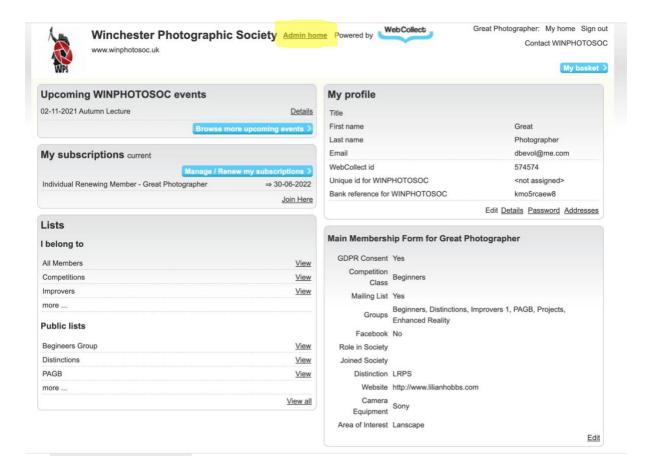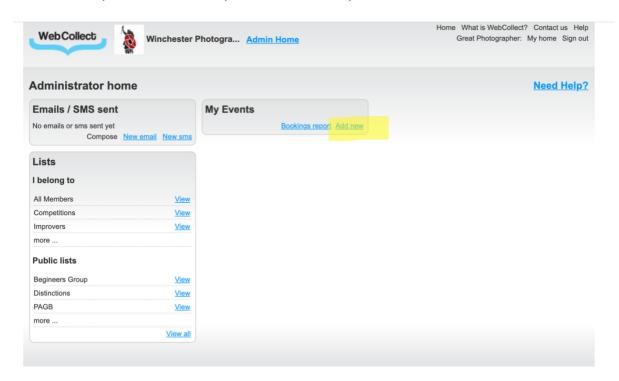# How to Create and Manage a WPS Event in WebCollect

Login to the WebCollect System at https://webcollect.org.uk/winphotosoc

This will present the following screen where at the top you will see the words Admin, click here (its highlighted here)

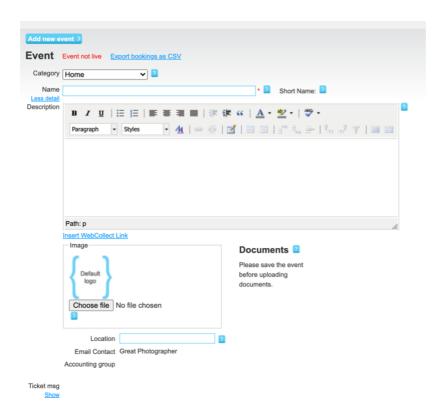This will take you to the admin options available to you

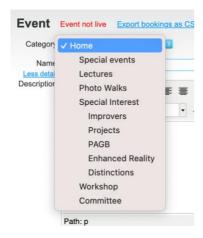You are interested in the My Events section where you can
- Create events
- Generate Booking Reports

Creating an Event

Click on *Add New* to create a new event and this screen will be displayed, its longer than the screenshot shown here

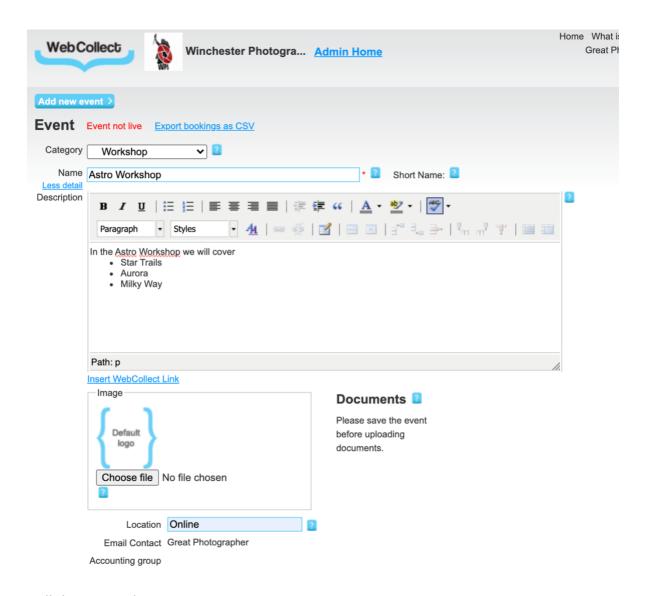First select the *Category* from the drop down list. If you need other categories created please let the membership secretary know

Next complete the Description as it will appear in the Main list and a Description of the event

Enter the Location for detailed description of where to meet consider specifying that in the *Ticket msg* section
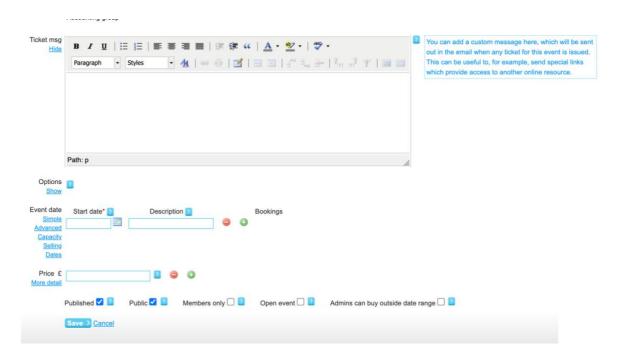
The event contact will default to your email address

WebCollect

Winchester Photogra...   **Admin Home**

Add new event >

Event   Event not live   Export bookings as CSV

Category   Workshop

Name   Astro Workshop   *   Short Name:

Less detail

Description

B   I   U | ☰   ☰ | ☰   ☰   ☰   ☰ | ☰   ☰   "" | A ▾   ab ▾ | ✓ ▾

Paragraph   ▾   Styles   ▾   A | ∞   ✂ | ☑ | ☐   ☐ | ⫶   ⫶   ⫶ | ⫶   ⫶   ⫶ | ☷   ☷

In the Astro Workshop we will cover
- Star Trails
- Aurora
- Milky Way

Path: p

Insert WebCollect Link

Image

Default
logo

Choose file   No file chosen

Documents

Please save the event
before uploading
documents.

Location   Online

Email Contact   Great Photographer

Accounting group
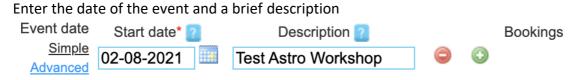
Scroll the screen down to see more event options

If you click on *Ticket msg* a box expands where you can add a message to the booking email confirmation they receive. This can be useful for workshops where you might want to direct them to other material for the event or location information.

Don't worry about the *Options* link, you shouldn't need that its for more customisation.

For the Event you have many options to control how many tickets, when you want them to start selling, work your way through each option

Simple

Enter the date of the event and a brief description

Advanced

Allows you to specify the start and end time of the event. We don't use the code and tax class will always be Tax exempt

Capacity

Can limit how many tickets are sold

Selling and Dates

This provides the ability to enter the event but not start selling tickets until a certain date or define when no more tickets should be sold

Price

In the price section you can create as many tickets as required by pressing the green plus button and for each ticket you can enter a description
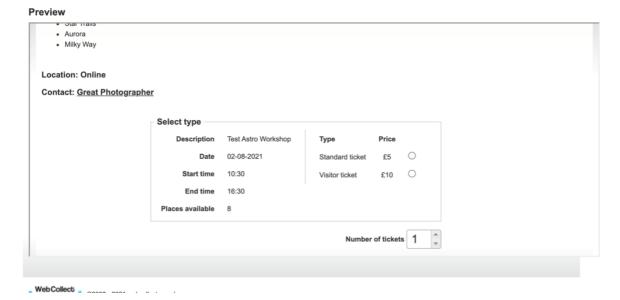

Event Visibility

Its very important that the correct boxes are ticket , please follow these guidelines and click the first 3 boxes, Published, Public and Members Only

The Open Event option allows non-members to purchase a ticket

Then press the SAVE button to save the event . The event is now created and will appear on your admin page

As the event is being entered a preview of the ticket is shown underneath the save button

Admin Event Page

The event now appears on your admin page in the *My Events* section

To amend the event press the *Edit* link

To create another event press the *Add new* link

The Booking Process

A member will see the event when they login and can book a place. They click on the *Details* link and that takes them to the booking process where they specify the ticket and will receive a confirmation email along with details of how to pay by bank transfer. It's the same format as used when you renew a subscription.
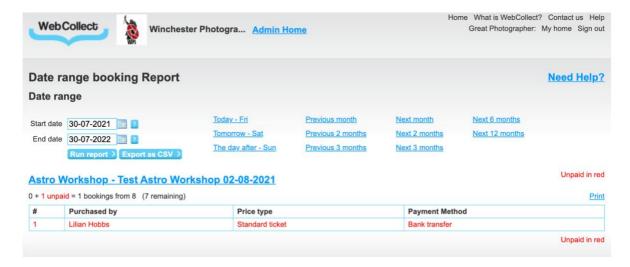
At the moment the only payment method I have enabled is Bank Transfer. I am trying to avoid paypal as it's not easy to reconcile and there could be other tax implications if we put too much business through paypal.
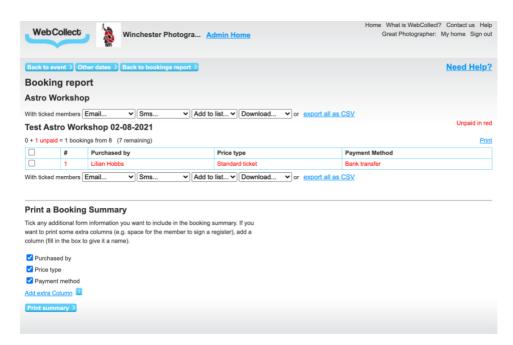
Booking Report

From your admin page you can get a booking Report

It lists every event you have running and who has booked tickets. The report can be limited by date range so you can only view say an upcoming event.

There is much more you can do which I am sure you will find very useful managing your event. Click on the event name and this screen is now shown

You can see who has booked and whether they have paid. Unpaid is red and when the Treasurer receives the payment it will be marked as paid.

A very useful feature is the ability to email everyone attending the event. Simply click the box on the left and each name will be checked, then select email from the drop down list and create an email as described in the email how to guide.

A booking summary is also available which can be printed