

## Types of Events You Can Set Up On Your Chapter Website – Event Type Descriptions

The following is a comprehensive overview of all the different types of Chapter Events you can set up on your Higher Logic website. Please contact us should you have any questions.

You can select the type you want from the dropdown when creating your event.

### **AFP Chapter Event - External Registration | Members & Public**

*Audience/Registrants: Both Members and Public can view and register.*

Use this type to set up an event viewable by members and the public and link to an external registration process. Allows for multi-day events. You also can note the event presenter.

### **AFP Chapter Event - No Registration | Members & Public**

*Audience: Both Members and Public can view.*

Use this type to simply place an event on the calendar that is viewable by members and the public. There is no need to have those interested in attending register or RSVP. Allows for multi-day events. You also can note the event presenter.

### **AFP Chapter Event - Paid Event | Full Registration | Member Login Required | Members Only**

*Audience/Registrants: Only Members can view and register.*

Use this type to set up a paid event only viewable by members (they are required to login to your site to view) and to ask specific questions regarding attendee needs. Allows for multi-day events. You also can note the event presenter, offer online & offline payments, and assign multiple registrant classes (such as speaker and sponsor).

### **AFP Chapter Event - Paid Event | Payment Online & Offline | Simple Registration | Members & Public**

*Audience/Registrants: Both Members and Public can view and register.*

Use this type to set up a paid event that allows for both online and offline payments and is viewable by members and the public. Members are required to login to receive the member rate assigned. Allows for multi-day events. You also can note the event presenter, and can assign multiple registrant classes (such as speaker and sponsor).

### **AFP Chapter Event - Paid Event | Payment Online Only | Simple Registration | Members & Public**

*Audience/Registrants: Both Members and Public can view and register.*

Use this type to set up a paid event that only allows for online payment (does not allow offline payments) and is viewable by members and the public. Members are required to login to receive the member rate assigned. Allows for multi-day events. You also can note the event presenter, and can assign multiple registrant classes (such as speaker and sponsor).

### **AFP Chapter Event – Recurring | RSVP Only | No Payment | Uses RSVP Type | Members Only**

*Audience/Registrants: Only Members can view and register.*

Use this type to set up a **recurring** RSVP event viewable only by members (they are required to login to your site to view). When setting up the recurring event, be sure to toggle to "Yes" for Repeating Event under the Date & Time section **and pay close attention to the frequency at which the event will repeat.** Allows for repeating event. You also can note the event presenter.

### **AFP Chapter Event - RSVP Only | No Payment | Uses RSVP Type | Members Only**

*Audience/Registrants: Only Members can view and register.*

Use this type to set up an RSVP event that is viewable only by members (they are required to login to your site to view). Allows for multi-day events. You also can note the event presenter.

### **AFP Chapter Event - RSVP Only | No Payment | Uses Simple Registration Type | Members & Public**

*Audience/Registrants: Both Members and Public can view and register.*

Use this type to set up an RSVP event that is viewable by members and the public (no login is required). Set price to "0" for event. Allows for multi-day events. You also can note the event presenter.

**Please Note: The following event types are no longer available nor supported for events created after June 8, 2020. They will appear as follows in your event dropdown menu. Do not select these:**

UNSUPPORTED EVENT TYPE - DO NOT SELECT: AFP Chapter Event (External Registration – Open to Members & Public | No Login Required)

UNSUPPORTED EVENT TYPE - DO NOT SELECT: AFP Chapter Event (Paid Event | Simple | Open to Members & Public - No Login Required)

UNSUPPORTED EVENT TYPE - DO NOT SELECT: AFP Chapter Event (Recurring, RSVP Only - No Payment | Open to Members & Public - No Login Required)

UNSUPPORTED EVENT TYPE - DO NOT SELECT: AFP Chapter Event (RSVP Only - No Payment | Open to Members & Public - No Login Required) \*this allowed for repeating events\*

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**\* How to establish registrant classes for Speakers and Sponsors**

We are excited to announce that you now have the ability to both set the pricing for and allow the registration of appropriate attendees as speakers and sponsors for your events. This new enhancement can be utilized for all event types except those that use external registration, no registration, or RSVP only registration.

The process for using this new registration functionality is below. Please keep in mind this event registration process should be utilized **ONLY IF**:

- You will be registering speakers and sponsors for your event.

AND

- You are setting different prices for these types (speaker and sponsors) of attendees.

PLEASE NOTE:

- Speakers and sponsors are not able to register themselves for events – this functionality is for you to use! Because event registration on the Higher Logic platform is structured only for member and non-member pricing, the entering of speaker and sponsor registrations must be done by event contacts and coordinators through the backend admin area.
- At this time, speakers and sponsors may only make payments offline – by cash or check only. We are working to change this so that they will eventually be able to be directed to your online payment screen. We understand that this may be an inconvenience for some, but please know that we are working on this aspect of this new feature. We wanted to allow this process to be utilized as it functions now while we continue with the enhancement.

## INSTRUCTIONS FOR USING THIS NEW FEATURE

### When Creating the Event

**Step 1:** Create your event. When you reach the “Pricing Options” portion of the “Add Event” screen, click on the “Simple” field down arrow and scroll down until you see the Registrant Classes options.

*\* IMPORTANT: You may only use the Chapter Member, Nonmember, Speakers and Sponsors options.\**

For example, if your event will have registered speakers but no sponsors, you would select Chapter Member, Nonmember and Speakers. If you will have registered sponsors at your event but no speakers, then you would select Chapter Member, Nonmember and Sponsors. And if you will have both speakers and sponsors, then you would select Chapter Member, Nonmember, Speakers and Sponsors.

*The default pricing setting when creating an event is the Simple structure - one price for all registrants. If you are only*

having members and nonmembers attending your event, and would like to set different prices for each, then you would select the Member / Non-member structure.

(see image next page)

The screenshot shows the "PRICING OPTIONS" section. Under the "REGULAR" tab, there are two date pickers labeled "Begin" and "End". Below this, a dropdown menu titled "4 ITEMS SELECTED" is open, showing a list of registrant classes with checkboxes to their right:

Registrant Class	Selected
Collegiate Chapter Member	<input type="checkbox"/>
Chapter Member	<input checked="" type="checkbox"/>
Nonmember	<input checked="" type="checkbox"/>
Guest of Chapter (Nonmember)	<input type="checkbox"/>
Speakers	<input checked="" type="checkbox"/>
Sponsors	<input checked="" type="checkbox"/>

**Step 2:** Once you have made the appropriate selections, click anywhere in the “Add Event” box. You will now see that you have the ability to set the pricing for each of those registrant classes.

This screenshot shows the "PRICING OPTIONS" interface after the event has been added. The "REGULAR" tab is selected. Below the date pickers, the "4 ITEMS SELECTED" dropdown is expanded to show individual pricing fields for each selected class:

Registrant Class	Regular Price
Chapter Member	\$ 0.00
Nonmember	\$ 0.00
Speakers	\$ 0.00
Sponsors	\$ 0.00

### **Adding your Speakers and/or Sponsors**

Once your event is created and open to registrants, the event creator or chapter admin will need to handle the registration of the speakers and sponsors through the backend admin area.

*Remember, any “regular” members or nonmembers are able to register themselves. Only speakers and sponsors need to be registered by the admin.*

**Step 1:** Your admin will need to go to the event’s “Manage Roster” screen to add the speaker and sponsor registrants.

When you go to the “Registrant Roster” area, click on “Manage”, then click “Add Registrants”: (see image next page)

## REGISTRANT ROSTER

Event Payment Summary	Total Due:	\$4.00
	Total Received:	\$0.00
	Refunded:	-\$0.00
	Balance:	\$0.00

!! - No Login Required)

EMAIL MANAGE EXPORT

All Registrations All Payment Statuses All Registrant Classes Add Registrants

**Step 2:** In the “Add Registrants” screen, select “Specific contacts” in the “Register” drop down. In the “Registrant’s Name” box, type the speaker or sponsor name and select the appropriate one from the list. In the “Apply Registrant Class” box, select the appropriate class (Speaker or Sponsor).

Once you click the “Add” button, a registration confirmation email and separate receipt email will be sent to your registrant. They may then reach out to you to provide payment, if necessary.

ADD REGISTRANTS

Register

Specific contacts

Registrant's Name

AFP Test5 Start typing a name...

Apply Registrant Class

- \$2.00 - Chapter Member
- \$2.00 - Chapter Member
- \$4.00 - Nonmember
- \$6.00 - Speakers**
- \$8.00 - Sponsors

CANCEL ADD