



GAMEDAY

Events | Overview

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GameDay's **Events** module provides an end-to-end event management solution which integrates with various other elements of your GameDay database, such as memberships, products, reports, promotions and finances.

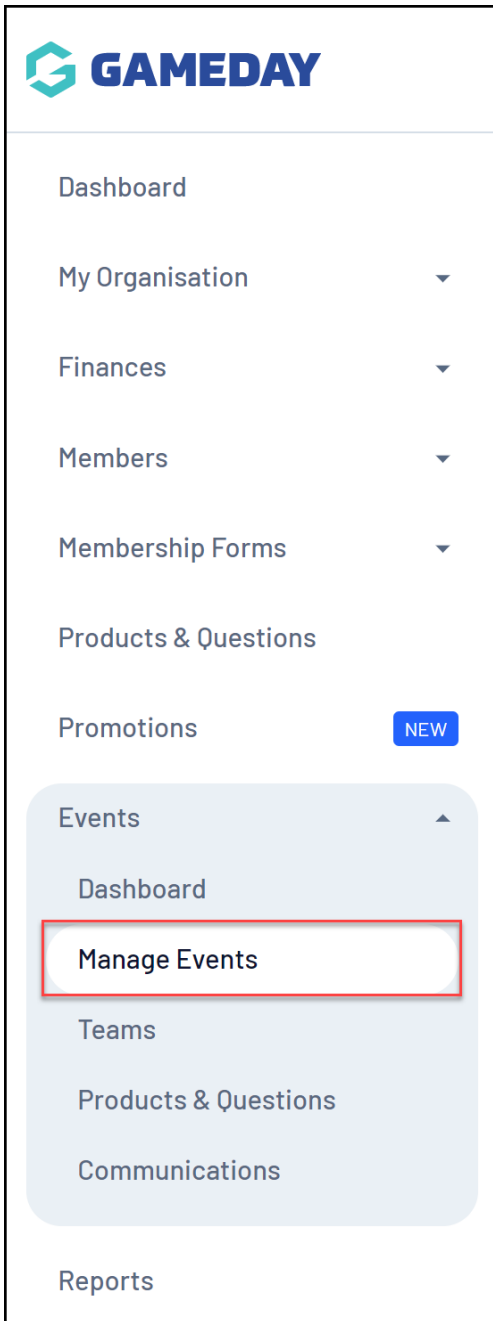
Through the Events module, you can create a comprehensive event journey for your entrants including front end landing pages and registration forms, payment processing, back end entrant management, communication, reporting and much more.

GameDay caters to various different type of events, including:

- **Ticketed Events:** An event in which each entrant receives a ticket that can be presented upon entry.
- **Event Entry Events:** An event in which each entrant can simply enter into an event, or select multiple **Sub-Events** to register into.
- **Team Events:** An event in which a team manager can register their team to participate in the event, and subsequently invite teammates to register as team entrants.

Accessing GameDay Events

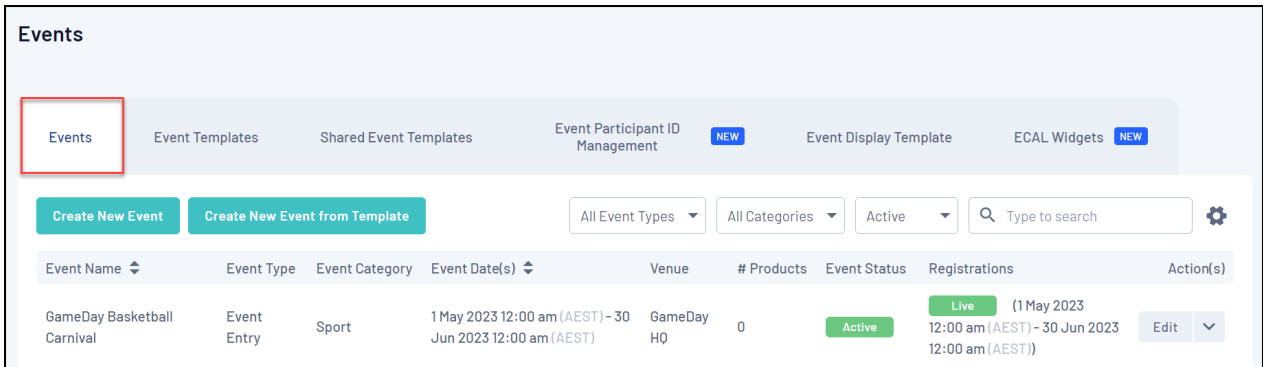
To access the Events module, click **Events > MANAGE EVENTS** in the left-hand menu.



Event Features

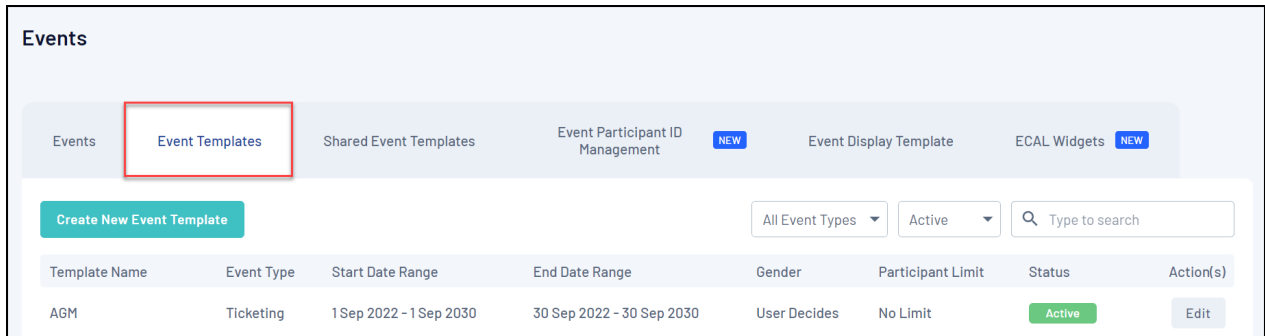
The Events module is comprised of several integrated features:

Events



The Events tab allows you to create new events, managing your existing events and entrants, track entrant attendance, export reports and more.

Event Templates

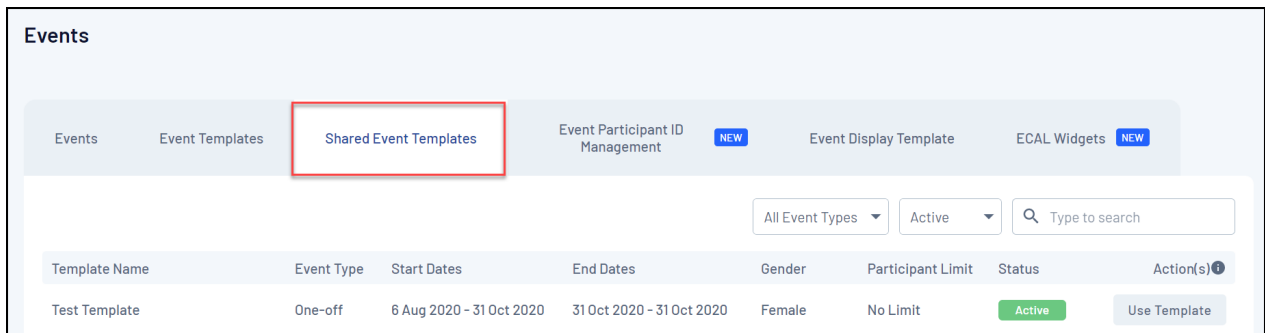


The screenshot shows the 'Events' page with a navigation bar containing 'Events', 'Event Templates', 'Shared Event Templates', 'Event Participant ID Management', 'Event Display Template', and 'ECAL Widgets'. The 'Event Templates' tab is highlighted with a red box. Below the navigation bar, there is a 'Create New Event Template' button, a search bar with 'Type to search', and a table of event templates.

Template Name	Event Type	Start Date Range	End Date Range	Gender	Participant Limit	Status	Action(s)
AGM	Ticketing	1 Sep 2022 - 1 Sep 2030	30 Sep 2022 - 30 Sep 2030	User Decides	No Limit	Active	Edit

Event Templates allow you to apply broad templated configurations which can be used as the basis of new events. Event Templates can also be shared to lower levels of a hierarchy - [Learn More](#)

Shared Event Templates

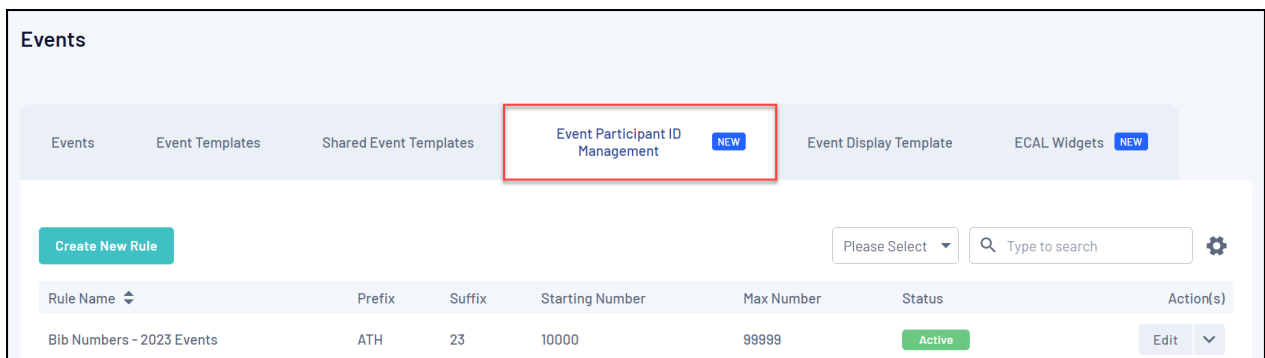


The screenshot shows the 'Events' page with a navigation bar containing 'Events', 'Event Templates', 'Shared Event Templates', 'Event Participant ID Management', 'Event Display Template', and 'ECAL Widgets'. The 'Shared Event Templates' tab is highlighted with a red box. Below the navigation bar, there is a search bar with 'Type to search' and a table of shared event templates.

Template Name	Event Type	Start Dates	End Dates	Gender	Participant Limit	Status	Action(s)
Test Template	One-off	6 Aug 2020 - 31 Oct 2020	31 Oct 2020 - 31 Oct 2020	Female	No Limit	Active	Use Template

Share Event Templates allow lower levels of a hierarchy to access Event Templates that have been created and shared from a higher level.

Event Participant ID Management

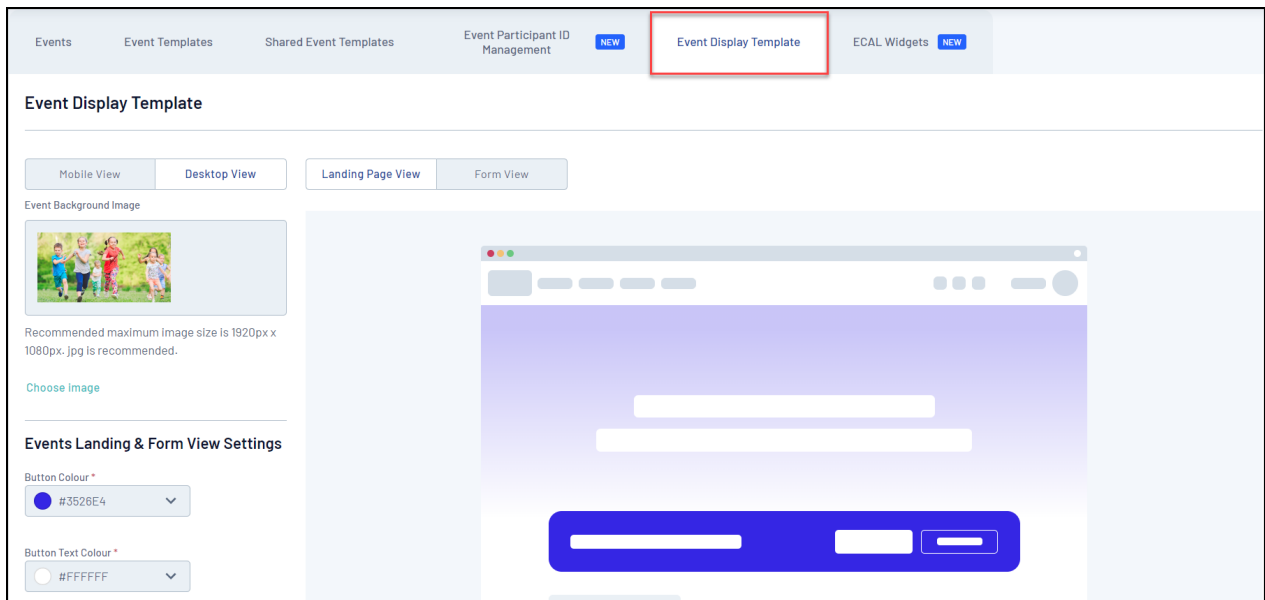


The screenshot shows the 'Events' page with a navigation bar containing 'Events', 'Event Templates', 'Shared Event Templates', 'Event Participant ID Management', 'Event Display Template', and 'ECAL Widgets'. The 'Event Participant ID Management' tab is highlighted with a red box. Below the navigation bar, there is a 'Create New Rule' button, a search bar with 'Type to search', and a table of event participant ID rules.

Rule Name	Prefix	Suffix	Starting Number	Max Number	Status	Action(s)
Bib Numbers - 2023 Events	ATH	23	10000	99999	Active	Edit

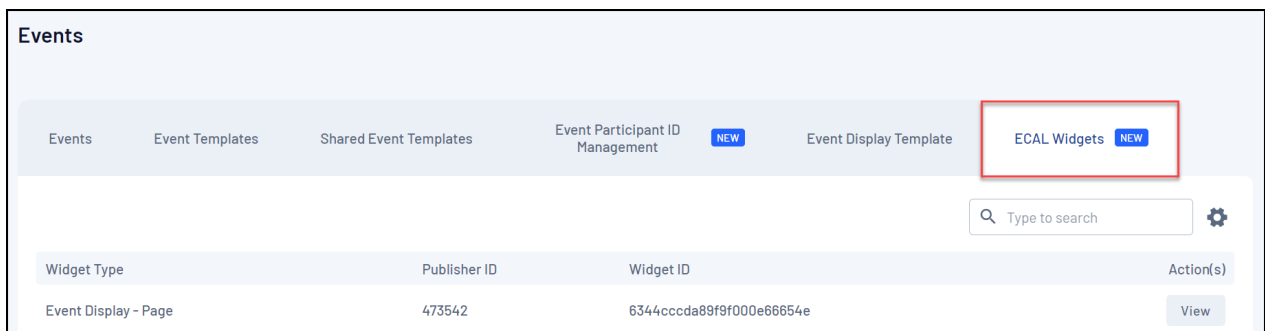
Event Participant ID Management allows you to create ID Rules which can be applied to Event Entry Events to assign each event a unique ID based on a format you can define - [Learn More](#)

Event Display Template



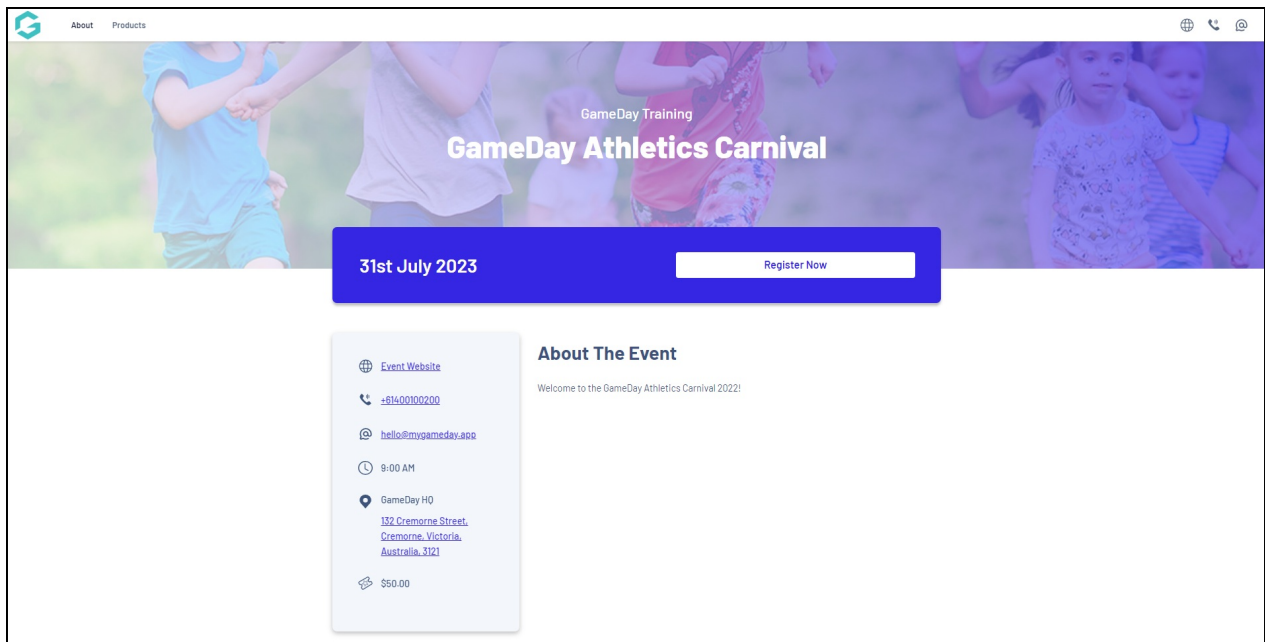
The Event Display Template allows you to customise the look and feel of your event Landing Pages and Registration Forms including the colour scheme, images and logos, and allows you to preview how your front end event pages will look on desktop and mobile devices - [Learn More](#)

ECAL Widgets



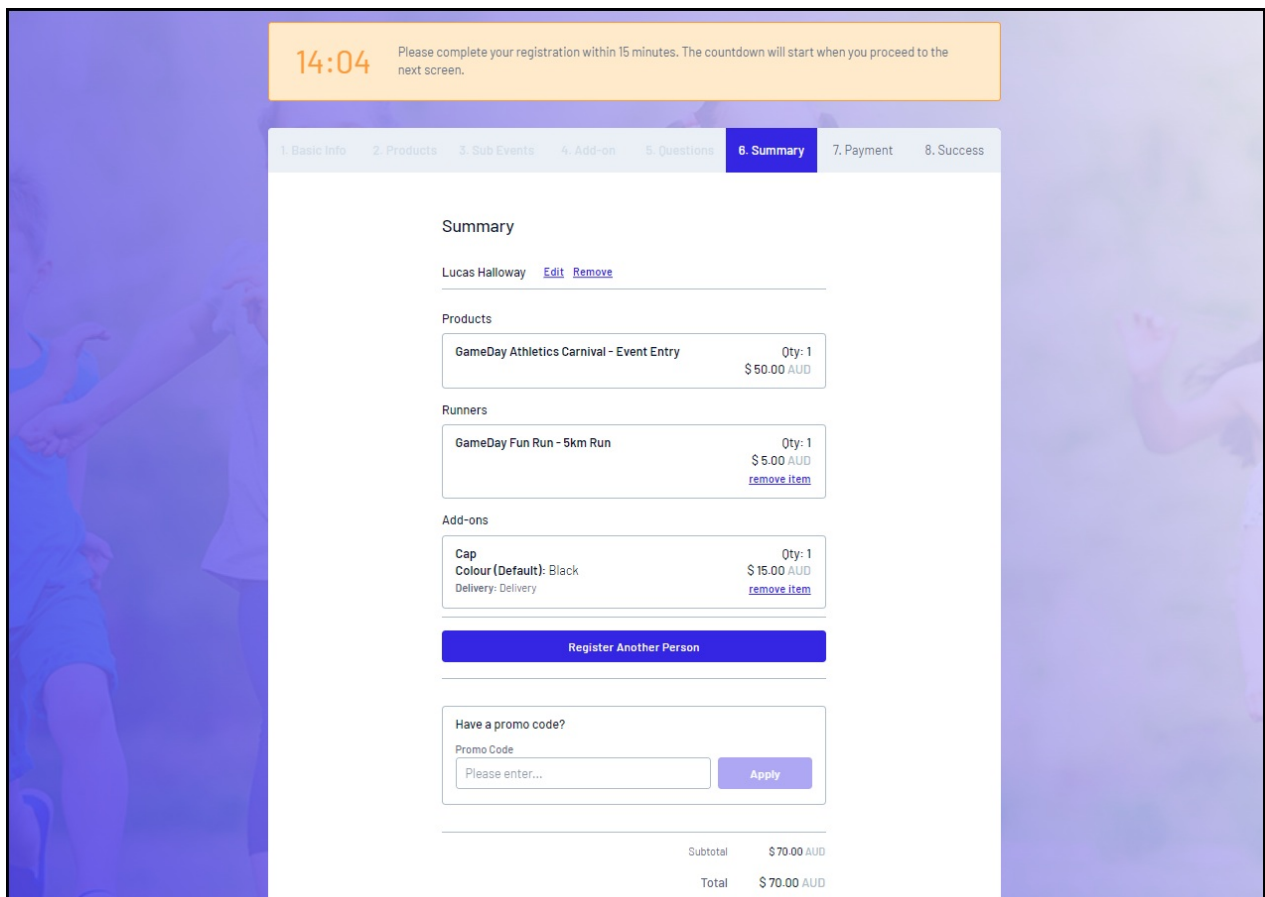
ECAL Widgets allow you to integrate your events with ECAL in order to allow event participants to sync event details to their chosen calendar - [Learn More](#)

Event Landing Pages



Event Landing Pages serve as a public page that you can send to potential entrants or place on your website or social media channels that display your event details, product information and links to the registration form for your event - [Learn More](#)

Event Registration Forms



Event Registration Forms - like Landing Pages - are generated for every event you create through GameDay, and allow you to collect registrations and payments for any

entrants registering for your event - [Learn More](#)

Events List

The screenshot shows the 'Events' page interface. At the top, there are navigation tabs: 'Events', 'Event Templates', 'Shared Event Templates', 'Event Participant ID Management' (with a 'NEW' badge), 'Event Display Template', and 'ECAL Widgets' (with a 'NEW' badge). Below the tabs are two buttons: 'Create New Event' and 'Create New Event from Template'. To the right of these buttons are filters for 'All Event Types', 'All Categories', and 'Active', along with a search bar labeled 'Type to search' and a settings gear icon. A table below displays event details with columns: Event Name, Event Type, Event Category, Event Date(s), Venue, # Products, Event Status, Registrations, and Action(s). The first row shows 'GameDay Basketball Carnival' with an 'Event Entry' type, 'Sport' category, dates from May 1 to June 30, 2023, at 'GameDay HQ' venue, 0 products, 'Active' status, and 'Live' registration status.

The **Events** page shows a list of any events that have already been created, with a range of information including:

- **Event Name**
- **Event Type:** Denotes whether the event is a Ticketed, Event Entry or Team Event
- **Event Category:** Categorises the nature of the event
- **Event Dates:** The start and end date of the event
- **Venue:** The name of the venue hosting the event
- **# Products:** The number of products available to purchase as part of the event
- **Event Status:** Denotes whether the event is in Active, Inactive or Draft status
- **Registrations:** Denotes whether the event is currently accepting registrations

Page Actions

On the Events List, you can apply various other actions and display settings, including:

This screenshot is identical to the previous one but includes numbered callouts (1-9) pointing to specific UI elements: 1 points to the 'Create New Event' button; 2 points to the 'Create New Event from Template' button; 3 points to the 'All Event Types' filter; 4 points to the 'All Categories' filter; 5 points to the 'Active' filter; 6 points to the search bar; 7 points to the settings gear icon; 8 points to the 'Registrations' column header; and 9 points to the 'Action(s)' column header.

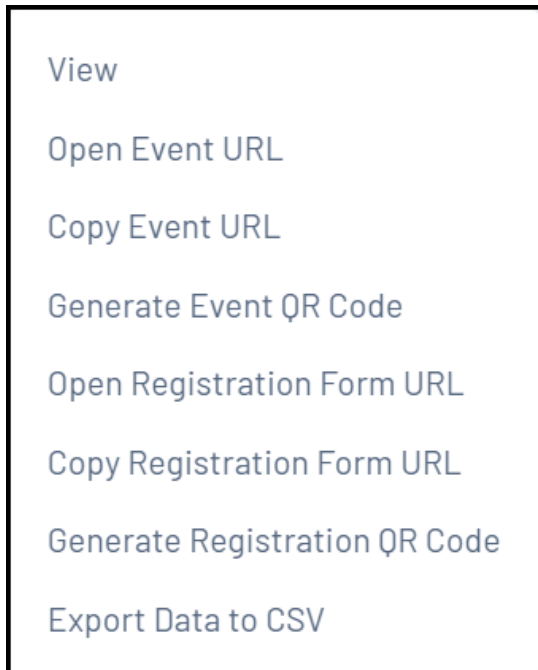
1. Create New Event: Create a new event from scratch.

2. Create New Event From Template: Create a new event using a pre-configured event template.

3. Event Type Filter: Filter the event list by Event Type.

4. Event Category Filter: Filter the event list by Event Category.

- 5. Status Filter:** Filter the event list by Event Status.
- 6. Search:** Search for individual events by Event Name.
- 7. List Table Settings:** Define which fields display in the columns of the list table.
- 8. Edit Event:** Edit the details of the event including basic settings, products, questions, layout, messages, publish status and more.
- 9. Actions:** Expand the actions arrow to access the below features:



- **View:** View your event details and manage your event participants.
- **Open Event URL:** Opens the Landing Page for the event.
- **Copy Event URL:** Copies the Landing Page URL to your clipboard.
- **Generate Event QR Code:** Generates a QR Code which, when scanned, opens a link to your event Landing Page.
- **Open Registration Form URL:** Opens the Registration Form for the event.
- **Copy Registration Form URL:** Copies the Registration Form URL to your clipboard.
- **Generate Registration QR Code:** Generates a QR Code which, when scanned, opens a link to your event Registration Form.
- **Export Data to CSV:** Downloads an export file of all entrants that have registered to the event, and the details they have provided on the Registration Form.

For more information on processes relevant to the **Events** module, please refer to the **Related Articles** section of this article.

Related Articles
