

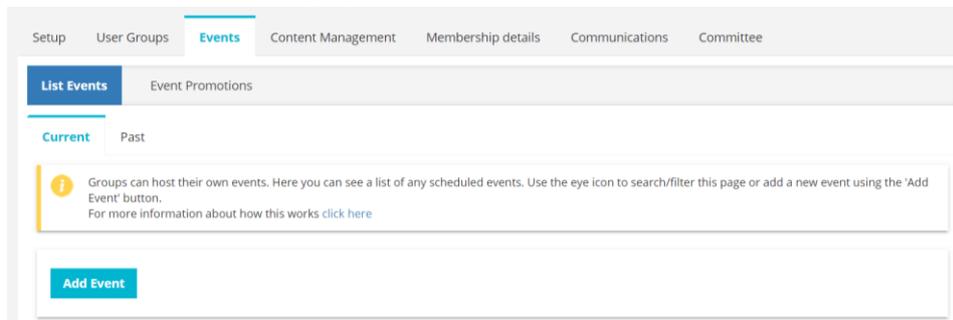
Student Group Guides: Events

How to make an event

- Go to your dashboard
- Click on “edit” in the “Configure Group” tile



- Click “Events” in the grey bar



- Click “Add Event”
- Fill in the necessary details. **DO NOT CHANGE YOUR NOMINAL CODE**
- Click save

How to make event tickets

- Go to your dashboard
- Click on “edit” in the “Configure Group” tile
- Click “Events” in the grey bar
- Click on the pencil icon next to the event

- Click “Event Ticket Types”
- Click “Add Event Ticket Type”

- Fill in the necessary information. DO NOT CHANGE YOUR NOMINAL CODE
- Click save

How to restrict my tickets to members

- Go to your dashboard
- Click on “edit” in the “Configure Group” tile
- Click “Events” in the grey bar
- Click on the pencil icon next to the event

- Click “Event Ticket Types”
- If you already created the ticket, click on the pencil icon to edit the ticket

Ticket Name	Item Price(£)	Booking Fee(£)	Maximum allowed to sell	Type	
Ticket	0.00	0.00		Regular	    

- If you haven't created the ticket yet, click on the "Add Event Ticket Type" button

Setup Booking Details User Groups Content Management

Summary Edit **Event Ticket Types** Event Questionnaire

i Below you can see all of the ticket types available for this event listed, along with an overview of their basic details, and an option to add new ticket types. For more information about ticket types, [click here](#).

Add Event Ticket Type 

- Scroll down to the bottom of the page to the "Advanced Options" section and click on the plus sign on the orange bar named "Show Advanced Options"

Enter a description for this ticket type.

Advanced Options

i Below are the advanced options, these are not mandatory for a ticket type creation. However, if you wish to edit the finer details you can do this below.

Show Advanced Options  

- Towards the bottom, there is the field "Usergroup"

Usergroup

Here you can enter usergroups, anyone outside of those usergroups will not be able to see this ticket type for purchase

- In there, enter your group name, and select the user groups you wish to restrict the ticket type to

How to change my event logo

- Go to your dashboard
- Click on "edit" in the "Configure Group" tile
- Click "Events" in the grey bar
- Click on the pencil icon next to the event

Setup User Groups **Events** Content Management Membership details Communications Committee

List Events Event Promotions

Current Past

i Groups can host their own events. Here you can see a list of any scheduled events. Use the eye icon to search/filter this page or add a new event using the 'Add Event' button. For more information about how this works [click here](#).

Add Event

Name	Event Type	Start Date/Timing	Published Date/Timing	
Test event	Society	Tuesday 02-02-2021 - 00:00		     

- Scroll down on your event's page and underneath the description is the option to upload a logo

Gigs
 Give It A Go
 Let's Try
 Meeting
 Other
 Others
 Performing Arts
 Social / Mixer
 Society
 Sport
 Travel / Trips
 Volunteering
 Workshop / Training

Add Logo 

 Choose file No file

Supported image formats are [.jpeg, .jpg, .png, .x-png, .gif, .bmp]

Default Event Logo:



Default Event logo will get displayed if you do not add logo.

- Click save

How to cancel an event

- Go to your dashboard
- Click on "edit" in the "Configure Group" tile
- Click "Events" in the grey bar
- Click the circle icon on the event you wish to cancel
- Confirm you wish to cancel that event

List Events Event Promotions

Current Past

 Groups can host their own events. Here you can see a list of any scheduled events. Use the eye icon to search/filter this page or add a new event using the 'Add Event' button. For more information about how this works [click here](#)

 Add Event

Name	Event Type	Start Date/Timing ↓	Published Date/Timing	Cancel Event
Test event	Society	Tuesday 02-02-2021 - 00:00		    

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