

## Add an Event Help

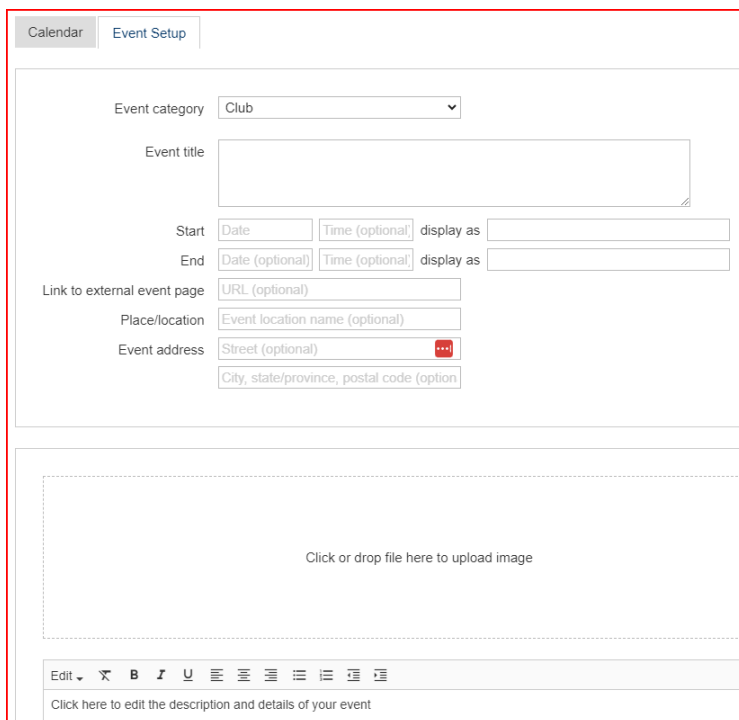
NOTE: Once submitted your event will be reviewed, a Motorsports Australia social event permit will be allocated and the event approved for publication.

**Please note that your new event won't appear on the calendar until the MSA Permit has been entered in the title, it has been checked and approved.**

The default settings for all events (that you do not need to enter) are:

- Attendee #1 Name
- Attendee #1 Membership Number
- Attendee #2 Name
- Attendee #2 Membership Number
- Email
- Phone
- Do you have a UHF radio?
- Are you or your passenger a registered First Aider?
- General Notes

**DO NOT FORGET TO SAVE YOUR ENTRIES AS YOU WORK THROUGH THE PROCESS**



1. Event Category
  1. Select the Event Chapter
2. Enter the Event Title
 

*Note: please use Chapter prefix before title i.e. CEN:, EV:, etc*
3. Enter the Start Date
4. Start time, End date & End time are optional
 

*Note: In "display as" section after time delete "UTC+10" or "UTC+11"*
5. Link to external event page – leave blank unless events such as Motorsport Sprints & Khanacross require registration in an external site
6. Place/Location – only enter the start & end locations here except for events such as Motorsport Sprints & Khanacross which have dedicated locations
7. Event address – leave blank unless as in 5 & 6 above
8. Add an image for your event

9. Add an overview of your event i.e. Start & End points, general key points of the route, whether picnic lunch, cafe or hotel, etc. Do not include specific details of the event such as the exact start point, time, etc.

## Add an Event Help

### 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)

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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

### 10. Ticket Settings

1. Overall event capacity & Limit number of tickets per registration/account - leave blank unless there are multiple tickets (refer Club Captain in these cases)

### 11. Ticket name

1. For no limit or a limit<sup>1</sup> on the number of MX-5s 'No of MX-5s'
2. For a limit, or you need to know the number of, attendees 'No of Attendees'

12. Ticket price – leave blank unless a paid event. If a paid event enter price per person.

13. Quantity available - If applicable

14. Limit – Enter 1 for MX-5s & 2 for Attendees limits

15. Count 1 ticket as – leave at default of 1

16. Override tax rate – leave blank

17. **NOTE: Where there are multiple starting points, etc please enter multiple tickets with the different details**

### 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

### 18. Registration Settings

1. Registration start – optional
2. Registration end – depending on the event date and how many days are required for event co-ordination
3. Select 'Do not require address..' Leave '...phone number..'field unchecked

<sup>1</sup> Where there is a limit on either MX-5s or Attendees it is recommended to add an additional ticket titled 'Waitlist No of MX-5s' or 'Waitlist No of Attendees'. This will enable you to readily fill the event should some registered attendees cancel.

## Add an Event Help

+ Add Registration Question

18. + Add Registration Question - Leave blank unless specific event requirements i.e. Event is for COVID fully vaccinated participants only use 'Required waiver/terms & Check Box option and enter required text)

### 19. Go to the 'Advanced' tab

#### Advanced Registration Options

Event registration notification email addresses (overrides default)

Event registration button text

Redirect to URL after checkout

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

Allow offline payment

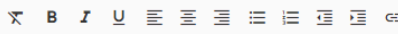
### 20. Advanced Registration Options

1. Event notification address – add the email address of the run leader and of the event Chapter Captain (separated by a comma).
2. Other fields can be left blank

#### Confirmation Email

Subject line for confirmation email sent to event registrants

Message for confirmation email sent to event registrants

Format Edit Tags 

Thank You!

[itemtable]

### 21. Confirmation Email

1. The specific details of the event can be entered here after the 'Thank You!' text or it can be left as a general event confirmation to the registrant – there is no need to change the Subject line.



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**DO NOT FORGET TO SAVE YOUR ENTRIES AS YOU WORK THROUGH THE PROCESS**

***Preview your event and if all sections are filled and correct submit your event.***

Once submitted your event will be reviewed, a Motorsports Australia social event permit will be allocated and the event approved for publication.

***Please note that your new event won't appear on the calendar until the MSA Permit has been entered in the title, it has been checked and approved.***

**NOTE: If you do not receive a confirmation email that your event has been submitted please contact the Club Captain.**

The event will appear on the Events Calendar **after being published by the Club Captain** and you can access the event by clicking on the 'Admin' button where all registrations for your event will be shown.

The Admin access will allow you to:

- you do not need to keep a record of all registrations as you can
- download a csv file of all attendees
- send an email from the event to all registered attendees

Please refer any queries to the Club Captain [clubcaptain@mx5vic.org.au](mailto:clubcaptain@mx5vic.org.au)