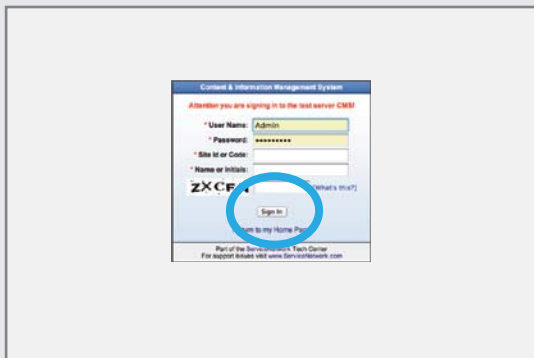


# Creating A New Event

## ACCESSING THE EVENT FORM

With Skycog™ creating an event is a simple process, which can be customized to fit all your registration needs. Here are two quick ways to begin the process of creating your event:

### OPTION ONE:

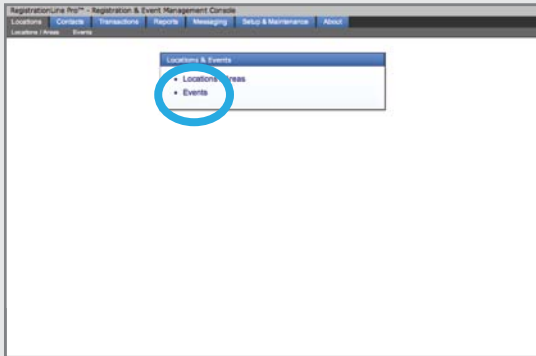


- 1 Log in to your Skycog™ account.

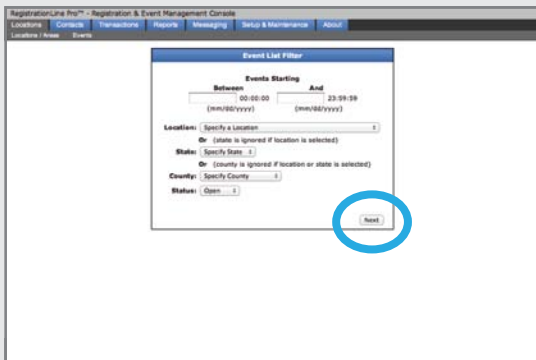


- 2 Click on the “Locations” Tab.

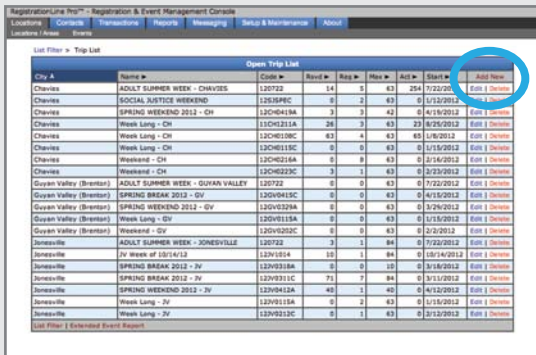




3 Click on the “Events” Link.



4 Click “Next” on the Event List Filter.



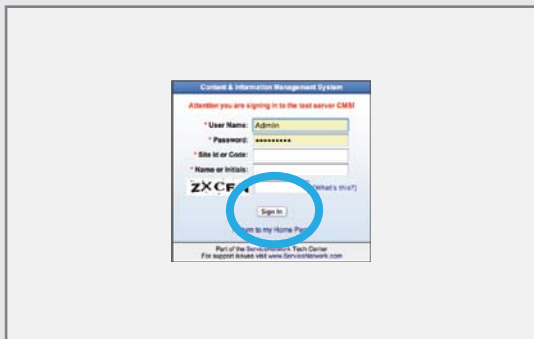
5 Click “Add New” in the Events Table.



6 Fill out the Event form.



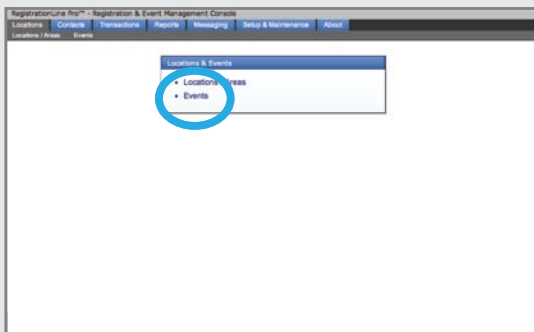
## OPTION TWO:



- 1 Log in to your Skycog™ account.



- 2 Click on the “Locations” Tab.



- 3 Click on the “Locations/Areas” Link.

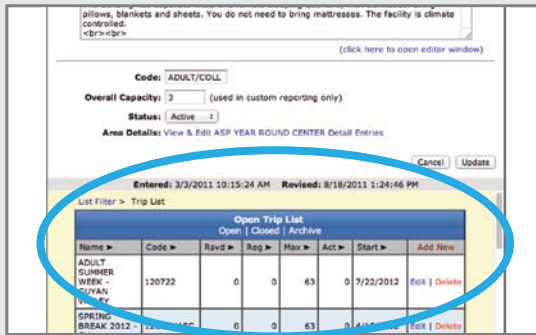


Title ▶	City ▶	County/Area ▶	State ▶	Country ▶	Code ▶	Entered	Edit   Delete
ADP YEAR ROUND CENTER	Charles	Perry County	KY	USA	ADULT/CDL	3/3/20	Edit   Delete
ADP YEAR ROUND CENTER	Green Valley (Brenton)	Wynning County	WV	USA	ADULT/CDL	3/3/20	Edit   Delete
HELPING HANDS VOLUNTEERS	HELPING HANDS PROGRAM		TN	USA	HELPHANDS	4/13/12	Edit   Delete
TRI-CITIES	Johann City		TN	USA	TRICITIES	3/18/11	Edit   Delete
ADP YEAR ROUND CENTER	Snowville	Lee County	VA	USA	ADULT/CDL	3/3/20	Edit   Delete
KENTUCKY	Kentucky		KY	USA	Summer	3/24/11	Edit   Delete
TENNESSEE	Tennessee		TN	USA	Summer	3/24/11	Edit   Delete
VIRGINIA	Virginia		VA	USA	Summer	3/24/2011	Edit   Delete
WEST VIRGINIA	West Virginia		WV	USA	Summer	3/24/2011	Edit   Delete

- 4 Click “Edit” on a location OR create a new location.\*

\* See “Creating A New Location” Tutorial





pillows, blankets and sheets. You do not need to bring mattresses. The facility is climate controlled.

(click here to open editor window)

Code: ADULT/COLL

Overall Capacity: 3 (used in custom reporting only)

Status: Active

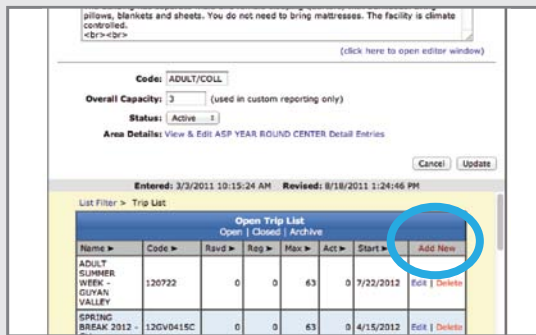
Area Details: View & Edit ASP YEAR ROUND CENTER Detail Entries

Entered: 3/3/2011 10:15:24 AM Revised: 8/18/2011 1:24:46 PM

List Filter > Trip List

Open Trip List							
Name	Code	Reqd	Reg	Max	Act	Start	Add New
ADULT SUMMER WEEK - GUYANA VALLEY	120722	0	0	63	0	7/22/2012	Edit   Delete
SPRING BREAK 2012 -	12GV0415C	0	0	63	0	4/15/2012	Edit   Delete

5 Scroll down and locate the “Open Trip List.”



pillows, blankets and sheets. You do not need to bring mattresses. The facility is climate controlled.

(click here to open editor window)

Code: ADULT/COLL

Overall Capacity: 3 (used in custom reporting only)

Status: Active

Area Details: View & Edit ASP YEAR ROUND CENTER Detail Entries

Entered: 3/3/2011 10:15:24 AM Revised: 8/18/2011 1:24:46 PM

List Filter > Trip List

Open Trip List							
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SPRING BREAK 2012 -	12GV0415C	0	0	63	0	4/15/2012	Edit   Delete

6 Click “Add New.”



Event Details

Area/Location: Chaves

Event Code:

Trip Name:

Description...

(click here to open editor window)

Type:

Category:

Sub Category:

Max Participants: 0 (enter 0 if no limit)

7 Fill out the Event Form.

## FILLING OUT YOUR EVENT FORM

Within the “Event Form” you are offered a host of options and features to make sure your event is established exactly the right way. Read below to learn more about the features available with Skycog™ and how you can successfully fill out your Event Form.



## DESCRIBE YOUR EVENT

This is the nuts and bolts of your event. Here you will layout the basic information for your event and give it a unique identity.

**Select Location** – The drop down will display all pre-created locations. If a new location is needed, refer to “Creating A New Location.”

**Create an Event Code** – This Event code will be used to differentiate different elements and events across your website. Make sure to make this specific code unique. We recommend that you establish a unique naming system for all of your locations and events.

**Name Your Event/Trip** – This will be the main name attributed to your event and will be displayed on the front end of your website.

**Write A Unique Event Description** – Describe your event in a concise manner. Make sure that this description is specifically focused on the event. Any Location descriptions will already be made available to the registrant on the website. This information will be displayed above the specific location information once the registrant selects the event.

## CATEGORIZE YOUR EVENT

Providing this additional event information will prove invaluable for both organizing your events on your website and creating detailed reports about the nature of these events.

**Determine Type** – Use your event type to apply special attributes or associations with your event. For example, define an event as a “College” event or an “Educational” trip. These types will display on the front end of your website beneath your event name.

**Determine Category & Sub Category** – In addition to defining a Type, you can also establish specific Categories or Sub Categories to help with event organization. These Categories and Sub Categories will not be displayed on the front end of your website but can be very helpful for detailed reporting.



## DETERMINE THE SIZE OF YOUR EVENT

How large do you want your event to be? Within these sections you'll determine the basic size limitations for your trip/event.

**Determine Maximum Number of Participants** – Establish the maximum number of registration slots so that your event isn't overwhelmed with applicants.

**Determine Maximum Participants Per Group** – Define the maximum group size so that you can establish appropriate group pricing and planning.

## DETERMINE YOUR EVENT LENGTH

You have the flexibility to create an event that's as brief as a single afternoon or as long as a multi-month excursion.

**Fixed Number of Days** – Define the total number of days your event will run. This should include any partial days.

**Start Date/Time** – Set the start date and start time of your event. Make sure to use proper date/time notation: (mm/dd/yyyy), (hh:mm AM/PM).

**End Date/Time** – Set the end date and end time of your event. Make sure to use proper date/time notation: (mm/dd/yyyy), (hh:mm AM/PM).

**Date/Time Description** – Describe any specific or special details about your event dates and/or times.

## PRICE YOUR EVENT

There are several ways to price your event: by an individual flat rate, a group flat rate, or by a day/night rate. (NOTE: You must choose between either Per-Person pricing or Per-day/night pricing.)

**Per Person Pricing** – Within this section, pricing will be limited to a per-person rate. Each registrant will be charged individually at a predetermined set of prices. (NOTE:



Set costs to “0” if you plan on using per-day/night rates.)

**Select Base Cost** – This cost will be displayed in the event lists on the front end of your website and will apply to each individual applicant who registers.

**Create Alternative Price Levels** – You can create different price levels for your event to incorporate different meal/housing/product costs, allowing the registrant to select from either a base price or a more inclusive price package.

**Determine Special Considerations** – Create specific instructions or a prompts to the registrant about different pricing, seating, or participant needs. If left blank, the field will not be displayed. (NOTE: Leave blank is you plan on using per-day/night rates.)

**Per Day/Night Pricing** – If your event is flexible on the length of attendance, you can establish pricing based upon a set day/night rate. If you wish to enable this feature, contact Skycog™ to set it up. (NOTE: Set costs to “0” if using a base cost/per-person rate. If a flat rate is selected, these numbers will also be ignored.)

**Group/Flat Rate Pricing** – If you desire to establish special group pricing in addition to your per-person rates, you can select the “flat rate” option and determine both the flat rate cost and the number of people included in the pricing. (NOTE: This option can only be used in conjunction with per-person pricing)

**Create Package Cost Options** – In addition to the prior pricing options, you can also create a custom price package, which can be added on in the final stages of payment. This package option can be used for anything from selling books to offering unique transportation options.

**Determine Any Registration Fees and Deposits** – In addition to event costs you can determine specific registration/deposit fees, which can be attributed to entire groups, group members, or individual registrants. Together these fees will be added to the total registration costs due at checkout. You can also establish a specific deposit amount for more expensive events. This deposit can be a specific amount required for each participant or defined as an overall percentage of the total event cost.



## MISCELLANEOUS OPTIONS

Here you will find a few simple but incredibly helpful options for organizing and regulating your event.

**Record Actual Individual Count** – Within this field you can record the actual participant attendance of your event to keep track of your registration success. These numbers can later be used for efficiency and attendance statistics.

**Report Event “Full”** – If you ever reach a point where you no longer desire and/or can’t support any more registrants, you can manually define the event as “full” and cease to accept any additional registrations.

**Change Event Status** – Changing the event status will regulate how the event is displayed and organized throughout your website. This is a powerful tool for regulating both active and outdated events, allowing you to always have access to past, current and future events.

**Open** – The event will remain on the front end of your website and individuals can continue to register.

**Closed** – The event will remain on the front end of your website but individuals will not be able to register.

**Archive** – The event will no longer appear on the front end of your website, but will remain searchable and editable within your Skycog™ events table.

