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Intro

This is a quick introductory guide to creating events as a Committee Admin. It will walk you through the entire process and provide links to the necessary external items as needed.

Getting Into the System

To get into the system, you will do the following:

- Go to https://azwater.site-ym.com/
- Click Sign In in the top right
- Login in using your credentials
Creating an Event

To begin creating an event, do the following:

- Use the menu to navigate to the committee you want to create the event for
- This will take you to the group homepage
- Once there, click on Group Admin Options, and then click Add a New Event
NOTE: If you just want to highlight a date of significance on your calendar (such as something that has no specific event tied to it, such as a Holiday or a Deadline), then select Add a New date. Date Creation functionality is simple/intuitive and essentially covered in the General Information and Date Settings discussion in The Event Creation Page section below, so we won’t discuss it further here.
The Event Creation Page

We will go through and highlight the important and non-self-explanatory fields during the event creation process in this section, meaning that all fields whose meaning is self-evident will not be discussed.

NOTE: All of the fields shown here are always accessible later to you (as a committee admin) if you want to change them at a later time. More info on this can be found in the Managing Events section.

NOTE 2: Help bubbles are built into this process and also provide description as needed.

General Information

Status - Allows you to control whether the event is visible on the site. If you choose Inactive, you can set a future activation date if you have a certain date you want it to go live on.

IMPORTANT NOTE: If your event needs some sort of payment (tickets/items) setup for it, set the event to inactive initially. The payment items will be added by AZ Water admin staff and the event will then activated.

Name - How your event is displayed (name-wise) throughout the site

Short Description - When you hover over the event in various locations on the site, this text will appear.

Is event visible to signed-in members only? - Click yes if you only want signed-in members to be able to register for the event (excluding non-members).
**Date Settings**

**GMT Offset** – The timezone for the event (AZ is Mountain Standard) and does not use Daylight Savings Time.

**State and End Date/Time fields** – Use to indicate when your event starts/ends.

**Event Date for Display** – Unnecessary unless you want to synopsize the event occurrence info.
Recurrence Settings

Manage the event’s recurrence. Section provides description of recurrence settings as needed in page text.

Location Information

Address information for event site. Make sure to click “Include link to Google Maps” so that your location is mapped on the event page.
## Contact Information

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
</tr>
<tr>
<td>Contact Email</td>
</tr>
<tr>
<td>Contact Phone</td>
</tr>
</tbody>
</table>

Person listed will be shown as the primary event contact.
Registration Settings

Arguably the most important part of the event creation process!

**Enable online registration?** - Answering Yes (recommended) allows people to register through the website. Mandatory if you want to do any billing and event attendee tracking through the website.

**Auto-approve registrations?** - Answering Yes (recommended) auto-approves registration w/o further review.

**Allow a member to register more than one attendee?** - Answering Yes (recommended) allows a single user to register multiple users. Will increase your registration numbers.

**Allow incomplete registrations and modification to existing registrations.** – Answering No (recommended) does NOT allow users to submit incomplete registrations.

**Show Registration Form for additional attendee registrations?** - Answering No (recommended) will NOT show the ENTIRE registration form for each additional attendee added (and will only require their names for registration). This will make the registration process far EASIER and INCREASE the overall number of registrations.

**Max. # of Registrants** – Default is Unlimited. However, if you have a limited number of total registrations you want to allow for, you can provide that number here.

**Must Register By** – Registration deadline.
Send Reminder – Answering Yes (recommended) sends an event reminder email to all registered users at the specified time. **NOTE:** Recommended time of reminder delivery is 1 day before event.

Enable Registrant RSVP? – Not recommended. Allows online RSVP’ing for event. Use only if you do not do online registration but still want to track attendees. Otherwise it’s duplicative functionality and adding an extra step will simply add confusion.

Online Registration Instructions – Allows you to add any needed registration instructions to the top of the registration page.

Registration Thank You – Allows you to show any needed “after-successful-registration” instructions to the user (if you have any).
Online Check-in

Not recommended as will usually be unneeded complexity; however, allows users to check-in to your event. Useful if you want to verify users have attended something; can be done by not giving the check-in link until they reach a certain physical location (or webpage) and are then provided with the check-in URL (which they use to prove the accomplished the tracked task).

Display online check-in link on event details page? – Toggles whether the check-in link is visible on registration page. Hiding it is useful if only want to provide the link once a user has accomplished a certain task/gone to a specific location and been provided with the link.

Check-In Required Fields – Toggles what fields you want to receive as part of the check-in. Since membership IDs are still not well known, the OR option is the recommended choice.
Event Image/Logo

Upload the image that appears with event throughout the site wherever the event image is to display.

Description/Comments

Allows for the input of any additional event info that you want to add to the event page (differing from the Online Registration instructions field seen earlier that appears on the registration page for the event).

Upon submit...

Do not worry about changing anything in this section. Session management is a complex tool that allows you to both charge money and track registrations separately for different event “sessions” (similar to separate speaker talks or sessions of a conference), and should only be used for conferences/events of significant size as they take significant setup. If you think you may need sessions for your event, please contact the AZ Water admin at admin@azwater.org and they will assist you further.
Uploading and Inserting Event Media/Files (Videos, Audio, PDFs, etc.)

If you want to add media/files (videos, images, PDFs, etc.) to any section of your event text, you will need to click the Insert tab in the appropriate Editor for that event section, and then select the item you want to insert from that tab.

Moreover, files that need to be added must first be added using any of the **Upload a File** links found next to the Editors, or the **Resource Manager** link found at the top right of any Event creation page.

**Here:**

![Upload a File](Image)

- OR –

**Here:**

![Resource Manager](Image)

« Back To Dates & Events
Submitting the Event

Click Submit at the bottom of the event creation page; answer whether you want to send a new event notification. Do not say yes unless your event is complete, active, and 100% ready to be seen by users; otherwise say no. This notification can always be sent later in the Manage Events section.
Managing Events

After you submit an event, you will then be taken to the View (Manage) Dates and Events page where you can see all of the events that have been created and change any of the settings you just set for the event.

Dates & Events For Education: Research Committee

<table>
<thead>
<tr>
<th>Options</th>
<th>Event?</th>
<th>Name</th>
<th>Date Begins</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Transforming Research into Practice: Finding Solutions to Arizona Water Challenges</td>
<td>1/16/2014</td>
<td>Active</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Test Event</td>
<td>7/19/2014</td>
<td>Active</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Test</td>
<td>8/20/2014</td>
<td>Active</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Test event</td>
<td>9/23/2014</td>
<td>Active</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Test/Test</td>
<td>8/30/2014</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

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This can also always be reached through the Group Admin Options menu item “View Dates & Events” at any given time.
IMPORTANT: Notifying AZ Water re: your Event

After you have created your event in the system, it is MANDATORY that you notify AZ Water of the event and submit any special requests you may need (specifically any special registration fields you may need or any tickets/items you will want to sell as part of the event.

This can be done at the following URL:

URL: http://goo.gl/js0DQp

AZ Water admin will then get back to you once those updates have been made and your event will now be live on the site.

Notifying the group about your event

Once AZ Water has gotten back to you about the event and the event is now live on the site, you can now notify all of the committee members through the Group Admin Options committee item seen below.

THE END!