



## How do I create an event entry event with sub events?

Last Modified on 19/11/2021 10:27 am AEDT

This article outlines how to set up an event entry event that has sub events. This type of event is used for athletic or marathon type events. The set up is pretty similar to a normal event set up, just with a few extra fields.

If you wish to create an event with no sub events, please click [here](#).

*In the following example we are going to be creating a marathon event that has a 5km and 10km run that entrants can register into.*

1. Click the drop down arrow against **EVENTS > MANAGE EVENTS**.
2. Under the **EVENTS** tab click **CREATE NEW EVENT**.
3. Input the event name.
4. Select the **EVENT ENTRY** event type.

A screenshot of the 'Create New Event' form. The form has a title 'Create New Event' and a close button 'X'. The first field is 'Event Name \*' with the value 'Ash Marathon'. The second field is 'Event Type \*' with two options: 'Ticketing' and 'Event Entry'. The 'Event Entry' option is highlighted with a red box.

5. Select **YES** against use sub events.

A screenshot of the 'Event Type \*' and 'Use Sub-Events? \*' fields. The 'Event Type \*' field has two options: 'Ticketing' and 'Event Entry'. The 'Event Entry' option is highlighted with a red box. The 'Use Sub-Events? \*' field has two options: 'Yes' and 'No'. The 'Yes' option is highlighted with a red box.

6. Select a timezone for the event and a start and end date/time > click **SAVE**.

The event wizard will open up for you to continue through.

7. Fill out the event details.

7a. In regards to member types you can either use the default member type enabled for all organisations or you can [create your own member types](#) for the event.

*In this example we have created a generic marathon runner event member type that everyone will select as this will be related to products that are available for everyone in the parent event. Sub event entrants will then be determined via the product they purchase. Admins can also create specific member types for each sub event rather than the one specific one if they prefer.*

**Member Types**

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

Marathon Runner

[Add Member Types](#)

Allow only one member type to be selected?

7b. Select whether or not you only want entrants to select one member type or your are fine with more than one. If you only want entrants to register to one sub event then make sure this box is ticked, however if you are okay with entrants registering to more than one sub event then leave this box unticked.

*In this example the box is unticked as there is only one member type anyway but you can tick this if you have more than one.*

**Member Types**

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

Marathon Runner

[Add Member Types](#)

Allow only one member type to be selected?

8. Fill in all other event details > click**SAVE**.

Move onto Step 2: Event Products & Groups.

The parent event (which is the marthon event itself) needs to have at least one product added, so this is where you would charge a participation fee, merchandise products etc related to the event that's available for everyone. This also where you will set up the sub events and the products needed for those sub event.

10. Create or add existing event products that is available for all entrants when registering.

*In this case we are charging a registration fee (mandatory) and an option to purchase a t-shirt.*

- If you are not charging a fee etc for the event itself, you will need to add one regardless, just put a \$0 price to the product.
- Here you can choose to add an event entry type product or a ticketing type product.

- We recommend creating a generic event member type or using the default member type available when creating these products, as these products will be available for everyone rather than a specific type of runner (if using more than one member type).

2 Event Products & Groups    3 Questions & Layout    4 Messaging And Notifications    5 Publish

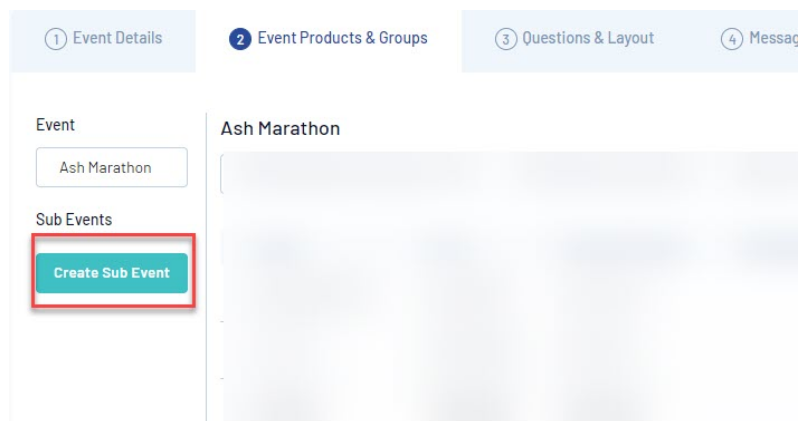
Ash Marathon

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)
:: Registration Fee	\$ 5.00 AUD	Event Entry		15 November 2021(AEDT)	30 November 2021(AEDT)	120	Active	Edit ↓
:: T-shirt	\$ 20.00 AUD	Ticketing		15 November 2021(AEDT)	30 November 2021(AEDT)	120	Active	Edit ↓

Now you can create the sub events and add the relevant products for these events.

11. On the right hand side of the event product page, click **CREATE SUB EVENT**.



12. Input the name of the first sub event and add a description (optional).

*In this example it will be the 5km Run.*

**Create New Sub Event** ×

Name \*

---

Description

13. Select the generic/mandatory product that will appear for that entrant registering to this sub event.


*In this example it will be the registration as that is mandatory.*

Name \* 5km Run

---

Description Please enter...

---

Related Event Product \* Please enter... 

Registration Fee

14. Click **SAVE**.


15. Repeat steps 11-14 for any other sub events needed.


Once all sub events have been added your event will appear similar to the below.

Event

Ash Marathon

Sub Events

5km Run 

10km Run 

Create Sub Event

Now you can add the relevant sub event products to these events. These can be created within the event itself or pre-created and then added.

16. Click into the first sub event.

## Event

Ash Marathon

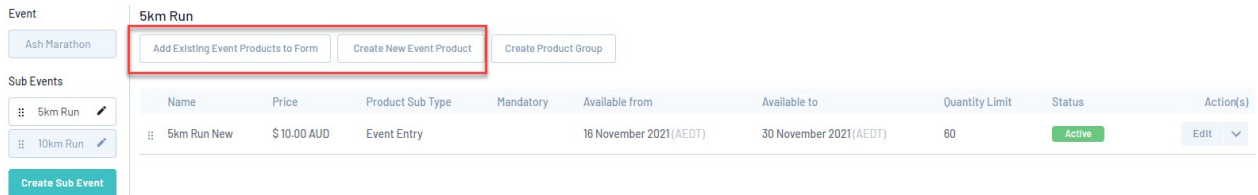
## Sub Events

5km Run

10km Run

Create Sub Event

17. Create a new event product for this sub event or add an existing one that you created previously > click **SAVE**.



Event: Ash Marathon

Sub Events: 5km Run, 10km Run

Create Sub Event

5km Run

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)
5km Run New	\$ 10.00 AUD	Event Entry		16 November 2021 (AEDT)	30 November 2021 (AEDT)	60	Active	Edit

18. Repeat for all other sub events.

19. Move onto Step 3: Questions & Layout.

20. Move onto Step 4: Messaging & Notifications.

20a. Under the **MESSAGING** tab Input any messaging you would like for when the entrant registers (this is based on the parent event, not each sub event so make this generic).

20b. Under the **TICKET & INVOICE** tab, you also have the option on whether or not you would like to generate an event ticket and event entry pass for the participant based on their registration- this is automatically defaulted to YES, so untick this box if you wish to not have one generated for entrants. More information on event tickets can be found here (insert link).

21. Move onto Step 5: Publish.

Input the relevant sub domain and form status for this event as per a normal event set up.

## Related Articles