

Event Search- Search for the event name that you are interested in.

Has the event been set-up in the system?

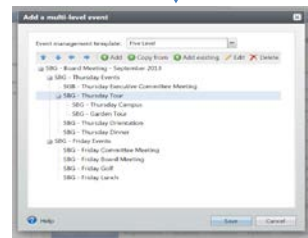
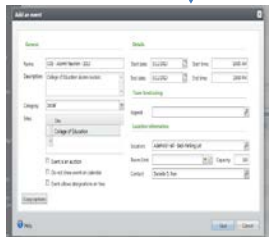
Yes

No

Event Configuration
In the Events functional area click "add new" and choose event or multi-level event and add the necessary information.
See Exhibits A and B below.

Single Events- Enter Screen
Exhibit A

Multi-Level Events- Enter Screen
Exhibit B



Event Setup
Manage event information-adding new, editing, and copying information from existing events.

Tasks/Coordinators

Add Tasks- jobs required in preparation for an event.

Add Coordinators- staff members or committees that oversee an event.

Add as many coordinators as needed. Only one can be the primary.

Registrations

Add registration information about constituents registered for the event.

AND/OR Edit and make changes to the existing registration information.

Speakers

Add speakers associated with the event and information about their presentations such as topic and scheduled date/time.

Expenses

Add Expenses- debts your organization incurs or plans to incur when you host an event such as catering costs.

OR Copy Expenses from an existing event.

Options

Add Registration Options- specific options that you define for each registration type included in the event.

Add Registration Packages- for larger multi-level events. Packages combine registration options from each of the supporting events.

Add Preferences- capture event preference information such as T-shirt size or meal preferences.

Invitations

Create the invitation

Add invitees to the invitation

Run the Invitation Process

Record Invitee Responses

Documentation

Add Notes- any information you want to include about the event.

Add Media Links such as a URL link.

Add Attachments- any type of attachment that pertains to the event.

Lodging Options

Lodging location search.

Is the lodging location set-up in the system?

Yes

No

Add lodging options to the event. These are the facilities where your registrants stay when they travel to the event.

Add the location, information, and room types to the system.

Attributes

Add attribute- supplemental, trackable information important to your organization.

Copy Attributes from an existing event.

OR

No Attributes match my needs.

Contact the IT dept @ askit@uga.edu to request that a new attribute be created.

Events Management Flow Chart