



# **EVENT-ZONE – ADMIN GUIDE**

## **MANAGING EVENTS**



## EVENT ADMIN . MANAGING EVENTS



*Table of Contents*

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**Contents**

1	Login .....	4
2	Event Management.....	5
2.1	Adding Events .....	5
2.2	Managing Event Types .....	11
3	Managing Event Locations .....	13
3.1	Listing Event Locations .....	13
3.2	Adding Locations.....	14
3.3	Amending Locations .....	14
4	Managing Event Facilities .....	15
4.1	Adding Facilities.....	15
4.2	Viewing Facilities.....	15
5	Accepting Payment by Credit / Debit & PayPal .....	18
6	Voucher Setup .....	19
6.1	How Vouchers Work .....	19
6.2	Voucher Setup.....	20
7	Discounted Pricing to Members .....	21
8	Searching for Events .....	24
8.1	Search Events by Filter .....	24
8.2	Finding Events - by event type.....	25
9	Finding Vouchers.....	26
10	How to Include Events in your website.....	27



### 1 Login

To login click the **Client Login** button at [www.In-Zone.co.uk](http://www.In-Zone.co.uk)

Enter your Company name, User name and password and click login.

If you have forgotten your login details click the link for forgotten login details and on the next screen enter your account email address. Click the **Email Me** button and, assuming the email address is correct, your login details will be emailed to the address entered.

If you need support please visit the website [www.In-Zone.co.uk](http://www.In-Zone.co.uk) or email [support@in-zone.co.uk](mailto:support@in-zone.co.uk)

[\[Back to TOC\]](#)

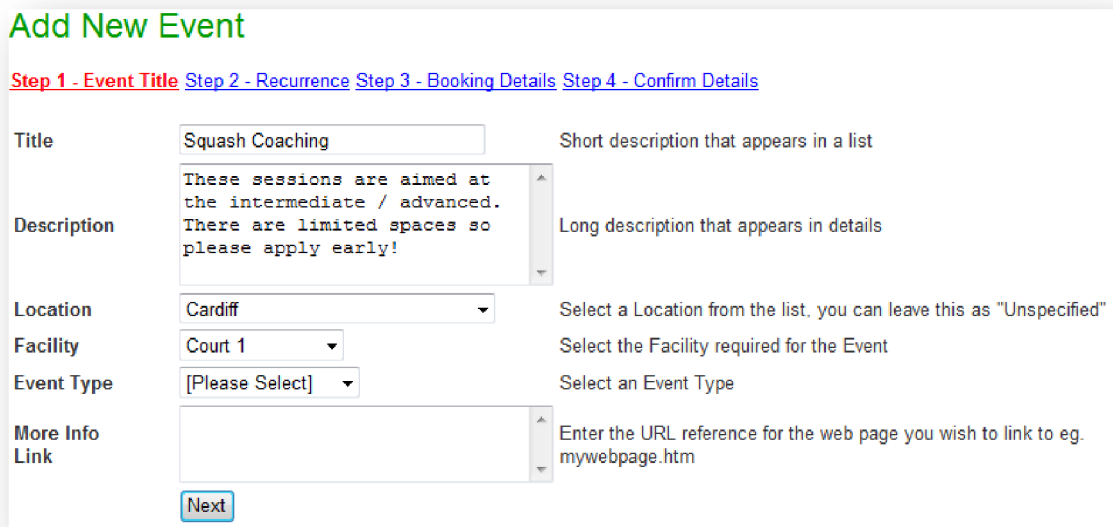
## 2 Event Management

### 2.1 Adding Events

Before creating events first setup Event Types, Event Locations and Event Facilities. (See sections above)

At the Home Page menu Click the **Event Admin**' button then the **'Add Event'** button to display the Add New Event screen shown below:

#### Event Title Screen



**Add New Event**

[Step 1 - Event Title](#) [Step 2 - Recurrence](#) [Step 3 - Booking Details](#) [Step 4 - Confirm Details](#)

Title	<input type="text" value="Squash Coaching"/>	Short description that appears in a list
Description	<div style="border: 1px solid #ccc; padding: 2px;">These sessions are aimed at the intermediate / advanced. There are limited spaces so please apply early!</div>	Long description that appears in details
Location	<input type="text" value="Cardiff"/>	Select a Location from the list, you can leave this as "Unspecified"
Facility	<input type="text" value="Court 1"/>	Select the Facility required for the Event
Event Type	<input type="text" value="[Please Select]"/>	Select an Event Type
More Info Link	<input type="text"/>	Enter the URL reference for the web page you wish to link to eg. mywebpage.htm

Title . Enter a title description

Description . A long description

Location . select a location for the event (if any)

Facility . select a facility for the event (if any)

Event Type . select an event type for the event (if any)

More Info Link\* . specify an address to link to for more information.

(\*This feature is not available by default. If you require more information please email [support@in-zone.co.uk](mailto:support@in-zone.co.uk))

**Recurrence Screen**

**Add New Event**

[Step 1 - Event Title](#) [Step 2 - Recurrence](#) [Step 3 - Booking Details](#) [Step 4 - Confirm Details](#)

<b>Time</b>		
Start : 10 : 00	End : 12 : 00	Duration : 2 hours
<b>Recurrence pattern</b>		
<input type="radio"/> Once <input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly	Reoccur every 1 week(s) on: <input type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
<b>Range of recurrence</b>		
Start : 1 December 2009	<input checked="" type="radio"/> No end date <input type="radio"/> End after : 10 occurrences <input type="radio"/> End by : 1 December 2009	
<input type="button" value="Next"/>		

**Use the Recurrence Screen to setup:**

- Event Start & End times (Event Duration)
- Set the recurrence pattern. (One-off, Daily, Weekly)
- Set the range of recurrence. (repeat the event until this date)

**One-Off Events**

Set the Start & End times (Event Duration)

For one-off events select a recurrence pattern of One-Off and set the Range of recurrence (Start) to the date of the event.

**Daily Events**

Set the Start & End times (Event Duration)

For a Daily events select a recurrence pattern of Daily and set the Range of recurrence (Start) to the date that the first event starts. Set the End date to ~~No end date~~ or ~~End by~~ a specific date.



### **Weekly Events**

Set the Start & End times (Event Duration)

For Weekly events select a recurrence pattern of Weekly and set the Range of recurrence (Start) to the date that the first event starts. Set the End date to ~~N~~o end date or ~~E~~nd by a specific date.

Weekly example If you want a weekly event to starting from the 5<sup>th</sup> February to 31<sup>st</sup> May, set the start date to 5<sup>th</sup> Feb and the end Date to 31<sup>st</sup> May. Then select the day of the week you want the event to occur e.g. every Tuesday.

**Booking Details Screen**

**Add New Event**

[Step 1 - Event Title](#) [Step 2 - Recurrence](#) **[Step 3 - Booking Details](#)** [Step 4 - Confirm Details](#)

Booking Period	<input type="text" value="30"/> Days	Number of Days in advance an Event can be booked
Last Booking	<input type="text" value="0"/> Hours	Number of hours before the start of the event that the last booking can be made - zero for no restriction
Cancellation Period	<input type="text" value="0"/> Hours	Maximum number of hours before Start Time the booking can be cancelled - zero for no restriction
Max Attendees	<input type="text" value="10"/>	Maximum number of attendees - zero for unlimited
Places Style	<input type="text" value="Yes/Fully Booked"/>	How you would like your customers to see the places available described
Display Fully Booked	<input checked="" type="checkbox"/>	Do you want fully booked events to be displayed when customers search for Events?
Membership Required	<input type="checkbox"/>	Is the Event only available for Members or open to all
Add As Member	<input type="checkbox"/>	Add any attendees as a Member. This options allows existing Members to log on.
Full Address	<input type="checkbox"/>	Request full address details during the booking process.
Date of Birth	<input type="checkbox"/>	Request Date of Birth during booking process
Price	£ <input type="text" value="0"/>	
<input type="button" value="Next"/>		

- Booking Period** . Bookings accepted X days in advance of the event
- Last Booking** . Bookings accepted X hours prior to the event start time
- Cancellation Period** . Cancellations accepted X hours prior to the event start time
- Max Attendees** . Limit bookings to a maximum of X
- Places Style** . The display format of available bookings
- Membership Required** . Restrict booking to members only
- Add as Member** . Automatically add booking contact details to Member Zone.
- Full Address** . Full address details is requested on the booking page.
- Date Of Birth** . Date of birth is requested on the booking page
- Price** . the price of the event.

(Note: Payment Zone is required to take on-line credit / debit / PayPal payments. If you do not have Payment Zone please see your system administrator or email [support@in-zone.co.uk](mailto:support@in-zone.co.uk) >

**Confirm Details Screen**

**Add New Event**

[Step 1 - Event Title](#) [Step 2 - Recurrence](#) [Step 3 - Booking Details](#) [Step 4 - Confirm Details](#)

Please check these details, you may go back and edit the details by clicking on the time-line at the top of the page.

Clicking the "Confirm" button will update the Event to the database.

<b>Title</b>	Squash Coaching
<b>Description</b>	These sessions are aimed at the intermediate / advanced. There are limited spaces so please apply early!
<b>Location</b>	Cardiff
<b>Event Type</b>	[Please Select]
<b>Facility</b>	Court 1
<b>Recurrence</b>	This is held every day between 10:00 and 12:00 starting on 27 December 2009 and never ends
<b>Booking Period</b>	Bookings can be made up to <b>30 days</b> before the start
<b>Last Booking</b>	Bookings can be made upto the start time of the event
<b>Cancellation Period</b>	Cancellations can be made upto the start time of the event
<b>Max Attendees</b>	10
<b>More Info Link</b>	Show the available places as " <b>Yes/Fully Booked</b> " Events that are fully booked <b>will</b> be displayed <b>Anyone</b> (including non-members) will be able to book against this event
<b>Price</b>	Free

Check the details and amend by clicking any of the stage links. Click confirm to add the event to the system.

**Publish Event (during the add new event process)**

The Event has been successfully written to the database.

Do you want to publish this event?

Publishing the Event will make it visible to your customers on the Internet.

Publishing your Event will make it visible on the Internet.  
Click **Yes** to immediately publish the event or **No** to publish it later.

**View Event**

### View Event

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e6f2ff;">Event Title</td><td>Squash Coaching</td></tr> <tr><td style="background-color: #e6f2ff;">Event Description</td><td>These sessions are aimed at the intermediate / advanced player. There are limitde spaces so please book early!</td></tr> <tr><td style="background-color: #e6f2ff;">Event Type</td><td>N/A</td></tr> <tr><td style="background-color: #e6f2ff;">Facility</td><td>Court 1</td></tr> <tr><td style="background-color: #e6f2ff;">Location</td><td>Cardiff</td></tr> <tr><td style="background-color: #e6f2ff;">Start Date</td><td>Wed 30 Dec 2009</td></tr> <tr><td style="background-color: #e6f2ff;">End Date</td><td></td></tr> <tr><td style="background-color: #e6f2ff;">Start Time</td><td>10:00</td></tr> <tr><td style="background-color: #e6f2ff;">End Time</td><td>12:00</td></tr> <tr><td style="background-color: #e6f2ff;">Booking Period</td><td>30 days</td></tr> <tr><td style="background-color: #e6f2ff;">Last Booking</td><td>0 hours before Start Time</td></tr> <tr><td style="background-color: #e6f2ff;">Cancellation Period</td><td>0 hours before Start Time</td></tr> <tr><td style="background-color: #e6f2ff;">Published</td><td><input checked="" type="checkbox"/></td></tr> <tr><td style="background-color: #e6f2ff;">Frequency</td><td>One Off</td></tr> <tr><td style="background-color: #e6f2ff;">Day</td><td></td></tr> <tr><td style="background-color: #e6f2ff;">Max Attendees</td><td>10</td></tr> <tr><td style="background-color: #e6f2ff;">Places Style</td><td>yes/fully booked</td></tr> <tr><td style="background-color: #e6f2ff;">Display Fully Booked</td><td><input checked="" type="checkbox"/></td></tr> <tr><td style="background-color: #e6f2ff;">Membership Required</td><td><input type="checkbox"/></td></tr> <tr><td style="background-color: #e6f2ff;">Price</td><td>£ 15.00</td></tr> <tr><td style="background-color: #e6f2ff;">More Info Link</td><td></td></tr> </table>	Event Title	Squash Coaching	Event Description	These sessions are aimed at the intermediate / advanced player. There are limitde spaces so please book early!	Event Type	N/A	Facility	Court 1	Location	Cardiff	Start Date	Wed 30 Dec 2009	End Date		Start Time	10:00	End Time	12:00	Booking Period	30 days	Last Booking	0 hours before Start Time	Cancellation Period	0 hours before Start Time	Published	<input checked="" type="checkbox"/>	Frequency	One Off	Day		Max Attendees	10	Places Style	yes/fully booked	Display Fully Booked	<input checked="" type="checkbox"/>	Membership Required	<input type="checkbox"/>	Price	£ 15.00	More Info Link		<div style="margin-bottom: 20px;"> <p><b>Un-Publish</b> </p> <p>To remove this Event from your web site just click this cross</p> </div> <div style="margin-bottom: 20px;"> <p><b>Edit Details</b> </p> <p>Amend or update Event details</p> </div> <div style="margin-bottom: 20px;"> <p><b>Copy Event</b> </p> <p>Create a copy or Duplicate Event</p> </div> <div style="margin-bottom: 20px;"> <p><b>On-Line Payment</b> </p> <p>To edit payment collections for this Event click on the credit card</p> </div> <div style="margin-bottom: 20px;"> <p><b>Event Voucher</b> </p> <p>Create a Voucher for each event booking</p> </div> <div style="margin-bottom: 20px;"> <p><b>Pricing</b></p> <p>View/Setup Event Pricing for Members</p> </div>
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Price	£ 15.00																																										
More Info Link																																											

[RETURN TO LIST](#)

Having successful created your new event you will see the View Event screen (above) from which you can:

- Publish / Unpublish your Event
- Edit the event details
- Copy the event settings to a new similar Event
- Accept Payment (requires Payment-Zone) See On-Line Payment
- Accept Vouchers (requires Voucher-Zone) See Voucher Payment
- Accept Member Pricing / Discounts. See Member Pricing Section.

## 2.2 Managing Event Types

Events can be group by any combination of Event Type, Event Location and the Facility. (See later sections for managing Event Locations and Facility Types).

So for example a squash coaching event being held at the Manchester Squash Centre on Glass Back Court 1, would be of:

Event Type  $\rightarrow$  squash coaching  
 Location  $\rightarrow$  Manchester  
 Facility  $\rightarrow$  Glass Back Court 1

Before setting up events in this way you must setup your Event Types, Event Locations and Facility Types as follows:

Click  $\rightarrow$  Event Admin  $\rightarrow$  then click  $\rightarrow$  Event Types and the system will show all Event Types currently setup in the system.



To add a New Event Type click the  $\rightarrow$  Add New  $\rightarrow$  button.

### Event Types

Title










Description

[Cancel](#) [Save](#)

Complete the Title and Description fields and click Save.

To amend an existing Event Type click the Edit link.

### Event Types

Title	Description	View Events	
Country Specific			<a href="#">Edit</a>
Dangerous Goods			<a href="#">Edit</a>
Export			<a href="#">Edit</a>
Export Software			<a href="#">Edit</a>
Freight Forwarding			<a href="#">Edit</a>
Import			<a href="#">Edit</a>
International Trade			<a href="#">Edit</a>
Letters Of Credit			<a href="#">Edit</a>
Sales & Marketing			<a href="#">Update</a> <a href="#">Cancel</a>

[Add New](#)

Update the Title and Description fields and click the Update or Cancel links to save or undo your changes.



### 3 Managing Event Locations

Events can be group by any combination of Event Type, Event Location and the Facility. (See sections for managing Event Types and Facility Types).

So for example a squash coaching event being held at the Manchester Squash Centre on Glass Back Court 1, would be of:

Event Type squash coaching  
Location Manchester  
Facility Glass Back Court 1

Before setting up events in this way you must setup your Event Types, Event Locations and Facility Types.

#### 3.1 Listing Event Locations

Click Event Admin then click Event Locations and the system will show all Event Locations currently setup in the system.

**List Locations**

Location Name	Contact	Address Line 1	Postcode	Telephone	View	Amend
Account-Topup Zone	Martin Smith			0870 0551640		
Bridgend				01908 233666		
Cardiff				01908 233666		
Domain-Name Zone	Martin Smith			0870 0551640		
Haverfordwest				01908 233666		
InZone Setup Fees	Martin Smith			01908 233666		
Neath				01908 233666		
Newport				01908 233666		
Swansea Gorseinon (Head Office)				01908233666		
Swansea Plasmarl				01908 233666		

Add New Location

### 3.2 Adding Locations

Click the **Add New Location** button and the various fields.

**Add New Location**


Enter the basic details about the Location. The directions to the Location and a map may be added and amended from the Location list page.

Location Name	<input type="text"/>	Telephone	<input type="text"/>
ContactName	<input type="text"/>	Fax	<input type="text"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
	<input type="text"/>	Web Address	<input type="text"/>
	<input type="text"/>	Publish/UnPublish	<input type="checkbox"/> Publish
Postcode	<input type="text"/>		

[Return to Location list](#)

Click the **Add Location** button to save your changes.

### 3.3 Amending Locations

At the List Locations page simply Click  to Amend the details and then Click the **Update Details** button to save your changes.

## 4 Managing Event Facilities

Events can be group by any combination of Event Type, Event Location and the Facility. (See sections for managing Event Types and Event Locations).

So for example a squash coaching event being held at the Manchester Squash Centre on Glass Back Court 1, would be of:

Event Type squash coaching  
 Location Manchester  
 Facility Glass Back Court 1

Before setting up events in this way you must setup your Event Types, Event Locations and Facility Types as follows:

Click Facility Admin then click View Facilities and the system will show all the Facilities currently setup in the system.


### 4.1 Adding Facilities

Not currently available. To add new facilities please email [support@in-zone.co.uk](mailto:support@in-zone.co.uk) with details.

### 4.2 Viewing Facilities

To see the current list of facility Types click the **Facility Admin** button and then the **View Facilities** button.

Online Facilities Booking System			
Title	No. Available	Amend Title	View
Squash Court	2	<a href="#">Edit</a>	
Table Tennis	3	<a href="#">Edit</a>	
Vehicles	2	<a href="#">Edit</a>	

The above screen shows the various facility groups available to you. Click Edit to rename the Group or click  to view all facilities within the group.

### List Facilities

#### Squash Courts

Name	Amend Name	View Details	Payment Plans
Court 1	<a href="#">Edit</a>		
Court 2	<a href="#">Edit</a>		
court 3	<a href="#">Edit</a>		
Court 4	<a href="#">Edit</a>		
Court 5	<a href="#">Edit</a>		
Court 6	<a href="#">Edit</a>		
Glass Back	<a href="#">Edit</a>		

[RETURN TO LIST](#)

Click Edit to rename the Facility or click  to view how the facility is configured:

### Online Facilities Booking System

#### Squash Courts

#### Court 1

Start Time  :

End Time  :

Booking Interval  (mins)

Days for Advance Booking  (no of days)

Cancellation Period (hrs)  (hours)

Facility Fee (£)

Start Date

End Date

Facilities are available for booking by preset time intervals between start and end dates and times. Use the above screen to set



## EVENT ADMIN . MANAGING EVENTS

**Start Date** . from when will the facility be available to book

**End Date** . when will the facility stop being available to book

**Start Time** . the time from which to accept bookings for this facility

**End Time** . the end time at which to stop accepting booking for this facility.

**Booking Interval** . how long (in minutes) will each booking last.

**Advance Booking** - Bookings can be accepted ~~x~~number of days in advance of the booking date. Specify how far in advance by setting the number of days. Zero for none

**Cancellation Period** . Bookings cannot be cancelled when you are within x hours of the booking. Specify how many hours or zero for anytime before the booking.

**Facility Fee** . specify how much it will cost to book the facility

Click Save to ~~U~~update or ~~C~~ancel to discard your changes.


## 5 Accepting Payment by Credit / Debit & PayPal

From the [View Events](#) screen click [On-Line Payments](#)

**On-Line Payments for**


<b>Title</b>	Squash Coaching
<b>Description</b>	These sessions are aimed at the intermediate / advanced player. There are limited spaces so please book early!
<b>Date</b>	This is a one off event held on Wednesday, 30 Dec 2009
<b>Time</b>	10:00 - 12:00

No Payment Plans set up

Add New On-Line Payment 

This allows you to set up on-line payments for the Event. You can change the price of the Event, dependant upon the date the booking takes place.

Future On-Line Payment functionality will allow the collection of deposits and installments for the payment of an Event.

 [Return to Event details](#)

To accept payment for newly created Events click the [Add New On-Line Payments](#) button:

**Add New On-Line Payment**


Single Payment Collection

Payment Service  Choose the Payment Service

Amount  Amount to be collected as soon as the booking is made

Start Date    Date the Payment Plan will be effective from

End Date    Date the Payment Plan will stop - leave blank for no End Date

 [Return to On-Line Payment list](#)

Select the Payment service provider (Merchant Gateway)  
 Enter the amount to collect for this payment plan.  
 Set the Start and End dates for this payment plan.

Click Confirm to save.

## 6 Voucher Setup

### 6.1 How Vouchers Work

Once the customer has purchased the voucher they can then use it by entering the unique voucher reference code as payment. Assuming the voucher is valid it will be accepted as payment. If the voucher is spent or is not valid for payment then they will be asked to make payment by credit /debit card.

### Event Voucher

**Event Details**

Event	Squash Coaching	
Event Bookings Available From	30/11/2009	until 30/12/2009
Facility	Court 1	
Facility Type	Squash Courts	
Location	Cardiff	
Price	£15.00	

**Voucher Details**

Event Type	<input type="text" value="Valid For All Event Types"/>	Voucher can be used to book this type of event only
Facility Type	<input type="text" value="Squash Courts"/>	Voucher can be used to book this Facility Type only
Facility	<input type="text" value="Court 1"/>	Voucher can be used to book this Facility only
At Location	<input type="text" value="Cardiff"/>	Voucher can be used to book at this location only
No Of Bookings	<input type="text" value="0"/>	Enter the number of booking that can be made using the voucher
Valid From	<input type="text" value="30 Nov 2009"/>	Select the start date that the voucher is valid from
Valid To	<input type="text" value="30 Nov 2009"/>	Select the date the voucher expires

Cancel
Save

#### Example use – Buy one get one Free

Vouchers can be used to offer BOGOF or buy 12 for the price of 10.

When the voucher is purchased a voucher reference is issued which are then used as payment as an alternative to online payment.



## 6.2 Voucher Setup

From the [View Events](#) screen click [On-Line Payment](#)

After setting up an event and at the View Event Screen click Event Voucher:

**Event Type** . Vouchers can be valid for all or one Event Type.

**Facility type** . Vouchers can be valid for all or one Facility Type.

**Facility** - Vouchers can be valid for one or all Facilities by Type.

**At Location** . Vouchers can be valid at all or one Location(s).

**No of Bookings** . How many times the voucher can be used.







**Valid From** . the start date from which to accept the voucher.

**Valid To** - the end date after which the voucher will not be accepted.

Click Save to complete setting up your Voucher.

## 7 Discounted Pricing to Members

**View Event**

<b>Event Title</b>	Squash Coaching	<b>Un-Publish</b> 
<b>Event Description</b>	These sessions are aimed at the intermediate / advanced player. There are limited spaces so please book early!	To remove this Event from your web site just click this cross
<b>Event Type</b>	N/A	<b>Edit Details</b> 
<b>Facility</b>	Court 1	Amend or update Event details
<b>Location</b>	Cardiff	<b>Copy Event</b> 
<b>Start Date</b>	Wed 30 Dec 2009	Create a copy or Duplicate Event
<b>End Date</b>		
<b>Start Time</b>	10:00	
<b>End Time</b>	12:00	
<b>Booking Period</b>	30 days	
<b>Last Booking</b>	0 hours before Start Time	<b>On-Line Payment</b> 
<b>Cancellation Period</b>	0 hours before Start Time	To edit payment collections for this Event click on the credit card
<b>Published</b>	<input checked="" type="checkbox"/>	<b>Event Voucher</b> 
<b>Frequency</b>	One Off	Create a Voucher for each event booking
<b>Day</b>		<b>Pricing</b> 
<b>Max Attendees</b>	10	View/Setup Event Pricing for Members
<b>Places Style</b>	yes/fully booked	
<b>Display Fully Booked</b>	<input checked="" type="checkbox"/>	
<b>Membership Required</b>	<input type="checkbox"/>	
<b>Price</b>	£ 15.00	
<b>More Info Link</b>		





**RETURN TO LIST**

Members pricing is to be used in conjunction with Member-Zone and Payment-Zone. It allows you to set a different pricing and payment structures enabling you to discount purchases made by members while at the same time offering full price to non-members. Pre-load In-Zone with your members and membership types.

Having successfully created your new event you will see the View Event screen (above) Click Member Pricing:

### Event Price To Members

#### Dance Fitness Fever

Membership Type	Price	Start Date	End Date	Active	Click to Amend
Standard Monthly Subscription	£0.00	16/10/2008	31/12/2009	<input checked="" type="checkbox"/>	
Annual Membership	£0.00	16/10/2008	31/12/2009	<input checked="" type="checkbox"/>	
Concessionary Monthly Subscription	£0.00	16/10/2008	31/12/2009	<input checked="" type="checkbox"/>	
Coach/Trainer	£0.00	05/11/2008	31/12/2009	<input checked="" type="checkbox"/>	

Setup or find your Event.

Setup and add a Payment Plan to your event (See Online Payment)

Click the Price to Members button. (If member pricing already exists a list of member prices will be displayed (see above), if not simply click on the Add Pricing button).

### Add Membership Pricing to Event

#### Creche

Start Date:     
 End Date:     
 Price:   
 Membership Type:   
 Activate:

Set the Start and End dates.

Enter the Price to charge the membership type.

Set the Membership type.

Tick the Activate box to make the price available.

Click the Update button to save the member pricing.



## EVENT ADMIN . MANAGING EVENTS

If there is no price set for a membership type then the price that has been set on the event will be applied and charged.

### **Example**

E.g. an event price is set at £60

- A discounted ~~Price to Members~~ is setup at £30 for the membership type of ~~Monthly Subscription~~
- No ~~Price to Members~~ set for ~~Pay as you go~~ members.

~~Pay as you go~~ members will be charged £60 while ~~Monthly Subscribers~~ will pay only £30.

## 8 Searching for Events

### 8.1 Search Events by Filter

From [Event Admin](#) click [Find Events](#)

**Note:** search for events by the month in which they first occurred.

**Find Event**

Between  and

Location

Select Event Type

Select Facility

Published

Please click on the Refresh button to find events

Select your search criteria and click Refresh

**Find Event**

Between  and

Location

Select Event Type

Select Facility

Published








Pub	Title	Facility	Start Date	End Date	S Time	E Time	Frequency	Customer Bookings	View Event
	Dance Fitness Fever	Charlotte Brand	5 Nov 2008	31 Dec 2009	18:30	19:15	Weekly		
	Fitness Pilates	Charlotte Brand	5 Nov 2008	31 Dec 2009	19:30	20:15	Weekly		
	Creche	N/A	6 Nov 2008	31 Dec 2009	10:10	11:10	Weekly		
	Fitness Pilates (creche available)	Jacque Brand	6 Nov 2008	31 Dec 2009	10:10	11:10	Weekly		
	Creche	N/A	7 Nov 2008	31 Dec 2009	09:45	10:30	Weekly		
	Dance Fitness Fever (Creche available)	Jacque Brand	7 Nov 2008	31 Dec 2009	09:45	10:30	Weekly		
	Creche	N/A	5 Jan 2009	22 Dec 2009	09:30	10:30	Weekly		
	Keep Fit & Condition (Creche)	Charlotte Brand	5 Jan 2009	22 Dec 2009	09:30	10:30	Weekly		
	Weight Management	Jacque Brand	6 Jan 2009	31 Dec 2009	09:30	10:00	Weekly		
	Fitness Pilates	Louise Leeder	6 Jan 2009	22 Dec 2009	10:00	10:45	Weekly		

1 2 3

## 8.2 Finding Events - by event type







From [Event Admin](#) click [Event Types](#)

**Event Types**


Title	Description	View Events	
10 Week Courses	Starting 2009. £45 to non-members and £25 to members		<a href="#">Edit</a>
6 Week Course			<a href="#">Edit</a>
Aerobic & Tone			<a href="#">Edit</a>
Aqua-fit			<a href="#">Edit</a>
Boot- Camp Fat Loss	4 Weeks of intense diet and training for results		<a href="#">Edit</a>
Boxercise/ Total knock out			<a href="#">Edit</a>
Cardio	Starting March 2009		<a href="#">Edit</a>

Click  next to the event Type to see all events of that Type:

**Events List by 10 Week Courses**

Published	Event	Location	Facility	Start Date	End Date	Start Time	End Time	Price	View Event	Click to Generate Link
	Fitness Pilates (10 wk course)	Lincoln City Stadium Studio	Mark	05/01/2009	05/01/2009	10:45	11:45	45		<a href="#">Create Link</a>
	Post Work Workout 4 man & Women (10 wk course)	Robert Patterson School	Ady Davis	05/01/2009	05/02/2009	17:30	18:30	45		<a href="#">Create Link</a>
	Fitness Pilates (10 wk course)	Robert Patterson School	Kate Everett	05/01/2009	05/02/2009	18:15	19:15	45		<a href="#">Create Link</a>
	Beginner Indoor Cycling (10 wk course)	Lincoln City Stadium Studio	Darren Marfleet	05/01/2009	05/01/2009	18:45	19:45	45		<a href="#">Create Link</a>

Note: Click the column title to sort the list by column.

Click  to view full details of the event.

Click [Create Link](#) to transfer to the Preview and Links page.  
(See Preview and Links section for more details).



## 9 Finding Vouchers

From ~~Event Admin~~ click ~~Event Vouchers~~

### List of Event Vouchers

Event	Event type	Facility Type	Facility	Location	No Of Bookings	From	To	Customer Vouchers
Creche Bookings (12 for the price of 10)	Creche	n/a	n/a	n/a	12	27/10/2008	26/11/2009	
Class Booking Voucher (11 bookings)	n/a	n/a	n/a	n/a	11	27/11/2007	26/12/2009	
Creche Voucher (2 creche bookings)	Creche	n/a	n/a	n/a	2	26/10/2008	25/12/2009	
Day Pass Voucher	n/a	n/a	n/a	n/a	2	30/01/2009	27/03/2009	

To see a list of the vouchers that have been purchased click on the .  
To view bookings that have been made by an individual customer, again click on the . This will take you to a screen which will list all the bookings made using the selected voucher.

## 10 How to Include Events in your website

From [Event Admin](#) click [Preview and Links](#)

**Note: the Preview and Links section enables alternative 'views' of events to be defined, captured and embedded within your host website or HTML email.**

**Define the 'View' – i.e. the list of events to display to the user**

**Shopping Basket Links**

Day of the week	Tuesday	Cut and paste the link in the box below into your web page.
Location	All Locations	
Event Type	All EventTypes	
Facility	All Facilities	
		<pre>&lt;a href=http://www.In-Zone.co.uk/Events/EventTimeTable.aspx?Ref=xPaVG1wn1185HYX7degZ50vfqwCae8hkq1eKxRFORYHuYr8MOQfb3AFz2Xgd6BJA&gt;List Events - Tuesday&lt;/a&gt;</pre>
		<a href="#">View Booking Page</a>

- Set Day of the week (Or Show All)
- Set Location
- Set Event Type
- Set Facility

Click the [View Booking Page](#) link to check the [View](#) of events is as required.

To include the [View](#) within your website copy the href link into your website and amend as required.