EVENTS – BACK TO THE BASICS

(BUT WITH WIDGETS)

MinistryPlatform

Public Service Announcement

Widget OR Portal these things stay the same:
- Event set up
- Product and Product Option Groups/Prices
- Invoice management
- Default contacts

What changes?
- Where you send your users to register
- The look and feel of the end-user experience
- Invoices are created prior to payment
- USE CONDITIONAL LOGIC in your CUSTOM FORM!

EVENTS

Events are a utility player in MP!

They manage:
- Calendar Place Holders (public events)
- Event Registration
- Facility Management
- Check-in

EVENTS

Events Hold:
- Name
- Description
- Instructions
- Dates
- Program
- Product
- Custom Form
- Notification
- Rooms & Groups
- Equipment & Services

So... Registration!

Bridge Building 101

Start with the pillars
1. Program - where the money goes
2. Product - how much money
3. Custom Form - other questions
4. Notification Templates –
   how we are communicating

Pro Tip: Think Legos!

So... Registration!

THEN
Build your road...

The Event record connects:
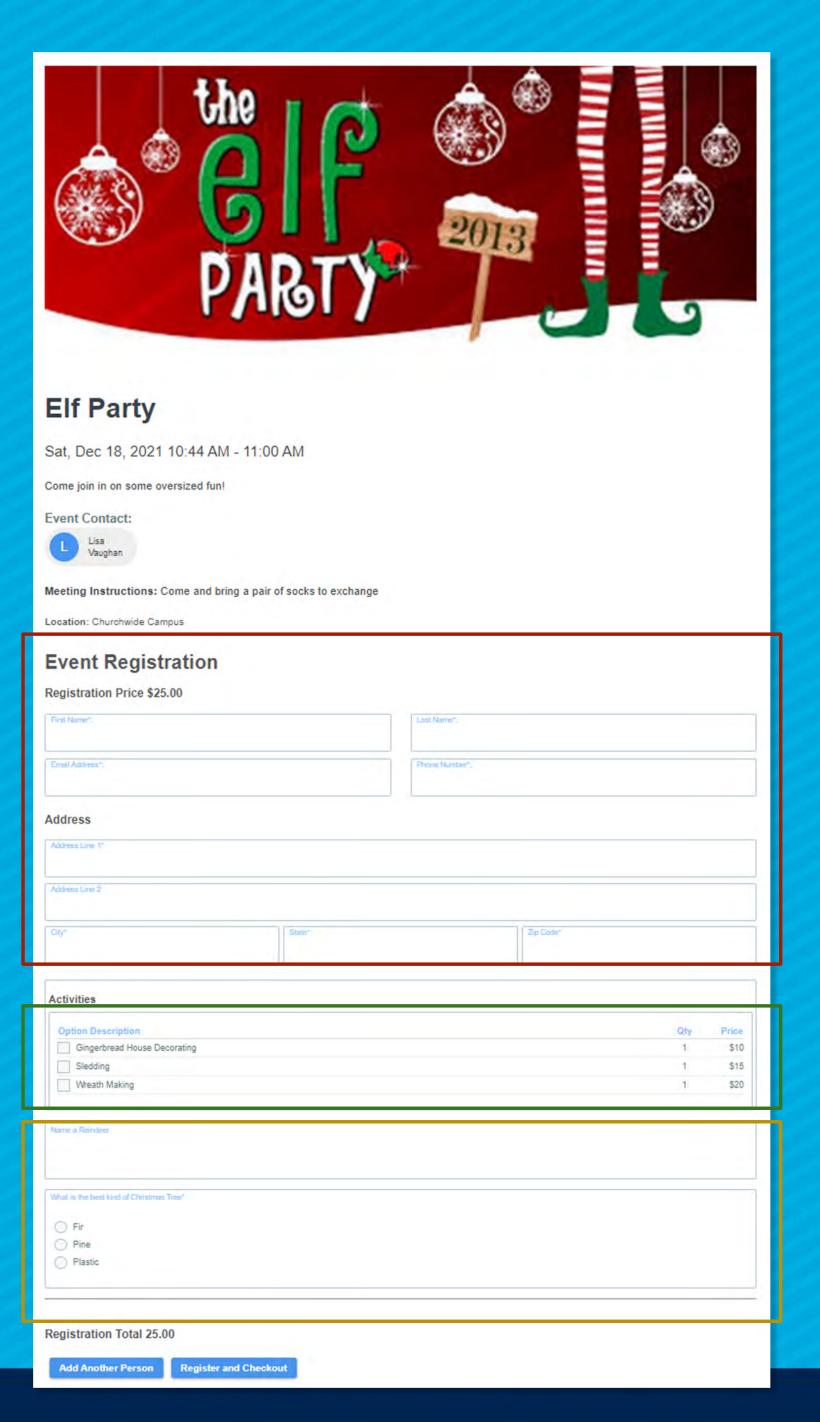- The Program
- The Product
- The Custom Form
- The Notifications

Lay of the Land

Event Details

Default Registration Fields - **Red**

Product Fields - **Green**

Custom Form Fields - **Gold**

Products

Simple OR Complex:

- Simple = no product options
  - Base price & Deposit only
  - Name is generic***
- Complex = Product Options
  - Product option groups & Prices
  - Name is specific to Event

***Remember the Product is only controlling how much money - not where it goes...

Products

Simple Product
Add total (Can be 0.00)
Add deposit

Deposit is PART OF the total:
Total = 100.00
Deposit is 25.00
= 75.00 invoice due if deposit is paid

Product Option Groups (break out the salsa!)

Simple Product = Chips
Product Option Group = Bowls
Product Option Prices = Dips

An empty Product Option Group does nothing
Create as many bowls as you need to make
each one required/select one or select many

Product Options

One Product Option per choice type
Mutually exclusive = True/False
Required = True/False

ALWAYS put discounts in their OWN Product Option Group

Product Option Prices

Option Price - How much - use for 0, additional costs or discounts
Option Title - Name of Option
Active - set to True to show
Qty Allowed - how many can the registrant purchase/Choose?
Add to Group - should we add these people to a group?

GENERAL

Option Group * Bloom 2020 | Bloom 2021 🔗	**Option Price *** $30.00
Option Title * $10 Off	**Active *** Yes
Qty Allowed * 1	**Add to Group**
Sort Order	**Max Qty**
Days Out To Hide	**Promo Code** 10OFF
Min Qty	**Attending Online *** No

Product Option Prices

Sort Order - order of this option (great for t-shirt sizes)
Max Qty - how many total do we have?
Days out to hide - total days before it hides
Promo Code - user must enter this to use this option
Min Qty - use for bulk tickets

GENERAL

Option Group *	**Option Price** *
Bloom 2020 | Bloom 2021 🔗	$30.00
Option Title *	**Active** *
$10 Off	Yes
Qty Allowed *	**Add to Group**
1	
Sort Order	**Max Qty**
Days Out To Hide	**Promo Code**
	10OFF
Min Qty	**Attending Online** *
	No

Custom Forms

Add a custom form with appropriate Fields
Use the Form Editor Tool
Then add any conditional Formatting using the Form's Field Sub-page

Conditional Formatting

Only available via widget
Must use Radio buttons
Ensure to set up using the Form fields page

Create Any Templates

Set up any of the following templates:
- Registrant Message
- Optional Reminder Message
- Attendee Message

Remember that these are Notifications - thus have different merge fields available - make sure to read the KB for which Merge Fields are valid:
ministryplatform.com/kb/reports-routines-notifications/notifications

Assemble Registration

Once you have…
Program
Product
Custom Form (Optional)
Templates (Optional)

Create your event!

Event Assembly Tips

When Possible - use Copy
● Edit as needed

Recurring Event?
● Create the FIRST instance, then click copy and set up the recurrence using the "Copy" Button
● Make sure to include appropriate sub-page data (not participants)

Event longer than 2-3 events?
● Don't use "Add to series"
● Use the Product Option Price "Add to Group"

Event Assembly Tips

Groups?
- ALWAYS use "Add to Group"

Checkin for Groups?
- ALWAYS use "Add to Group" (then add your groups via Event Room & Groups)

Event – General Fields

GENERAL

Event Title *
Elf Party

Event Type * 🔗
Regular Activities

Congregation *
Churchwide Campus 🔗

Location

Meeting Instructions

Come and bring a pair of socks to exchange

↗ Show More

Description

Come join in on some oversized fun!

↗ Show More

Program *
Adult Activities | Main Campus 🔗

Primary Contact *
Vaughan, Lisa | lisav@acst.com 🔗

Participants Expected

Minutes for Setup *
0

Event Start Date *
12/18/2021 07:44 AM PT

Event End Date *
12/18/2021 08:00 AM PT

Minutes for Cleanup *
0

Cancelled *
No

Approved
Yes

Event – Public Website Fields

Public Website Settings

Visibility Level *
4 - Public 🔗

Featured On Calendar *
No

Online Registration Product
elf party 🔗

Registration Form
Elf Party 🔗

Registration Start
10/28/2021 09:36 AM PT

Registration End

Registration Active *
Yes

Register Into Series *
No

External Registration URL

Web Approved
Yes

Force Login *
No

Event – Notification Fields

Notification Settings

Registrant Message

Days Out to Remind

Optional Reminder Message

Attendee Message

Send To Heads *
No

Registration Management – Defaults

Default Contacts:
Use the Assign Participant Tool

Suggested Workflow:
- Launch from the Open Event
- Match all with found matches
- Run Selected form Responses
- Open Add/Edit Family tool - add all that are still defaults
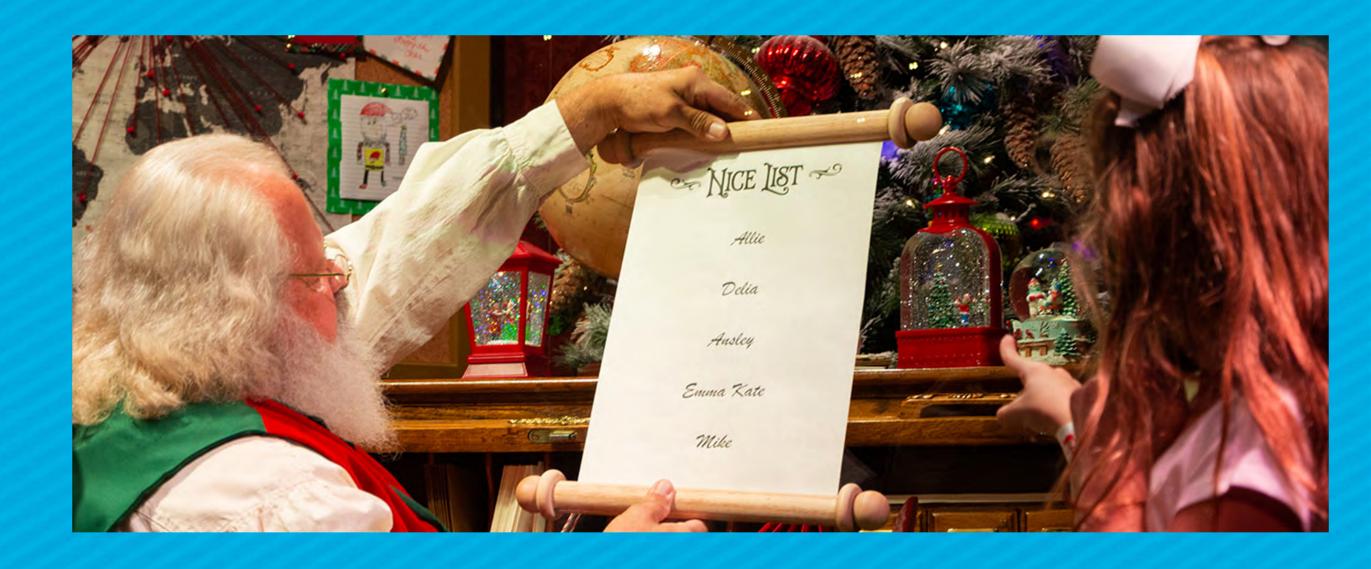- Relaunch Assign Participants and match those you just created

Registration Management – Paper

Add a Payment Tool

Use this tool to add paper forms AND/OR use it to add check/cash payments

Launch from the open Event

Event Registration – Reports

Selected Form Responses:

Form: Womens Bible Study

Submission ID# 32 For: Alans, Leese | On: 11/30/2021 4:06:00 PM | For: Women's Bible Studies: 12/28/2021

mtired@gmail.com

985-866-4602

30146 Nova Place

New Orleans,LA 70124

Instructions	
Table Placement	
Serving Opportunities	
Field	**Response**
Attend services?	Yes
Campus Attend	Central Campus
Repeat table?	Yes
Preferred Friend Request	
Introvert or Extrovert	Extrovert
DOB	02/18/1962
Preferred Group	Married without Children
Tues am Setup	No
Tues am pm Greeter	Yes

Dec. 1.2021. 4:49PM CT   powered by MinistryPlatform   Page 1 of 3

Event Registration – Reports

Selected Event Registration:

Registration Summary	02 Registered	
	Item_Quantity	Paid To Date
Womens Bible Study with Childcare	4	$160.00
Total	**4**	**$160.00**

Event Participant	Phone	Email Address	Setup Date	Paid To Date
02 Registered				
Alans, Leese	985-866-4602	lbrech30@buzzfeed.com	11/30/2021	0.0000
Caesmans, Dynah	434-831-1268	dbouda7x@go.com	11/30/2021	20.0000
Jerrolt, Cathrine	480-335-8755	cbattill5t@mozilla.com	11/30/2021	120.0000
***Default, Contact		mpsupport@acst.com	11/30/2021	20.0000
Total 02 Registered Participants = 4				**$160.00**
Total Participants = 4				**$160.00**

Options Purchased Summary	YES! I will need childcare	Total
Childcare	2	2
Total	**2**	**2**

Options Purchased Summary	Tues Morning Group	Total
Group	4	4
Total	**4**	**4**