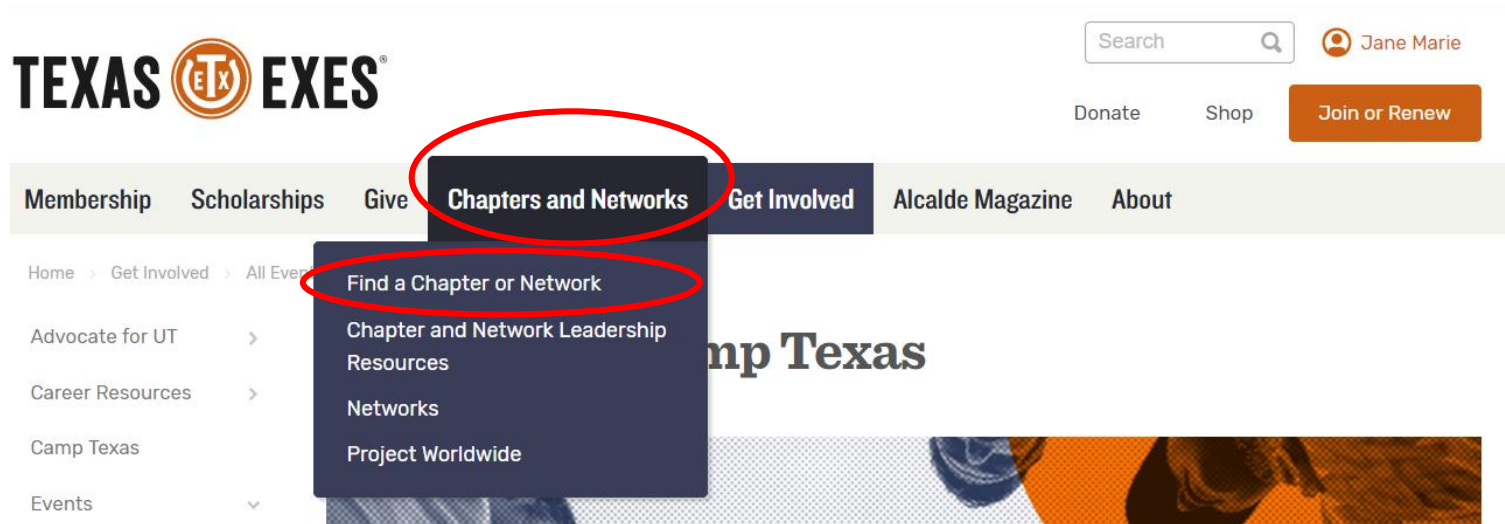
- Create a new chapter or network event

# 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

# 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

Argentina

Austin County

Alaska

Arlington

Amarillo

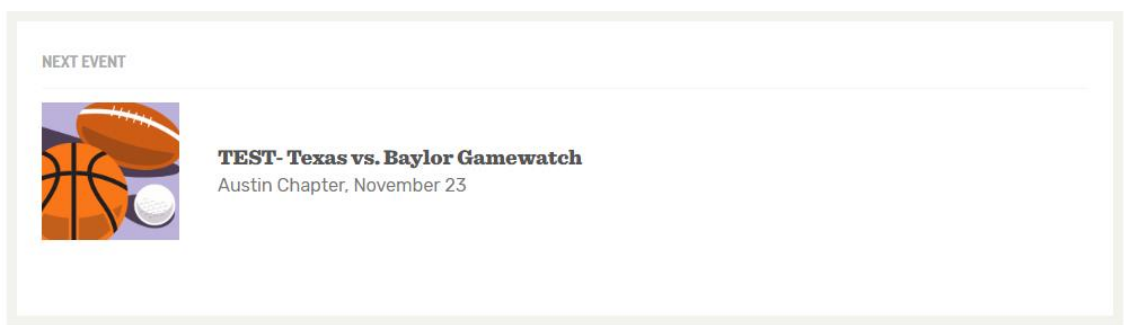
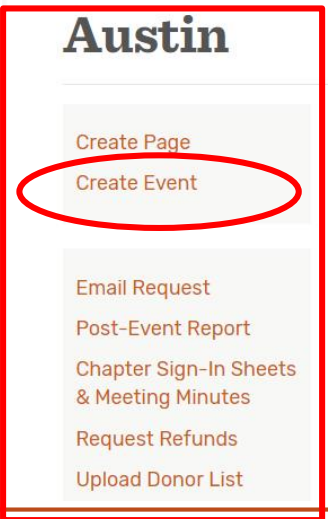
Atlanta

Amsterdam

Austin

# 1) 'FIND YOUR CHAPTER/NETWORK' METHOD

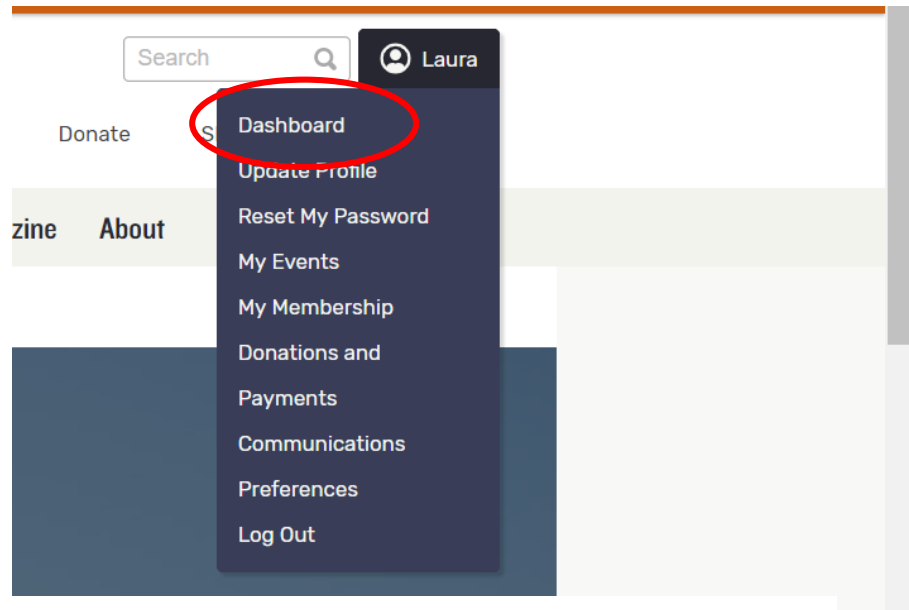
- On the left hand side of your chapter/network webpage, select 'Create Event' to create a new event.



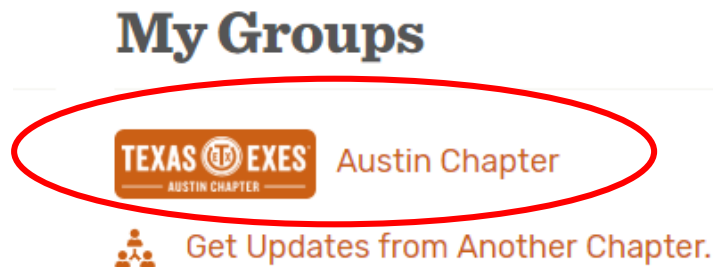
**Our Mission**

## 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.



**Austin**

- Create Page
- Create Event**
- Email Request
- Post-Event Report
- Chapter Sign-In Sheets & Meeting Minutes
- Request Refunds
- Upload Donor List

NEXT EVENT



**TEST- Texas vs. Baylor Gamewatch**  
Austin Chapter, November 23

### Our Mission



# 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.

The screenshot shows a web form titled "Create Event" with a breadcrumb trail: Home » Node » Add content » Create Event. The form has several tabs: Details (selected), Registration Information, Event Questions, and Display Information. Three red callout boxes with white numbers 1, 2, and 3 are overlaid on the form:

- Callout 1 points to the "Title" input field.
- Callout 2 points to the "EVENT IMAGE" section, which contains a "Select Image" button.
- Callout 3 points to the "EVENT ADDRESS" section, which includes:
  - A "Country" dropdown menu with "United States" selected.
  - A "Venue Name" text input field.
  - A "Street address" text input field.
  - A "City" text input field.
  - A "State" dropdown menu with "- None -" selected.
  - A "Zip code" text input field.

# 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.

The screenshot displays a web form for creating an event. Step 4, 'EVENT DATES AND TIMES', includes fields for 'Start date' (08/02/2019 08:26:07 AM) and 'End date' (08/02/2019 09:26:07 AM), a 'Time zone' dropdown set to 'Chicago', and a 'Show Start Date Only' checkbox. Step 5, 'Full Description', features a rich text editor with a toolbar containing options for bold, italic, text color, background color, link, unlink, list, and table. The bottom of the form shows a 'Text format' dropdown set to 'Chapter Leader Editor' and a link to 'About text formats'.

# 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.

The screenshot shows a web form for creating an event. At the top, there is a 'Text format' dropdown menu set to 'Chapter Leader Editor' and a link for 'About text formats'. Below this is a section titled 'REGISTRATION URL INFORMATION' with a red circle '6' next to it. This section contains a checkbox for 'Use Texas Exes registration form link.', a text input field for 'URL', and a note: 'RSVPs managed elsewhere - link to an outside event registration here.' Below the URL field is a 'Button Text' input field with a note: 'Fill in the text to generate a linked button. Examples: Register Here, Register Today, RSVP, Click Here, etc.' Below the registration section is an 'Event Category' input field with a red circle '7' next to it. At the bottom, there is a 'Listing Type' dropdown menu currently set to 'Standard'.

# 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.

The screenshot shows a web interface for event registration. At the top, there are four tabs: 'Details', 'Registration Information', 'Event Questions', and 'Display Information'. The 'Registration Information' tab is active. Below the tabs, there are three main sections. The first section is 'REGISTRATION START DATE' with a date picker set to 08/02/2019 and a time picker set to 01:26:07 PM. A red circle with the number '1' is next to this section. The second section is 'REGISTRATION END DATE' with a date picker set to 09/01/2019 and a time picker set to 01:26:07 PM. A red circle with the number '2' is next to this section. The third section contains a checked checkbox labeled 'Accept donations at registration' and a dropdown menu labeled 'Donation Fund'. A red circle with the number '3' is next to this section.

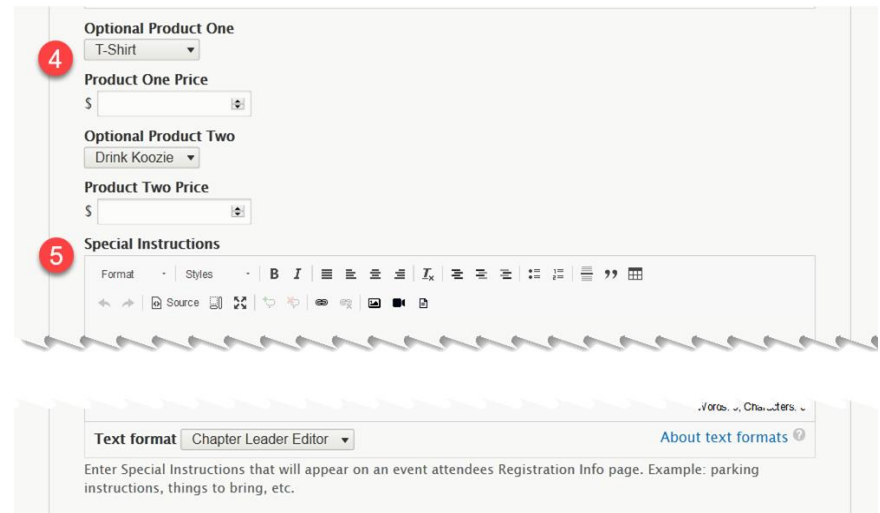
# CREATE A CHAPTER/NETWORK EVENT

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.



The screenshot displays a web form for creating an event. It features two sections for optional products and a section for special instructions. The first section, labeled 'Optional Product One', has a dropdown menu set to 'T-Shirt' and a price input field. The second section, 'Optional Product Two', has a dropdown menu set to 'Drink Koozie' and another price input field. The 'Special Instructions' section includes a rich text editor with a toolbar containing various formatting options like bold, italic, and text color. Below the editor, there is a 'Text format' dropdown menu set to 'Chapter Leader Editor' and a link for 'About text formats'. A note at the bottom of the section reads: 'Enter Special Instructions that will appear on an event attendees Registration Info page. Example: parking instructions, things to bring, etc.'

# 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.

The screenshot shows a portion of a web form for creating an event. It features three numbered callouts in red circles on the left side, pointing to specific sections of the form:

- 6** points to the **EMAIL AUTOMATION** section, which includes a checkbox for "Send Message", a dropdown menu for "Number of Days Before Event to Send Message" (set to 7), and a descriptive text: "The number of days before the event to send the message."
- 7** points to the **Event Capacity** section, which has a dropdown menu (set to "People") and a text input field.
- 8** points to the **TICKET INFORMATION** section, which contains a button labeled "Add Ticket Types".

# CREATE A CHAPTER/NETWORK EVENT

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.*)

The screenshot shows a web form titled "TICKET INFORMATION" with a "Show row weights" link in the top right. Below the title is a "Ticket Types" section with a "Collapse" button and a vertical ellipsis menu. The form contains the following fields and options:

- 1 Label \***: A text input field.
- 2 Price**: A text input field with a dollar sign (\$) and a dropdown arrow.
- 3 Limit**: A text input field with the value "999" and a dropdown arrow. Below it is the text: "Total number of ticket types available to sell. Typically 999, unless a specific number of tables are needed."
- 4 Description**: A text input field. To its right is a link "About text formats ?".
- 5**: A checkbox labeled "Allow Waitlist".
- 6 Group Size \***: A text input field with a dropdown arrow. Below it is the text: "The number of individuals that make up one ticket. Typically used for table size or bundle."

At the bottom of the form is a button labeled "Add Ticket Types".

# 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.

Event Capacity

  
People

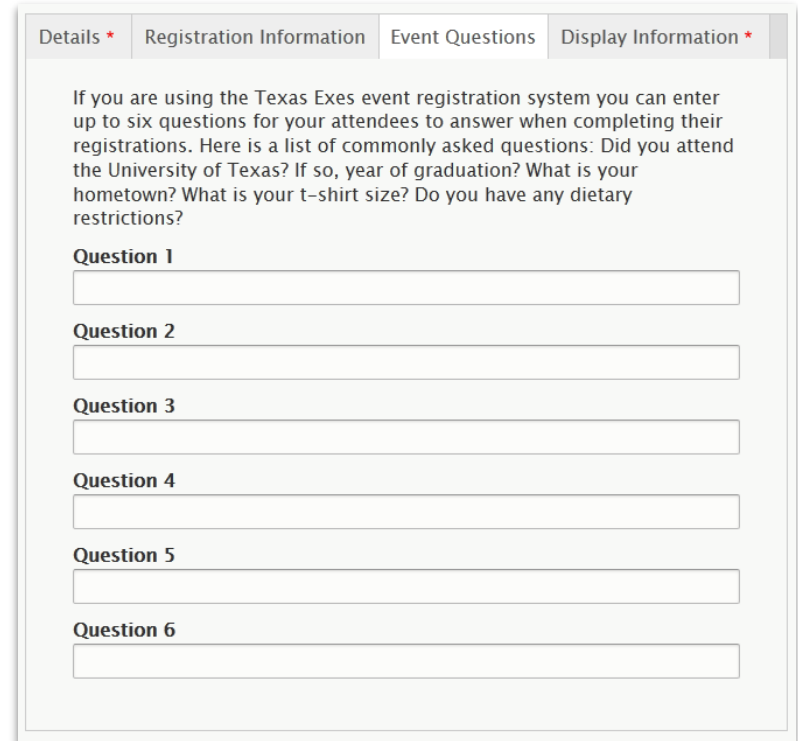
Limit

  
Total number of ticket types available to sell. Typically 999, unless a specific number of tables are needed.



# 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.

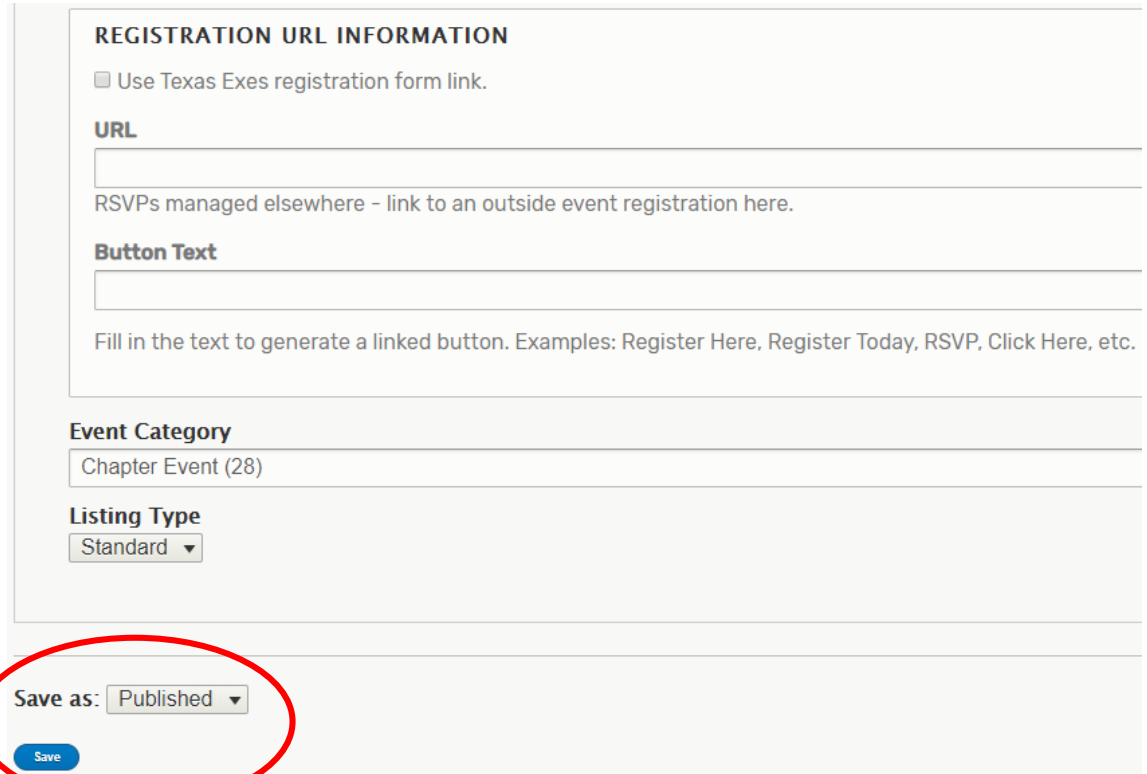


The screenshot shows a web interface with four tabs: 'Details \*', 'Registration Information', 'Event Questions', and 'Display Information \*'. The 'Event Questions' tab is active. Below the tabs, there is a paragraph of text: 'If you are using the Texas Exes event registration system you can enter up to six questions for your attendees to answer when completing their registrations. Here is a list of commonly asked questions: Did you attend the University of Texas? If so, year of graduation? What is your hometown? What is your t-shirt size? Do you have any dietary restrictions?'. Below this text are six text input fields, each labeled 'Question 1' through 'Question 6'.

# 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

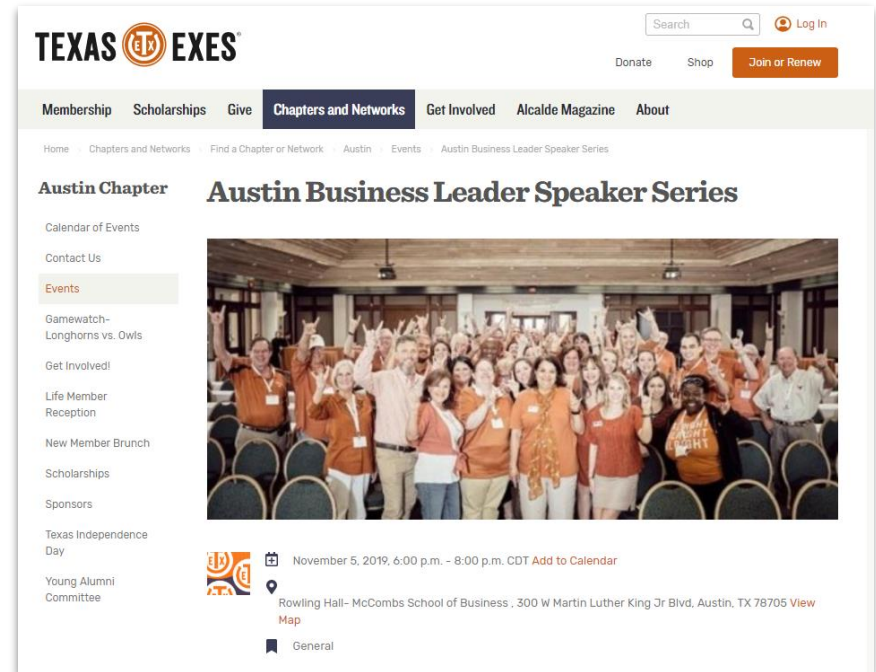
# VIEW EVENT

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.



The screenshot displays the Texas EXES website interface. At the top, the logo "TEXAS EXES" is visible, along with a search bar, a "Log In" button, and a "Join or Renew" button. Below the logo, a navigation menu includes "Membership", "Scholarships", "Give", "Chapters and Networks", "Get Involved", "Alcalde Magazine", and "About". The "Chapters and Networks" menu is currently selected. The main content area shows the "Austin Chapter" and the "Austin Business Leader Speaker Series" event. A large photograph of a group of people in orange shirts is featured. Below the photo, the event details are listed: "November 5, 2019, 6:00 p.m. - 8:00 p.m. CDT Add to Calendar", "Rowling Hall- McCombs School of Business, 300 W Martin Luther King Jr Blvd, Austin, TX 78705 View Map", and "General". A sidebar on the left contains a list of navigation options: "Calendar of Events", "Contact Us", "Events", "Gamewatch- Longhorns vs. Owls", "Get Involved!", "Life Member Reception", "New Member Brunch", "Scholarships", "Sponsors", "Texas Independence Day", and "Young Alumni Committee".