



How do I create an Event Entry event?

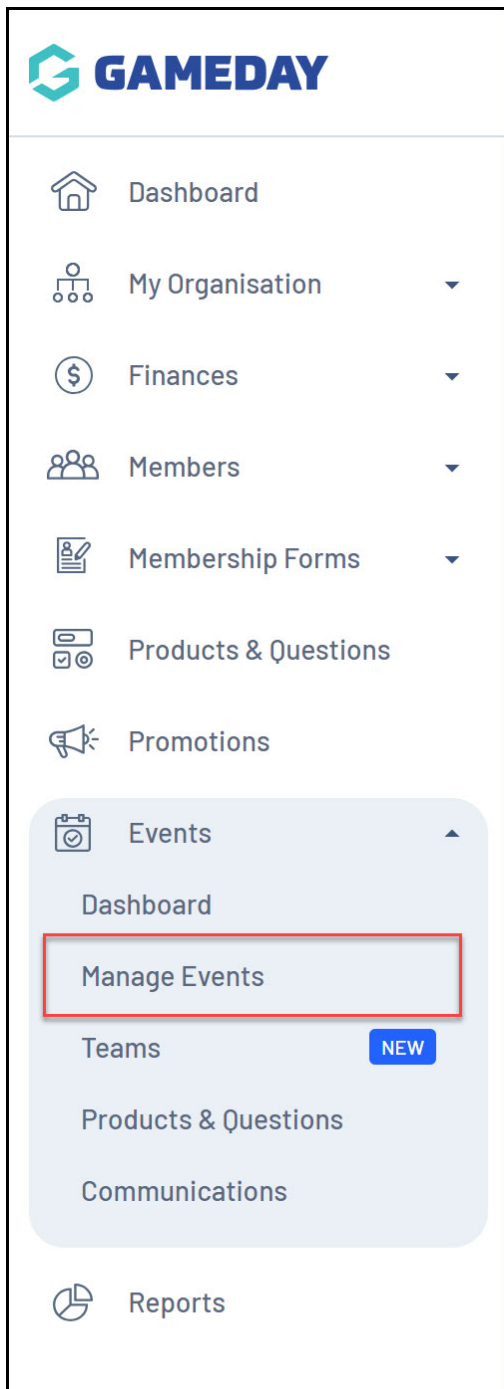
Last Modified on 16/04/2024 10:26 am AEST

Event Entry Events are events in which each entrant can enter into an event by registering and/or paying a fee.

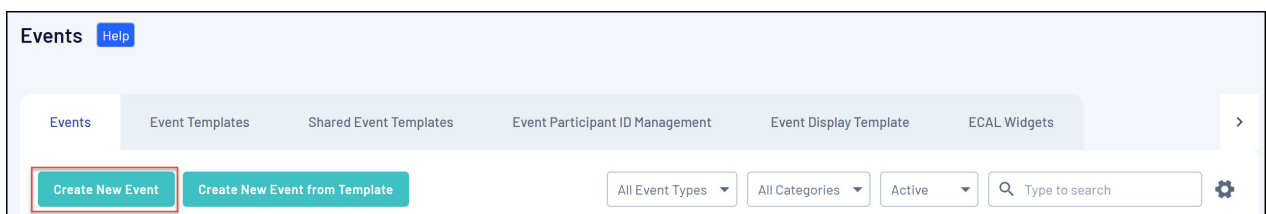
Creating an Event

To create a new Event Entry Event:

1. Open the Events menu, then click **MANAGE EVENTS**.



2. Click **CREATE NEW EVENT**.



Event Details

4. Enter the initial event details including:

- **Event Name**

- **Event Type:** To ensure your event enables ticketing features, keep the **EVENT ENTRY** option selected.
- **Use Sub-Events:** Enable this option if you want to further categorise entry into the event by creating Sub Events. Click [here](#) for a step-by-step guide on creating an event with Sub Events.
- **Allow Team Registrations:** Select this option if you want to create a team-based event. Click [here](#) for more information on Team Events
- **Event Timezone**
- **Event Start Date/Time**
- **Event End Date/Time**

Note: Selecting the **All Day Event** option does not require Event Start/End Times

In this example, we will *not* enable Sub-Events or Team Registrations

Click **SAVE** once you're ready to proceed.

Create New Event

Event Name *

GameDay Fun Run 2024

Event Type *

Ticketing

Event Entry

Use Sub-Events? *

Yes

No

Allow Team Registrations?

☐

Event Timezone *

GMT(+11:00) Australia/Melbourne

All Day Event

☐

Event Start Date/Time *

04/11/2023

09:00 am

Event End Date/Time *

04/11/2023

02:00 pm

Cancel

Save

5. Add your remaining Event Details, including:

- The **Event Logo**
- Confirm your **Event Name** and **Event Form Name**

Event Details

Event Logo *



Recommended maximum image size is 320px x 180px. png is preferred.

[Add Logo](#)

Event Name *

GameDay Fun Run 2024

Event Form Name *

GameDay Fun Run 2024

Event Type *

Ticketing

Event Entry

Use Sub-Events? *

Yes

No

Event Timezone *

GMT(+11:00) Australia/Melbourne

- **Total Product Limit:** Enter the maximum number of products/orders that you have available to be sold as part of this event. This represents the total number of orders that you want to be able to process through this event. If you don't want to apply a cap on the number of products sold, tick the No Limit box.
- **Gender:** Allows you to open the event to any gender, or restrict registrations to either Male or Female participants
- **Event Category:** Add a general categorisation for the event which can be used in reports
- **Show this event to all ages:** By selecting No, you can apply a minimum and maximum age for incoming registrations to the event

Total Product Limit * ☐ No Limit

Gender * Any Male Female

Event Category * Sport

Show this event to all ages? Yes No

Please select a minimum and/or maximum age for participants


Minimum age Maximum age (One of these can be left blank)

on Registration Date

- **Member Types:** Select at least one Member Type that event entrants can select to register. Click [here](#) for more information on creating Member Types.

Member Types *

Which Member type(s)
can register via this
form?

Event Participant 

[Add Member Types](#)

Allow only one member type
to be selected? ☐

Event Content

- **Description:** Enter a description that you want event entrants to see on your event landing page
- **Upload Document:** Allows you to upload a document which can be accessed by event entrants on your event landing page
- **Contact Name**
- **Contact Phone**
- **Contact Email**
- **Website Address**

Event Content

Description * ?

Welcome to the GameDay Fun Run 2024 event registration page!

Upload Document ?



Drop your document here or choose a file to upload

Contact Name *

Ken Martin

Contact Phone *

AU +61

0400 100 200

Contact Email *

ken@email.com

Website Address *

www.mygameday.app



- **Venue Name**
- **Event Address:** Adding an Event Address generates a map pin which then shows on your event landing page to ensure participants know where the event is being held

Venue Name

GameDay HQ

Event Address *

165 Cremorne Street, Cremorne, 3121, Victoria, Australia



- **Sponsors:** Upload Sponsor Logos that will appear on your event landing page

Sponsors

Recommended maximum image size is 320px x 180px, png is preferred and maximum of 18 sponsor logos are recommended.

Drop your document here or [choose file\(s\)](#) to upload

1697505127035jbst09w...

1697505130991gxh025d...

16975051345413811e115p...

- **Restrict this event to members only within this organisation:** If Yes is chosen, this event will only be available to participants who already have a member record in your GameDay database, and will prompt them to use their GameDay account credentials to login to the event form
- **Allow guest registration:** Allows you to open the event to guest registrations, which allows participants to register without creating a GameDay account

Once you've completed all the mandatory information, click **SAVE**.

User Permissions

Restrict this event to members only within this organisation

No Yes

Allow guest registration

No Yes

?

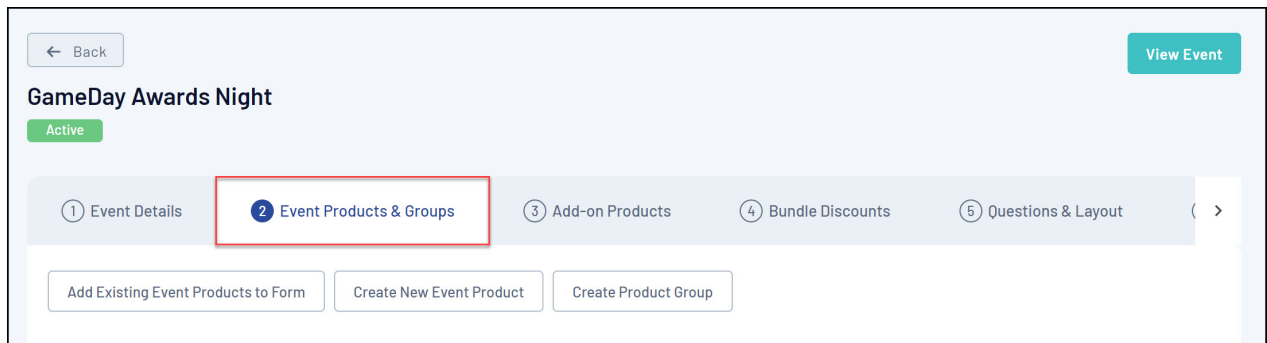
Cancel

Save

Event Products & Groups

In the **Event Products & Groups** tab, you have the ability to add products to your event form.

1. Click the **EVENT PRODUCTS & GROUPS** tab

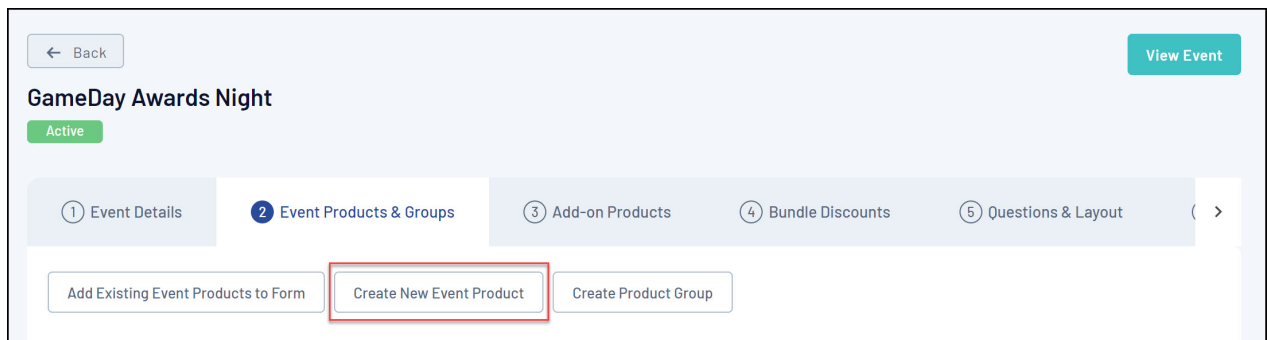


Here you can either add a new product from scratch, or add one of your existing products to the event.

Note: Only products with the **Event** Product Type will be available to add to an Event

2. Add a new product to your event:

2a. Click on **CREATE NEW EVENT PRODUCT**



2b. On the Basic Settings page of the Product creator, you can apply the following settings and information:

- **Product Sub Type:** Choose the **Event Entry** option
- **Product Name:** The name of the product as displayed to the public on your event landing page and form
- **Description:** Provide an optional description of the product to display on event forms
- **Assign Event Participant IDs:** Select this option if you want each individual entrant to be assigned a unique ID. Click [here](#) for more information on defining Event Participant ID rules
- **Use Member ID for Event Participant ID:** Allows you to choose an existing [Member ID rule](#) to automatically allocate unique IDs for event entrants
- **Event Participant ID Rule:** Select the relevant Event Participant ID rule

1 Basic Settings
2 Display Rules
3 Review

Basic Settings

Product Type *
Event

Product Sub Type *
Event Entry

Sub-Event only product? *
Yes No

Product Name *
GameDay Fun Run 2024 - Entry Fee

Description
Standard entry fee for participation in the GameDay Fun Run.

Do you want to assign Event Participant IDs?
Yes No

Use Member ID for Event Participant ID?
Yes No

Event Participant ID Rule *
Bib Numbers - 2023 Events

Select ID Rule

- **Price**
- **Payment Option**
 - **Payment Gateway Only:** Ensures that the product can only be purchased through the online payment gateway on GameDay registration forms
 - **Payment Gateway or Manually set Product as Paid:** Allow the product to be purchased through the online payment gateway or applied manually by an administrator directly through GameDay
- **Available to Purchase Dates:** Apply a date range in which you want the product to appear on registration forms
- **Grants Member Type:** Select any Member Types that should be granted to members who purchase this product
- **Quantity Limit:** Apply a maximum number of order that can be processed with this product. Tick the **No Limit** checkbox if you do not want to apply a purchase capacity limit
- **Allow users to purchase a product multiple times:** Allows registrants to purchase the product on multiple different occasions for the same member.
- **Status:** Set the product to Active or Inactive

Once you've applied all mandatory fields, click **CONTINUE**

1 Basic Settings
2 Display Rules
3 Review

Price *
AUD \$ 25
☒ GST is included in the product price

Payment option is *
Payment Gateway Only
Payment Gateway or Manually set Product as Paid

Available from *
1 October 2023 (AEDT)

Available to *
31 October 2023 (AEDT)

Grants member type *
Event Participant

Add Member Types

Quantity Limit *
☒ No Limit

Allow users to purchase a product multiple times *
No Yes

Status *
Active

Cancel
Back
Continue

2c. Display Rules & Review

Display Rules allow you to configure your Product to only display on registration forms if a member meets a certain set of characteristics.

- **Only show to Member Type(s):** Select one or more Member Types here to ensure the Product only appears on registration if the registrant has selected a particular Member Type on the front page of the registration form
- **Only show to Gender:** Select a Gender option to ensure the Product only shows to a specific Gender selected by the registrant on the front page of the registration form

Display Rules

Only show to member type(s)
Please select
☒ All Member Types

Only show to gender
All Male Female

NOTE: Gender display rules are based on the **Assigned Gender at Birth** field, not the Gender Identity field

Show this product to all ages?

Yes
No

Please select a minimum and/or maximum age for participants

Minimum age

15

Maximum age

18

(One of these can be left blank)

on

Season Start Date

2023

Conditional Product

To see this product, member will have at least one of the following products. You can add multiple to this list and indicate if prior payment is also required for each.

Make dependent on another product?

No
Yes

Cancel

Back

Continue

- **Show this Product to all ages?:** If No is selected here, you can apply an age range (as at a specific date) to ensure that the Product only displays to members of a certain age. This is automatically calculated based on the date of birth entered by each registrant on the front page of the registration form
- **Make dependent on another Product?:** If Yes is selected here, apply a Conditional Product to ensure that your new Product only displays if the member is purchasing - or has already purchased - the Conditional Product. Click [here](#) for more information on Conditional Products

Once you have applied your Display Rules, click **CONTINUE**.

2d. On the following page, review the final details of your Product, then click **CONFIRM AND SAVE**. This product will then automatically be applied to your event form.

Basic Settings

Display Rules

Review

Please review your products details

Product Details

Product Type	Event
Product Name	GameDay Awards Night Entry
Price	\$ 50.00 AUD Inc GST
Payment option is	Payment Gateway or Manually set Product as Paid
Available from	01/10/2023 (AEDT)
Available to	07/10/2031 (AEDT)
Grants member type	Event Participant
Allow users to purchase a product multiple times	No
Status	Active

Display Rules

Only show to gender	All
Show this product to all ages?	Yes

Cancel

Back

Confirm and Save

3. Adding an existing product to your event

If you select this option this will mean that you have already created your event product outside the form, or in a previous event.

Note: Event Entry events also allow Ticketed event products to be added to the event

3a. Click on **ADD EXISTING EVENT PRODUCTS TO FORM**

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Add Existing Event Products to Form

Create New Event Product

Create Product Group

Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
:: GameDay Fun Run 2024 - Entry Fee	25.00	Event Entry		30 September 2023 (AEST)	31 October 2023 (AEDT)		Active	Edit

3b. Tick the checkboxes for any products you want to add to the form, then click **ADD**

Search

	Name	Price	Product Sub Type	Owner
<input checked="" type="checkbox"/>	GameDay Fun Run - 5km Walk	\$ 15.00 AUD	Event Entry	GameDay Training
<input type="checkbox"/>	Copy of GameDay Fun Run - 10km Walk	\$ 20.00 AUD	Event Entry	GameDay Training
<input type="checkbox"/>	GameDay Fun Run - 10km Walk	\$ 20.00 AUD	Event Entry	GameDay Training
<input type="checkbox"/>	GameDay Fun Run - 2km Walk	\$ 10.00 AUD	Event Entry	GameDay Training
<input type="checkbox"/>	GameDay Fun Run - 35km Run	\$ 5.00 AUD	Event Entry	GameDay Training

Show 5

Showing rows 1-5 of 16(1 selected)

|<

<

1

2

3

4

>

>|

Cancel

Clear

Add

3c. Click **SAVE**

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Add Existing Event Products to Form

Create New Event Product

Create Product Group

	Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
::	GameDay Fun Run 2024 - Entry Fee	25.00	Event Entry		30 September 2023 (AEST)	31 October 2023 (AEDT)		Active	Edit ▾
::	GameDay Fun Run - 5km Walk	15.00	Event Entry		1 February 2022 (AEDT)	31 December 2023 (AEDT)		Active	Edit ▾

?

Cancel

Save

4. Repeat this process in the Add-on Products tab if you wish to add extras to your event, such as merchandise or services.

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NEW

Add Existing Add-on Products to Form
Create New Add-on Product
Create Product Group

Image	Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
<div> <div></div> <div></div> </div>	GameDay Cap	5.00	Physical Goods		1 February 2022 (AEDT)	30 November 2023 (AEDT)		Active	Edit

?

Cancel

Save

Questions & Layout

In the **Questions & Layout** tab, you have the ability to add new or existing custom questions to the event.

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1. Adding an existing question to the form

1a. On the left-hand side, click the field you want to add from the **Add Existing Question** list

Add Existing Question

Type to search

Tr Allergies Notes

Tr Allergies Type & Information

☒ Allow Medical Treatment?

☐ Are you a rep player?

☐ Are you from Aboriginal and/or T...

☐ Are you participating in the 5k R...

☐ Best Pizza Toppings

☒ Blue Card

Tr Blue Card Details

Profile Image

Mandatory
Optional
Visible

Tr First Name

Tr Last Name

Birthdate

Gender at Birth

Mandatory
Optional
Visible

Gender Identity

Mandatory
Optional
Visible

Once you've selected a question, it will appear and save automatically in the form's

layout:

The screenshot shows a form builder interface. On the left, there is a sidebar with a 'Create + Search...' header and a list of existing questions: 'Are you participating in the 5k R...', 'Best Pizza Toppings', 'Blue Card', 'Blue Card Details', 'Car Type', and 'Centre Code'. Below this is a 'Create New Question' section with options: Text Field, Number, Picklist, Multiple Choice, Date, Checkbox, and Terms or Privacy Policy. The main area displays a list of questions: 'Birthdate', 'Gender at Birth' (Mandatory, Optional, Visible), 'Gender Identity' (Mandatory, Optional, Visible), 'Email', 'Mobile Number', and 'Which member types are you registering as?'. A red box highlights the 'Allergies Notes' question, which is a Text Field type, with a dropdown menu showing 'Q1'.

2. Adding a new question to the form

2a. On the left-hand side under the **Create New Question** list, select a Question Type:

This screenshot is similar to the previous one but highlights the 'Create New Question' sidebar with a red box. The sidebar lists the following question types: Text Field, Number, Picklist, Multiple Choice, Date, Checkbox, Terms or Privacy Policy, and Document Upload. The main area shows the same list of questions, with 'Allergies Notes' highlighted by a red box. A red box also highlights the 'Create New Content Block' section at the bottom, which includes 'Header Text Block' and 'Paragraph Text Block'.

- **Text field:** Allows the entrant to enter their response in plain text
- **Number:** Allows the entrant to enter a numerical answer
- **Picklist:** Allows the entrant to choose **one** answer from a list of possible options

that you can define. You can learn how to add responses to Picklist questions [here](#)

- **Multiple Choice:** Allows the user to pick **one or more answers** from the list of options you provide. You can learn how to add responses to Multiple Choice questions [here](#)
- **Date:** Allows entrants to select a specific date as their response
- **Checkbox:** Allow entrants to tick a box as their response.
- **Terms or Privacy Policy:** Allows you to set up any terms and conditions that entrants should read and agree to about your organisation. You can read more about setting up T&Cs [here](#)
- **Document upload:** Allows entrants to upload a document such as a passport, birth certificate or certification.

2b. Enter the relevant field information. For more information on the specific fields required for each Question Type, click [here](#)

Messaging & Notifications

On the **Messages and Notifications** tab, you can enter any custom messages you would like members to receive once they have successfully completed their registration through the **Messaging** section, including.

- **Registration Success Message** allows you to create and customise an email that is sent to members after they register. For more information on composing a Registration Success Message, click [here](#).

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< ① Event Details ② Event Products & Groups ③ Add-on Products ④ Bundle Discounts ⑤ Questions & Layout ⑥ Messaging & Notification >

Messaging Ticket/Receipt

Registration Success Message

Email Notifications

Registration Success Message

Form Messaging

Form Welcome Message

Form Confirmation Message

Registration Success Message

☒ Send registration success message via email

Subject *

Successful Registration for GameDay Fun Run 2024 (GameDay Training)

Message

Paragraph

Welcome to GameDay's Awards Gala for 2023!

- **Form Welcome/Confirmation Messages** allow you to add custom messages at the beginning and end of the registration process on the form itself. Click [here](#) for more information on welcome and confirmation messages.

The screenshot shows the 'Form Welcome Message' configuration interface. At the top, a navigation bar includes steps 1 through 6, with '6 Messaging & Notification' being the active step. On the left, there are tabs for 'Messaging' and 'Ticket/Receipt'. Below these, the 'Email Notifications' section lists 'Registration Success Message'. The 'Form Messaging' section is highlighted with a red box and contains two items: 'Form Welcome Message' and 'Form Confirmation Message'. The main content area, titled 'Form Welcome Message', features a 'Welcome Message' label and a rich text editor with a toolbar (Paragraph, Bold, Italic, Link, Unlink, Bulleted List, Numbered List, Quote, Undo, Redo). The message text reads: 'Welcome to the GameDay Fun Run registration form - please complete any mandatory details and complete payment to secure entry to the event!'.

- **Event Entry Pass Example** shows you the design of the PDF entry pass that is sent to entrants, including the event details that are automatically populated including Event Product Name, Price, Event Venue and Event Dates

The screenshot displays the 'Event Entry Pass Example' configuration screen. The top navigation bar is identical to the previous screen. The left sidebar shows 'Messaging' and 'Ticket/Receipt' tabs, with 'Ticket/Receipt' being the active tab. Under 'Ticket/Receipt', there are three examples: 'Event Ticket Example', 'Event Entry Pass Example' (highlighted with a red box), and 'Payment Receipt Example'. The main content area, titled 'Event Entry Pass Example', includes a checkbox labeled 'Generate event entry pass for participant?' which is checked. Below this is a large preview of the event entry pass. The pass contains the following information: 'Event Product Name' with a price of '\$145', 'Event Venue', 'Start Date/Time: 01/10/2021 - 10:00AM', 'End Date/Time: 01/10/2021 - 7:00PM', 'Purchase Date: 05/09/2021', 'Order ID: 035967', 'Organisation Name' with 'Event Name' below it, an 'ORG LOGO' placeholder, a QR code, and a 'Participant Name' field. A help icon (?) is located in the bottom right corner of the preview area.

- **Payment Receipt Example** allows you to see the hard-coded payment receipt that is automatically sent to all members who make an online payment through your Membership Form. This is not customisable, however will automatically include your organisation logo, organisation name, and products purchased, discounts redeemed and more.

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View Event

GameDay Fun Run 2024

Active

< 1

2

3 Add-on Products

4 Bundle Discounts

5 Questions & Layout

6 Messaging & Notifications

7 Publish

8 Event Display Template

Links

Sub Domain *

gamedayfunrun24

Landing Page Link

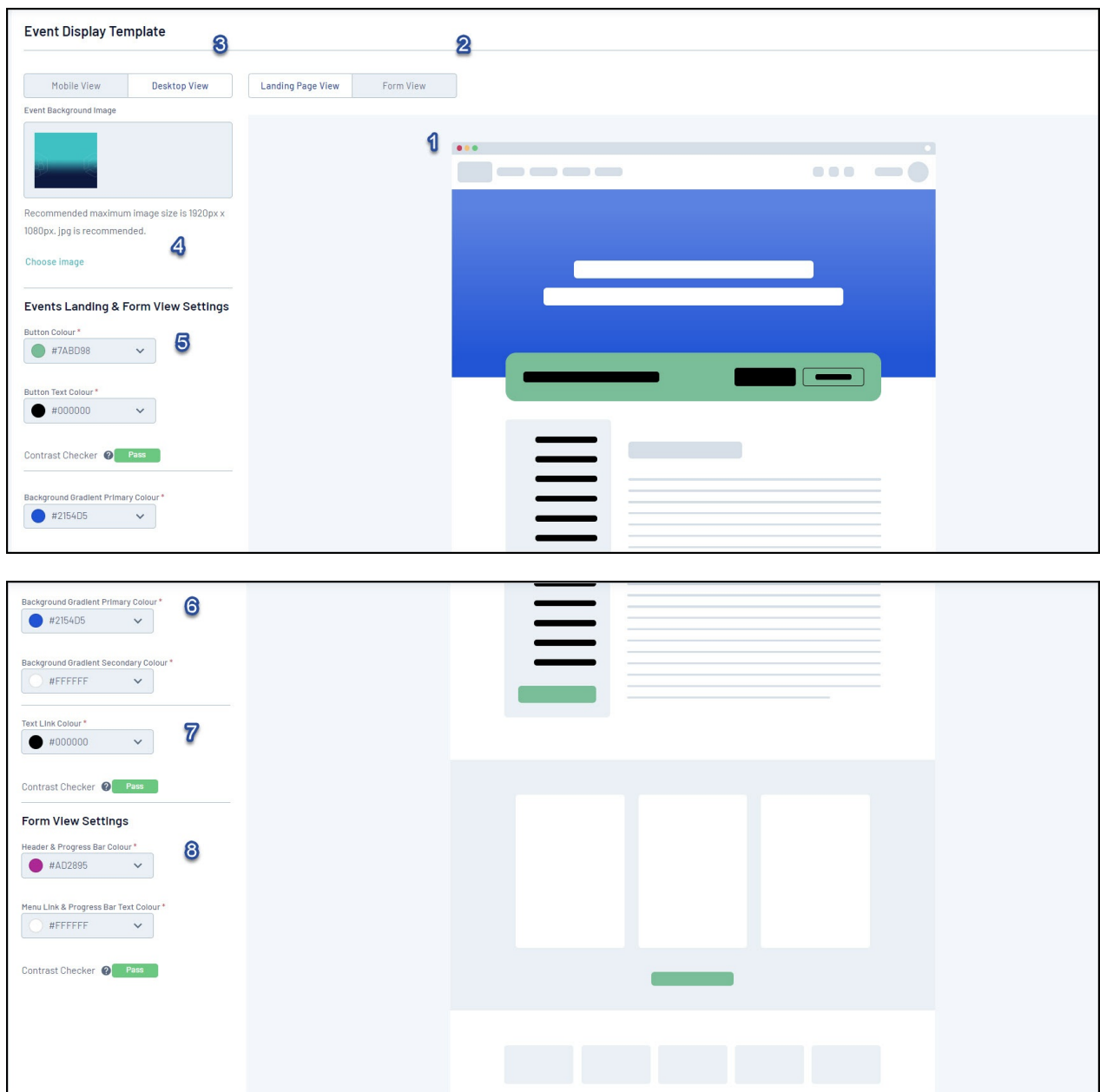
https://gamedayfunrun24.events.mygameday.app

View Landing Page

Click **SAVE** to finalise and generate your Event Landing Page and Registration Form

Event Display Template

The **Event Display Template** tab provides significant flexibility in the way you want to present the front-end version of your event pages, with features including:



1. **Preview Panel:** Allows you to preview any colour changes you make on the template.

2. **Event/Landing Page View:** Allows you to toggle the Preview Panel to show the Landing Page design or Event Form design.

3. **Desktop/Mobile View:** Allows you to toggle the format of the Preview Panel to display either desktop view or mobile responsive view.

4. **Background Image:** Allows you to add a custom Background Image.

5. **Button Colours:** Allows you to customise the colour of buttons and button text.

6. **Background Gradients:** Allows you to further customise your Background Image by applying gradient colours.

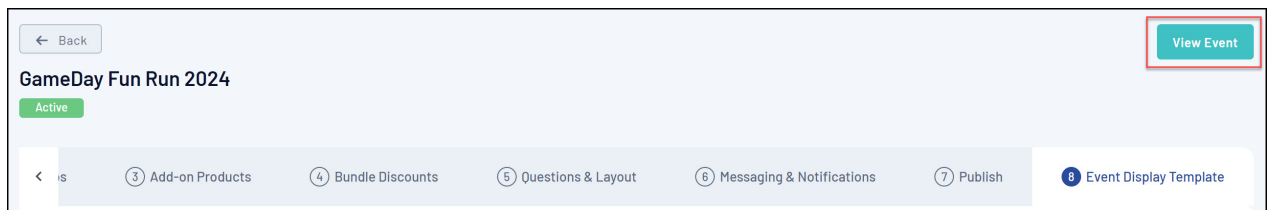
7. **Text Link Colour:** Allows you to customise the colour of text hyperlinks.

8. **Form View Settings:** Allows you to customise the colour of your Progress Bar and Progress Bar Text.

You will also notice that there is a Contrast Checker when applying your colour scheme. This assists you in setting colours that contrast enough so as to allow text to be seen clearly against their background containers.

Accessing your Event Landing Page

Once you're happy with your event setup, you can open your Event Landing page using the **VIEW EVENT** button at the top of the page.



Related Articles
