



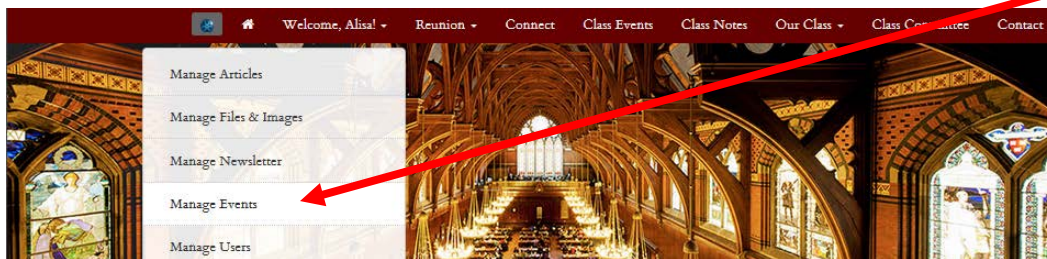
Class Site Administrator Manual

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Manage Events

If you wish to maintain RSVP lists for events you manage on your Class Site you may do so with 'Manage Events'. Note that Commerce is not supported at this time. If you need advice on credit card processing solutions for your event, please contact the Class Sites team at HAAClassSites@harvard.edu.



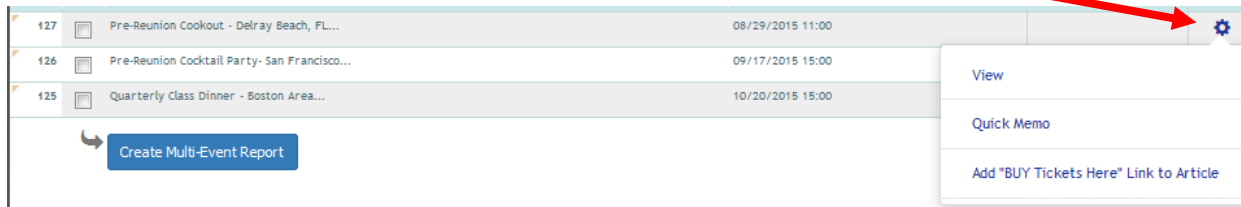
Any Article you create with an 'Events' topic will appear on your 'Manage Events' list. Search for specific events by Event Name or date range. Enter criteria and click 'Go.'

Home / Manage Events

Event Name contains:

Event date between: and

Take action on an Event by clicking on the gear icon to the rights of Events



You will be given options to View or do a Quick Memo. *DO NOT use the 'Add "Buy Tickets Here" Link to Article' functionality.*

QuickRSVP

When in the 'View' section of 'Manage Events' you can add an RSVP list to the event. Upon clicking 'View' you will see a dashboard showing event details.

Test Event (202)

Event Date: TODAY

12:00PM - 1:00PM Tue 25 Aug 2020 (Timezone: Eastern)

Total Tickets Sold:

Max Capacity for this event: Unlimited [edit]

Begin showing "Look Who's Coming List" when ticket count reaches: [edit]

QuickRSVP/Waitlist Control: Disabled [edit]

Email Receipt Verbiage: [edit]

Click on 'edit' in the 'QuickRSVP/Waitlist Control' section to create an RSVP list.

1. Step one of embedding a QuickRSVP into your Event article is to select 'QuickRSVP Enabled' in the settings section

ADDITIONAL EVENT SETTINGS...

Maximum Capacity:

Maximum Capacity allows you to restrict ticket sales for an event to a certain number. Use this feature for events with limited seating. If you do not wish to set a limit, type 'unlimited'.

Show Look Who's Com...

Look Who's Coming (LWC) is a feature which lists the list of attendees on the event's article page. You can control at what attendee the list actually starts showing (a good number is 10). This way, when there is a low number, it does not even show. But once you reach above 10, the list will begin showing up. Hint: Enter a large number if you want to completely eliminate the list from showing up.

QuickRSVP/Waitlist:

QuickRSVP should be used **only** for free events and should not be "mixed-in" with other tickets. There should be no Event Tickets set up for events using this feature since QuickRSVP will take care of the registration process. **Waitlist** must be turned on by the admin here. Note: the Waitlist will NOT turn itself on automatically when tickets run out. Both features require that the event article have its Format set to "Event Template" (In Manage Articles -> Edit).

Email Receipt Verbiage: Additional details for Test Event:

The Email Receipt Verbiage is optional information regarding this event that is appended to the email receipt the user will receive for his/her order.

You also may choose to set a maximum number of RSVPs for the event and display a 'Who's Coming' list. If you wish to display the 'Who's Coming' list immediately, set the number to 1. If you wish not to display this list, set the number at 1000 or above.

When you have made all your changes, scroll down and click 'Save new settings'. You will be returned to the 'Manage Events' page and can view the event details again to see the changes you made.

- Step two of embedding a QuickRSVP into your Event article is to place the RSVP widget into your article. Return to the event article that you wish to place the RSVP form into. You can do this by visiting the event and clicking on the green pencil icon in the lower right.



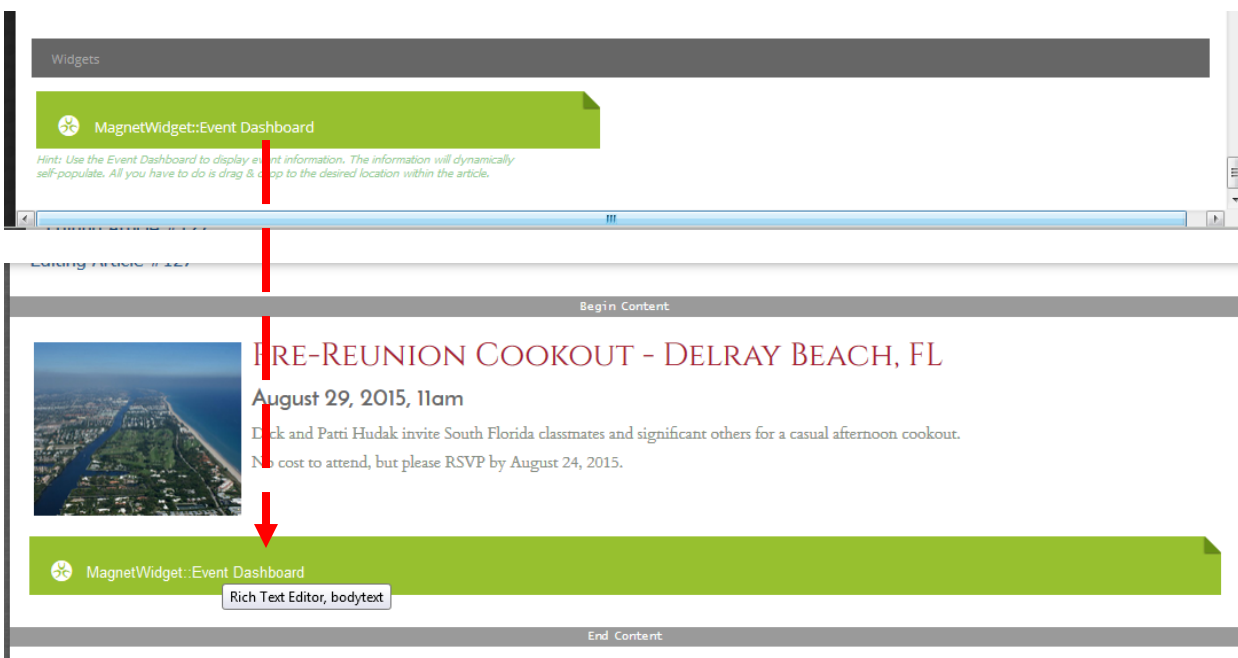
Or by visiting 'Manage Articles', finding the event you and going to 'Edit'.

127	Pre-Reunion Cookout - Delray Beach, FL...	08-29-2015	Events...	live	
126	Pre-Reunion Cocktail Party- San Francisco...	09-17-2015	Events...		Edit
125	Quarterly Class Dinner - Boston Area...	10-20-2015	Events...	live	Duplicate
124	Footer Links...		Generic...	live	Restrict
118	Extra Special Harvard-Radcliffe Class of 1966 Even...	05-1-2015	Events...	archi	Archive
117	Your Harvard: Chicago...	05-6-2015	Events...	live	Delete
116	Lilac Sunday at the Arnold Arboretum: Family Day a...	05-10-2015	Events...	live	
115	Annual Meeting of the Harvard Alumni Association...	05-27-2015	Events...	live	

In the article content, hit 'enter' to add some blank space to your article content.

Open up the tool drawer (upper left), and from the text section templates (first icon), scroll all the way to the bottom, until you see the 'Widgets' section.

Drag the Green 'Event Dashboard' widget to the area where you added blank space in your event article.



DO NOT edit the text, color, etc. of the Widget. Editing could affect how the RSVP functions for your event.

Scroll down and click 'Publish'.

When you visit your event, you will see that the quick RSVP form has been added and a Google Map is present to show the location of the event.

NOTE: The Event Dashboard widget is only compatible with the Firefox browser.

View

As RSVPs are collected, the list can be viewed by going to 'Manage Events' and visiting the 'View' page for an event. Click the link next to the 'RSVP List...' heading to download the list to Excel to be used for check in, creating nametags, etc.

Quick Memo

Provides a list of email addresses for individuals who have RSVPed to an event. Click 'Quick Memo' to copy the list for easy insertion into your email provider for personal outreach. This function should be used sparingly; as the Class Site broadcast email tool is a better option for event communication for all but the smallest of groups.