



Chapter and Network Events – Creating and Editing

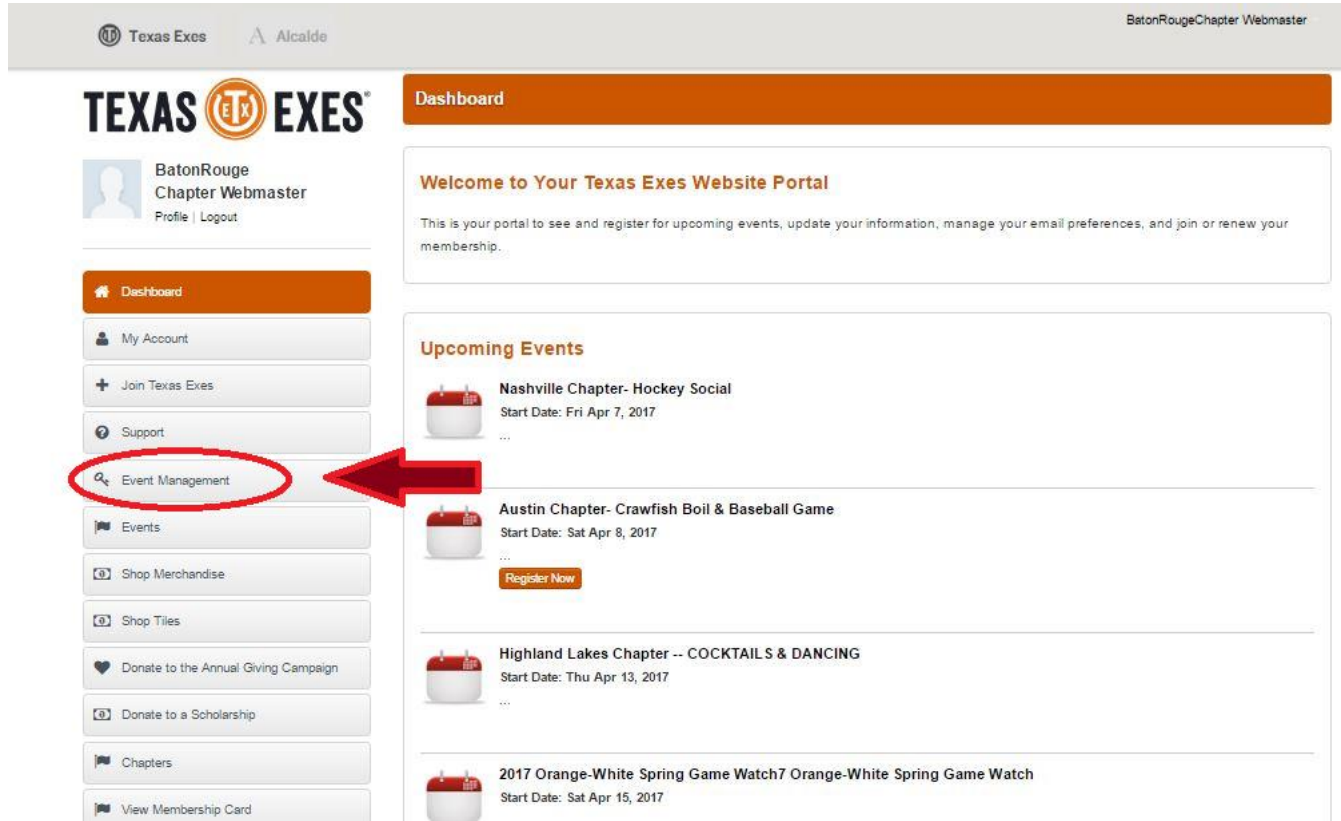
Contents

Creating New Events 2

Editing and Managing Events 7

Creating New Events

- 1) From https://portal.texasexes.org/mnp_login, log into your account using your Chapter/Network Webmaster (i.e. austinchapter@texasexes.org) login.
- 2) Once you log in to your account, look to the left of the screen and click the “event management” tab.



Dashboard

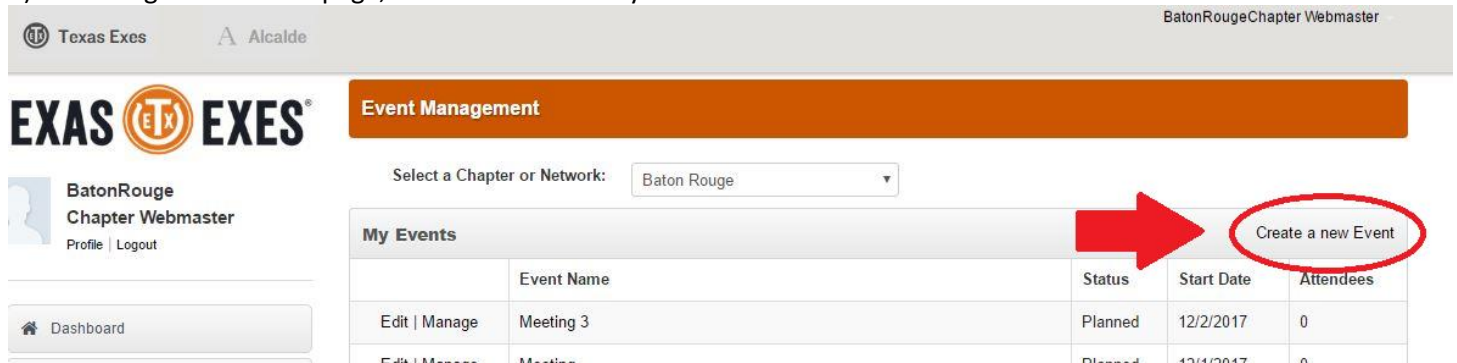
Welcome to Your Texas Exes Website Portal

This is your portal to see and register for upcoming events, update your information, manage your email preferences, and join or renew your membership.

Upcoming Events

- Nashville Chapter- Hockey Social**
Start Date: Fri Apr 7, 2017
- Austin Chapter- Crawfish Boil & Baseball Game**
Start Date: Sat Apr 8, 2017
[Register Now](#)
- Highland Lakes Chapter -- COCKTAILS & DANCING**
Start Date: Thu Apr 13, 2017
- 2017 Orange-White Spring Game Watch**
Start Date: Sat Apr 15, 2017

- 2) On the right side of the page, click the link that says “Create a new Event”



Event Management

Select a Chapter or Network:

My Events

	Event Name	Status	Start Date	Attendees
Edit Manage	Meeting 3	Planned	12/2/2017	0
Edit Manage	Meeting	Planned	12/1/2017	0

[Create a new Event](#)

3) Once you click this link, this information will appear below.

New Event

Event Name*

Status*

Texas Exes Event Type*

Description*

Internal Notes to TexasExes Staff

Time Zone*

Start Date* [4/4/2017]

Start Time*
Enter time as HH:MM AM/PM

End Date* [4/4/2017]

End Time*
Enter time as HH:MM AM/PM

Display Website Date As*

Fee Type*

Event Registration Type*

Registration URL

Chapter Needs Onsite CC Processing?

Sold Out

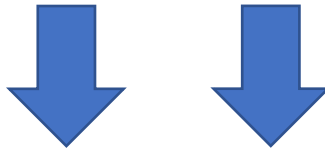
- 3) **EVENT NAME:** *(Required)* Choose a name your event. This should follow this format: "EVENT-NAME". For example, "Spring Crawfish Boil".
- 4) **STATUS:** *(Required)* Choose between Active and Planned. Choosing Active will immediately post your event to the website and allow alumni to search for it. You should keep the event Planned until you are ready for this; you can come back and change it later, if you need to.
- 5) **TEXAS EXES EVENT TYPE:** *(Required)* You should select "Chapter/Network Event" for this category. This will help Texas Exes staff-members keep track of how many events your chapter/network has held this year.
- 6) **DESCRIPTION:** *(Required)* Enter information about your event as you want it to appear on the website and on the Texas Exes registration page. Please include the name and address of the venue in a sentence at the top. For example, "Join us at Area Four (500 Technology Square, Cambridge, MA 02139) on March 14th for drinks and some pizza to celebrate Pi Day!" or "All are invited to join our Scholarship Banquet on March 19 at Lakeside Country Club (6315 TX-43, Marshall, TX 75672)."

Below is an example of how the description text would look on an alumnus' user portal.

Description*

Join us at Restaurant (100 Address Here, City) on date for this event.

This is where you type any additional information about the event. It will appear exactly like this on the website.



Event Name

Date: Mon Mar 11, 2019

[Register Now](#)

Join us at Restaurant (100 Address Here, City) on date for this event. This is where you type any additional information about the event. It will appear exactly like this on the website.

- 7) **INTERNAL NOTES TO TEXAS EXES STAFF:** (*Optional*) Use this field to provide any instructions you have to Texas Exes staff. If you want to sell tickets to the event, you can state how much the tickets should cost. If you want the Description modified to include **BOLD** items, *Italics*, etc., you can include that here. Anything you include in this box will not be visible on the website or to other alumni; this is only visible to Texas Exes staff.
- 8) **TIME ZONE:** (*Required*) Choose the time zone that is local to your event.
- 9) **START DATE and END DATE:** (*Required*) Choose both dates from the pop-up calendar.
- 10) **START TIME and END DATE:** (*Required*) Enter both times in local time for your event. These **MUST** be formatted as HH:MM AM/PM; for example, an event starting at 7:00pm would need to be entered as “07:00 PM”. Please be mindful of both hour digits, as well as the AM or PM; the system will set the event to military time if either of these are left off.
- 11) **DISPLAY WEBSITE DATE AS:** (*Required*) This determines how the date and time will appear on the website. It is recommended that you choose “START DATE WITH START TIME,” and put the other details into the Description box. You can choose the other options, but they can appear crowded and redundant.
- 12) **FEE TYPE:** (*Required*) Choose the option that is applicable to your event. This determines how alumni can search for your event on the website. Some alumni will look for all Free events, or only for Paid events.
 - None: Your event does not require any registration or RSVP.
 - Free: Your event requires RSVP, but there is no charge to the alumnus.
 - Paid: Your event requires registration, and there is a charge for tickets.
- 13) **EVENT REGISTRATION TYPE:** (*Required*) Choose the option that is applicable to your event.
 - No Registration Required – Your event does not require any RSVP or registration.
 - Paid: Tickets managed by Texas Exes – Your event requires ticket purchases, and that will happen through the event website at texasexes.org. You should put details about the tickets, including the price, if there is a capacity or limit, and any other important information in the INTERNAL NOTES TO TEXAS EXES STAFF field.
 - Paid: Tickets managed elsewhere – Your event requires ticket purchases, and that will happen through a website or service outside of texasexes.org. These services include Eventbrite, Ticketfly, or several others. Your chapter or network is allowed to use these services, but you will be responsible for any fees or additional charges. If you are using this option, you should put the web address for your event’s registration in the REGISTRATION URL field below.
 - Free: RSVPs managed by Texas Exes Default form – Your event requires registration, but there is no cost. Choosing this will automatically create a brief, simple RSVP form online that looks like this:

FIRST NAME *

LAST NAME *

EMAIL

DID YOU ATTEND UT *

 YES NO

YEAR GRADUATED FROM UT: (OPTIONAL)

SUBMIT

Free: RSVPs managed elsewhere – Your event requires RSVP, but there is no cost and you are using another service or website to manage RSVPs. These services include Google Forms, SignUpGenius, and others. If you are using this option, you should put the web address for your event’s registration in the REGISTRATION URL field below.

Free: RSVPs managed by Texas Exes Custom form - Your event requires registration, but there is no cost. This option will create an RSVP form, but you can specify additional questions or options to include. Texas Exes staff members will create the form for you, and contact you to review a draft version before it can go out to alumni. You should specify what questions you want to ask, or what information you want to gather, in the INTERNAL NOTES TO TEXAS EXES STAFF field.

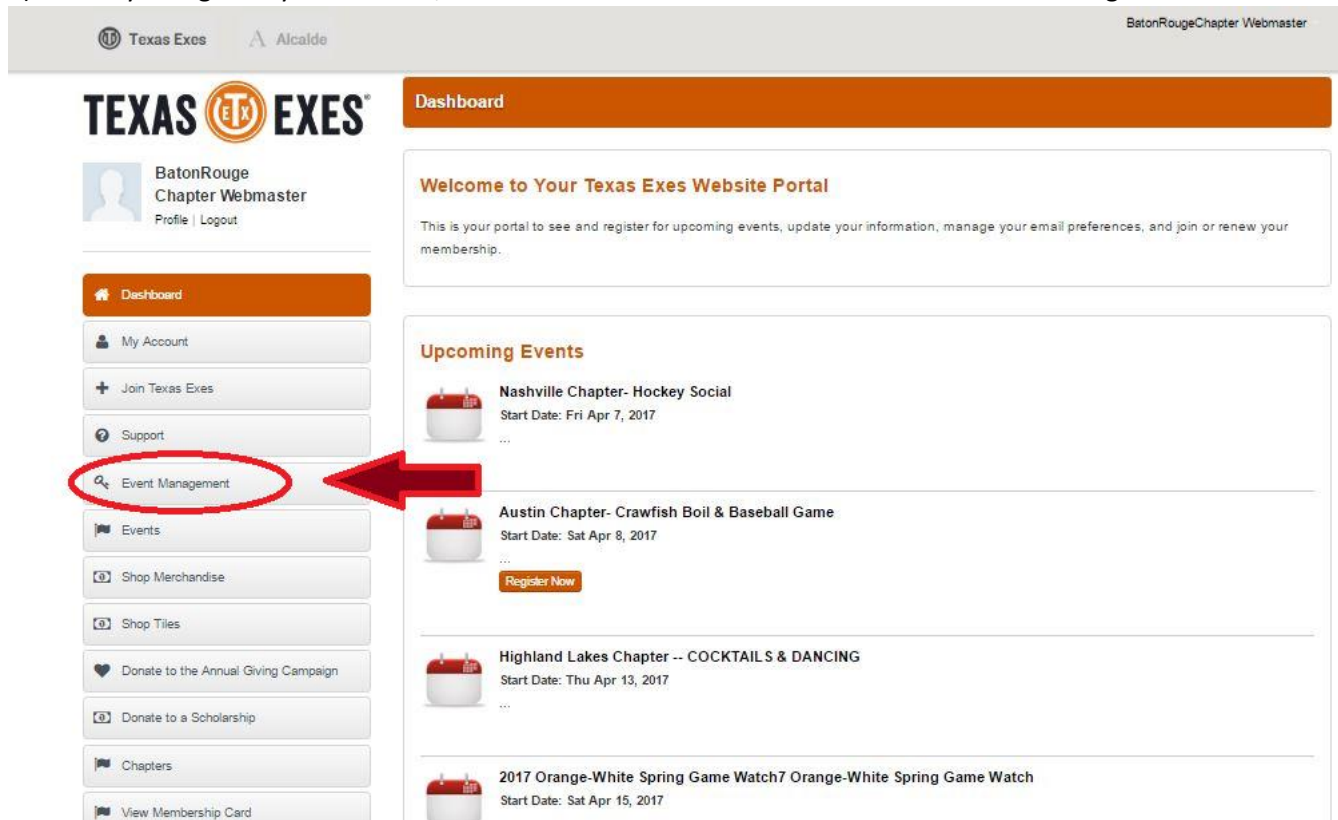
- 14) **NEED ON-SITE CC PROCESSING?** (*Optional*) Most events do not need this, and should leave this blank. If you will need the ability to charge alumni for purchases at your event, for items or tickets that have variable prices, then checking this box will tell Texas Exes staff to create a website that you can use at the event. Examples of needing this would include auctions, special sales, or other unexpected charges.
- 15) **SOLD OUT:** (*Optional*) This option should be unchecked when you create your event. You can use this option later to turn off ticket sales to your event if the event has Sold Out, or if you need to turn off sales for any other reason. Your event will still appear on the website and alumni can find information about it, but tickets will not be available.

16) After you hit the submit button, you will receive a confirmation email that reads:

Congratulations, Your event _____ has been published to texasexes.org. You can access your event here: [example external link](#)

Editing and Managing Events

- 1) You can edit and manage events that you create in the same way that you create new events. If a Texas Exes staff member created the event for you, you will not be able to edit the event (but you will be able to manage it and see registrations); for any changes to those events, please email the Texas Exes staff.
- 2) From https://www.texasexes.org/saml_login?destination=home, log into your account using your Chapter/Network Webmaster (i.e. austinchapter@texasexes.org) login.
- 3) Once you log in to your account, look to the left of the screen and click the “event management” tab.



The screenshot shows the Texas Exes website dashboard for a user named 'BatonRouge Chapter Webmaster'. The dashboard includes a navigation sidebar on the left with the following items: Dashboard, My Account, Join Texas Exes, Support, **Event Management** (highlighted with a red circle and a red arrow), Events, Shop Merchandise, Shop Tiles, Donate to the Annual Giving Campaign, Donate to a Scholarship, Chapters, and View Membership Card. The main content area features a 'Welcome to Your Texas Exes Website Portal' message, an 'Upcoming Events' section with three event listings (Nashville Chapter- Hockey Social, Austin Chapter- Crawfish Boil & Baseball Game, Highland Lakes Chapter -- COCKTAILS & DANCING), and a '2017 Orange-White Spring Game Watch' event. The top of the page shows the Texas Exes logo and the user's name 'BatonRougeChapter Webmaster'.

4) Next to the event you want to edit, you will see options for “Edit” and “Manage.”



Event Management

Select a Chapter or Network:

My Events Create a new Event

	Event Name	Status	Start Date	Attendees
Edit Manage	Meeting 3	Planned	12/2/2017	0
Edit Manage	Meeting	Planned	12/1/2017	0
Edit Manage	Event 2	Planned	11/1/2017	0

5) Clicking on Edit will bring you to the same options you saw when you created the event, and you have the ability to modify many of them. Any changes you make to the DESCRIPTION box will appear on the website and the event page within the next hour.

If you have previously set your event STATUS to “Planned,” you can change that to “Active” and the event will be published online.

If you have already set the event STATUS to “Active,” changing this to “Planned” will remove all details about the event from the website and make it impossible for alumni to locate your event until it is set back to “Active.” Only do this if you are absolutely sure that you do not want the event to be accessible by anyone other than yourself and Texas Exes staff.