

EVENT-PORTAL

— HOW TO —



THE LOYALTY ∞.

REWARD & GROW

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WELCOME

Your new Event Calendar Admin Portal is ready. Create and manage events, organize restricted events and receive RSVPs. Let's get started.

REGISTER AN ACCOUNT

Go to theloyaltyco.site/IAC to login or register an account.

EVENT CALENDAR ADMIN PORTAL

WELCOME

Please register or login

First Name *

Last Name *

E-mail Address *

Phone Number *

Location Name * ?


Location Address * ?

Username *

Password *

Confirm Password *

☐ I'm not a robot


hCAPTCHA
Privacy - Terms

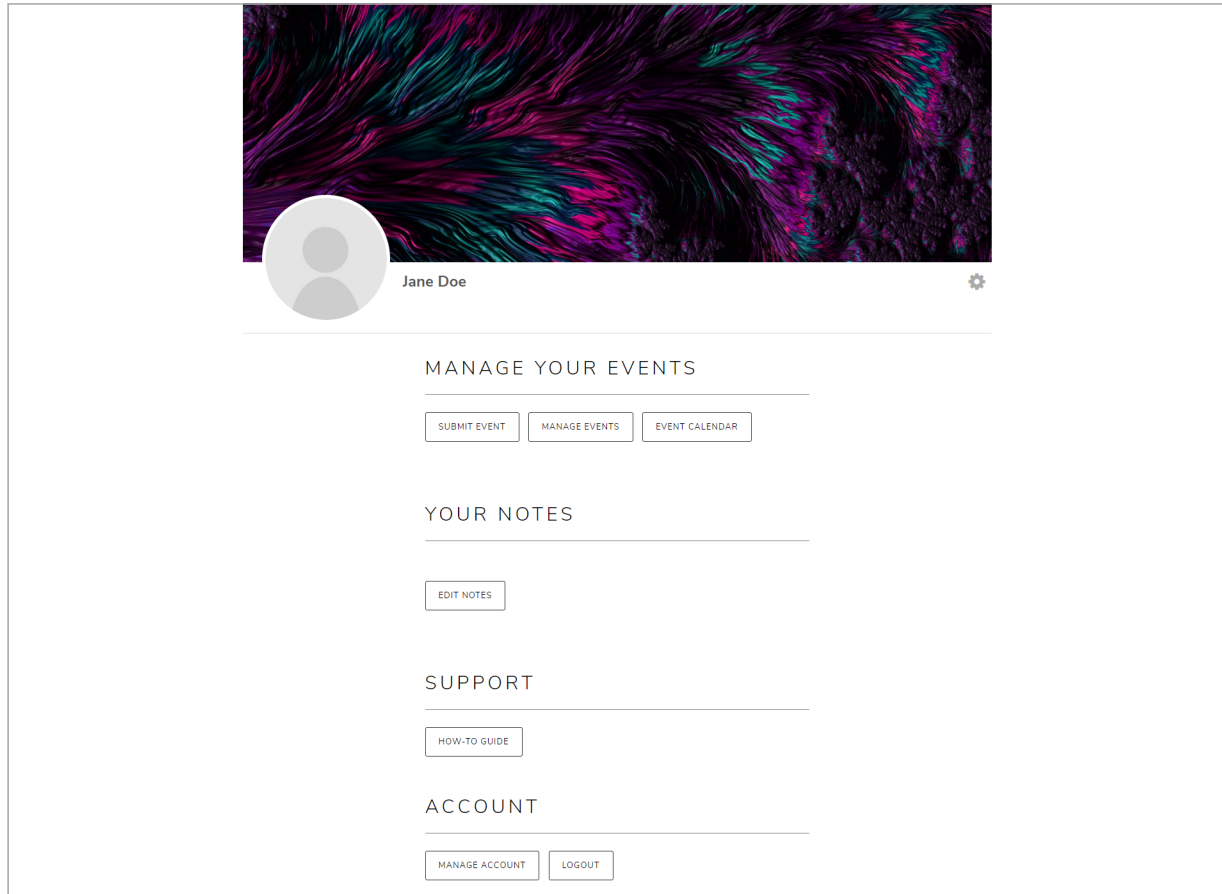
REGISTER

LOGIN

Please make sure you use a secure password including lower-case and upper-case characters, numbers and special characters like “?£\$&!.” Once you submit the form, your admin team will receive your application, verify it, and activate your account. As soon as the account has been activated you will receive a confirmation email and will be able to login at theloyaltyco.site/IAC/login.

YOUR PAGE

After logging-in you will automatically be redirected to your profile page.



You can customise your personal page as you please, update the profile picture and banner and create private notes (i.e. a to-do list for an upcoming event, other tasks, or anything else you'd like to keep track of).

From your personal page you will also be able to:



- Submit events
- Manage events
- View RSVPs

YOUR PAGE


EDIT YOUR PROFILE

To add a profile image and banner simply click on the banner or the round profile picture and upload an image of your choice.

Notes can be updated by simply clicking on “Edit Notes”.



Jane Doe



MANAGE YOUR EVENTS

SUBMIT EVENT

MANAGE EVENTS

EVENT CALENDAR

YOUR NOTES

- Add VIP event

- Confirm The Band booking

EDIT NOTES

SUPPORT

HOW-TO GUIDE

ACCOUNT

MANAGE ACCOUNT

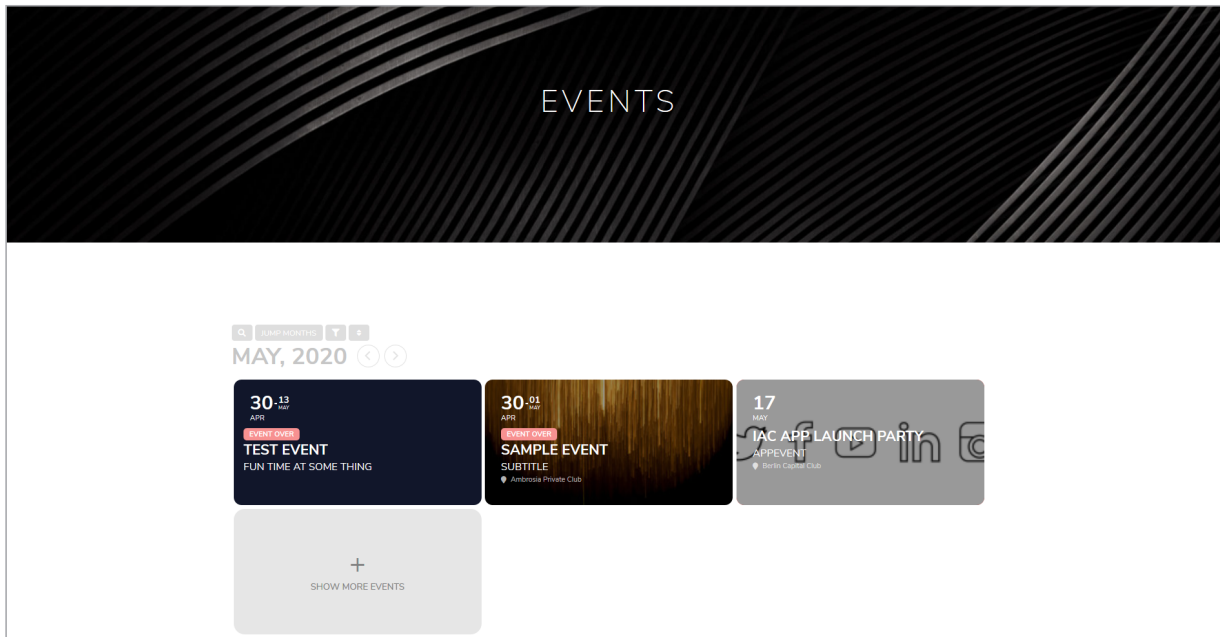
LOGOUT

EDIT YOUR ACCOUNT

To change your password, email, or other account details select “Manage Account” in the Account section. If you would like to delete your account you may do so here as well.

EVENT CALENDAR

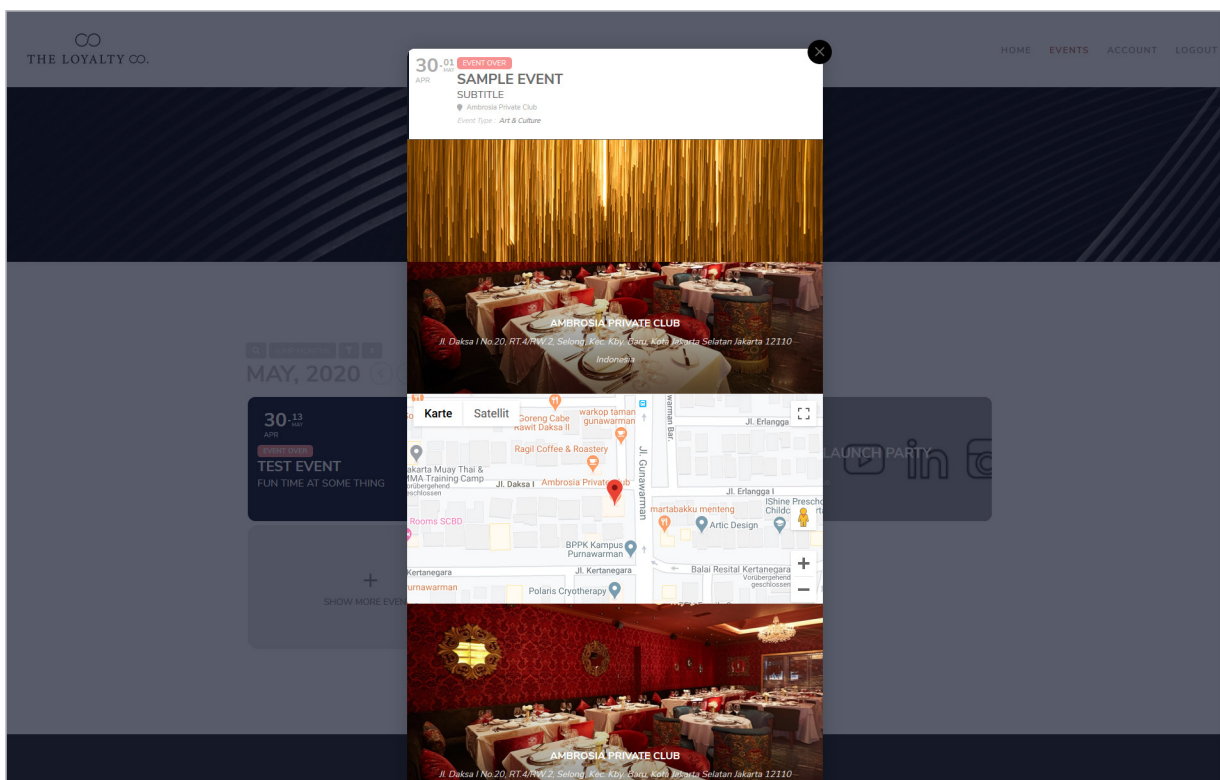
The event calendar displays all the events across your organisation and will be implemented in your website or app, with each location receiving a filtered version that displays only events for their site. As a result, adding events through the new system will automatically distribute them across all the different pages and platforms.



Events are displayed on the calendar in form of “cards” featuring the title of an event, subtitle, the address of the event location as well as the date and can be filtered by event type and location.

EVENT CALENDAR

Once you click on an event the event card will expand displaying all the information of the event with the event specific image featured at the top. Please note that certain information is added by the system automatically, such as a link to the location website (click on “location”), the location address and an image of the location the event takes place at, so you do never have to worry about adding address details into the event description and do not need to add any images of the location either - that’s done for you.



At the bottom of the event card you will find a map with the possibility to get directions to the event location and sharing buttons across a range of different platforms - these elements are also automatically generated, which means you only need to worry about the title, subtitle, description and the event image.

EVENT SUBMISSIONS

Once you logged in to the portal you will be able to create and submit events through the Event Submission form. Please only submit events that are ready to be published and do not use this system to create drafts.

EVENT SUBMISSION

SUBMIT YOUR EVENT

Event Name *

Event Name

Event Start Date/Time *

Start Date

Start Time

Event End Date/Time *

End Date

End Time

No

All Day Event

No

No end time

No

This is a repeating event

Event Sub Title

Event Details

[B][I][U][P][L][R][T]

Select the Event Type Category

☐ Andere Ereignisse

☐ Art & Culture

☐ Food & Beverage

☐ Gastronomische Veranstaltungen

☐ Internationale Veranstaltungen

Event Color

Event Image

SELECT AN IMAGE

Event Location Fields

Select Saved Locations

Event Organizer Fields

CREATE NEW

Learn More Link

☐ Open in new window

No

Allow user RSVP capabilities for this event

Additional Private Notes

Event Access Password

SUBMIT EVENT

EVENT SUBMISSIONS

The form allows you to create

- single events
- repeating events
- RSVP events

CREATING A SINGLE EVENT

To create a single event all you have to do is fill out the following sections of the form:

- **Event Name** (please do not add the location - it's added automatically)
- **Event Start Date/Time**
- **End Date/Time** (or enable the "No end time" switch)
- **Event Sub Title** (please do not add the location - it's added automatically)
- **Event Details** (write a little description of what the event is about and if it is a ticketed event, include the price in this section.)

NOTE: When you're done, please highlight all text and click on the "remove formatting" button **I_x** to get rid of any formatting possibly copied over and make sure all text is left aligned)

- **Type of Event** (i.e. Art & Culture - please select only one category)
- **Event Colour**
- **Event Image**
- **Event Location** (select your location from the drop-down list. The address and an image of the site will be added automatically.)

EVENT SUBMISSIONS

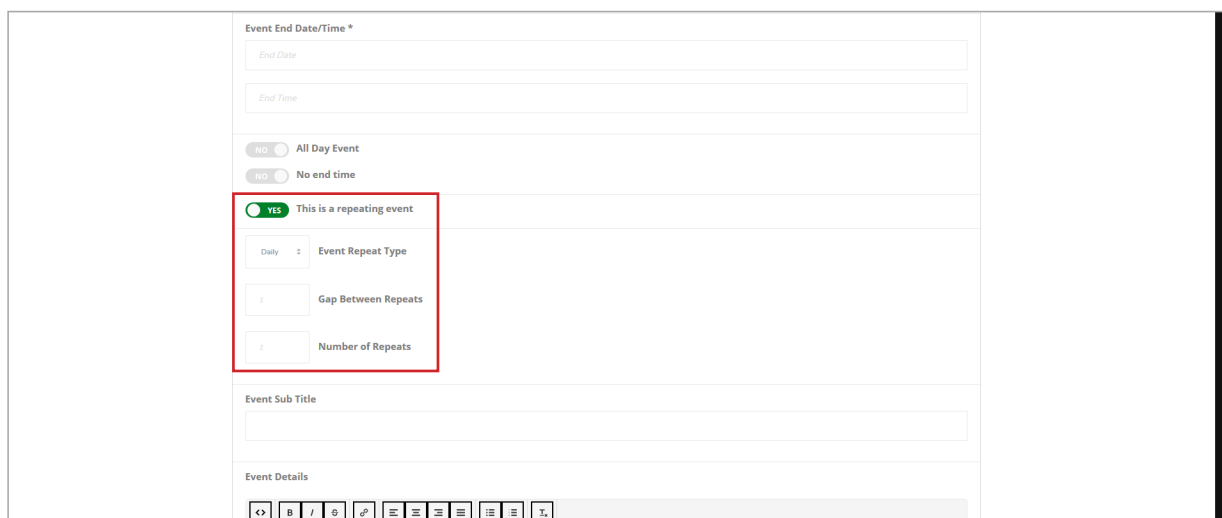
Once you have submitted an event you will receive a confirmation via email. Your admin team will review your submission and once the event has been approved you will receive another confirmation to let you know the event is now live on the calendar.

CREATING A REPEATING EVENT

The repeating event feature allows you to create multiple instances of the same event. For instance, for an event that is taking place every Sunday (i.e. a brunch), you could create a repeating event and automatically create copies every week. This **ONLY** works for events that are absolutely identical however. If you have a live music event every Saturday but with different bands, you would not be able to use this feature.

To create a repeating event follow the same steps as the single event but enable the switch “This is a repeating event”.

You will notice some new options appear.

A screenshot of a web form for creating an event. The form has several sections. At the top, there are fields for 'Event End Date/Time *' with sub-fields for 'End Date' and 'End Time'. Below these are two toggle switches: 'All Day Event' (set to NO) and 'No end time' (set to NO). A third toggle switch, 'This is a repeating event', is set to YES and is highlighted with a red rectangular box. Below this toggle, there are three input fields: 'Event Repeat Type' (with a dropdown menu showing 'Daily'), 'Gap Between Repeats' (with a numeric input field), and 'Number of Repeats' (with a numeric input field). Below these fields is an 'Event Sub Title' text area. At the bottom of the form is an 'Event Details' section containing a rich text editor with various formatting icons like bold, italic, link, and list.

Select whether your event repeats daily, weekly (that is the right option in our example), monthly or yearly.

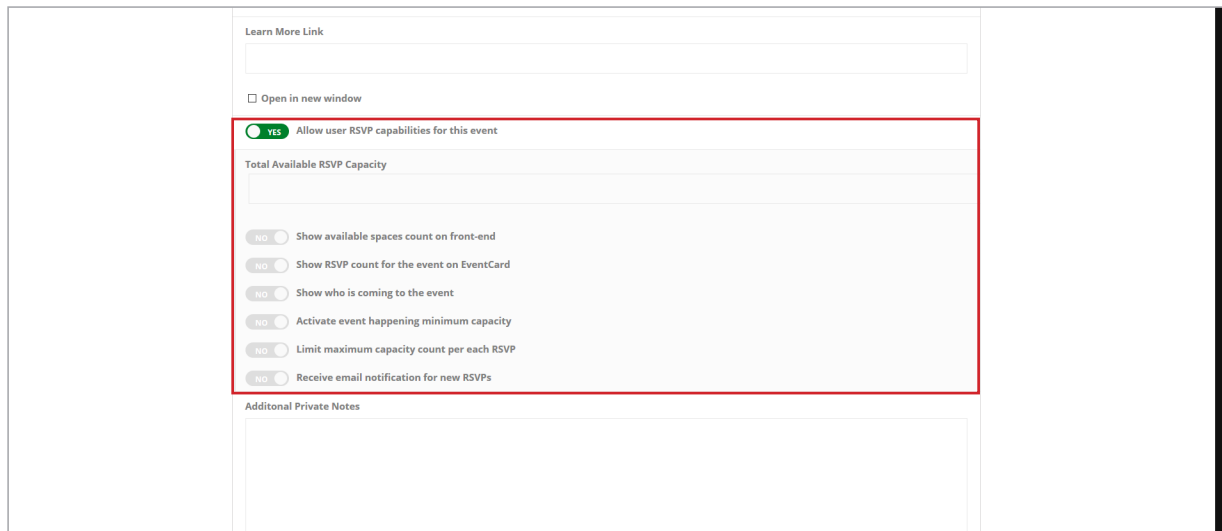
The Gap Between Repeats allows you to skip events. Let's say you only do a brunch every 14 days, then this should be set to 2. The Number of Repeats allows you to select how often you want to duplicate this event.

EVENT SUBMISSIONS

If our example brunch will take place every Sunday for the next 12 weeks, we need to set the Number of Repeats to 12. Once you are done with the repeating event section follow the same steps as for the single event and submit your event.

CREATING A RSVP EVENT

If you organize an event and need to know how many people will be attending you can use the RSVP function. Create your event as usual (see creating a single event and creating a repeating event) and enable the Allow user RSVP capabilities for this event switch. You'll see a whole set of new options appear.

A screenshot of a web interface for configuring an RSVP event. The interface is divided into two main sections. The top section contains a 'Learn More Link' input field and a checkbox labeled 'Open in new window'. The bottom section, which is highlighted with a red border, contains a toggle switch labeled 'YES' and 'Allow user RSVP capabilities for this event'. Below this toggle is a 'Total Available RSVP Capacity' input field. Further down are six more toggle switches, all currently set to 'NO': 'Show available spaces count on front-end', 'Show RSVP count for the event on EventCard', 'Show who is coming to the event', 'Activate event happening minimum capacity', 'Limit maximum capacity count per each RSVP', and 'Receive email notification for new RSVPs'. At the bottom of the form is an 'Additional Private Notes' text area.

The **Total Available RSVP Capacity** is essentially the number of covers available. Let's say we only have 40 seats available for the example brunch, then the Total Available RSVP Capacity is 40.

You can decide whether or not you would like guests to see how many spaces are still available by either switching the **Show available spaces count on front-end** on or off.

The next option **Show RSVP count for the event on EventCard** will show the number of received RSVPs (i.e. if you have received 12 RSVPs, then the number 12 would appear on the Event listing if this option is enabled).

Show who is coming to the event will share the names of people who have RSVPd on the Event listing. Please consider privacy and data protection regulations before enabling this.

EVENT SUBMISSIONS

If your event will only happen if a certain number of places have been filled - a minimum number of attendees is required - you should **Activate event happening minimum capacity** and enter the threshold number.

The **Limit maximum capacity count per each RSVP** sets a limit for each RSVP. If this is set to 4, for instance, a guest cannot RSVP for more than 4 guests. You may want to use this function for special “plus 1” events or to make sure you can reach the maximum number of covers (if you have an even number of covers it would be ideal to set this to a number the maximum can be divided by (i.e. 4 for a maximum capacity of 40).

You will most likely want to receive email notifications as soon as a guest has RSVPd for your event so will want to set the **Receive email notification for each new RSVP** option to yes.

Once you have made all your RSVP section selections you can finish up the submission form and submit your event.

OPTIONAL FIELDS

You probably noticed a few fields on the submission form that have not been covered so far, so let's have a look at them now.

Event Organiser: While you may be hosting an event and make sure everything around it goes smoothly, you may not necessarily be the official organiser.

Learn More Link: If you have a link to an event website, a link to a menu, or a link to an event email with more information you can use this field to add your link to the event listing.

Additional Private Notes: Any comments you wish to leave for your admin team may be entered here. The notes will not be visible to guests, only to admins and yourself.

EVENT MANAGER

With the event manager you can quickly make changes or cancel your event if necessary. The event manager allows you to quickly **edit events, move dates around, change times, cancel events and edit just about every other aspect of live events**. Changes do NOT require any approval, so you can do it all yourself without having to get approval from the admin team.

The event manager also let's you **see who has RSVPd** to your event and so you can access contact details and let guests know that there has been a change to your event.

EDIT EVENTS

To edit events you have already submitted (it doesn't matter whether they have been published already or not) select manage events. In the event manager you will see a list of all of your events. Simply click on the one you would like to amend and make the changes you'd like to make - it works pretty much the same way as the submission form. Once you're happy confirm the changes by clicking on update event at the very bottom. Event updates will immediately be processed and do not require any approval so you should be able to see the changes you made right away.

VIEW RSVP ENTRIES

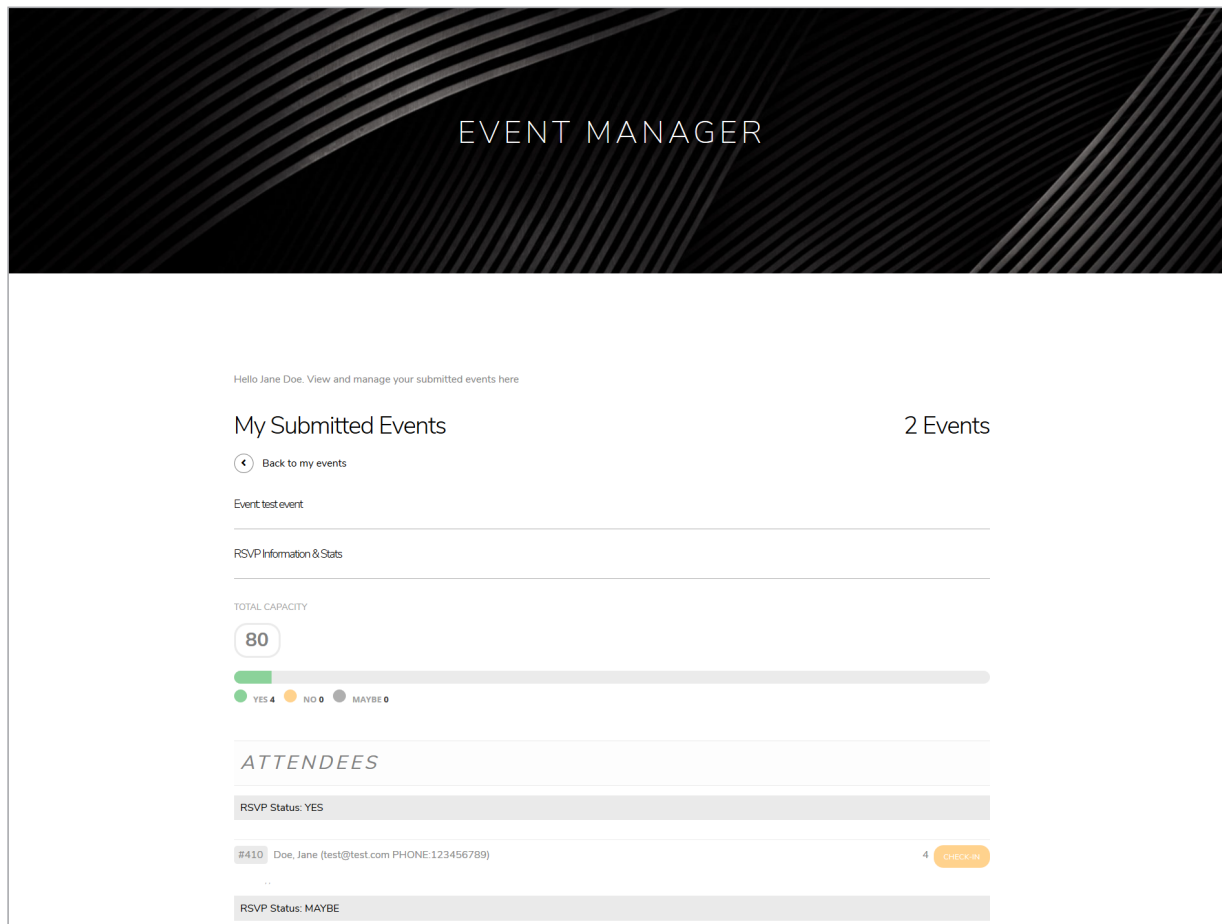
When you create a RSVP event you should automatically receive an email notification for every new RSVP received but you can also check the details online in your event manager.

Click on manage events to access the event manager. Events with RSVP enabled will have a green flag on them and a VIEW RSVP STATS button.

EVENT MANAGER

The RSVP statistics are broken down into three sections:

- Total number of available spaces for the event
- RSVP List



Please note: If you are looking at the RSVP stats for a repeating event, you will see the total number of spaces available across all of the event occurrences. So, for example, an event that repeats 4 times and each occurrence has 40 spaces available would show 160 spaces, not 40.