



# GAMEDAY

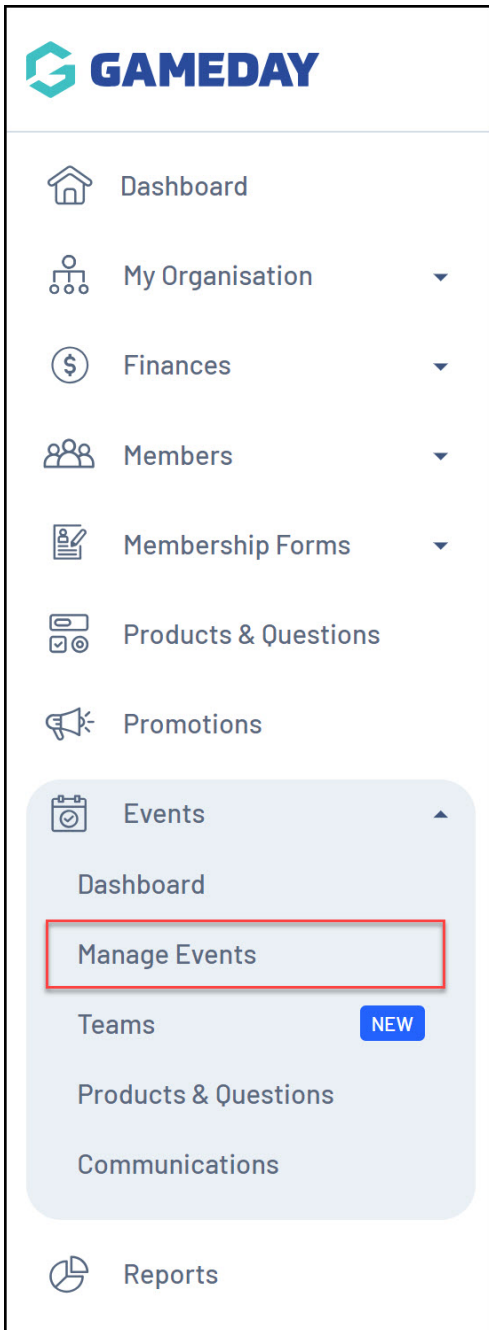
## How to create an event using an event template?

Last Modified on 05/02/2024 11:21 am AEDT

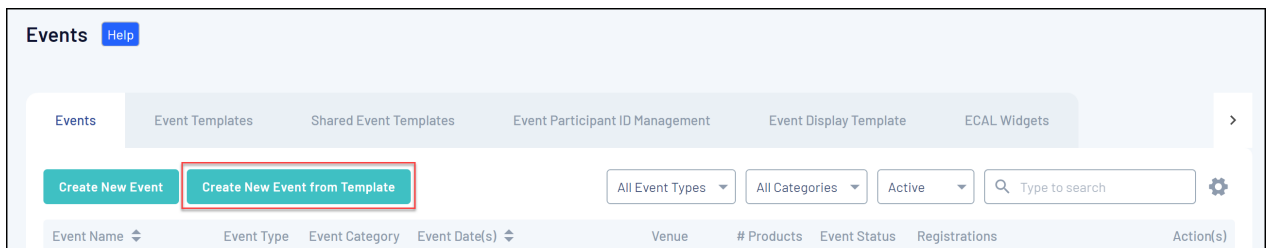
With GameDay Events, administrators have the ability to create an [Event Template](#), allowing them to define broad event configurations that can be shared and re-used across multiple events, and even to other organisations within the hierarchy.

To create an event using an existing Event Template:

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



2. Click **Events** > **CREATE NEW EVENT FROM TEMPLATE**



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

**Create New Event from Template** [Close]

Event Type \* Ticketing Event Entry

Event Template \* Please select  
AGM

Event Name \*

Event Timezone \* GMT(+11:00) Australia/Melbourne

All Day Event

Event Start Date/Time \* DD MM YYYY --:--

Event End Date/Time \* DD MM YYYY --:--

Cancel Save

4. Complete the initial event details as below:

- **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

5. 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, as shown below:

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](#)

6. 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](#)

7. 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](#)

8. Define your event's **Questions & Layout**

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

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

9. Add any **Messaging & Notifications**

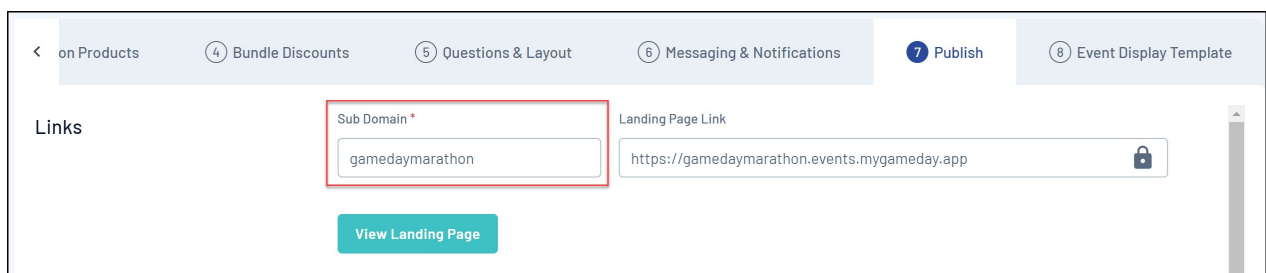
Adding Messaging & Notifications for [Ticketing Events](#)

Adding Messaging & Notifications for [Event Entry Events](#)

10. **Publish** your Event

In the **Publish** tab, you can set your landing page and event form live:

a) Set your Landing Page live by adding a **Sub Domain**, which will generate a live URL for your event



The screenshot shows the 'Publish' tab in an event management interface. The navigation bar at the top includes: < on Products, 4 Bundle Discounts, 5 Questions & Layout, 6 Messaging & Notifications, 7 Publish (active), and 8 Event Display Template. The main content area is titled 'Links' and contains two input fields. The first field, labeled 'Sub Domain \*', is highlighted with a red border and contains the text 'gamedaymarathon'. The second field, labeled 'Landing Page Link', contains the URL 'https://gamedaymarathon.events.mygameday.app' and has a lock icon to its right. Below these fields is a teal button labeled 'View Landing Page'.

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

[Add-on Products](#)
④ Bundle Discounts
⑤ Questions & Layout
⑥ Messaging & Notifications
⑦ Publish

**Links**

Sub Domain \*

Landing Page Link

[View Landing Page](#)

Form Link

[View Form](#)

**Publish**

Form Status \*

Form Activation Date/Time \*

12:00 am

AEST

Form Expiry Date/Time \*

12:00 am

AEDT

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

[Add-on Products](#)
④ Bundle Discounts
⑤ Questions & Layout
⑥ Messaging & Notifications
⑦ Publish

**Links**

Sub Domain \*

Landing Page Link

[View Landing Page](#)

Form Link

[View Form](#)

**Publish**

Form Status \*

Form Activation Date/Time \*

12:00 am

AEST

Form Expiry Date/Time \*

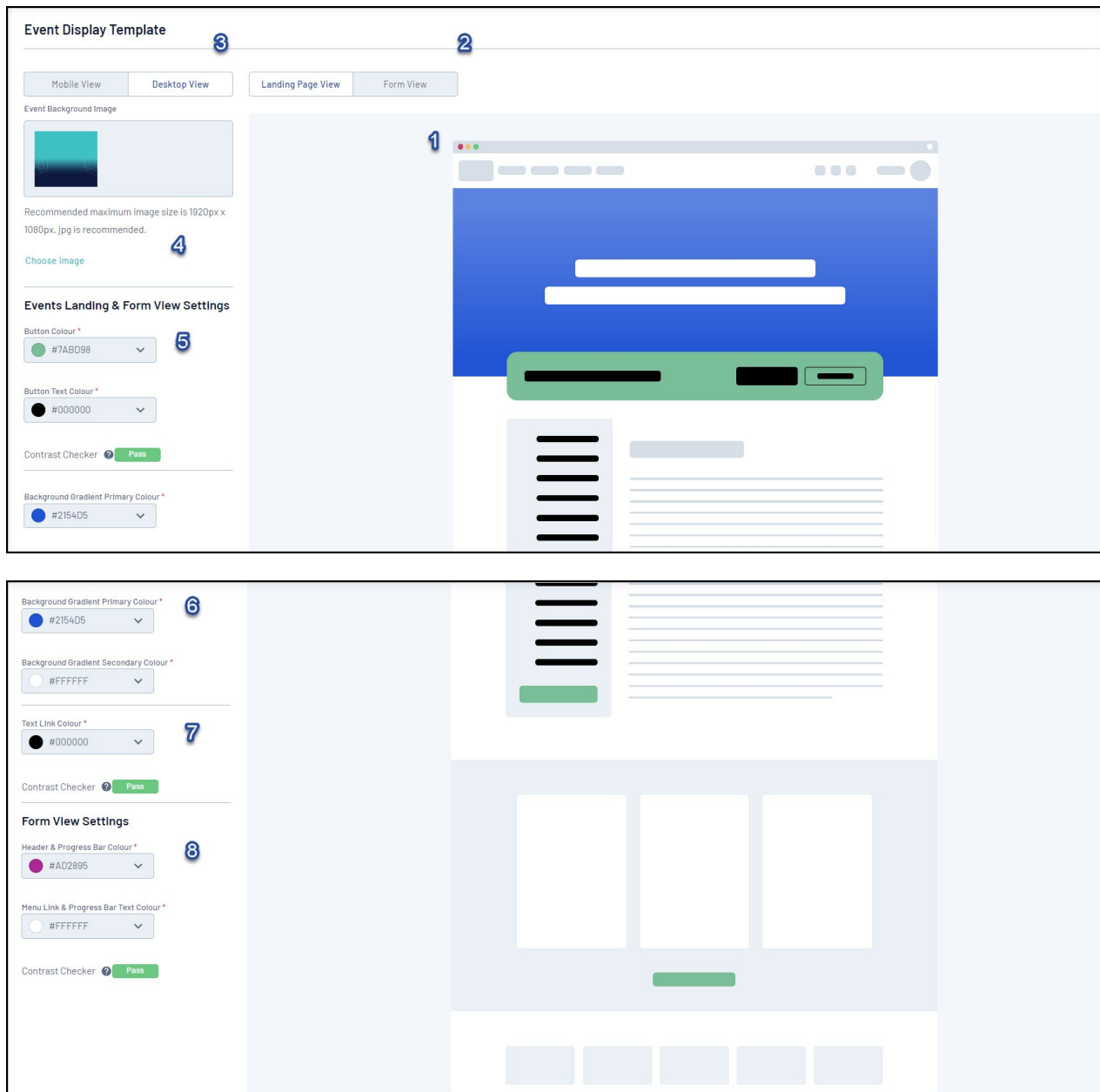
12:00 am

AEDT

Cancel
Save

## 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.

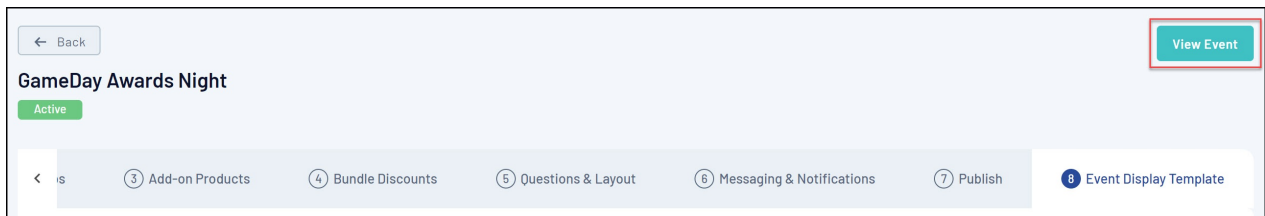
7. **Text Link Colour:** Allows you to customise the colour of text hyperlinks.

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

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