

Portal Prodigy[™]
Events Feature in Detail

Chapter Excerpt from Software User & Administration Guide

January 2007 Update

www.portalprodigy.com

| | | |
|-------|--|----|
| 1.1 | Introduction..... | 2 |
| 1.2 | The Visitor Experience | 4 |
| 1.2.1 | Viewing Events..... | 4 |
| 1.2.2 | Registering for an Event..... | 8 |
| 1.3 | Components | 13 |
| 1.3.1 | Search for Events Page | 13 |
| 1.3.2 | Event Management Page..... | 16 |
| 1.3.3 | Event Items Management Page | 25 |
| 1.4 | Feature Administration..... | 26 |
| 1.5 | Tutorials | 27 |
| 1.5.1 | Preparing Auto Broadcast Template | 27 |
| 1.5.2 | Preparing Response Notification Template | 27 |
| 1.5.3 | New Event Announcement Template | 28 |
| 1.5.4 | Activating the Events Feature | 29 |
| 1.5.5 | Adding Link to Side Menu..... | 32 |
| 1.5.6 | Adding Events Mini Browser | 34 |
| 1.5.7 | Creating Topic Categories | 34 |
| 1.5.8 | Entering Events..... | 36 |

1.1 Introduction

Your members, employees, vendors, customers and community can review your event calendar, signup and pay – all online. Schedule educational programs and other types of events, enter details and import event brochures, registration forms, maps, etc from any computer into event records on the organization's website in order to furnish visitors with an event calendar, program information and signup ability. Event details, contact information, registration limits, seating inventory, pricing and payment options can all be input, updated, tracked and reported. Visitors can register and pay online using credit cards or other payment options. Attendance lists and badges can be printed locally from any printer connected browser. Event notice email broadcasts may be scheduled in advance and sent automatically when appropriate. If desirable, a *view current registrants* link can be available to visitors.

Events feature benefits include:

- Easy enough for anyone to setup and run an unlimited number of conferences, seminars, trade shows, committee meetings, sporting events and educational events.
- Can automatically create and update event mini-browser on home page.
- Events descriptions and promotions are easily added to the system from a browser anywhere.
- Permits administration activation of “View Current Registrants” link so visitors can see who else signed up for event.
- Email broadcast or letter-merge event announcements.
- Visitors can view your entire event calendar, sign up and pay online.
- Automated “Sold-Out” can be set using event limits option.
- Control who can and cannot register for events.
- Multiple pricing and special services fees capability. For example, distinct member, non-member and guest fees. Also extras such as meals, parking, etc. can be included.
- Mapquest link provides automated map and directions.
- Prints badges
- Produce event registration detail and summary reports.
- Maintains detailed accounts receivables including complete billing and receipt history for the Event.

- Provides event related accounting reports or export to QuickBooks!

Some of the components, fields and settings of the Events feature, discussed in detail in this chapter, are:

Search for Events Page

Event ID Field

Title Field

Event Date Range Field

Created Date Range Field

Modified Date Range Field

Topics Field

Items Per Page Field

The Event Management

page input sections:

Event Detail

Event Location Details –

Make Checks Payable To
Details

Who to Contact for More

Information Details

Accepted Payment Methods
Details

Other Options

Registration Types and Fees

Record Details

Event Details

- Event Name Field
- Date & Time Field
- Description Field
- Registration Note
- Sponsor Name

Event Location Details

- Location
- Address 1
- Address 2
- City, State, Zip

Make Checks Payable To

Details

- Name Field
- Address 1 Field
- Address 2 Field
- City, State, Zip
Field
- Pay Online Radio
Button
- Pay By Mail Radio
Button
- Pay At Event Radio
Button
- Pay On Account
Radio Button

Contact For More

Information Details

Name

Phone & Extension

Email

Other Options Details

Days Prior to Event Date to

Cancel or Change Field

Event Limit Field

Require Entry of Registrant

Names Field

Send Response Notification

Email To Field

Reporting Class Field

Registration Types & Fees Detail

Include Checkbox

Description Field

Cost Field –

Price Field

Item Update Icon Link

Record Details

- Created By Field
- Modified By Field
- Active Field
- Expires Date Field
- Chapter ID Field
- Topic Field
- Level Field
- Private Fields

Links

- View Event Orders Link
- View Event Registrants

Event Items Management Page

Feature Field

Features Record ID

Type

Item Name

Price

Cost

Default Item Radio Button –

Count as Registrant? Radio

Button

Restriction Rules Radio Buttons

- Anyone Can Register
- For Members Only
- Must be Member to
Register Others
- For Non-Members Only

User Limit

Item Limit

1.2 The Visitor Experience

1.2.1 Viewing Events

Visitors can be presented with links to events and events registration via side menu links, menu bar links and links from the mini browser. When activated, the mini browser displays a list of individual events on the home page.



Clicking on the Events menu link brings the visitor to the Events display where the visitor can click on an event label to access the Event Details page.

Events

Marketing Educational Events

09/13/2003 [Legal Experts Panel for Art Retailers](#)

Artists and Exhibitions

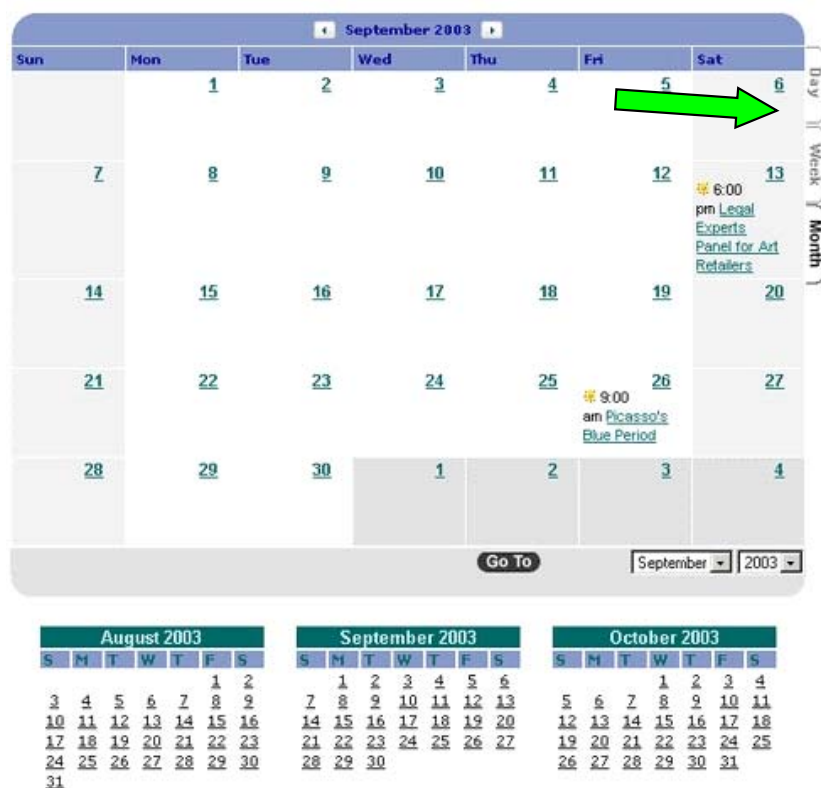
09/26/2003 [Picasso's Blue Period](#)

Marketing Educational Events

10/20/2003 [Best Practice Integrated Marketing Communication](#)

④ Events Calendar

Clicking on the ④ **Events Calendar** button accesses the event calendar.



Clicking on the Day, Week or Month tab or clicking a date number link (ex. [18](#)) presents more details.

Thursday, Sep. 18, 2003

| | |
|----------|---|
| All Day | |
| 8:00 am | |
| 9:00 am | Appreciating Picasso |
| 10:00 am | Rembrandt Remembered |
| 11:00 am | Michael the Angel - Italian Spirit in Sculpture |
| 12:00 pm | Keynote Speaker Luncheon |
| 1:00 pm | |
| 2:00 pm | Gothic Architecture |
| 3:00 pm | Photo Realism |
| 4:00 pm | Santa Fe's Up and Comers |
| 5:00 pm | |
| 6:00 pm | |

Go To
September
2003

August 2003
S M T W T F S
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

September 2003
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

October 2003
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

Clicking on an Event title presents the visitor with the Events Detail page.

Event

Details

Best Practice Integrated Marketing Communications

Date: 10/20/2003

Time: 12:00 PM

Location: Olde Mille Inn
225 Route 202
Basking Ridge, NJ 07920

[Register](#)

Sponsor:

Description: Building relationships with customers is your number one priority. Reaching them is your number one challenge. How can you best use the tools of integrated marketing communications to reach customers who more busy and diverse than ever before?

Learn about the power of truly integrated campaigns, and the impact of e-marketing and branding programs.

Click Brochure Button below for more details and faxable registration form

Fees:

Non-Member: \$125.00





Guest: \$79.00

Member: \$49.00

For More Info Contact: Jimmy Smitts • 908.555.9768 • jimmy@hillstreettx.com

 [View Registrants](#)

 [Brochure](#)
 [Map & Directions](#)
 [Calendar](#)
 [Register](#)
 [Print](#)

At the Event Details page, visitors can learn about the event, view registrants by clicking on the  **View Registrants** button, open a detailed brochure in formats such as PDF or HTML by clicking on  **Brochure**, get directions by clicking on  **Map & Directions**, and register by clicking on  **Register**.

The View Registrants page displays all those who've registered for the event. Of course, Administration can choose not to display registrants if privacy is required.

View Registrants

Limit To:  **Go**

| Page 1 of 1 | | | Total matches:7 |
|-------------|------------|----------------|-----------------|
| Last Name | First Name | Company Name | Title |
| Gold | Mark | Newark Tribune | Business Editor |
| Jones | John | Art World | Owner |
| Smith | Sally | Art World | Sales Rep |
| Reuning | Stephen | | |
| Malden | Carl | Art Is Us | CEO |
| Shmaltz | Maximilian | Maximum Art | Owner |
| Rembrandt | Sabrina | Rembrandt Only | Res Artist |

 **Print**  **Close**

Unlimited page brochures can be created and imported by Administration in many different formats **including video!** This allows organizations to implement as sophisticated a program as digitally possible.

Sample PDF Portion

Monday October 20, 2003

NPO Demo Organization

Presents

Best Practice Integrated Marketing Communications


At the Olde Mill Inn 225 Route 202 Basking Ridge, NJ 07920 (908) 555-5555

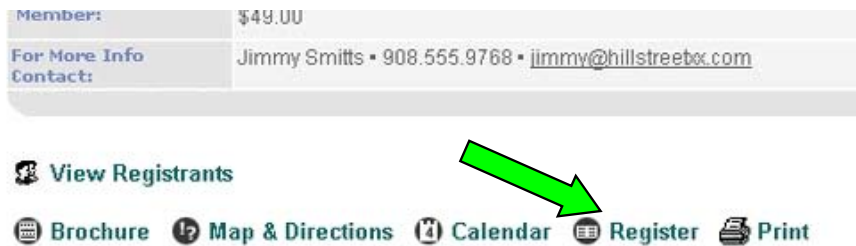
| | | |
|---|---|--|
| Kathleen Donaldson and Michael McCluen (McCluen and McCluen) <ul style="list-style-type: none"> • Do all of your communications speak with one voice? • How can integrated marketing communications expand the ways in which your customers come in contact with your brand? | Jason Bootlesmith (Grafleworld) <ul style="list-style-type: none"> • What role does CRM software play in marketing? • What advertising medium is best for your company? • How creative should your creative be? | Eric R. Carson (Flying High) <ul style="list-style-type: none"> • Build your brand's momentum • Generate increased customer value. • Strengthen customer-brand relationships |
|---|---|--|

Sample Video Display



1.2.2 Registering for an Event

A visitor begins the registration process by clicking on the  **Register** button on the Event Details page.

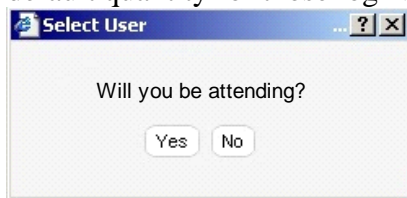


If the visitor is logged in with a verified ID and password, the system initiates the event registration process. If the visitor is not logged in the system requests a login or signup.


To Register for an event, please log in the system. If you are a new user, fill in the Sign Up form.

| | | |
|--|--------------------------|--|
| Login Email Address: | <input type="text"/> | first time users Sign up here  |
| Password: | <input type="password"/> | |
| <input type="checkbox"/> Remember password | | |
| <input type="button" value="Login"/> | | |
| ? Forgot your login email address or password? | | |

Once logged in, the system asks the visitor if he/she is attending the event in order to determine the default quantity for those logins that are designated as a *Member* Contact Type.





A small dialog box titled "Select User" with a question mark icon and a close button. The text inside asks "Will you be attending?" and provides two buttons: "Yes" and "No".

Registration Page Step 1 presents the user with an interface to enter quantities of guests, meal and parking tickets etc. The visitor enters the quantities and clicks the  **Next Step** button to move to Registration Step 2.

Event Registration - Step 1

| Event | |
|--------------|---|
| Event Title: | Best Practice Integrated Marketing Communications |
| Date: | 10/20/2003 |
| Time: | 12:00 PM |

| Registration | |
|---|-----------------------------------|
| | Qty |
| Member's Employee: | <input type="text" value="2"/> |
| Guest: | <input type="text" value="1"/> |
| Spouse: | <input type="text" value="1"/> |
| Member: | <input type="text" value="1"/> |
| Parking: | <input type="text" value="1"/> |
| Meal: | <input type="text" value="4"/> |
| Payment Method: | Pay by credit card |
| Payment Type: | <input type="text" value="Visa"/> |
| Check here if you received an invitation to the event and cannot attend: <input type="checkbox"/> | |

 **Close**
 **Next Step**

Event Registration Step 2 Page provides the visitor with an interface to enter names which will later be used to print badges and on reports.

Event Registration - Step 2

Registrant Information

| Event Registrants | | | | | |
|-------------------|---------------------------|------------|-----------|--------------|-------|
| Type | Salutation | First Name | Last Name | Company Name | Title |
| Member | Mrs. | Dana | Pallack | | |
| Spouse | Mr. <input type="text"/> | John | Pallack | | |
| Guest | Mrs. <input type="text"/> | Penelope | Brown | | |
| Member's Employee | Mr. <input type="text"/> | Arvin | Patel | | |
| Member's Employee | Mr. <input type="text"/> | Guillermo | Gonzalez | | |

[Close](#)
[Previous](#)
[Next Step](#)

Based on the payment options enabled by Administration during setup, the visitor is presented with payment instructions including the option to enter credit card information and pay online.

Payment

Please, fill in your payment information

| Payment Information | |
|---------------------|-----------------------|
| Account number: | 4155546889768765 Visa |
| Name on Card: | Dana Pallack |
| Expiration Month: | 5 |
| Expiration Year: | 2006 |
| Payment Date: | 07/04/2003 |

[Previous](#)
[Cancel](#)
[Next](#)

After payment information is entered, the visitor is presented with the Registration Approval page. To approve and submit the order the visitor clicks on the OK button.

Registration Approval

You have completed the event registration process. Please verify that all information on the order is correct. If everything is correct and you accept the Terms and Conditions press OK to confirm your registration. The system will then assign an Order# and display the finalized Order so you can print it. Note that once you press OK, your order is considered finalized and it cannot be changed.

Terms and Conditions

| Event | | | |
|-----------------|--|-------|----------|
| Event Title: | Best Practice Integrated Marketing Communications | | |
| Event Location: | Olde Mille Inn 225 Route 202 Basking Ridge, NJ 07920 | | |
| Date: | 10/20/2003 | Time: | 12:00 PM |

| Registration | | | |
|-------------------|----------------|------------|----------|
| | Qty | Unit Price | Amount |
| Member's Employee | 2 | \$89.00 | \$178.00 |
| Guest | 1 | \$79.00 | \$79.00 |
| Spouse | 1 | \$79.00 | \$79.00 |
| Member | 1 | \$49.00 | \$49.00 |
| Parking | 1 | \$10.00 | \$10.00 |
| Meal | 4 | \$14.00 | \$56.00 |
| Total | | | \$451.00 |
| 07/04/2003 | Payment - Visa | | \$451.00 |

| Registrants |
|------------------------|
| Mrs. Dana Pallack |
| Mr. John Pallack |
| Mrs. Penelope Brown |
| Mr. Arvin Patel |
| Mr. Guillermo Gonzalez |



➤ Previous
➤ Cancel
🖨️ Print
➤ OK

Administration may setup the events parameters to allow updates to event orders. In such a case, visitors can revisit their event registration and make changes.

Registrants

Mrs. Dana Pallack
Mr. John Pallack
Mrs. Penelope Brown
Mr. Arvin Patel
Mr. Guillermo Gonzalez

Select [Update](#) to edit your registration or [Delete](#) if you want to cancel it.

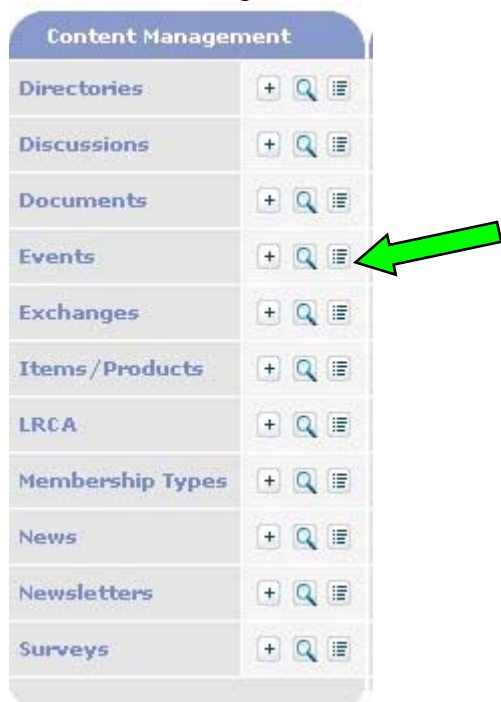
 Print
  Close

Badges can be printed to a local printer on Avery Label stock or an equivalent.

| | |
|--|---|
| Mark Gold Business Editor Newark Tribune | John Jones Owner Art World |
| Sally Smith Sales Rep Art World | Stephen Reuning |
| Carl Malden CEO Art Is Us | Maximilian Shmaltz Owner Maximum Art |
| Sabrina Rembrandt Res Artist Rembrandt Only | Bill Bailey Disc Jockey WRRO Radio |

1.3 Components

The Events Management Page is reached by clicking on the appropriate icon in the Events row of the Content Management column of the Administration Menu.



Add Icon - Activates the Add a New Event function.



Browse Icon - Accesses the Search for Events function.

1.3.1 Search for Events Page

Search For Events

Search Criteria ☐ Include deactivated records in search results

Event ID: Title:

Event Date Range: to


Created Date Range: to

Modified Date Range: to

Topics: All Topics Items Per Page: 10

Quick Search on Event Title:

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

- **Event ID Field** - Each event is assigned a unique ID number in the database.
- **Title Field** - The title of the event is entered when the event is created. Permitted Administrators can create an event record.
- **Event Date Range Field** – The Event Date is entered by an Administrator when the event is created and represents the date when the event is scheduled to take place. By entering a date in the first Event Date Range field and entering a later date in the second Event Date Range field, one can search for Events with Scheduled to occur within the range
- **Created Date Range Field** – The Created Date Field is an autofill field. By entering a date in the first Created Date Range field and entering a later date in the second Created Date Range field, one can search for Events with Created Dates within the range
- **Modified Date Range Field** – The Last Modified Date Field is an autofill field. By entering a date in the first Last Modified Date Range field and entering a later date in the second Last Modified Date Range field, one can search for Discussions with Last Modified Dates within the range.
- **Topics Field** - The Topics Field contains a selection list based on entries made on the Event Topics Management pages. Topics determines which Event are grouped together on the public portion of the website..
- **Items Per Page Field** - The Items Per Page Field defines the total number of rows of matches that will be displayed in the results window. If the total number of matches exceeds the total defined number of rows then the visitor will need to click the page forward button  located at the top of the results window to see more of the matches.

Executes a search for events matching the criteria entered. Clicking on when no criteria is entered locates all event records.


Search Criteria Include deactivated records in search results ☐  If the Include deactivated records in search results is unchecked then deactivated records will be excluded.

Add New Accesses the Events Management page which is used to add a new event.

Clear Clears the search fields of data.

Print Prints the contents of the browser window using the printer connected to the visitor's computer.

Main Menu Returns the Site Administration Page.

The results of the Events Search are presented in a list on the Found Events page. If the total number of matches exceeds the total defined number of rows then the visitor will need to click the page forward button **Total matches:4**  located at the top of the results window to see more of the matches. Clicking on an Event Title accesses that event's Event Management Page

| Found Events | | |
|--------------|---|-----------------|
| Page 1 of 1 | | Total matches:8 |
| ID | Event Title | Event Date |
| 4 | Appreciating Picasso | 09/18/2003 |
| 11 | Best Practice Integrated Marketing Communications | 10/20/2003 |
| 8 | Gothic Architecture | 09/18/2003 |
| 7 | Keynote Speaker Luncheon | 09/18/2003 |
| 6 | Michael the Angel - Italian Spirit in Sculpture | 09/18/2003 |
| 9 | Photo Realism | 09/18/2003 |
| 5 | Rembrandt Remembered | 09/18/2003 |
| 10 | Santa Fe's Up and Comers | 09/18/2003 |

Add New **Clear** **Print** **Main Menu**

1.3.2 Event Management Page

Event Management

Event

Event Name:

Best Practice Integrated Marketing Communica

ID:

11

Date & Time:

(mm/dd/yyyy) 10/20/2003

(hh:mm) 12:00 PM

Description:

Building relationships with customers is your number one priority. Reaching them is your number one challenge. How can you best use the tools of integrated marketing communications to reach customers who more busy and diverse than ever before?

Registration Note:

Sponsor Name:

Brochure:

Event Location

Location:

Olde Mille Inn

Address 1:

225 Route 202

Address 2:

City, State, Zip:

Basking Ridge

NJ

07920

Make Checks Payable To

Name:

NPO Demonstration Organization

Address 1:

510 Horizon Ctr

Address 2:

City, State, Zip:

Robbinsville

NJ

08691

Who to Contact for More Information

Name:

Jimmy Smitts

Phone:

908.555.9768

ext.

Email:

jimmy@hillstreetco.com

Accepted Payment Methods

Pay Online:

☒ Yes

☐ No

Pay By Mail:

☐ Yes

☒ No

Pay At Event:

☐ Yes

☒ No

Pay On Account:

☐ Yes

☒ No

Other Options

Allowable # of Days Prior to Event Date to Cancel or Change to Registration:

7

Event Limit:

10

Require Entry of Registrant Names:

Yes

Send Response Notification Email To:

eventchair@npoder

Reporting Class:

Events

Registration Types & Fees

| Include | Description | Cost | Price |
|-------------------------------------|-------------------|--------|----------|
| <input checked="" type="checkbox"/> | Member's Employee | \$0.00 | \$89.00 |
| <input checked="" type="checkbox"/> | Member | \$0.00 | \$49.00 |
| <input checked="" type="checkbox"/> | Spouse | \$0.00 | \$79.00 |
| <input checked="" type="checkbox"/> | Guest | \$0.00 | \$79.00 |
| <input checked="" type="checkbox"/> | Non-Member | \$0.00 | \$125.00 |
| <input checked="" type="checkbox"/> | Meal | \$0.00 | \$14.00 |
| <input checked="" type="checkbox"/> | Parking | \$0.00 | \$10.00 |

Record

Created By:

Stephen Reuning

07/02/2003

Modified By:

Stephen Reuning

07/04/2003

Active:

Yes

Expires Date:

ChapterID:

1

Topic, Level:

None

All Levels

Private:

No

[View Event Orders](#)
[View Event Registrants](#)

Process Fulfillment

Save

Delete

Print


Reports

Broadcast

Cancel

Close

The Event Management page is divided into several input sections:

- **Event Detail** – Administrators enter the event description, title, and scheduling details into this section. Unlimited page brochures can be created and imported by Administration in many different formats **including video** using the import  Brochure feature. This allows organizations to implement as sophisticated a program presentation as digitally possible.
- **Event Location Details** – Administrators enter the events location into this section.
- **Make Checks Payable To Details** – Information input by Administrators into this section will be used to instruct visitor who request to pay by check.
- **Who to Contact for More Information Details** – Information input by Administrators into this section will be used to instruct visitors on who to contact for additional information
- **Accepted Payment Methods Details** – Selections made by the Administrator in this section will determine payment options presented to visitors when they register for an event.
- **Other Options** – Selections made by the Administrator in this section will determine registration options made available to visitors and initiate inventory controls.
- **Registration Types and Fees** – Provides Administrators with the ability to implement multiple pricing structures for single events, signup limits, price and cost reporting, and registration permissions.
- **Record Details** – Provides autofill information and input fields for database filter and security information.

Event Details

| Event | |
|--------------------|---|
| Event Name: | Best Practice Integrated Marketing Communica ID: 11 |
| Date & Time: | (mm/dd/yyyy) 10/20/2003 (hh:mm) 12:00 PM |
| Description: | Building relationships with customers is your number one priority. Reaching them is your number one challenge. How can you best use the tools of integrated marketing communications to reach customers who more busy and diverse than ever before? |
| Registration Note: | |
| Sponsor Name: | |
| Brochure: |  |

- **Event Name Field** – The Administrator enters the name of the event in this field. It will be displayed to visitors viewing the Events List on the public portion of the website.
- **Date & Time Field** – The Administrator enters the date and time of the event in this field. It will be displayed to visitors viewing the Events List on the public portion of the website. It will also be used by the system to determine the event’s placement on the event calendar.
- **Description Field** – The Administrator enters the descriptive details of the event in this field. It will be displayed to visitors viewing the Events Details after they click on the corresponding Event Title in the Event List on the public portion of the website.
- **Registration Note** – The Administrator enters notes regarding registration for the event in this field. It will be displayed next to the registration link to visitors viewing the Events Details.
- **Sponsor Name:** - The Administrator enters the name(s) of any event sponsors for the event in this field. It will be displayed to visitors viewing the Events Details.

Event Location Details

| Event Location | | |
|-------------------|---|--|
| Location: | <input type="text" value="Olde Mille Inn"/> | |
| Address 1: | <input type="text" value="225 Route 202"/> | |
| Address 2: | <input type="text"/> | |
| City, State, Zip: | <input type="text" value="Basking Ridge"/> | <input type="text" value="NJ"/> <input type="text" value="07920"/> |

- **Location** – The Administrator enters the name of the event location for the event in this field (For example, Hilton Hotel at Paramus). It will be displayed to visitors viewing the Events Details.
- **Address 1** – The Administrator enters the street address of the event location for the event in this field. It will be displayed to visitors viewing the Events Details.
- **Address 2** – The Administrator enters the street address of the event location for the event in this field. It will be displayed to visitors viewing the Events Details.
- **City, State, Zip** – The Administrator enters the City, state and postal code of the event location for the event in this field. It will be displayed to visitors viewing the Events Details.

Make Checks Payable To Details

| Make Checks Payable To | | | |
|------------------------|---|---------------------------------|------------------------------------|
| Name: | <input type="text" value="NPO Demonstration Organization"/> | | |
| Address 1: | <input type="text" value="510 Horizon Ctr"/> | | |
| Address 2: | <input type="text"/> | | |
| City, State, Zip: | <input type="text" value="Robbinsville"/> | <input type="text" value="NJ"/> | <input type="text" value="08691"/> |

- **Name Field** – The Administrator enters the name (payee) that payment checks should be written to. It will be displayed to visitors viewing the Events Details.
- **Address 1 Field** – The Administrator enters the street address of the payee address for the event in this field. It will be displayed to visitors viewing the Events Details.
- **Address 2 Field** – The Administrator enters the street address of the payee address for the event in this field. It will be displayed to visitors viewing the Events Details.
- **City, State, Zip Field** – The Administrator enters the City, state and postal code of the payee address for the event in this field. It will be displayed to visitors viewing the Events Details.

| Accepted Payment Methods | | | |
|--------------------------|--|-----------------|--|
| Pay Online: | <input checked="" type="radio"/> Yes <input type="radio"/> No | Pay By Mail: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Pay At Event: | <input type="radio"/> Yes <input checked="" type="radio"/> No | Pay On Account: | <input type="radio"/> Yes <input checked="" type="radio"/> No |

- **Pay Online Radio Button** – By selecting Yes or No, the Administrator indicates whether visitor registrants can pay online using their credit card.
- **Pay By Mail Radio Button** – By selecting Yes or No, the Administrator indicates whether visitor registrants can pay online using their credit card.
- **Pay At Event Radio Button** – By selecting Yes or No, the Administrator indicates whether visitor registrants can pay at the event.
- **Pay On Account Radio Button** – **FUTURE IMPLEMENTATION**

Who to Contact For More Information Details

| Who to Contact for More Information | |
|-------------------------------------|---|
| Name: | <input type="text" value="Jimmy Smitts"/> |
| Phone: | <input type="text" value="908.555.9768"/> ext. <input type="text"/> |
| Email: | <input type="text" value="jimmy@hillstreetx.com"/> |

- **Name** – If there is a personal contact available to visitors who need additional information, the Administrator enters his/her name here.
- **Phone & Extension** - If there is a personal contact available to visitors who need additional information, the Administrator enters his/her phone number here.
- **Email** – If there is a personal contact available to visitors who need additional information, the Administrator enters his/her email address here.

Other Options Details








| Other Options | |
|--|--|
| Allowable # of Days Prior to Event Date to Cancel or Change to Registration: | <input type="text" value="7"/> |
| Event Limit: | <input type="text" value="10"/> |
| Require Entry of Registrant Names: | <input type="text" value="Yes"/> |
| Send Response Notification Email To: | <input type="text" value="eventchair@npoder"/> |
| Reporting Class: | <input type="text" value="Events"/> |

- **Allowable # of Days Prior to Event Date to Cancel or Change to Registration Field** – Many organizations allow cancellations up to a specific number of days before an event is scheduled to occur. If the *Allow Customer to Edit Submitted Orders* radio button is selected as Yes on the Event Features Management page, the Administrator may wish to set a number into this field in order to prevent last minute cancellations and updates for the specific event.
- **Event Limit Field** – The Administrator enters the limit of attendees into this field. If total registrants exceeds this limit, new registrants will not be able to signup. Instead they will receive a message indicating the event is sold out
- **Require Entry of Registrant Names Field** – When selected as Yes, the system displays fields to enter attendee names.
- **Send Response Notification Email To Field** – If an email address is included in this field and a Broadcast Template and Recipients list was created using the Broadcast Feature and then selected in the Response Notification Template field of the Events Features



Management page then the email address entered here will receive a notice each time a new registration is entered.


- **Reporting Class Field** – This field is used as a filter for reports based on reporting classes usually set up by committee or chair responsibility (For example, events, communications, membership, etc.). Provided Reporting Classes were entered in the Reporting Classes Management page, a selection list will be available here.

Registration Types & Fees Detail


| Registration Types & Fees | | | | |
|-------------------------------------|-------------------|--------|----------|---|
| Include | Description | Cost | Price | |
| <input checked="" type="checkbox"/> | Member's Employee | \$0.00 | \$89.00 |  |
| <input checked="" type="checkbox"/> | Member | \$0.00 | \$49.00 |  |
| <input checked="" type="checkbox"/> | Spouse | \$0.00 | \$79.00 |  |
| <input checked="" type="checkbox"/> | Guest | \$0.00 | \$79.00 |  |
| <input checked="" type="checkbox"/> | Non-Member | \$0.00 | \$125.00 |  |
| <input checked="" type="checkbox"/> | Meal | \$0.00 | \$14.00 |  |
| <input checked="" type="checkbox"/> | Parking | \$0.00 | \$10.00 |  |
| + | | | | |

The description fields of the Registration Types and Fees Detail are filled by default for the convenience of System Administrators. The defaults can be changed from the Items Management

page which is reached by clicking in the Item Update Icon Link  - Logic is used to determine whether certain items should be displayed to a logged in visitor. For example, a logged in visitor who had membership type status would see the Member Registration Type, the Guest Registration Type and the Member's Employee Registration Type, if they were active, but would not see the Non-Member selection because it would not apply. Logic for each Registration Type can be changed by the Administrator on the Items Management page. Items can be added by clicking on the  below the checkboxes.

- **Include Checkbox** – The Administrator can check and uncheck the boxes by clicking on them. A checked box indicates active status, in which case a visitor will be able to signup for the checked item when registering for an event.
- **Description Field** – The Description Field displays a purchasable item at registration signup and can be updated to display registration types to visitors when they register for an event on the public portion of the website.
- **Cost Field** – This field is for **FUTURE IMPLEMENTATION**.
- **Price Field** – The Administrator enters the price of an event type in the Price Field.
- **Item Update Icon Link**  -

Record Details


| Record | | |
|---------------|--|---|
| Created By: | Stephen Reuning | 07/02/2003 |
| Modified By: | Stephen Reuning | 07/04/2003 |
| Active: | <input type="button" value="Yes"/> | |
| Expires Date: | <input type="text"/>  | |
| ChapterID: | 1 | |
| Topic, Level: | <input type="text" value="None"/> | <input type="text" value="All Levels"/> |
| Private: | <input type="button" value="No"/> | |

- **Created By Field** – Indicates who entered the record
- **Modified By Field** - Indicates who last modified the record.
- **Active Field** – The Active Field can be set to Yes or No. When set to No, the event will no longer be displayed on the visitor (public) portion of the website. It also will be excluded from search results on administrative pages unless the Include deactivated records in search results box is checked. It does not delete the record but tags the record so it will be filtered

Search For Events

from display.

| Search Criteria | |
|-----------------|----------------------|
| Event ID: | <input type="text"/> |
| Title: | <input type="text"/> |

Include deactivated records in search results ☐ 

- **Expires Date Field** – The Expires Date Field provide for the input of a date, after which the event will no longer be displayed on the visitor (public) portion of the website. It does not delete the record but tags the record so it will be filtered from display.
- **Chapter ID Field** – Indicates the chapter of the user who entered the event record. This field is applicable on multi-chapter versions of PORTALPRODIGY.
- **Topic Field** – The Topics Field contains a selection list based on entries made on the Events Topics Management pages. Topics determines which events are grouped together in the Events List on the public portion of the website.
- **Level Field** – The Level Field is applicable to multi-chapter synchronous installations of PORTALPRODIGY where levels, such as National, Regional, State and Local are used to filter the display of records.
- **Private Fields** – The Private Field can be set to *Yes* or *No*. Selecting *No* indicates that the event record may be displayed to all visitors. Selecting *YES* indicates that only visitors with

appropriate privileges may view the event record and causes the Security Groups selection box to be displayed at the bottom of the Events Management page. Clicking to check the corresponding check box(es) permits specified group members to view the discussion record on the public portion of the website.

| Security Groups | |
|-------------------------------------|----------|
| <input checked="" type="checkbox"/> | Admin |
| <input type="checkbox"/> | Employee |
| <input checked="" type="checkbox"/> | Members |
| <input type="checkbox"/> | Users |
| <input type="checkbox"/> | Visitors |

Links

[View Event Orders](#)

[View Event Registrants](#)

▪ View Event Orders Link-

Event Registrants

Sort By: ☒ Registration Date ☐ Last Name

Items Per Page:

Page 1 of 1 Total matches: 4


| Registrant Name | Registration Date | Member's Employee | Member | Spouse | Guest | Non-Member | Meal | Parking |
|-----------------|-------------------|-------------------|--------|--------|-------|------------|------|---------|
| Gold Mark | 7/2/2003 | 0 | 1 | 0 | 2 | 0 | 0 | 0 |
| Reuning Stephen | 7/2/2003 | 0 | 1 | 0 | 3 | 0 | 0 | 0 |
| Bailey Bill | 7/2/2003 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| Pallack Dana | 7/2/2003 | 2 | 1 | 1 | 3 | 0 | 0 | 0 |

Clicking on the View Event Orders link accesses the Event Registrant page which reports each individual registration order including the number of attendees by Registration Type.

▪ View Event Registrants

Clicking on the View Event Registrants link accesses the View Registrants page which lists all attendees registered for an event.

View Registrants

Limit To:  Go

| Page 1 of 1 | | | Total matches: 16 |
|-------------|------------|----------------|-------------------|
| Last Name | First Name | Company Name | Title |
| Gold | Mark | Newark Tribune | Business Editor |
| Jones | John | Art World | Owner |
| Smith | Sally | Art World | Sales Rep |
| Reuning | Stephen | | |
| Malden | Carl | Art Is Us | CEO |
| Shmaltz | Maximilian | Maximum Art | Owner |
| Rembrandt | Sabrina | Rembrandt Only | Res Artist |
| Bailey | Bill | WRRO Radio | Disc Jockey |
| Bailey | Maria | | |
| Pallack | Dana | | |
| Catcatore | Carla | Artlovers.com | Rep |
| Bruha | Zelda | Artlovers.com | Rep |
| Corleone | Anthone | | |
| Buyer | Major | Artlovers.com | Customer |
| Bruchmeyer | Hilda | Artlovers.com | Customer |
| Patel | Achmed | Artlovers.com | Customer |

 Print  Close

Buttons

Process Fulfillment

Save

Delete

Print

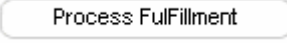
Reports

Broadcast

Cancel

Close

Process Fulfillment

Clicking on the Process Fulfillment button automatically fulfills all the event orders processing the purchase data to the general ledger and closing the ability to update the order and purchase record. If the *Post Orders* Radio button is selected on the Events Features Management setup page, orders will not post until the  button is clicked.

Save

Saves the data entered into the Event Record fields.

Delete

Deletes the Event Record

Print

Prints the website page to the visitor's local printer.

Reports

Accesses the Report Menu

Broadcast

Causes a notice to be broadcast based on the Broadcast Template and Recipients list created using the Broadcast Feature and then selected in the Auto Broadcast field of the Events Features Management page.

Cancel

Closes the page without saving or updating values.

Close

Closes the page and prompts the visitor to save the data.

1.3.3 Event Items Management Page

The screenshot displays the 'Items Management' page with the following sections:

- Item Description:**
 - Feature: Events (dropdown)
 - Feature Record ID: 2
 - Type: Item (dropdown)
 - Item Name: Member (text input)
 - Price: \$49.00 (text input)
 - Cost: \$0.00 (text input)
- Special Options:**
 - Default Item? ☐ Yes ☒ No
 - Count as Registrant? ☒ Yes ☐ No
 - Restriction Rules:
 - ☐ Anyone can Register
 - ☒ For Members Only
 - ☐ Must be Member to Register Others
 - ☐ For Non-Members Only
 - User Limit: 0 (text input)
 - Item Limit: 100 (text input)
- GL Accounts:**
 - Cost of Goods Sold: (dropdown)
 - Inventory Account: (dropdown)
 - Revenue Account: (dropdown)

At the bottom, there are buttons for Save, Print, Cancel, and Close.

- **Feature Field** – This field automatically defaults to Events and cannot be changed.
- **Features Record ID** – This is an autofill field and indicates the ID number of the Event this item is linked to.
- **Type** – Defaults to the value *Item*. The other values such as *discount* or *adjustment* should only be selected if administration is seeking to track such items and wishes to make them part of the order.
- **Item Name** – This is a descriptive label that may be edited by the Administrator.
- **Price** – Administration enters the amount that visitors are to be billed for this item.

- **Cost – FUTURE IMPLEMENTATION**
- **Default Item Radio Button –**
- **Count as Registrant? Radio Button** – Selecting *Yes* indicates the item is to count as a registrant. Selecting *No* indicates the item is not to count as a registrant. Items such as parking, training materials, meals should have this button set to *No*. When an item is set to *Yes* and counted as a registrant it contributes to calculations which determine User Limits and Item Limits.
- **Restriction Rules Radio Buttons** – One Restriction Rules radio button can be selected for each item.
 - **Anyone Can Register** – Allows any security level visitor to register for item.
 - **For Members Only** – Allows only users with *Member* Member Type assigned to their login (Contact Record).
 - **Must be Member to Register Others** – Allows only users with *Member* Member Type assigned to their login (Contact Record). This is used so members can, in addition to themselves, sign up multiple attendees such as spouse, employees and guests.
 - **For Non-Members Only** – Makes item available only to logins not assigned *Member* Member Type
- **User Limit** – Administrator sets this to limit the number of units of this item a single user can purchase or sign up for.
- **Item Limit** - Administrator sets this to limit the number of units of this item that can be purchased.

1.4 Feature Administration

Implementing the Events Features involves the following steps:

- Create an Events Auto Broadcast Template
- Prepare a Response Notification Template
- Prepare a New Event Announcement Template
- Activate the Events Feature
- Add Link to Side Menu
- Add Events Mini Browser
- Create Topic Categories
- Setup Acceptable Online Payments
- Enter Events

1.5 Tutorials

The following tutorials describe how to create and manage events and associated activities.

1.5.1 Preparing Auto Broadcast Template

Detailed instructions for using the Broadcasting Feature are located in the chapter titled *Broadcasting Features in Detail*.

The Auto Broadcast message is delivered when a visitor registers for a specified event if the feature is turned on in Event Features Management. Variable Data from the specific event is inserted into the template and delivered to the registrant for the purpose of confirming registration.

Sample Events Broadcast Template

Broadcasting

The screenshot shows a web interface for creating a broadcast. It has a sidebar on the left with labels: 'Broadcast', 'Type:', 'Sender's Email:', 'Subject:', 'Body Format:', 'Message:', and 'Attachments:'. The main area contains the following fields and content:

- Type:** Radio buttons for 'Email' (selected) and 'Export to Mail Merge File'.
- Sender's Email:** A text box containing 'event@npodemoorg.com'.
- Subject:** A text box containing 'Thanks for registering for event'.
- Body Format:** Radio buttons for 'TXT' (selected) and 'HTML'.
- Message:** A large text area containing the following template text:


```
Dear <%CONTACT.FirstName%> <%CONTACT.LastName%>,

Thank you for registering for the event titled <%EVENT.Title%>
Date: <%EVENT.ActionDate%> Time: <%EVENT.ActionTime%>

Feel free to contact <%EVENT.ContName%> via email at <%EVENT.ContEmail%> with any
questions you may have.

You can update your registration by visiting : <%EVENT.RegisterLink%>
```
- Attachments:** A text box with '+' and '-' icons below it.

1.5.2 Preparing Response Notification Template

Detailed instructions for using the Broadcasting Feature are located in the chapter titled *Broadcasting Features in Detail*.

The Response Notification message is delivered when a visitor registers for a specified event if the feature is turned on for that event. Variable Data from the specific event is inserted into the template

and delivered to the recipient designated in the
on the Event Management page for the specific event.

Send Response Notification
Email To:

eventchair@npoder

field

Sample Response Notification Event.

The screenshot shows a web interface titled "Broadcasting". On the left is a sidebar with labels: "Broadcast", "Type:", "Sender's Email:", "Subject:", "Body Format:", "Message:", and "Attachments:". The main area contains the following fields:

- Type:** Radio buttons for "Email" (selected) and "Export to Mail Merge File".
- Sender's Email:** A text box containing "events@npodemosite.com".
- Subject:** A text box containing "Another Event Signup".
- Body Format:** Radio buttons for "TXT" (selected) and "HTML".
- Message:** A large text area containing the following text:


```
Attention Events Committee:
<%CONTACT.FirstName%> <%CONTACT.LastName%> has just signed up for the event titled <%
EVENT.Title%>
```
- Attachments:** A small empty box with "+" and "-" icons below it.

1.5.3 New Event Announcement Template

Detailed instructions for using the Broadcasting Feature are located in the chapter titled *Broadcasting Features in Detail*.

The New Event Announcement message is delivered when an Administrator clicks on the

Broadcast

button on a specific event's Event Management page and then selects the template and the appropriate recipients. Variable Data from the specific event is inserted into the template and delivered to the recipient list for the purpose of announcing the event.

Broadcasting

Broadcast

Type: ☒ Email ☐ Export to Mail Merge File

Sender's Email:

Subject:

Body Format: ☒ TXT ☐ HTML

Message:

Hello <%CONTACT:FirstName%> <%CONTACT:LastName%>!

We just wanted you to know that we've scheduled another event. It's titled <%EVENT:Title%> and will occur on <%EVENT:ActionDate%> at <%EVENT:ActionTime%>.

Here's more: <%EVENT:Description%>

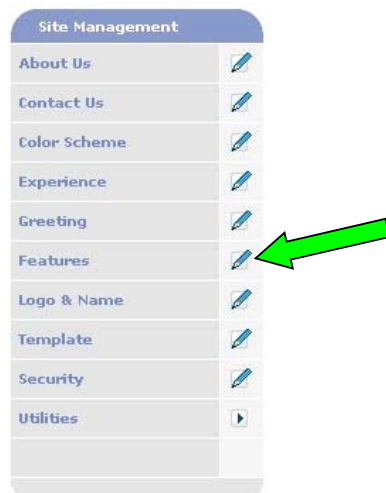
Click here to register <%EVENT:RegisterLink%>

Thank You!

Attachments:


1.5.4 Activating the Events Feature

Click on the Features Management link in the Site Management column of the Administration Menu.



Click the box next to the Events label on the Features Management page to activate the Events Feature. Click on the [Events](#) link to access the Events Feature Management page.

Features Management


| Features | |
|--|---------------------------------------|
| <input type="checkbox"/> Advertising | Companies |
| <input checked="" type="checkbox"/> Broadcasting | Help |
| <input checked="" type="checkbox"/> Discussions | GL Features |
| <input checked="" type="checkbox"/> Documents | Orders |
| <input checked="" type="checkbox"/> Donations | Payments |
| <input type="checkbox"/> Endorsements | Reporting Classes |
| <input checked="" type="checkbox"/> Events  | Menu Builder |
| <input checked="" type="checkbox"/> Exchanges | Mini Browsers Builder |
| <input type="checkbox"/> Experience | UserSignUp |
| <input checked="" type="checkbox"/> LRCA | |
| <input type="checkbox"/> Membership Fees | |
| <input checked="" type="checkbox"/> News | |
| <input type="checkbox"/> Notes | |

Events Feature Management Page

Events Features Management

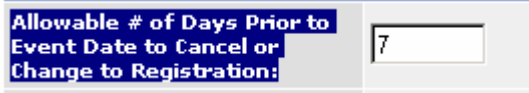
| Options | |
|--|---|
| Post Orders: | <input type="radio"/> Immediately <input type="radio"/> Date Of Event <input checked="" type="radio"/> Manually |
| Allow Customer to Edit Submitted Orders: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Auto Broadcast: | <input type="text" value="None"/> |
| Response Notification Template: | <input type="text" value="None"/> |

Select the appropriate Post Orders radio button.

- **Post Orders Immediately Radio Button** – Event registrations will be posted to the general ledger immediately and visitors nor administration will not be able to update or delete their orders. This is NOT a recommended setting.
- **Post Orders on the Date of Event Radio Button** – Event registrations will be posted to the general ledger on the day of the event and visitors nor administration will not be able to update or delete their orders after the date. This is NOT a recommended setting.
- **Post Orders on the Manually Radio Button** – Event registrations will be posted to the general ledger on the when administration clicks the  button located on the Events Management page. This is the recommended setting.

Select the appropriate Allow Customer to Edit Submitted Orders radio button.

- **YES Allow Customer to Edit Submitted Orders radio button** – Selecting *Yes* for this radio button allows visitors to update their registration order up until the date limited by the

setting in the  field of the specific Event's Event Management page.


- **NO Allow Customer to Edit Submitted Orders radio button** – Selecting No for this radio button prevents visitors from updating their registration order once it is submitted

Select an Auto Broadcast template

| Options | |
|--|--|
| Post Orders: | <input type="radio"/> Immediately <input type="radio"/> Date Of Event <input checked="" type="radio"/> |
| Allow Customer to Edit Submitted Orders: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Auto Broadcast: | None |
| Response Notification Template: | <div> None New Event Scheduled Thanks for registering for event </div> |

The Auto Broadcast message is delivered when a visitor registers for a specified event if the feature is turned on in Event Features Management. Variable Data from the specific event is inserted into the template and delivered to the registrant for the purpose of confirming registration.

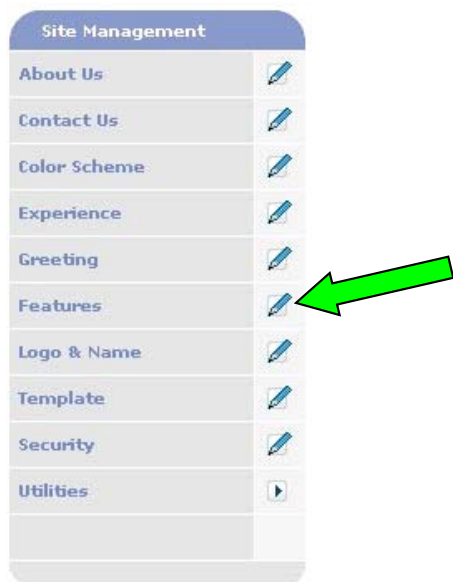
Select a Response Notification Template

The Response Notification message is delivered when a visitor registers for a specified event if the feature is turned on for that event. Variable Data from the specific event is inserted into the template and delivered to the recipient designated in the  field on the Event Management page for the specific event.

| Options | |
|--|---|
| Post Orders: | <input type="radio"/> Immediately <input type="radio"/> Date Of Event <input checked="" type="radio"/> |
| Allow Customer to Edit Submitted Orders: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Auto Broadcast: | None |
| Response Notification Template: | <div> None Another Event Sign Up! New Event Scheduled Thanks for registering for event </div> |
| Default GL Accounts | |
| Cost of Goods Sold: | |

1.5.5 Adding Link to Side Menu

Click on the Features Management link in the Site Management column of the Administration Menu.



Click on the [Menu Builder](#) link located on the Features management page.



Click on the button on the Search for Menus page and click on the menu title for the menu you wish to add the events link.

Search for Menu

Search Criteria

| | |
|----------------------|--|
| Feature: | All |
| Created Date Range: | <input style="width: 40%;" type="text"/> to <input style="width: 40%;" type="text"/> |
| Modified Date Range: | <input style="width: 40%;" type="text"/> to <input style="width: 40%;" type="text"/> |

Found Menu

Page 1 of 1
Total matches: 8

| Menu | Type | Sub Type |
|-----------------------------------|------------------------|---------------------|
| MB Left Site | Standard Template Menu | Left Side Menu |
| MB Right Site | Standard Template Menu | Right Side Menu |
| MenuBarA | Standard Template Menu | Menu Bar A |
| MenuBarB | Standard Template Menu | Menu Bar B |
| QuickJump | Standard Template Menu | Quick Jump Menu |
| UpperDropDownMenu | Standard Template Menu | Upper DropDown Menu |
| test contact menu | Contacts Menu | |
| exchange | Exchange Listings | |

Click the Add Menu Item button on the Menu Builder page. And enter the desired values.

Options

| | |
|-------------------|---|
| Topic: | Public |
| Menu Item: | Events |
| Sort Order: | 0 |
| Menu Item Option: | <div style="display: flex; align-items: flex-start;"> <div style="width: 30%;"> <input type="radio"/> URL <input checked="" type="radio" value="Option"/> Option <input type="radio"/> Menu <input type="radio"/> Administrative Option </div> <div style="width: 70%;"> <input style="width: 100%;" type="text"/> <div style="display: flex; align-items: center;"> <input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/> </div> </div> </div> |

See the chapter titled Menu Builder in Detail for more specifics regarding the setup of links on menus.

1.5.6 Adding Events Mini Browser



Visitors can click on the Events link in the side menu to access a list of events and Administration can command a Mini Browser to be built automatically on the home page so the list of events can be viewed there.

Click the **Include Events Mini Browser** radio button on the Greetings Management page (Accessed by clicking Greetings in the Content Management column of the Administration Menu) to *Yes*.


| Home Page | Style | |
|-------------------------------|--|--------------------------|
| Include Greeting On Home Page | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Include Events Mini Browser | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Include News Mini Browser | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Include Resource Mini Browser | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| | <input type="radio"/> Aligned Single <input type="radio"/> Aligned Double <input type="radio"/> Staggered Single <input checked="" type="radio"/> Staggered Double <input type="radio"/> Four Per Row | |

1.5.7 Creating Topic Categories

Topic categories should be used if the user organization schedules large numbers of events. The Topic categories can help organize the display of long lists of events based on areas of interest. Access the Topics Management page by clicking on the [Topics](#) link on the Event Features Management page.

Events Features Management

| Options | |
|--|---|
| Post Orders: | <input type="radio"/> Immediately <input type="radio"/> Date Of Event <input checked="" type="radio"/> Manually |
| Allow Customer to Edit Submitted Orders: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Auto Broadcast: | <input type="text" value="None"/> |
| Response Notification Template: | <input type="text" value="None"/> |

[Topics](#) 

Add new topics by clicking on the [Add New Topic](#) link

Events Topics Management

[Artists and Exhibitions](#)
[Marketing Educational Events](#)
[Networking and Social Events](#)

[Add New Topic](#)

Topics can be selected when entering Events so that they organize for display.

Marketing Educational Events

09/13/2003 [Legal Experts Panel for Art Retailers](#)

Artists and Exhibitions

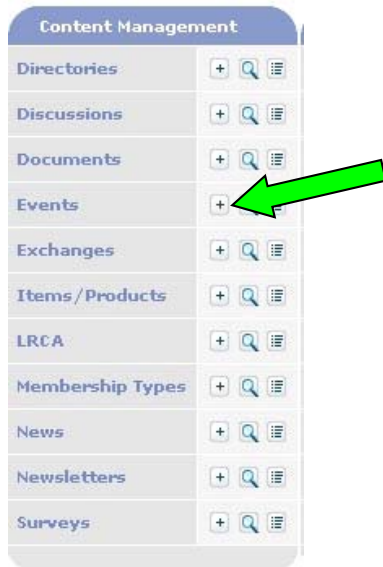
09/26/2003 [Picasso's Blue Period](#)


Marketing Educational Events

10/20/2003 [Best Practice Integrated Marketing Communications](#)

④ Events Calendar

1.5.8 Entering Events



Click on the  icon to access the Events Management page.



Add Icon - Activates the Add a New Event function.



Browse Icon - Accesses the Search for Events function.

Enter data into the page and save. See the section of this chapter titled *Components* for details.
