



Arena: Event Tags

Presented by:

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Objective

This session covers how to create an Event, promote the event and make it available for online registration.

What You Will Learn in This Session

You will learn...

- How to set up event tags
- How to use online registrations
- How to promote your event

Global Settings

Review and customize global settings:

- Set the **Show Account Numbers module setting** to True on the Event Profile Detail module on the Event Tags page. *Users can then enter the account number per fee or payment when exporting to Shelby v5 General Ledger.*
- Set **Edit Registration** and **Allow Refund security permissions** for users who should have permissions to edit registrations.
- For an Event Tag to display on your organization's Arena-managed website, users must create a **future occurrence** for the event tag, which requires security permission to the Occurrence Detail page, and approve the associated promotion.
- Customize the **Event Calendar**, **Event Week** and **Event Details** modules for the web portal.
- Customize the **Topic Area Lookup**. Use this lookup to specify which topics to display on the Arena calendar.
- If using **ministrEspa**ce for resource management, add the appropriate information on the Facilities Management page, set the Event Resource and Event Resource Admin Role on the Event Profile Detail module, and start the UpdateResourcedEvents Agent.

Create the Event Tag

Event Tags are for occasions that have beginning and end dates with the option to accept registration fees and display on your Arena-managed website. Tags also have the option of RSVP or Sub-Events such as a conference with individual classes.


Considerations when using Sub-Events:

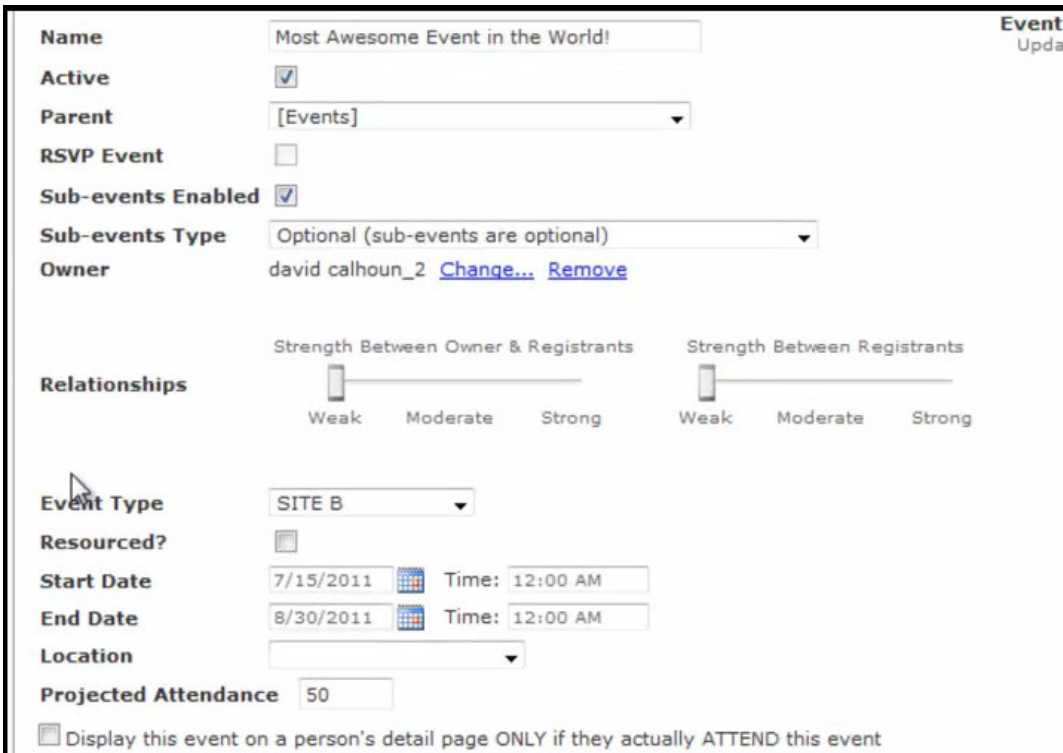
- Each sub-event has its own name, start time, end time, etc.
- Custom Fields are only available for a parent event, not for the sub-events.
- Each sub-event can also have its own costs, fees, and discounts.
- The user will make one payment for multiple events when registering.
- Sub-events cannot have sub-events. You can create only one level of sub-events.
- The feature assumes the Registration and the Registrant are the same person, e.g., Bob Smith is registering for the Men's Conference AND two breakout (sub-events) sessions.

Considerations when using RSVP Events:

- Payments are accepted.
- Discounts are not available.
- Sub-events are not available.
- If the goal is to enable registration for not one, but for a 'block of tickets,' consider using an RSVP Event with the Anonymous registrant options.

Steps to Create an Event Tag:

- 1) Go to Tags → Event Tags.
- 2) Click the Add link if this is the first event tag in Arena. If Tags already exist then click the Add New Event Tag  icon.
- 3) Enter the **event details** on the Event Details tab.



The screenshot shows the 'Event Details' form for an event named 'Most Awesome Event in the World!'. The form includes the following fields and options:

- Name:** Most Awesome Event in the World!
- Active:**
- Parent:** [Events]
- RSVP Event:**
- Sub-events Enabled:**
- Sub-events Type:** Optional (sub-events are optional)
- Owner:** david calhoun_2 [Change...](#) [Remove](#)
- Relationships:** Two sliders for 'Strength Between Owner & Registrants' and 'Strength Between Registrants', both set to 'Moderate'.
- Event Type:** SITE B
- Resourced?:**
- Start Date:** 7/15/2011 Time: 12:00 AM
- End Date:** 8/30/2011 Time: 12:00 AM
- Location:** [Empty dropdown]
- Projected Attendance:** 50
- Display this event on a person's detail page ONLY if they actually ATTEND this event

- **Name** – Enter the name for the event. *The name will display on the Arena-managed website calendar.*
- **Active** – Indicates the event is an active event.
- **RSVP Event** – Check this box if you would like to allow users to register multiple people without requiring data to be entered for each person. *This option is available for Event Tags with no Sub-Events.*
- **Parent** – This is the parent tag of this event tag. *If this is the top-level tag, Events will be the Parent.*
- **Sub-events Enabled** – Check this box to create sub-events. *ONLY top-level events can have sub-events, ie., sub-events cannot have sub-events.*
- **Sub-events Type** – Select which type of sub-events to make available for this event.
 - **Required** – The registrant must choose at least one sub-event.
 - **Optional** – The registrant has the option of selecting sub-events.
- **Owner** – By default, the person creating the event will be the owner. Click [Select](#) to change the owner.

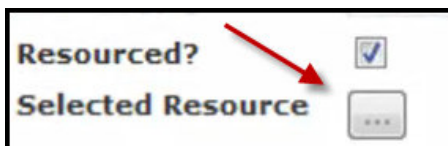
- **Peer Relationships** – Set the relationship strength. *The default Weak position will not calculate.*
- **Event Type** – Select the type of event. *This is a customizable Lookup to organize your Arena-managed website calendar.*
- **Resourced** – If using ministrEspace, you can connect the Arena event with the resource management calendar. *A ministrEspace account is required.*
- **Start and End Dates** – Enter the start and end dates for the event.
- **Location** – Select the location for this event. *Refer to Check-In/Locations for additional information.*
- **Projected Attendance** – Enter the number of people you are expecting for this event. *You can limit registrants on the Registration Details tab under Registration.*
- **Display this event on a person’s detail page ONLY if they actually ATTEND this event** – Check this box if you want to display this event on the Person Detail page of the registrant. *The event will display once attendance is recorded.*

The screenshot shows a web form with three main sections:

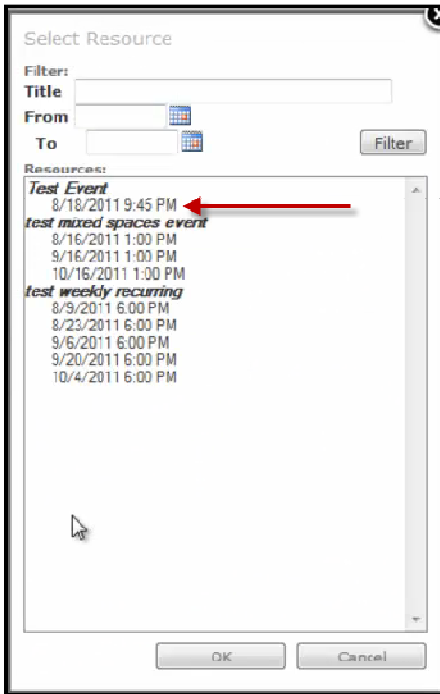
- Summary:** A text area containing the text "Summer Camp".
- Event Details:** A rich text editor with a toolbar (bold, italic, underline, list, link, etc.) and the text "Join us at Terre Benite for Summer Camp." below it.
- Internal Notes:** An empty text area at the bottom.

- **Summary** – Enter a summary for the event. *Event summary displays on your organization’s Arena-managed website.*
- **Event Details** – Enter the details for the event. *Event details displays on your organization’s Arena-managed website.*
- **Internal Notes** – Enter any internal notes, only accessible to staff.

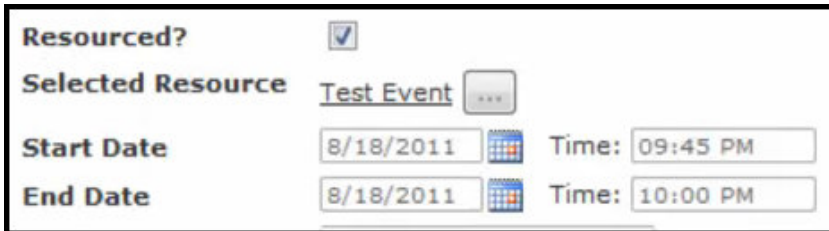
4) If using ministrEspace, select the **Page Picker** to select an existing resource.



- 5) Select an approved resource from the **pop-up**. Use the *filter and date field filters* to search for the desired event.



- 6) Click **OK** to save and return to Event Details.
7) Arena will populate date fields with ministrEspace resource dates.



- 8) Enter any internal notes, only accessible to staff.
9) Click **Update**. Verify user has permission to Edit Registration.
10) Click **Edit Details** to finish entering information for this event.
11) Click the **Public Calendar Details tab** and complete fields as needed. For events to be visible on the external site, set Visibility to Public, select at least one primary ministry, and mark approve.

- **Contact Name, Phone and Email** – Enter the information for the event’s contact person. *This is the contact information that displays on your organization’s Arena-managed website.*
- **External Link** – If used, enter the URL for the event. *This is optional.*
- **Visibility** – Select Public to make the event available on your organization’s Arena-managed website.
- **Primary Ministry** – Select a primary ministry to display the event. *This determines the page on your organization’s Arena-managed website where this event will display.*
- **Alternate Ministry** – If applicable, select any other ministry for the event.

12) Click the Registration tab and check the **Enabled** box to display options for Online Registration. *Edit Registration security permission is required to view and edit the Registrations tabs. See Tag Security in this manual for more information.*




- **Enabled** – This enables the six Registration tabs.
- **Registration Start and End Dates** – Enter the dates and times the event should be available online for registrations.
- **Limit Registrations** – Enter the maximum number of registrations allowed. *If using “Allow Multiple Registrants...,” Arena lists only the open slots. e.g., if three slots are available and the user would like to register four, only three will be available in the drop-down.*
- **Allow Multiple Registrants** – The maximum number of people who can register under one registration.
- **Allow Anonymous** – Check this box to allow people to register without having to create a member login first. *This option will create a registration, as an anonymous registration, and add the registrants into the database as records.*

13) Click the **Fields** sub-tab to select the fields to use for online registration for this event.

Standard Field Settings
 Below are the Standard Fields that can be used for this event. Select the 'Use' option if you'd like the field to be displayed for the user to enter when they register for this event. You can also make the field required by clicking the 'Required' column. When a user is registering multiple individuals, information they enter for the first registrant will automatically be copied to the additional registrants for any of the fields that you select 'Auto Fill'. The first registrant's info will also be automatically entered for each field with 'Auto Fill' if the person is logged in. When entering new individuals, the system uses First Name, Last Name and Birthdate for matching. Always include these fields to increase the chances of matching individuals properly.

	Use	Required	Auto Show On		Order
			Fill	Summary	
First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Nick Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
Middle Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Home Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6
Work Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8

- **Use** – Check boxes for fields you want to be available on the online event registration form.
- **Required** – Check boxes for required fields on the online event registration form.
- **Auto Fill** – If the event registration is behind a member login page, check boxes to auto fill fields for existing records. *If Arena finds a match, Arena adds the person as a registrant and updates fields such as address, phone numbers and email addresses and birthdate.*
- **Show on Summary** – Check boxes for fields you want to display on the registration summary page.
- **Order** – Change the numbers in the order column to change the display order on the each field in use.

- 15) To add a Custom Field, select the New Custom Field  icon, and then click the Edit Custom Field  icon. Fill in the required fields as desired and needed. To change the order of Custom Fields use the  arrow button.

Custom Fields

Custom Fields are fields that you can add to your event so that information specific to your event can be collected from the user when they register for the event. You can configure the fields label, location, type, behavior, and list of acceptable values.


Label	Visible	Required	Location	Type	Type Qualifier
T-Shirt size	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Left	Checkbox (List)	P,S,M,L,XL,XXL

Label	<input type="text" value="New Field"/>	Label Location	<input type="text" value="Left"/>
Field Type	<input type="text" value="Textbox"/>	Size	<input type="text" value="1"/> Rows <input type="text" value="0"/> Pixels Wide
<input type="checkbox"/> Read-Only <input type="checkbox"/> Enable Auto-Fill <input type="checkbox"/> Show On List			





- Address
- Area
- Checkbox (List)
- Custom Query
- Date
- Document
- Dropdown List
- Image
- Lookup Type
- Person
- Phone Number
- Radio List
- Rich Text Field
- Static HTML Content
- Textbox**

- **Label** – Enter the name for the custom field.
- **Label Location** – Select the label location. *Options are left, right, top, or bottom.*
- **Field Type** – Select the type of field to use.
 - **Address** – This field enables the ability for registrants to enter an address.
 - **Area** – This field enables you to specify a page to display the group area. *See Groups Areas for more information.*
 - **Checkbox** – This field enables you to create a multi-select list of options for registrants. Enter the options in comma-delimited format in the Values field.
 - **Custom Query** – This field enables you to enter a custom query in the Query field.
 - **Date** – This field allows registrants to enter a date.
 - **Document** – This field enables registrants to attach a document. *You will first need to select a Document Type to associate with uploaded registrant documents. Document Type is a customizable Lookup. See your Arena Administrator if no Document Type is available.*
 - **Dropdown List** – This field enables you to create a drop-down list of options for registrations to select. *Enter values in comma delimited format (e.g. Option a, Option B, Option C) in the Values field.*
 - **Image** – This field enables registrants to upload an image.
 - **Lookup Type** – This field enables you to select an existing drop-down from Lookups.
 - **Person** – This field enables registrants to search for a single existing record, using default Person Page ID (7).


- **Phone Number** – This field enables registrants to enter a 10-digit telephone number with the option to enter an extension.
- **Radio List** – This field enables you to create a single-select radio list of options for registrants. *Enter values in comma delimited format format (e.g. Option A, Option B, Option C) in the Values field.*
- **Rich Text Field**- This fields enables you to enter rich text.
- **Static HTML Content** – This field enables you to enter static text or static HTML-formatted text in the HTML field.
- **Textbox** – This field enables registrants to enter text.
- **Rows** – Use this option to adjust the number of rows to use for the custom field, e.g., a rich text field or static HTML content.
- **Pixels Wide** – Use this to specify the width of the custom field.
- **Value(s)** – Depending on the Field Type, you may be required to enter a value for the choices presented. *Field Types that require this are checkbox, radio, drop-down, and static. These values are comma delimited for multiple values.*
- **Visible** – Check this box to make the field visible (both internally and externally).
- **Required** – Check this box for fields that are required to select or complete.
- **Read Only** – Check this box for view only fields. *This will make the field display as a disabled field (grayed out).*
- **Enable Auto-Fill** – For Events behind a member login, check this box for required custom fields.
- **Show on List** – Check this box for fields to display on the Tag-Member page.

16) If available, select a Custom Field Group. *If not available, see your Arena Administrator. To remove a Custom Field or Custom Field Module, click the Remove  button next to the field/module you want to remove. The Custom Field cannot be in use.*

Custom Fields
 Custom Fields are fields that you can add to your event so that information specific to your event can be collected from the user when they register for the event. You can configure the fields label, location, type, behavior, and list of acceptable values.

Label	Visible	Required	Location	Type	Type Qualifier			
T-Shirt size	✔		Left	Checkbox (List)	P,S,M,L,XL,XXL	↓		
New Field	✔		Left	Textbox		↑		

Custom Field Modules
 Field Modules are pre-configured groupings of Custom Fields that can be added to your event. If you have a group of fields that you consistently use for your events, these fields can be set up as a Field Module so that you can easily add them here. The Arena Administrator(s) can set these field modules up for you.

Category	Module	Attributes	Remove
Church Wide Events	Children's Ministry Event Fields	Day of Week (Arena.Portals.UI.FieldTypes.LookupTypeField) Referred by (Arena.Portals.UI.FieldTypes.PersonField) Non-Lookup Option (Arena.Portals.UI.FieldTypes.CheckBoxField)	

Add New Field Module: Children's Ministry Event Fields

17) Click the **Communication** tab.

18) Click the **Enabled** checkbox and complete the required* information.

Event Details | Public Calendar Details | **Registration** | Custom Fields

Registration Details | Fields | **Communication** | Payments & Fees | Discounts | Advanced | Registration Steps

Communication Settings

This settings will be used for both Registration Confirmations and Reminder(s)

From Name:

From Email:

Merge Fields
##ContactEmail##, ##ContactName##, ##ContactPhone##, ##Details##, ##End##, ##ETicketLink##, ##Location##, ##OrganizationName##, ##Registrants##, ##Start##, ##SubEventDetails##, ##Summary##, ##Title##, ##TotalCost##, ##TotalDue##, ##TotalPaid##

Registration Confirmation Enabled
If enabled, the system will send a registration confirmation that includes details of the event and the registration. You can also include additional information and/or attachments on the email by entering them here.

Subject:

Rich Text Editor:
Merge Fields
Dear ##Registrants##,
Congratulations!! You are now officially registered for ##OrganizationName##'s ##Title##. We look forward to seeing you.
If you have any questions, please contact ##ContactName## at ##ContactPhone##.
Blessings,
The Children's Ministry



Attachments

Event Reminders Enable None 1 2
If enabled, the system will send an event reminder email to all the registrants a specified number of days before the event begins. The email will include details of the event and their registration. You can specify additional information for the email to include here.

E-Tickets Enabled
If enabled, the system will print an E-Ticket for the registrants whenever a registration is completed.

Notify Owner Enabled
If enabled, the system will automatically notify the tag owner when a new person is registered via email.

- **From Name*** – Enter the name for the email sender.
- **From Email*** – Enter the email address of the person sending the email.
- **Registration Confirmation** – Click enabled to display and customize the registration confirmation email. *The email option has full HTML functionality.*
- **Subject*** – Enter a subject for the email.
- **Event Reminders** – Click Enable to display the additional reminder email options. *You can set up two event reminder emails.*
- **E-Tickets** – Select an available e-ticket, as desired. *This option requires additional setup.*
- **Notify Owner** – Check this box if the event tag owner would like to receive email notification when someone registers for the event online.

- 19) Click the **Payments & Fees tab**. *A Payment Gateway account is required.*
- 20) Click the **Enabled checkbox**. *Edit Registration permission is required. See your Arena Administrator if this option is not available.*
- 21) Click the **Add New Fee**  icon in the **Event Costs** section to add fees for this event.
- 22) Click the **Edit Fee**  icon to enter the fee information.
- 23) Enter applicable fee information. Considerations:
 - To allow registration without payment, set the due date for a future date.
 - To require payment, set the date due to the current or past date.
 - If using sub-events:
 - Only one "discount code" text box displays, but each sub-event can have its own discount code.
 - You can use the same text for the discount code on sub-events but assign different discount percentages or discount amounts.
 - Sub-events do not require payments or fees.

Title	Active	Amount	Discount Applies	Date Due	Note	Account Number
Deposit	<input checked="" type="checkbox"/>	10.00	<input checked="" type="checkbox"/>	6/1/2013	save my spot	789456
No Payment	<input checked="" type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	3/1/2013	save my spot-payment due by 6/1/2013	789456
Full Payment	<input checked="" type="checkbox"/>	\$65.00	<input checked="" type="checkbox"/>	6/1/2013		789456

- **Title** – Enter the title for this payment. This will display on the registration page.
- **Active** – Mark the payment active in order to make available on the registration page.
- **Amount** – Enter the amount for the payment option.
- **Discount applies** – Check this box if Discounts (from the next tab) apply to the payment option.
- **Date Due** – Enter or use the calendar button to select the due date for the payment.
- **Note** – Enter a note for this payment option. This will display on the registration page.
- **Account Number** – Enter the account number for this payment option. *See your Arena Administrator if this option is not available.*
- **Select Payment Gateway(s)**. *You can select one payment gateway for credit card payments, and a second for ACH payments.*
- **Accounting Code** – Enter the Accounting Code for this event.

24) Enter **Additional Fees**. For events with additional fees, leave those fees active in order for the balance to reflect an accurate balance.

- **Label** – Enter the label for the additional fee.
- **Amount** – Enter the amount for the additional item.
- **Type** – Select the type of field for the additional fee. *Options are dropdown and radio list.*
- **Values** – Enter the options for the fee in comma-delimited format.
- **Account Number** – Enter the account number for the additional fee.
- **Allow Multiple Quantity** – Check this box to allow registrants to select multiples. You will also need to set a Max number of multiples.
- **Active** – Check to make active.
- **Required** – Check this box for fields that are required to select or complete.
- **Show on List** – Check this box for fields to display on the Tag-Member page.
- **Discount Applies** – Check this box to enable discounts for the additional fee.


25) Click the **Discounts** tab to create specific discounts for the event. *You can enter percentages, including 100% or dollar value discounts, and percentage discounts apply before dollar discounts.*

Code	Discount (Percent)	Discount (Amount)	Limited	Max Allowed	Used Start	End
SCH012	100.00 %	\$0.00	✓	5	0 6/1/2011	3/1/2015

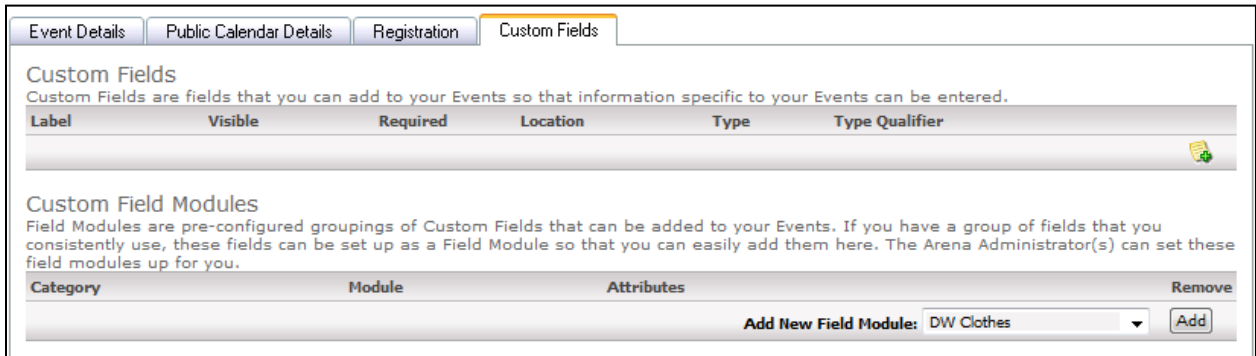
- **Group Discount** – Enter a group size and a % or dollar discount. *Discount will apply to all registrants in the registration.*
- **Early Bird Discount** – Enter or select the end date for the early discount and a % or dollar discount. Discount will apply to all registrants in the Registration.
- **Discount Codes** – Use this additional discount option for custom discounts like scholarships. *Max Allowed limits the number of times the code can be used, regardless of the number of registrants. The Limited checkbox tells Arena to limit use of the Discount Code based on the Max Allowed number. However, it only will limit the number of times to use the code on the external site. If the Limited checkbox is unchecked, you can enter the discount code as many times as you like. Each registrant can use one discount code.*

26) If using Arena Check-In for this event and the default Event label, click the **Advanced** tab to customize fields that will print on the label.

27) If desired, customize the Registration steps. The default registration is a five-step process. On this tab, you can customize the steps.

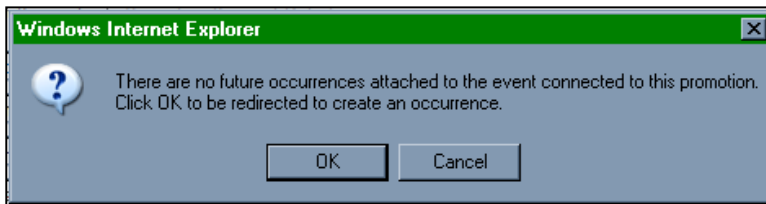
Click the Add New Step  icon to select and customize each step.

28) Click the **Custom Fields Tab** to add custom fields for internal use. *If you are using sub-events, you can create custom fields for the 'main' tag as well as the sub-events.*




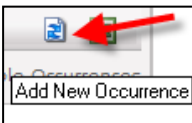
29) Click **Update**.

30) If you would like to allow on-line registration, you will need to create a future occurrence. If a future Occurrence is not created, the below pop-up will display.



31) Click on the **Occurrences tab**.

32) Click the **Add New Occurrence**  icon. *This creates a new single Occurrence, called [New Occurrence](#).*



33) Click the [New Occurrence](#) to view the occurrence, as shown below.



34) Click **Edit Details** to customize the Occurrence.

Home > Check-In > Attendance Type Categories > Occurrence Detail

Tag [2008 Back to School Outing](#)

Attendance Type [Saturday 5:30pm Service](#)

Name [New Occurrence]

Location

Area

Start Time 6/24/2009 12:00 AM

End Time 6/24/2009 11:59 PM

Check-In Location -

Check-In Start Time

Check-In End Time

Membership Required for Check-In No

Occurrence Closed No

Head Count 0

Edit Details Delete This Occurrence

35) Complete the fields for this Occurrence, as desired.

Allows an attendance occurrence to be modified

Attendance Type Church Wide Events - All Members

Name Summer Camp

Location

Area

Start Date 6/21/2013 Time: 08:30 AM

End Date 6/21/2013 Time: 06:30 PM

Check-In Location

Check-In Start Time:

Check-In End Time:

Membership Required for Check-In

Occurrence Closed

Head Count ? 0

Notes

Update Cancel

- **Attendance Type** –Select an Attendance Type to associate with the event. *See Check-In for more information on Attendance Types. This is a required field.*
- **Name** – Enter a name for this occurrence.
- **Location** – Enter the location for the event.
- **Area** – Select the area for the event.
- **Start/End Dates** – Enter the start date and end date for the event. *If this is multi-day event, you will want to create an occurrence for each day. The times will display with the event on the Arena calendar.*

- **Check-In Location** – If using Arena Check-In for the event, select a Check-In location.
- **Check-In Start/End** – If using Arena Check-In for the event, enter the start and end dates and times you will be using Check-In.
- **Membership Required for Check-In** – If using Arena Check-In, check this box to limit Check-In to registrants only.
- **Occurrence Closed** – If using Arena Check-In, check this box to close.
- **Head Count** – If not using Arena Check-In, enter in a head count for this Occurrence. *Head Count overrides any Attendance calculated by the system. Head Count does not affect Check-In Room Ratios.*
- **Notes** – Enter notes for this occurrence, if desired.

36) **Repeat** Occurrence steps for each day of the event. *Occurrence dates and times will also display on the Event calendar of your Arena-managed website.*

37) Click **Update** to save and close the window.

38) In addition to the event calendar, Arena has the option to create a Promotion for events. ***See the next section.***

Steps to Create a Sub-Event

The steps to create the 'main' tag for the sub-events are the same as a traditional tag, with the exception of marking the **Sub-events Enabled** box and selecting whether sub-events are required or optional. For this example, we will use a Conference with classes for sub-events.

- 1) When creating the event, select the **sub-event Enabled** box.
- 2) Select the sub-events type. *Options are required or optional.*

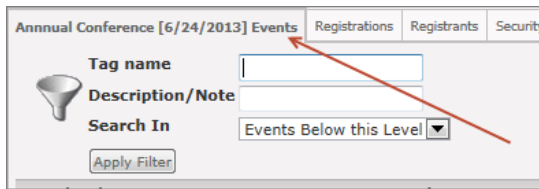
The screenshot shows the 'Event Details' tab of a system interface. The form contains the following fields and options:

- Name:** Annual Conference
- Active:**
- Parent:** [Events] (dropdown)
- RSVP Event:** Sub-Events are not available when using RSVP Events.
- Sub-events Enabled:**
- Sub-events Type:** Optional (sub-events are optional) (dropdown)
- Campus:** All (dropdown)
- Owner:** The Wife Johnson [Change...](#) [Remove](#)
- Relationships:** Two sliders for 'Strength Between Owner & Registrants' and 'Strength Between Registrants', both set to 'Moderate'.
- Event Type:** General Event (dropdown)
- Resourced?:**
- Start Date:** 6/24/2013 Time: 08:00 AM
- End Date:** 6/28/2013 Time: 05:00 PM
- Location:** Main Campus - Laptop - Main Entrance (dropdown)
- Projected Attendance:** 200
- Display this event on a person's detail page ONLY if they actually ATTEND this event

At the bottom left, there is a 'Summary' link.

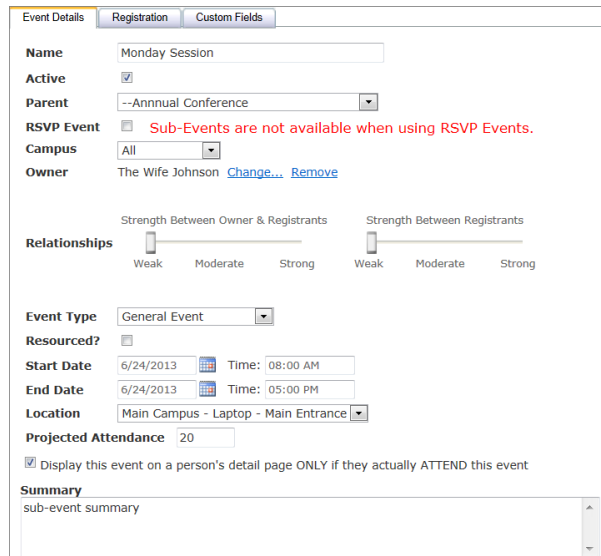
- 3) Complete all **other tabs and fields**, as desired for the 'main' tag. *See Steps to Create an Event. Fees and discounts will be for the main tag. Sub-events have separate fees and discounts.*
- 4) Click **Update**.

5) Select the first tab for the 'main' event.



6) Click **Add New Event** icon.

7) Complete fields.



- **Name** – Enter the name for this sub-event.
- **Active** – Check this box to enable the sub-event for online registration.
- **Campus** – Select campus, if applicable.
- **Owner** – Change the owner, if applicable. The default owner will be the same as the 'main' tag owner.
- **Relationship** – Adjust the Relationship scale, if using Peer Network.
- **Event Type** – Select the type of event. *See your Arena Administrator to customize.*
- **Resourced?** – Check this box if your organization is using ministrEspace to connect the resource needed for this event.
- **Start and End Dates** – Enter the start and end dates for this sub-event.
- **Location** – Select the location for this sub-event. *Locations are created in the Check-In pages.*
- **Projected Attendance** – Enter the projected number of attendees.
- **Check the Display the event on a person detail page only if they actually attend this event** – Check this box IF taking attendance (using Check-In or manual).
- **Summary** – Enter the summary for this sub-event.

- 8) Select the **Registration/Registration Details tab**.
- 9) Click **Enabled**.

Event Details | **Registration** | Custom Fields

Registration Details | Payments & Fees | Discounts | Registration Steps

Online Registration Enabled

Use this area to configure when and how people can register for this event online.

Limit Registrations to individuals

- 10) Enter the maximum number of registrants for this sub-event.
- 11) Select the **Payments & Fees tab**.
- 12) Add all applicable event costs and additional fees for this sub-event. *The sub-event will inherit the 'main' event costs so you can edit the first event cost for this sub-event. Be sure to save each cost or fee before continuing.*

Registration Details | **Payments & Fees** | Discounts | Registration Steps

Event Costs (Payments) Enabled

If this event requires a payment, you can use this area to specify information about the amount and due date required for each payment.

Title	Active	Amount	Discount Applies	Date Due	Note	Account Number
Entry Fee	<input checked="" type="checkbox"/>	15.00	<input checked="" type="checkbox"/>	3/1/2015		

Additional Fees Enabled

If this event has any additional optional fees, you can use this area to specify information about the additional fee(s).

Label	Amount	Active	Required	Type	Values	Account Number
Label	Resource Book (ma)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount	4.00	
Type	Dropdown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Values	1,2,3,4,5	
Account Number	12345	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Max:	5	
		<input checked="" type="checkbox"/> Allow Multiple Quantity	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Show on List	<input checked="" type="checkbox"/> Discount Applies	

13) Select the **Discounts** tab.

14) Click **Enabled**.

Registration Details | Payments & Fees | **Discounts** | Registration Steps

Group Discount Enabled
If this event provides a discount for registering a group of people, you can use this area to specify the discount amount and how many registrations are required to receive the discount.

Group Size

Discount 5 % OR \$ per eligible cost/fee.

Early Bird Discount Enabled
If this event provides a discount for registering early, you can use this area to specify the discount amount and when the discount ends. If there will be multiple payments, the discount will be applied to all payments as long as the first payment is made before the end date. If you want only those payments that are made before the date, unselect the 'Use First Payment Date' option.

End Date

Discount 5 % OR \$ per eligible cost/fee.

Use First Payment Date

Discount Codes Enabled
If this event provides one or more discounts based on a discount code, you can use this area to specify the information about each discount code.

Code	Discount (Percent)	Discount (Amount)	Limited	Max Allowed	Used	Start	End	
CONF2013	100.00 % OR	\$ 0.00	<input type="checkbox"/>	<input type="text" value="0"/>	0	<input type="text" value="1/1/2013"/>	<input type="text" value="6/1/2013"/>	

15) Enter applicable discounts.

16) Click **Update**.

Creating an Event Web Promotion

New Promotion Request

The New Promotion Request page is used to submit promotions and their details for review by an administrator or director, who will approve it for use for your organization's Arena-managed website or calendar.

Steps to Submit a New Promotion Request:

- 1) Go to **Promotions** → **New Promotion Request**, as shown below.
- 2) Click the **Web** tab. Complete all **applicable fields**.

Promotion Request Details

Details of a specific promotion request Edit Settings...

Title **Priority** (0 - 99)

Contact Name [Change...](#) **Tier Level** Unknown

Contact Phone

Contact Email

Event [view](#)

Campus

Primary Ministry

Alternate Ministries

<input type="checkbox"/> Adult	<input type="checkbox"/> Jr. High	<input type="checkbox"/> Programming
<input type="checkbox"/> All Church	<input type="checkbox"/> Media	<input type="checkbox"/> Senior Adults
<input type="checkbox"/> Baptisms	<input type="checkbox"/> For Members	<input type="checkbox"/> Single's
<input type="checkbox"/> Bookstore	<input type="checkbox"/> Memorial Service	<input type="checkbox"/> Small Groups
<input type="checkbox"/> Cafe	<input type="checkbox"/> For Visitors	<input type="checkbox"/> Sports
<input type="checkbox"/> Coffee Bar	<input type="checkbox"/> Men's	<input type="checkbox"/> Sunday Seminars
<input type="checkbox"/> College	<input type="checkbox"/> Missions	<input type="checkbox"/> Weddings
<input type="checkbox"/> Communications / IT	<input type="checkbox"/> Nursery	<input type="checkbox"/> Women's
<input type="checkbox"/> Elementary	<input type="checkbox"/> Office of the Senior Pastor	<input type="checkbox"/> Youth Sports
<input type="checkbox"/> Events Page	<input type="checkbox"/> Operations	<input type="checkbox"/> Volunteering
<input type="checkbox"/> Finance and Administration	<input type="checkbox"/> Personal Ministry	<input type="checkbox"/> Pre-Marital
<input type="checkbox"/> Fitness	<input type="checkbox"/> Prayer	<input type="checkbox"/> Homeschool
<input type="checkbox"/> High School	<input type="checkbox"/> Preschool	


Web **Bulletin** **Newsletter** **Media**

Promote on Web **Approved**

From To

Web Summary

Summary Image



[Remove](#)

- **Title** – Enter a title for the promotion.
- **Priority** – Enter the priority for the event. *The priority is an option to determine which promotions to display on the Arena-managed website and in what order, on a scale of 0 to 99 (0-99 is lowest to highest).*
- **Contact Name, Phone and Email** – Enter the contact name for the event if the record does not exist in Arena or click the [Change...](#) link to select from existing records.
- **Event** – Verify the event is selected in this drop-down. *Click the **View** button to view the details of the Event.*
- **Primary Ministry** – Select a Primary Ministry for this event. *This will determine where to display on the promotion on your Arena-managed website.*
- **Alternate Ministry** – If applicable, select alternate ministries. *The Primary Ministry will indicate the primary instance of the promotions module/control on your organization’s Arena-managed webpage that this promotion will display on, while Alternate Ministries will indicate any other instances of the promotions module/control that will display this promotion if there is an empty spot available.*
- **Promote on Web** – Check this box to display on the web.
- **From and To Dates** – Enter the dates the promotion should be available on your Arena-managed website.
- **Web Summary** – Enter a summary for the event. *Use the HTML option to add any HTML formatting.*
- **Summary Image** – Upload an image for the promotion.
- **Approved** – If available, approve the promotion. *You can also approve promotions on the All Promotions page.*
- **External Link** - If this event will be a dedicated page, enter the respective URL.

3) Click **Save**.

Public Calendar

The Public Calendar page displays all upcoming Events. Use the filters at the top of the page to display the desired items. The list will display the First Occurrence, Last Occurrence, Tier Level, Ministry (Topic Area), Details, Approved, and Priority. The Details column will list the Promotions with the title as a link to the Promotion page. Click the Save Changes button to save any changes in the Approved or Priority columns.

Public Calendar
Edit Settings

View the events for the public calendar.

Approved All

Contact Name

Expired Include Expired

Ministry All

Alternate Ministry

Adult

Jr. High

Programming

All Church

Media

Senior Adults

Baptisms

For Members

Single's

Bookstore

Memorial Service

Small Groups

Cafe

For Visitors

Sports

Coffee Bar

Men's

Sunday Seminars

College

Missions

Weddings

Communications / IT

Nursery

Women's

Elementary

Office of the Senior Pastor

Youth Sports

Events Page

Operations

Volunteering

Finance and Administration

Personal Ministry

Pre-Marital

Fitness

Prayer

Homeschool

High School

Preschool

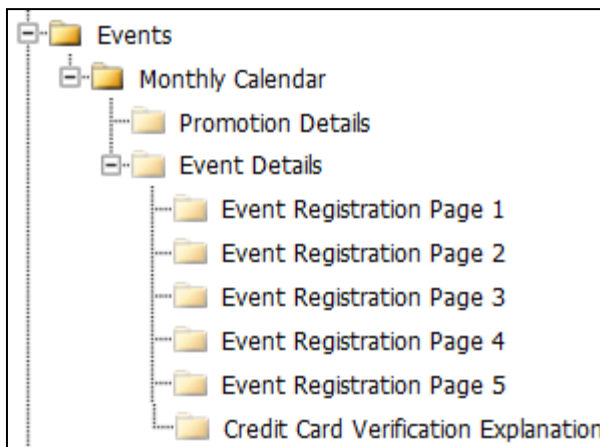
First Occurrence	Last Occurrence	Tier Level	Ministry	Details	Approved	Priority
Thu, Mar 05, 2015	Tue, Mar 10, 2015	All Church		<p>Title: Best Event with Sub Events</p> <p>Summary: Event Summary</p> <p>Details: Event Details</p> <p>Alternate Ministries: All Church</p> <p>Contact Info: Linda Johnson (901) 757-2372 linda.johnson@arenachms.com</p> <p>Created By: The Wife Johnson (10/23/2011 4:13 PM)</p> <p>Last Modified By: The Wife Johnson (11/3/2011 12:28 PM)</p>	<input checked="" type="checkbox"/>	99
Sun, Mar 01, 2015	Sun, Mar 01, 2015	All Church		<p>Title: Women's Retreat and Conference with Sub Events</p> <p>Summary: Come join the women of Passage for a fulfilling time with other christian women.</p> <p>Details: This retreat will not only inspire you but, provide the opportunity to inspire others.</p> <p>Alternate Ministries: All Church</p> <p>Contact Info: Jane Sample 901-757-2372 linda.johnson@arenachms.com</p> <p>Created By: The Wife Johnson (10/9/2010 9:09 AM)</p> <p>Last Modified By: The Wife Johnson (11/3/2011 12:25 PM)</p>	<input checked="" type="checkbox"/>	99

- 1) Use the **filters** to display desired calendar requests.
- 2) Click the **Title** to view the calendar request.
- 3) Click the **Approved checkbox** to approve the calendar request.
- 4) Click **Save**.

Online Events and Registrations

Online Events and Promotions Pages

Events are an active part of your organization’s ministry. These events can be anything from VBS to a Women’s Conference. The key to the success of these events and the resulting growth and development of your membership is event promotion, a function easily accomplished on your Arena-managed website through online promotions. To implement the default online promotions and events on your website, you will need ten pages, as outline below. **You will also want to verify the payment gateway is set up correctly, including your security certificate.**



- **Events page** – This page is your user’s primary access point to your events and promotion details. It displays a listing of your current events and allows users to navigate through to the details and registration areas for each event. This page does not require a secure login so you can place it directly under your Home page, and it should be visible in navigation. This page requires the **Event Week View module** with your Event Details page selected. *This module includes optional settings to filter by Campus, customize the number of days to show, filter by Topic Area Lookup, and an optional Lookup filter.*
- **Monthly Calendar page** – This page displays all of the active and approved events in the current month in a calendar format, allowing users to click on those event titles to view the details of each event promotion. Users can also use this page to browse through other month’s events. You should add this page as a child page of your Events page. You can choose to display this page in navigation if you wish to allow users to browse to it, or you can hide it in navigation and use a hard-coded link or a redirect module to access it. This page requires the **Event Calendar module** and the Event Details page selected. *This module includes optional settings such using a different CSS, filtering by specific ministries (Topic Area Lookup),*

to display times or not, and to make Topic Area visible or not. If limiting by Topic Area, enter the Topic Area ID numbers in the Topic Areas field in comma-delimited format.

- **Promotion Details page** – This page should be a child page of your Events page and should be set to not display in navigation. This page requires the **Promotion Detail Display module**, which has no required settings. When a user selects a promotion that does not tie to an event tag, the details of that promotion will display on the Promotion Details page. Its largest difference from the Event Details page is that a user cannot register for non-event promotions, as they can for event promotions.
- **Event Details page** – If a user selects a promotion tied to a specific event tag from any promotion display module, this page will display with the details of the event promotion as well as allowing the user to register for the event or add it to his or her Outlook calendar. Just like the Promotion Details page, this page should be a child page of your Events page and should be set to not display in navigation. This page requires the **Event Details module** with the Event Registration Page 1 and User Confirmation pages selected.
- **Event Registration Pages** – The default five Event Registration Pages are forms that a user will need to fill out when he or she registers for an event online. They are very similar in their setup and should all be located as child pages of your Event Details page and set to not display in navigation. Each module will be located on the page of the same name (e.g. the Event Registrations – Page 1 module will be located on the Event Registrations Page 1 page). For events not using a login in page, you have the option to use anonymous registration, where first and last name are required, and registrants can select the ACH option.
 - **Event Registration Page 1** – This module requires you to select a Login page, Event Registration Page 2, and Event Registration Page 3.
 - **Event Registration Page 2** – This module requires you to select an Event Registration Page 1 and an Event Registration Page 3.
 - **Event Registration Page 3** – This module requires you to select an Event Registration Page 1, Event Registration Page 2, and Event Registration Page. To remove the Family Member option, remove text from the Family Member Description module setting on this default page and module.
 - **Event Registration Page 4** – This module requires you to select your Event Registration Page 1, Event Registration Page 3, Event Registration Page 5, and a default Member Status value for members who add themselves to your database from Event Registration. Optionally, you can also select the Credit Card Verification Explanation page below as the CIN page.
 - **Event Registration Page 5** – This module only requires you to select an Event Registration Page

Credit Card Verification Explanation page – When registrants sign up for an event online and pay any registration fees using a credit card, they will need to enter the Card Identification Number (CIN) printed on the back of their card. The specific location of this value and its purpose can be confusing to some users, so you can use this page to clarify any questions they might have about their CIN. This page should be a child page of your Event Details page and should be set to not display in navigation. This page requires the **Advanced HTML Text module**. You will need to set this up with your own information. We suggest including an image showing the specific area of the back of a credit card, as commonly seen on online shopping sites.

Promotions Page

Welcome to Passage Community Church

Passage Events

[Welcome to Passage-New Member Class](#)

Are you interested in learning more about Passage? Click here to learn more about the next Welcome to Passage class.

[Find Out More](#)

[Women's Retreat and Conference with Sub Events](#)

Come join the women of Passage for a fulfilling time with other christian women.

[Find Out More](#)

[Mom and Wife Walking with Christ w/ Angela Thomas](#)

Come join us

[Find Out More](#)



[Beth Moore Conference](#)

Beth Moore Summary

[Find Out More](#)



[Annual Conference](#)

Event Summary

[Find Out More](#)

[Monday Session](#)

sub-event summary

[Find Out More](#)

Online Event Calendar

The Arena event calendar will display all active Events.

Churchwide Events						
June, 2013						
All						
June						
2013						
Search						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	8:30 AM - 6:30 PM Summer Camp	8:30 AM - 6:30 PM Summer Camp	8:30 AM - 6:30 PM Summer Camp	8:30 AM - 6:30 PM Summer Camp	8:30 AM - 6:30 PM Summer Camp 5:30 PM - 3:00 PM Couples Retreat at Bonne Terre	5:30 PM - 3:00 PM Couples Retreat at Bonne Terre
23	24	25	26	27	28	29
5:30 PM - 3:00 PM Couples Retreat at Bonne Terre	8:00 AM - 5:00 PM Annual Conference	8:00 AM - 5:00 PM Annual Conference	8:00 AM - 5:00 PM Annual Conference	8:00 AM - 5:00 PM Annual Conference	8:00 AM - 5:00 PM Annual Conference	
30						

In order for an event to display on your Arena-managed website you will need to make sure of following:

- Make sure that the start date of the event is a future date.
- The Public Calendar Details tab has the visibility set to “Public” and is “Approved”.
- On the registration tab the registration start date and end dates must be in the current time frame.
- The event will need a future occurrence such as the first date of the event. If the event is over multiple days the tag will need an occurrence for each day in order to display the event on the calendar.

Registration for a Traditional Event w/Registration Fee

When a registrant selects an event, additional details display along with the option to register. *Steps may vary for a traditional Event, a RSVP Event, an Event with Sub-Events, and events that include a registration fee.*

Summer Camp

[Register for this Event](#)



Join us at Terre Benite for Summer Camp.

Share this with:

- [Facebook](#)
- [Twitter](#)
- [Email](#)

Date/Time: 6/17/2013 8:30 AM - 6:30 PM [Add To Your Calendar](#)


Gary Johnson

Contact: 731-658-9111

gary@passage.org


[Register for this Event](#)

Step 1: Description and Instructions from the Even Tag display.



1 2 3 4 5

Registration for Summer Camp



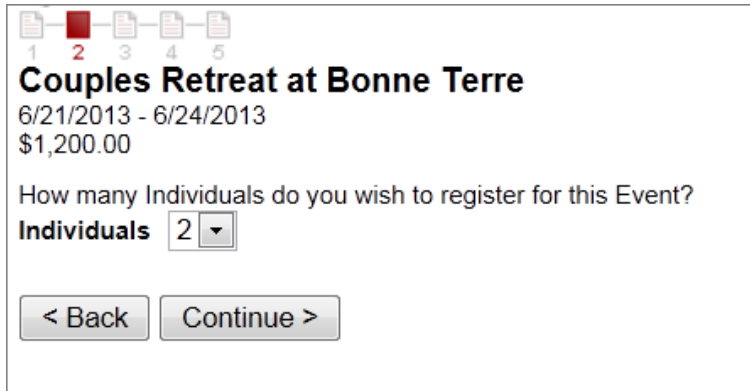
Description

Congratulations! You have signed up for 2009's Summer Camp. Now we need to complete the registration process.

Instructions

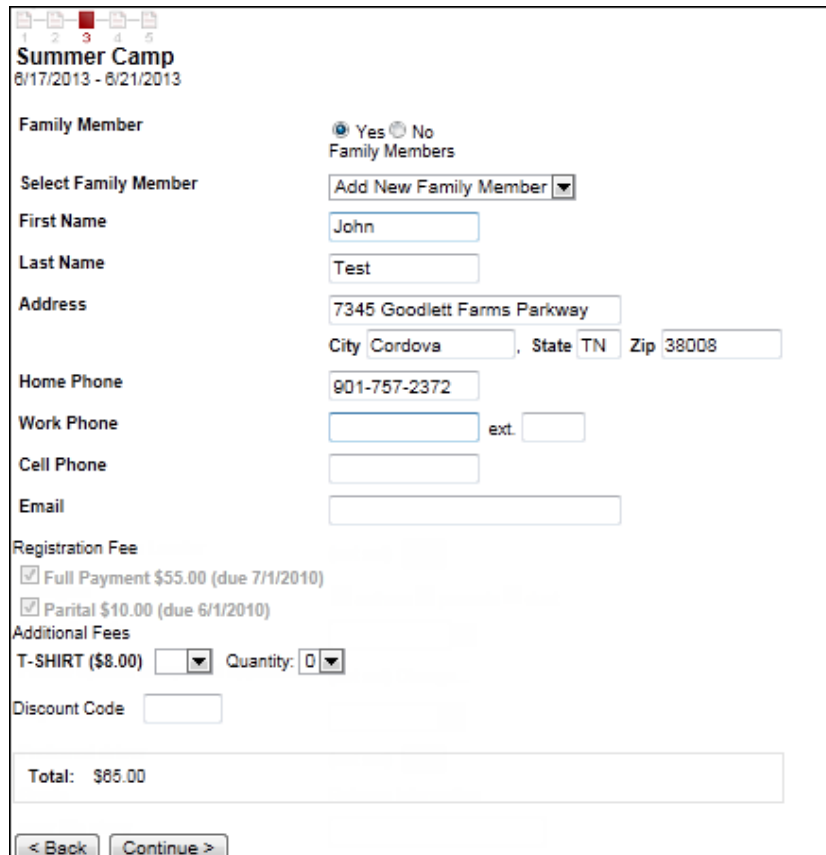
Complete the following Enrollment Form.

Step 2: Registrant selects the total number of people to register. *The Allow Multiple Registration option determines the maximum registrants per registration.*



A screenshot of a web registration form. At the top, there are five document icons numbered 1 to 5, with icon 2 highlighted in red. Below the icons, the text reads: "Couples Retreat at Bonne Terre", "6/21/2013 - 6/24/2013", and "\$1,200.00". The question "How many Individuals do you wish to register for this Event?" is followed by a dropdown menu showing "Individuals" and the number "2". At the bottom, there are two buttons: "< Back" and "Continue >".

Step 3: The registrant completes all required fields. *Set required fields in Event Tag details. For events using the Family Member option, Arena initially auto-fills fields for the person logged in. If the person logged in selects a family member, all fields are automatically auto-filled or re-auto-filled with the selected person's data, with First, Nickname and Last names greyed out. Also note, when someone registers for an event, using the default registration field such as birthdate and email address, Arena updates this data on the existing record.*



A screenshot of a web registration form for "Summer Camp" (6/17/2013 - 6/21/2013). At the top, five document icons numbered 1 to 5 are shown, with icon 3 highlighted in red. The form includes a "Family Member" section with radio buttons for "Yes" (selected) and "No". Below this is a "Select Family Member" dropdown menu with "Add New Family Member" selected. The form contains several input fields: "First Name" (John), "Last Name" (Test), "Address" (7345 Goodlett Farms Parkway), "City" (Cordova), "State" (TN), "Zip" (38008), "Home Phone" (901-757-2372), "Work Phone", "Cell Phone", and "Email". The "Registration Fee" section has two checked options: "Full Payment \$55.00 (due 7/1/2010)" and "Parital \$10.00 (due 6/1/2010)". The "Additional Fees" section includes a dropdown for "T-SHIRT (\$8.00)" and a "Quantity" field set to 0. A "Discount Code" field is also present. At the bottom, a "Total: \$65.00" is displayed in a box. Navigation buttons "< Back" and "Continue >" are at the very bottom.

Step 4: Registrant selects a payment option, enters the email address where to send the registration confirmation, and, if desired, checks the box to post on the Groups Social page (optional). *If payment options include any partial payment, registrants can make additional payments on the “My Registrations” module. See My Church in this manual.*

Registration Summary

Jane Test will be registered for the "Summer Camp" Event on Monday, June 17, 2013.

Individual 1: Jane Test

	Cost
Full Payment	\$55.00
Parital	\$10.00
Total Cost for	\$65.00

Total Due: \$65.00

Please Select a Payment Option:

Confirmation Email Address
Enter the email address below that you'd like to have your registration confirmation emailed to.

Post update to my wall

Step 5: The registrant enters payment information. *This step will vary based on payment gateway provider.*

Amount: \$65.00

First Name:

Last Name:

Payment Method:

Address:

City: State/Prov:

Zip:





Country:

Card Type:

Credit Card Number:

Expiration Date: /

Card Verification Number:

[Privacy Policy](#) [Opt Out Policy](#)

Registration for RSVP Event with No Fees

A RSVP event allows one person to complete a registration form for an event and, if available, register others without having to complete a registration form for each additional registrant. This option allows you to obtain a head count for an event without adding additional records.

Welcome to Passage

[Register for this Event](#)

This 4-session class is designed to help you learn how Passage applies His principles to our everyday lives.

Share this with:

- [Facebook](#)
- [Twitter](#)
- [Email](#)

Date/Time: 5/9/2013 6:00 AM - 7:45 PM [Add To Your Calendar](#)


Jane Smith

Contact: 901-757-2372

jane@passage.org

[Register for this Event](#)

Step 1: Description and Instructions



Registration for Welcome to Passage

Description

more event details...

Instructions

please register...

[Start >](#)

Step 2: Registrant selects the total number of people to register. *The Allow Multiple Registration option determines the maximum registrants per registration.*

Welcome to Passage

5/2/2013 - 5/30/2013

How many people, including yourself, do you wish to RSVP for this Event?

Individuals

Step 3: Registrant completes all required fields. *Set required fields in Event Tag details.*

1 2 3 4 5

Welcome to Passage

5/2/2013 - 5/30/2013

Family Member Yes No
Family Members

First Name

Last Name

Address

City , **State** **Zip**

Home Phone


Work Phone ext.

Cell Phone

Email

Total: \$0.00


Step 4: Registrant reviews the registration summary and total number of registrants.



Registration Summary

Suzy Smith (+1) will be registered for the "Welcome to Passage" Event on Thursday, May 02, 2013.

Step 5: Confirmation for the individual and total registrants.



Registration Confirmation - Success

You have successfully registered **Suzy Smith** (+1) for the "Welcome to Passage" Event on Thursday, May 02, 2013.

Registration for an Event with Sub-Events and Registration Fees

Annual Conference

[Register for this Event](#)

Event Details

Share this with:

- [Facebook](#)
- [Twitter](#)
- [Email](#)


Date/Time: 6/25/2013 8:00 AM - 5:00 PM [Add To Your Calendar](#)

Linda Johnson

Contact: (901) 757-2372
linda.johnson@arenachms.com

[Register for this Event](#)

Step 1: A full description and instructions for the event.



1 2 3 4 5

Registration for Annual Conference

Description


event description

Instructions

registration details

Start >

Step 2: Registrant selects number of registrants and any sub-events to which he or she wants to register.



Annual Conference
6/24/2013 - 6/28/2013
\$15.00

How many Individuals do you wish to register for this Event?
Individuals

Monday, June 24, 2013

8:00 AM - 5:00 PM : Monday Session (\$15.00) *Only 100 spot(s) left.*

Tuesday, June 25, 2013

9:00 AM - 3:00 PM : Tuesday Session (\$15.00)

Wednesday, June 26, 2013

8:00 AM - 5:00 PM : Wednesday Session (\$15.00)

Step 3: Registrant completes all required fields. *Set required fields in Event Tag details.*

1 2 3 4 5

Annual Conference

6/24/2013 - 6/28/2013

Family Member Yes No
Family Members

Select Family Member

First Name

Last Name

Address

City State Zip

Home Phone

Work Phone ext.

Cell Phone

Email

Gender

Birth Date

Registration Fee

Entry Fee \$15.00 (due 3/1/2015)

Monday Session

6/24/2013 8:00 AM - 5:00 PM
sub-event details

Registration Fee

Entry Fee \$15.00 (due 3/1/2015)

Additional Fees

Tuesday Session

6/25/2013 9:00 AM - 3:00 PM

Registration Fee

Entry Fee \$15.00 (due 3/1/2015)

Additional Fees

Fee (\$0.00)

Wednesday Session

6/26/2013 8:00 AM - 5:00 PM

Registration Fee

Entry Fee \$15.00 (due 3/1/2015)

Additional Fees

Fee (\$0.00)

Total: \$60.00

Step 4: Registrant selects a payment option, enters the email address where to send the registration confirmation, and, if desired, checks the box to post on the Groups Social page (optional).

1 2 3 4 5

Registration Summary

Jane Test will be registered for:

- Annual Conference (6/24/2013 - 6/28/2013)
- Monday Session (6/24/2013 8:00 AM - 5:00 PM)
- Tuesday Session (6/25/2013 9:00 AM - 3:00 PM)
- Wednesday Session (6/26/2013 8:00 AM - 5:00 PM)

Individual 1: Jane Test

	Cost
6/24/2013 - 6/28/2013 : Annual Conference Entry Fee	\$15.00
6/24/2013 8:00 AM - 5:00 PM : Monday Session Entry Fee	\$15.00
6/25/2013 9:00 AM - 3:00 PM : Tuesday Session Entry Fee	\$15.00
6/26/2013 8:00 AM - 5:00 PM : Wednesday Session Entry Fee	\$15.00
Total Cost for Jane	\$60.00

Total Due: \$60.00

Please Select a Payment Option:

Confirmation Email Address
Enter the email address below that you'd like to have your registration confirmation emailed to.

Post update to my wall

Step 5: Registrant completes all required fields. *Set required fields in Event Tag details.*

Amount: \$60.00

First Name:

Last Name:

Payment Method:

Address:

City: State/Prov:

Zip:





Country:

Card Type:

Credit Card Number:

Expiration Date: /

Card Verification Number: ?

[Privacy Policy](#) [Opt Out Policy](#)

Registration for a RSVP Event

The Event Summary displays on the **Get More Info** page. Registrants click the [Register for this Event](#) link to begin registration.

Welcome to Passage-New Member Class

[Register for this Event](#)

If you are interested in joining Passage, we invite you to attend Passage's Welcome Class. This series meets on six consecutive Tuesday or Sunday evenings for about two hours. Participation doesn't require a commitment to join the church; rather it offers a vehicle for learning more about the Christian faith and Passage Presbyterian Church. Each session is led by Hope Pastors, Staff or Elders.

Share this with:


- [Facebook](#)
- [Twitter](#)
- [Email](#)

Date/Time: 12/12/2015 5:30 PM - 12/14/2015 7:30 PM [Add To Your Calendar](#)

Gary Johnson
Contact: 901-123-4567
linda.johnson@arenachms.com

[Register for this Event](#)

Step 1: the Description and Instructions display for this event.



Registration for Welcome to Passage-New Member Class

Description

Thank you for registering for the New Members Class. We look forward to seeing your.

Instructions

What to bring? We will provide the New Members book, so all you may want to bring is something to write with for note taking.

Step 2: Registrant selects how many people to register.

Welcome to Passage

5/2/2013 - 5/30/2013

How many people, including yourself, do you wish to RSVP for this Event?

Individuals 1 ▾

Step 3: Registrant selects whether the registrant is a family member or not and completes all required and optional fields.

1 2 3 4 5

Welcome to Passage

5/2/2013 - 5/30/2013

Family Member Yes No
Family Members

First Name

Last Name

Address

City **State** **Zip**

Home Phone

Work Phone ext.

Cell Phone

Email

Total: \$0.00

Step 4: Registration Summary page confirms the registrant and the total number of people registered.

1 2 3 4 5

Registration Summary

Jane Test (+1) will be registered for the "Welcome to Passage" Event on Thursday, May 02, 2013.

Step 5: Confirms the registration.

1 2 3 4 5

Registration Confirmation - Success

You have successfully registered **Jane Test** for the "Welcome to Passage" Event on Thursday, May 02, 2013.



William Ross
Arena Staff Trainer
william.ross@Shelbyinc.com



William Ross is a Shelby Arena Staff Trainer working out of Shelby World Headquarters in Cordova, TN. He has a passion to encourage and help others which creates a comfortable atmosphere for learning in a training environment. William's philosophy is to treat others as he desires to be treated.