

OVERVIEW OF EVENT CREATION

There are two types of events that can be created through the software. Simple calendar entries can be added by the Admin directly to individual calendars with the event name, a brief description, date, and time of event. The second type of event creation is for more robust events and are created using the Events feature. This guide focuses on the creation of more detailed events. With the Events feature's comprehensive toolset, Admins can quickly create a single-day event or manage an intricate week-long retreat. The Event Management system walks you through the setup process, from detailed schedules, to selling tickets and sponsorships, payment options, and registrations.

Please note that if you need more information about the Calendar feature, review the separate Quick Reference Guide or visit the [Help Desk](#) on that topic for a more in-depth view.

Some examples of event registrations administered through the Events feature would be:

- ◆ Annual Party or Picnic Pitch-in
- ◆ Community Festival
- ◆ Coordinated Outing
- ◆ Game Night
- ◆ Multi-Day Events

Click on the “Events” tab listed under Features in the Admin Panel. To get started, click on the “+ New Event” button which will open the Event Setup window. Each event will need a name, brief description, location, date, and time. Events can be offered to the public, restricted to members only, or even limited to specific groups within your membership. If you are offering tickets for sale, you can include an early bird special price as well as charge cancellation fees. You can even organize sponsorships for events to help offset community costs.

The screenshot shows the 'EVENT SETUP' form in the Hoastart Admin Dashboard. The left sidebar has the 'Events' tab highlighted. The form is titled 'EVENT SETUP' and includes the following sections and fields:

- Event Information:**
 - Event Name: Run for Fun 5K
 - Limited to: None
 - Event Description: Please join us for the annual Run for Fun 5K, open to all ages. Registration will include event t-shirt and all proceeds will benefit local efforts to curb child obesity.
 - Event Image: Edit image (Browse)
 - Event Venue: Main Clubhouse
 - Address 1: 4561 Fork Bend Hill
 - Address 2: (empty)
 - City: San Antonio
 - State: Texas
 - Zip: 78261
 - Start Date: 4/11/2021
 - End Date: 4/11/2021
- Restrict to Members Only?:** No Yes
- Will tickets be available for this event?:** No Yes
- Will multiple ticket packages be available for purchase?:** No Yes
- Start Time:** 8:00AM
- End Time:** 11:00AM
- Early Bird Date (optional):** (empty)
- Cancellation Fee (optional):** (empty)
- Will tickets be sold for more than one event activity?:** No Yes
- Will this event have sponsors?:** No Yes

Buttons at the bottom right: Save & Next, Cancel.

OVERVIEW OF EVENT CREATION - CONTINUED

- ◆ If the option to have tickets available for an event is selected, you will see the following window. Enter a ticket price and number of total seats (tickets) to be sold, if applicable. If the event is free to attend, just enter “0” for ticket price and there will be no charge when checking out.
- ◆ If the option to have multiple ticket packages available for purchase was selected, you will see the following window. Enter package name and price. You can also limit the activity to certain members of your community by assigning tags. A custom form can also be created and attached, for example, if an event requires a waiver to be filled out to participate.
- ◆ If the option to sell tickets for more than one event activity was selected, you will see the following window. Simply click the “Add” link to add one or more new activities. Each new activity includes a name, time duration, number of seats available, and price. A description of the activity can be included. Like the Packages option listed above, you can limit the activity to certain members, as well as attach a custom form.
- ◆ If the option to sell sponsorships for the Event was selected, you will see the following window. Include the sponsor name and dollar amount donated to keep for your records. You can also store provided logos if you plan to use them for marketing purposes. Notes regarding sponsorship agreement can be stored for later reference.

EVENT SETUP ?

information / pricing

Pricing

Ticket Price (if applicable) Seats (if applicable)

[Save & Next](#) [Back](#)

EVENT SETUP ?

information / packages

Packages 2

Name	Limited to	Forms ? ?	Price	Add
Family (3 or more)	None	<input type="text"/>	<input type="text" value="40"/>	Add
Individual	None	<input type="text"/>	<input type="text" value="15"/>	Add

[Save & Next](#) [Back](#)

EVENT SETUP ?

information / pricing / activities

Activities

Day 1 ? ?

Name	Time	Limited to	Forms ? ?	Seats	Price	Add
Kids Zone	9:00AM	None	Events Applicati	<input type="text" value="200"/>	<input type="text" value="3.00"/>	Add
<small>add description</small>	12:00PM					

[Save & Next](#) [Back](#)

EVENT SETUP ?

information / pricing / activities / sponsors

Sponsorships 2 ?

Sponsor Name	Image	Notes	Amount	Add
Fresh Juice Depot	FreshJuice-Logo.png	add	\$250	Add
Williams Fitness Center	WilliamsFitnessCenter.png	add	\$250	Add

[Save & Next](#) [Back](#)

OVERVIEW OF EVENT CREATION - CONTINUED

- ◆ At the completion of creating and saving your event, you will see an overview of all the information. Item details for Packages, Activities, and Sponsorships will be shown here. You can always click the back button if something needs to be updated or revised. Admins can also make additional edits by clicking on the “pencil” icon on the far right side of each row on the Events page.

EVENT SETUP 1

information / packages / activities / sponsors / final

Back

Event Name	Run for Fun 5K
Date	4/11/2021
Location	Main Clubhouse 4561 Fork Bend Hill San Antonio, Texas, 78261

Packages 2

Name	Limited to	Forms ↗	Price
Family (3 or more)	adults		\$40
Individual	board		\$15

Activities

Day 1 3

Name	Time	Limited to	Forms ↗	Seats	Price
Kids Zone add description	9:00AM - 12:00PM	Everyone	Events Application	200	\$3
Beer Garden edit description	9:00AM - 4:00PM	Everyone		200	\$10
Message Club add description	7:00AM - 12:00PM	Everyone	Events Application	50	\$15

Sponsorships 2

Sponsor Name	Image	Notes	Amount
Fresh Juice Depot	FreshJuice-Logo.png	add	\$250
Williams Fitness Center	WilliamsFitnessCenter.png	add	\$250

- ◆ For members to view created events, your website will need to include an Events feature template page. Visit this page on the community public website for members to see both upcoming events available to them, as well as any events they have registered for. Use the Search menu on this page to help find specific events.

Please note that if you need more information about adding a new template page to your site, visit the [Help Desk](#) on that topic for a more in-depth view.

Cedar Falls
San Antonio, TX

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Events



Search Events

Start Date

End Date

Location

Search
Clear

My Registered Events 🔍

Run for Fun 5K

📅 4/11/2021 🕒 8:00AM - 11:00AM

Please join us for the annual Run for Fun 5K, open to all ages. Registration will include event t-shirt and all proceeds will benefit local efforts to curb child obesity.

[View](#)

[view all events](#)

Run for Fun 5K Register



📅 4/11/2021

📍 Main Clubhouse
4561 Fork Bend Hill
San Antonio, TX 78261

Please join us for the annual Run for Fun 5K, open to all ages. Registration will include event t-shirts and all proceeds will benefit local efforts to curb child obesity.

If you have any further questions about creating an Event, please visit support.hoastart.com where you can get additional information or open a support ticket.

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