Uploading Events for WGZ

mend Working Groups

STEP 1

Username

Password

☐ Remember Me

Log In

STEP 2

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

Click Here

STEP 3

My Events

EVENT TITLE: *(required)* *

TITLE OF EVENT

EVENT DESCRIPTION: *(required)* *

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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

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

> **Date & time of the event**

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

STEP 6

My Events

Attendees

Event Details	Attendees By Ticket	Checked in: 0
• Event Date: 9th October 2017 • Venue: Abrar House • Post type: Events • Edit Event | View Event	• ttt: 2 RSVP'd Going (0 Remaining)	• 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