

# How to create an event using an event template?

23/09/2025 10:47 am AEST

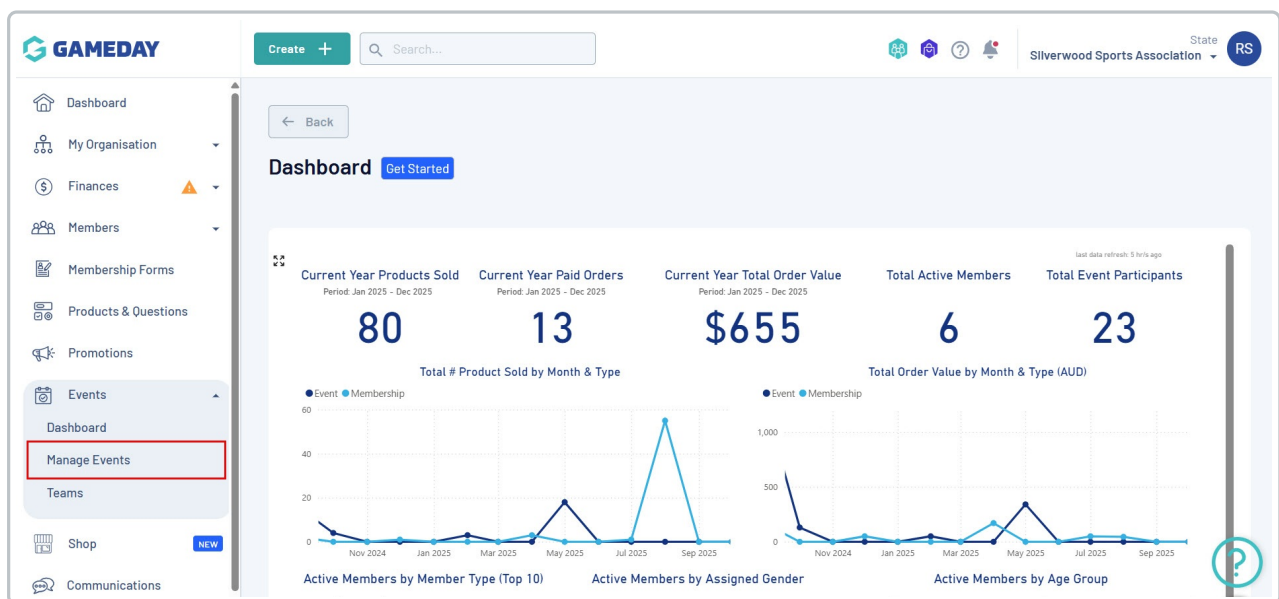
## Overview

With GameDay Events, administrators have the ability to create an Event Template, allowing them to define broad event configurations that can be shared and re-used across multiple events, and even to other organisations within the hierarchy.

## Step-by-Step

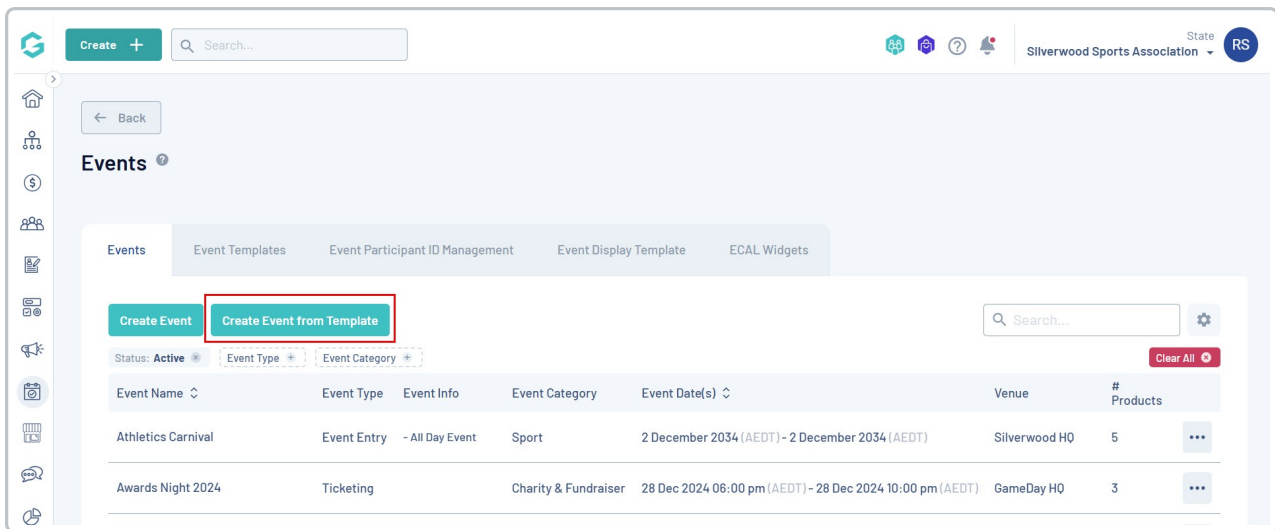
### Step 1: Navigate to the Events screen

In the left-hand menu, click **Events** > **MANAGE EVENTS**



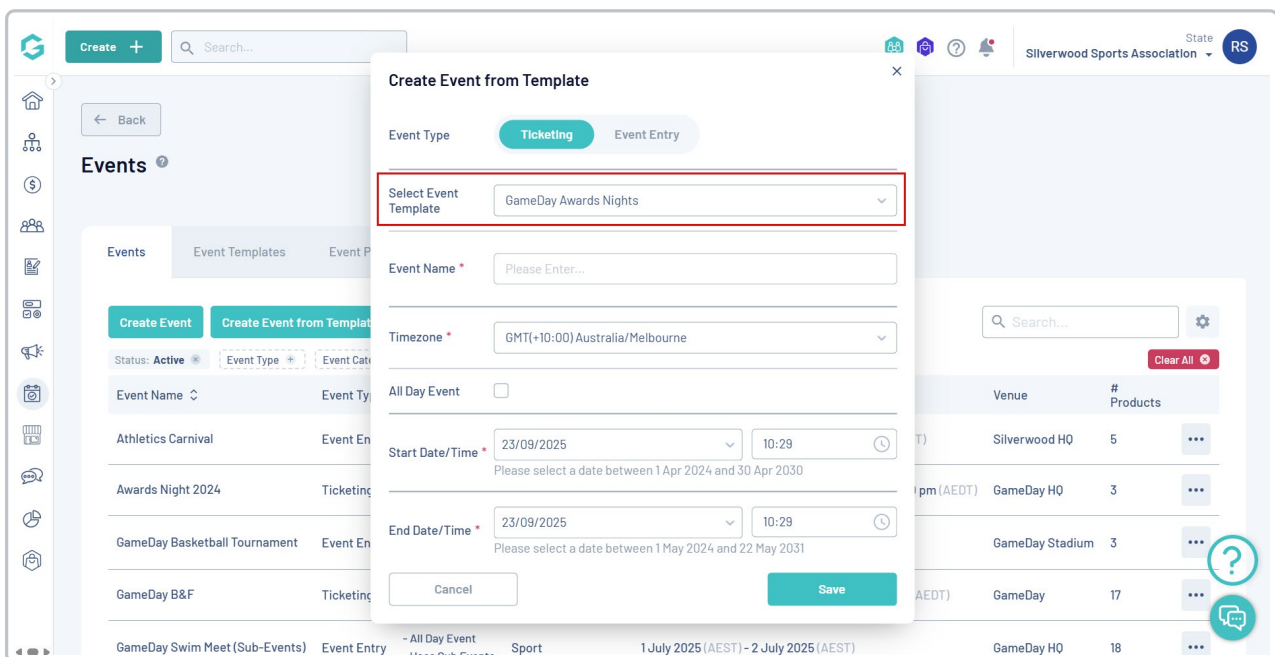
### Step 2: Create a new event from a template

Click **Events** > **CREATE EVENT FROM TEMPLATE**



### Step 3: Complete event details

Select the **EVENT TEMPLATE** from the drop-down list.



Then, complete the initial event details as follows:

- **Event Name:** The name of the event as displayed in your GameDay database and on the event landing page and registration form.
- **Event Timezone:** Choose the timezone of the event's location.
- **Event Start Date/Time:** Enter the starting date and time of the event.
- **Event End Date/Time:** Enter the end date and time of the event.

**Note:** The Event Template you selected may also stipulate that the Event Start/End Date must be within a

specific range.



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

#### Step 4: Complete Event Details Tab

Complete the Event Details tab. Depending on the configuration of the Event Template, certain fields will be defined and locked. You can find this information in the **Defined by Template** section.

Visit the links below for more information on completing your Event Details:

- [Completing Event Details for Ticketing Events](#)
- [Completing Event Details for Event Entry Events](#)

#### Step 5: Enter Event Content

Enter your Event Content to define the information that will show on your event landing page.

- [Completing Event Content for Ticketing Events](#)
- [Completing Event Content for Event Entry Events](#)

#### Step 6: Add Event Products & Groups

Add any Event Products & Groups - again, you may already have products added to the event based on the Event Template you selected.

- [Adding Products & Groups to Ticketing Events](#)
- [Adding Products & Groups to Event Entry Events](#)

#### Step 7: Define Questions & Layout

Define the questions that you want entrants to answer through the event's Questions & Layout section.

- [Defining Questions & Layout for Ticketing Events](#)
- [Defining Questions & Layout for Event Entry Events](#)

#### Step 8: Add Messaging & Notifications

Add any custom messages on the form through the Messaging & Notifications section.

- Adding Messaging & Notifications for Ticketing Events
- Adding Messaging & Notifications for Event Entry Events

## Step 9: Publish your Event

In the **Publish** tab, you can set your landing page and event form live by adding a **Sub Domain**, which will generate a live URL for your event.

The screenshot shows the 'Publish' tab for an event titled 'Athletics Carnival'. The interface includes a breadcrumb trail: Products & Groups > 3 Shop Products > 4 Bundle Discounts > 5 Questions & Layout > 6 Messaging & Notifications > 7 Publish > 8 Event Display Template. The 'Publish' tab is active. Under the 'Links' section, there are two input fields: 'Sub Domain \*' with the value 'athscarnival' and 'Landing Page Link' with the value 'https://athscarnival.events.mygameday.app'. Below these are buttons for 'View Landing Page' and 'View Form'. The 'Form Link' section shows the URL 'https://regoform.mygameday.app/#/event/registration-form/athscarnival' with a 'View Form' button. A 'Back' button is in the top left, and a 'View Event' button is in the top right. A help icon (?) is in the bottom right corner.

In the **Form Status** section, you can set your event live by changing the status to **ACTIVE** and applying **Form Activation and Expiry Dates**.

The screenshot shows the 'Form Status' section of the event setup interface. It includes a 'Form Link' field with the URL 'https://regoform.mygameday.app/#/event/registration-form/athscarnival' and a 'View Form' button. The 'Publish' section contains a 'Form Status \*' dropdown with options 'Draft', 'Active' (selected), and 'Inactive'. Below this are two date/time pickers: 'Form Activation Date/Time \*' set to '01/03/2024 12:00 am AEDT' and 'Form Expiry Date/Time \*' set to '22/03/2040 12:00 am AEDT'. At the bottom, there are checkboxes for 'Event Landing Page' (unchecked) and 'Calendar' (checked). A 'Cancel' button and a 'Save' button are at the bottom right, along with a help icon (?) and a chat icon.

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