

Overview

Events are created in the Events > Calendar

- In each Event, you can create Booking items under the “Tickets, Registration or Bookings” tab.

Drag to sort	Name	Description	Price	Allocation	Sold	Reserved	Sale Start Date	Sale End Date	Delete
⋮	Three/Four Person Tent		285	0	0	0	1/03/2023 1:00:00 PM	26/09/2023 1:00:00 PM	🗑️
⋮	Two Person Tent		235	0	0	0	1/04/2023 1:00:00 PM	26/09/2023 1:00:00 PM	🗑️
⋮	Chair		15	0	0	0	1/04/2023 1:35:00 PM	26/09/2023 1:00:00 PM	🗑️

- A Booking item is a product can be booked for the event.

Configuration

Type: Booking

Product: Deluxe Festival 4 Person Tent [Change/Add](#)

Name: Three/Four Person Tent

Price: 285

Description:

Registration

Third Party Link:

Marketing

Sold: 0
Reserved: 0
Allocation: 0
Show Available Tickets: Select Show Available Tickets

- Each Booking item is linked to a Product, which provides the description and photo.
- The purpose of this approach is to allow different naming, pricing and availability for each Bookable product on a per event basis.

Before you create or edit the existing Events, you should first check and add to the available Products.

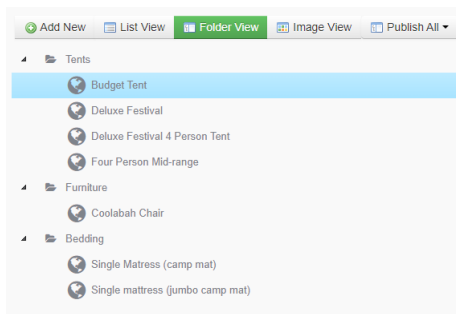
Products

From the left navigation, go to Sales > Products

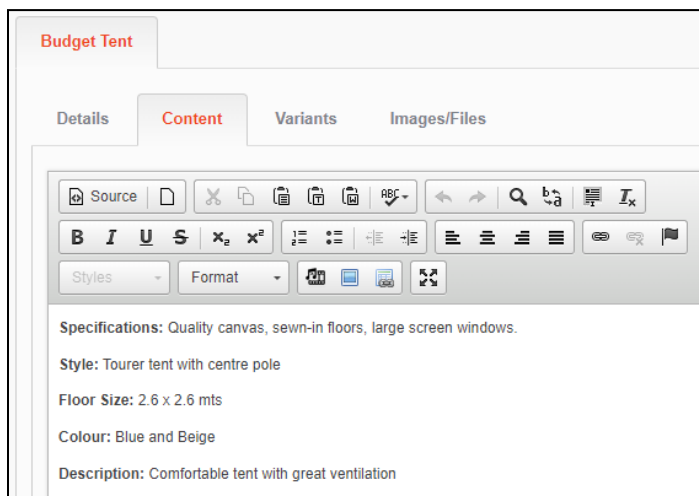
- Switch the way the list view looks by choosing between List View, Folder View and Image View.



- The Folder view groups Products by Category. These are the main categories used on the Equipment page and the Event Portal home page.



- The product Title and the information on the Content tab appear on the Equipment page listings.



- You should also upload an Image for each Product. The sizes of the existing product images are fine.
- Once you've created all the Products that can be booked or should be shown on the Equipment page, you're ready to start editing Events

Locations

To allow location information to be quickly reused, a list of all event locations can be managed in the Events > Location section.

For each location you need to provide the following information:-

On the description tab:

- Title

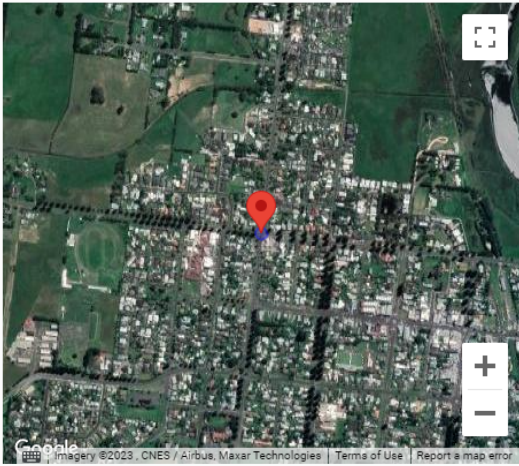
On the Address and Map tab:-

- Use the search on the left hand side to quickly retrieve the details and a map location.
- You can drag the map marker to improve accuracy.
- Edit the Address details on the right hand side, or enter directly if the location was not found through search.
- Only the address fields are required.

Description **Address and Map** Page

Search for map position (enter venue name or address)

85 Regent St, Port Fairy VIC 3284, Australia



Address

No. and Street
85 Regent St

488 characters left

Suburb
Port Fairy

Post Code
3284

State
VIC

Latitude
-38.3806327

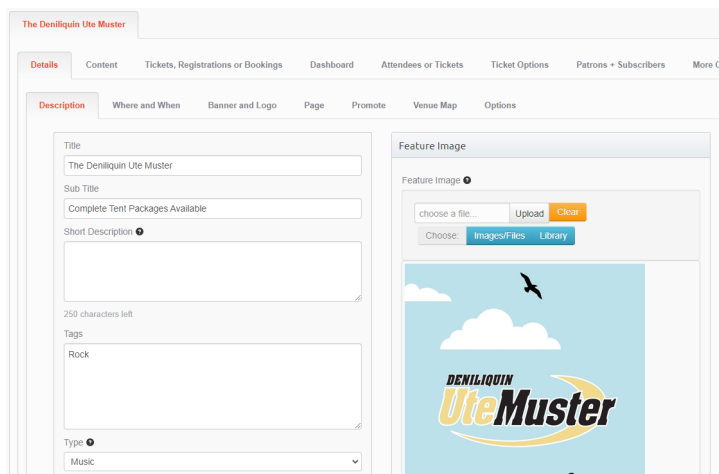
Longitude

Events

For each Event you need to provide the follow fields:-

On the description tab:-

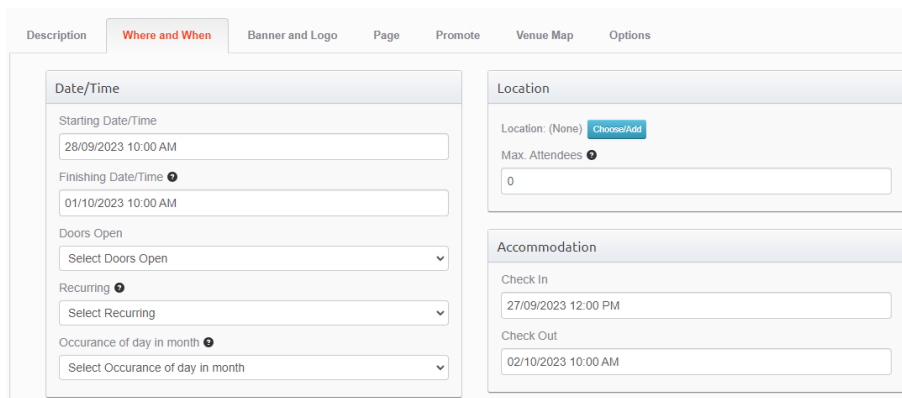
- Title
- Sub Title
- Tags
- Type
- Feature Image



The screenshot shows the 'Description' tab of an event management interface. The event title is 'The Deniliquin Ute Muster'. The sub-title is 'Complete Tent Packages Available'. The short description field is empty, with a note indicating 250 characters left. The tag 'Rock' is entered. The event type is set to 'Music'. A feature image is displayed, showing a blue sky with a bird and the text 'DENILIQUIN UteMuster'.

On the Where and When tab:-

- Start Date/Time
- Finishing Date/Time
- Location - choose from one of the Locations you already created.
- Check In
- Check Out



The screenshot shows the 'Where and When' tab of the event management interface. The 'Date/Time' section includes fields for 'Starting Date/Time' (28/09/2023 10:00 AM) and 'Finishing Date/Time' (01/10/2023 10:00 AM). There are dropdown menus for 'Doors Open', 'Recurring', and 'Occurance of day in month'. The 'Location' section has a dropdown for 'Location: (None)' and a 'Max. Attendees' field set to 0. The 'Accommodation' section includes 'Check In' (27/09/2023 12:00 PM) and 'Check Out' (02/10/2023 10:00 AM) fields.

On the Options tab:-

- Bond Amount

On the Content tab:-

- A detailed description of the event

On the Tickets, Registrations and Bookings tab:-

- Add an item for each product you can book

The following fields are required for each bookable item:-

- Type: This must be set to Booking
- Product: Pick from one of the Products you created. This links the product image and description.
- Name: This is the name of the product for this event.
- Price: The amount to book for the event. Don't enter the \$ symbol.
- Minimum Qty
- Maximum Qty
- Sale Start Date
- Sale End Date

The screenshot displays a web application interface for configuring a bookable item. The interface is titled "The Denilquin Ute Muster" and has a navigation bar with tabs: Details, Content, Tickets, Registrations or Bookings (selected), Dashboard, Attendees or Tickets, Ticket Options, Patrons + Subscribers, and More C. Below the navigation bar, there are buttons for "Save" and "Cancel". The main content area is titled "Configuration" and "Registration Form". It is divided into three main sections: Description, Registration, and Marketing. The Description section includes a "Type" dropdown menu set to "Booking", a "Product" dropdown menu set to "Deluxe Festival 4 Person Tent" with a "Change/Add" button, a "Name" text input field containing "Three/Four Person Tent", a "Price" text input field containing "285", and a "Description" text area with a "250 characters left" indicator and a "18+" checkbox. The Registration section includes a "Third Party Link" text input field. The Marketing section includes "Sold: 0", "Reserved: 0", an "Allocation" text input field containing "0", a "Show Available Tickets" dropdown menu set to "Select Show Available Tickets", a "Minimum Qty" text input field containing "1", and a "Maximum Qty" text input field containing "4". There is also an "Allocated Seating" checkbox at the bottom left.