Uploading Events for WGZ

mend
Working Groups

STEP 1

- Username
- Password
- ☐ Remember Me

Log In

STEP 2

Working Group Resources	Working Group Events	Working Group Event Blogs	Image Gallery
Go to resources	Upload a local event	Write an article on a past event	Go to gallery

Click Here

STEP 3

My Events

EVENT TITLE: (required)*

TITLE OF EVENT

EVENT DESCRIPTION: (required)*

Paragraph | B | I | ☰ | ☰ | 66 | ☰ | ☰ | ☰ | ⚭ | ✂ | ☰ | ⤢ | ☰

DESCRIPTION OF EVENT E.G:

- Speakers
- Topic
- Time & Location
- Free or Paid Event
- Lunch/Dinner/Refreshment
- Parking

EVENT CATEGORIES

- ☐ Batley
- ☐ Birmingham
- ☐ Blackburn
- ☐ Bolton
- ☐ Bradford
- ☐ Brighton
- ☐ Bristol

Please fill & select the correct details for the event

EVENT IMAGE

Images that are not png, jpg, or gif will not be uploaded.
Images may not exceed 64 MB in size.

CHOOSE FILE

Date & time of the event

EVENT TIME & DATE

Start/End: 09/10/2017 8:00am to 5:00pm 09/10/2017

☐ All Day Event

This event is from 8:00am to 5:00pm on 9th October 2017.

Event Series: Schedule multiple events

VENUE DETAILS

Use Saved Venue: Select or Create a Venue ▼

Show Google Map: ☑

Show Google Maps Link: ☐

STEP 4

TICKETS

Upload image for the ticket header.
The maximum image size in the email will be 580px wide by any height, and then scaled for mobile. If you would like "retina" support use an image sized to 1160px wide.

Select an Image

Enable global stock ☐

Hide attendees list on event page ☐

Add new ticket

Free Tickets | RSVP

Sell using: ◉ RSVP ○ Tickets

Ticket Name:

Ticket Description:

Start sale:

End sale:

When will ticket sales occur? If you don't set a start/end date for sales, tickets will be available from now until the event ends.

Stock:

(Total available # of this ticket type. Once they're gone, ticket type is sold out.)
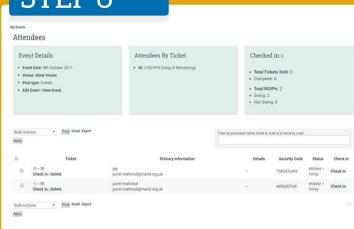
Selling tickets for recurring events

Paid Tickets

Sell using: ○ RSVP ◉ Tickets

Ticket Name:

Ticket Description:

Start sale:

End sale:

When will ticket sales occur? If you don't set a start/end date for sales, tickets will be available from now until the event ends.

Price: (0 or empty for free tickets)

Stock: (Total available # of this ticket type. Once they're gone, ticket type is sold out.)

Selling tickets for recurring events

Save this ticket | Cancel

Please fill the correct information and ticket prices

Enter quantity of tickets

Submit Event

STEP 5

Please email Juwel & Syful for verification

STEP 6

My Events

Attendees

Event Details
- Event Date: 9th October 2017
- Venue: Abrar House
- Post type: Events
- Edit Event | View Event

Attendees By Ticket
- ttt: 2 RSVP'd Going (0 Remaining)

Checked in: 0
- Total Tickets Sold: 0
- Complete: 0
- Total RSVPs: 2
- Going: 2
- Not Going: 0

Bulk Actions ▼ Print Email Export

Apply

Filter by purchaser name, ticket #, order # or security code

	Ticket	Primary Information	Details	Security Code	Status	Check in
☐	-2 – ttt Check In	Delete	jay / juwel.mahmud@mend.org.uk	-	738342ce93	#55494 Going	Check In
☐	-1 – ttt Check In	Delete	juwel mahmud / juwel.mahmud@mend.org.uk	-	e9fda537a8	#55492 Going	Check In

Bulk Actions ▼ Print Email Export

Apply

Access to attendees