



# The App Guide

## - Event Management

Whether it's building awareness of a cause or running a community fundraiser, hosting an event takes a lot of planning, organizing, and follow-up. Manage all these stages and more with a single application.

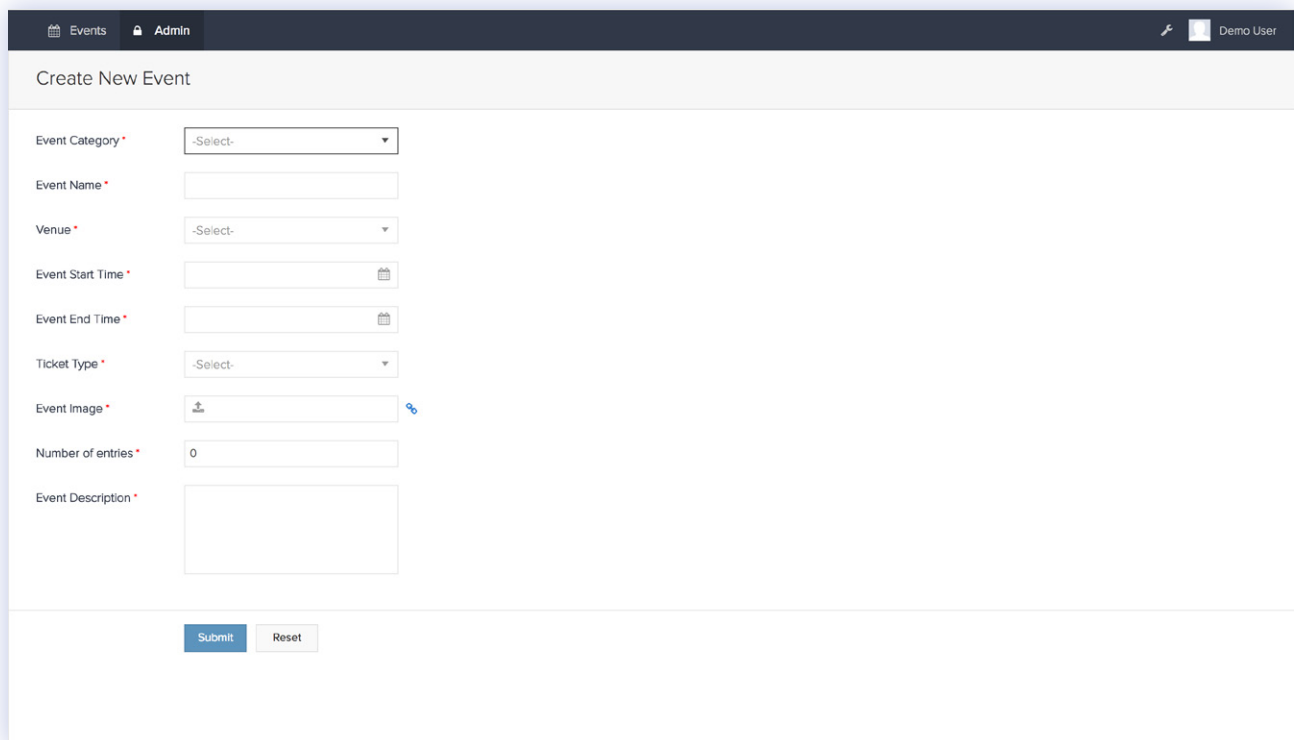


[zoho.com/creator](https://zoho.com/creator)

# How the app works:

## Create new events:

Create a new event by adding details: the name, category, type (free or paid), date, number of entries, and venue.



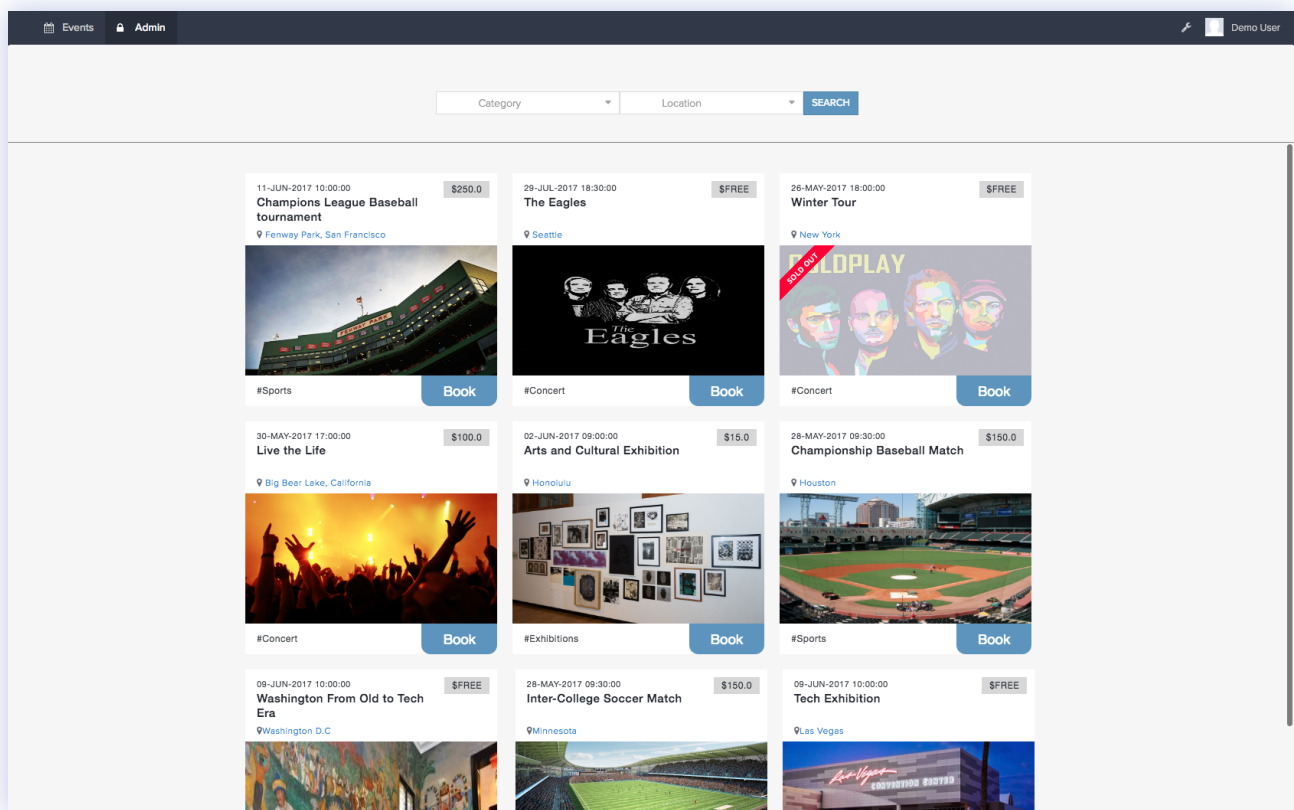
The screenshot displays a web application interface for creating a new event. At the top, a dark navigation bar contains 'Events' and 'Admin' tabs, and a user profile icon labeled 'Demo User'. Below this, a light gray header bar reads 'Create New Event'. The main form area contains several input fields, each with a red asterisk indicating it is required:

- Event Category \***: A dropdown menu with '-Select-' as the current selection.
- Event Name \***: A standard text input field.
- Venue \***: A dropdown menu with '-Select-' as the current selection.
- Event Start Time \***: A date and time picker with a calendar icon.
- Event End Time \***: A date and time picker with a calendar icon.
- Ticket Type \***: A dropdown menu with '-Select-' as the current selection.
- Event Image \***: A file upload field with a small image icon and a blue link icon.
- Number of entries \***: A text input field containing the value '0'.
- Event Description \***: A large, empty text area for a detailed description.

At the bottom of the form, there are two buttons: a blue 'Submit' button and a light gray 'Reset' button.

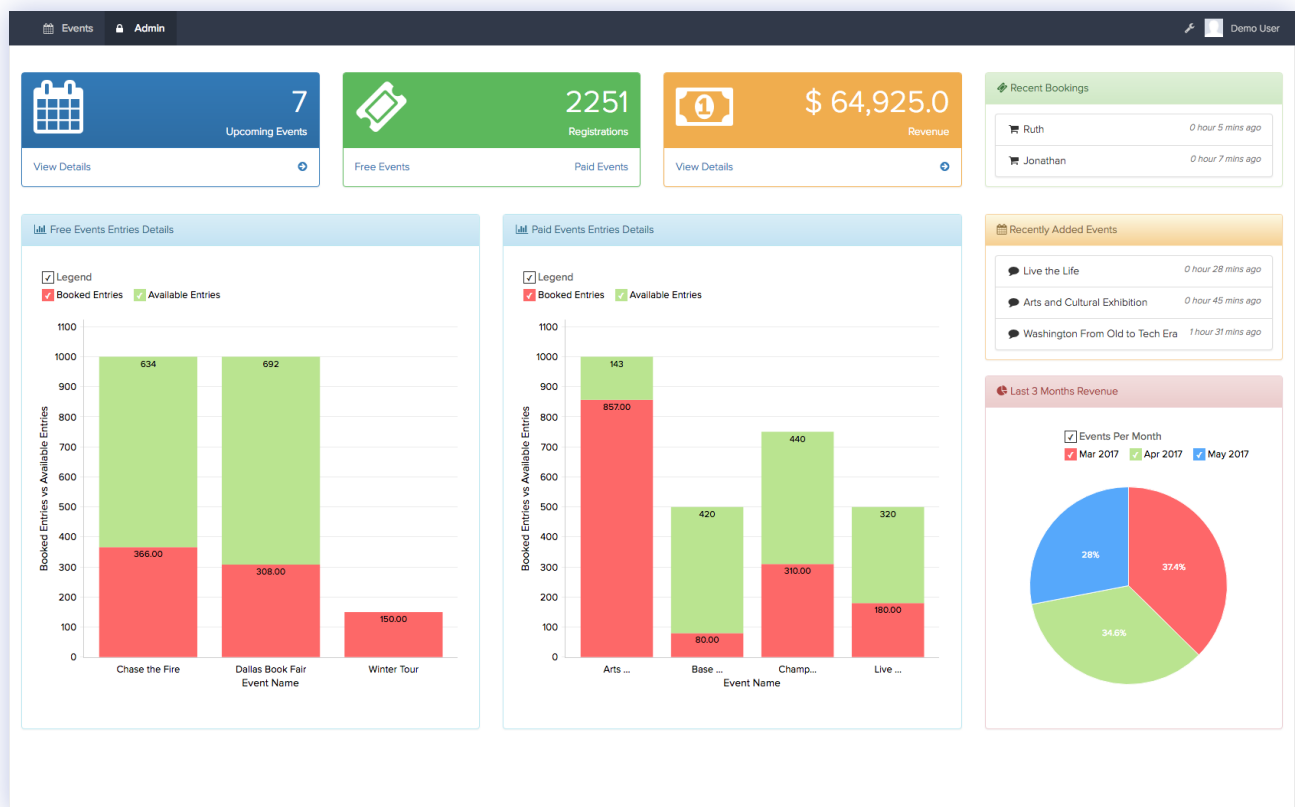
## Get the word out:

Every time an organizer creates a new event, it's added to the *Events* dashboard. Once it's published as a website, attendees can register for events directly through the dashboard.



## Don't miss out on the details:

Get a comprehensive look at event progress. The *Admin* dashboard shows details like upcoming and new events, the number of entries, and the revenue from paid event registrations.



(Admin dashboard)

## View Attendees

There's no need to keep track of registration paperwork any more. The *View Attendees* report lists all registered attendees, as well as their contact details.

EventsAdmin

Demo User

View Attendees

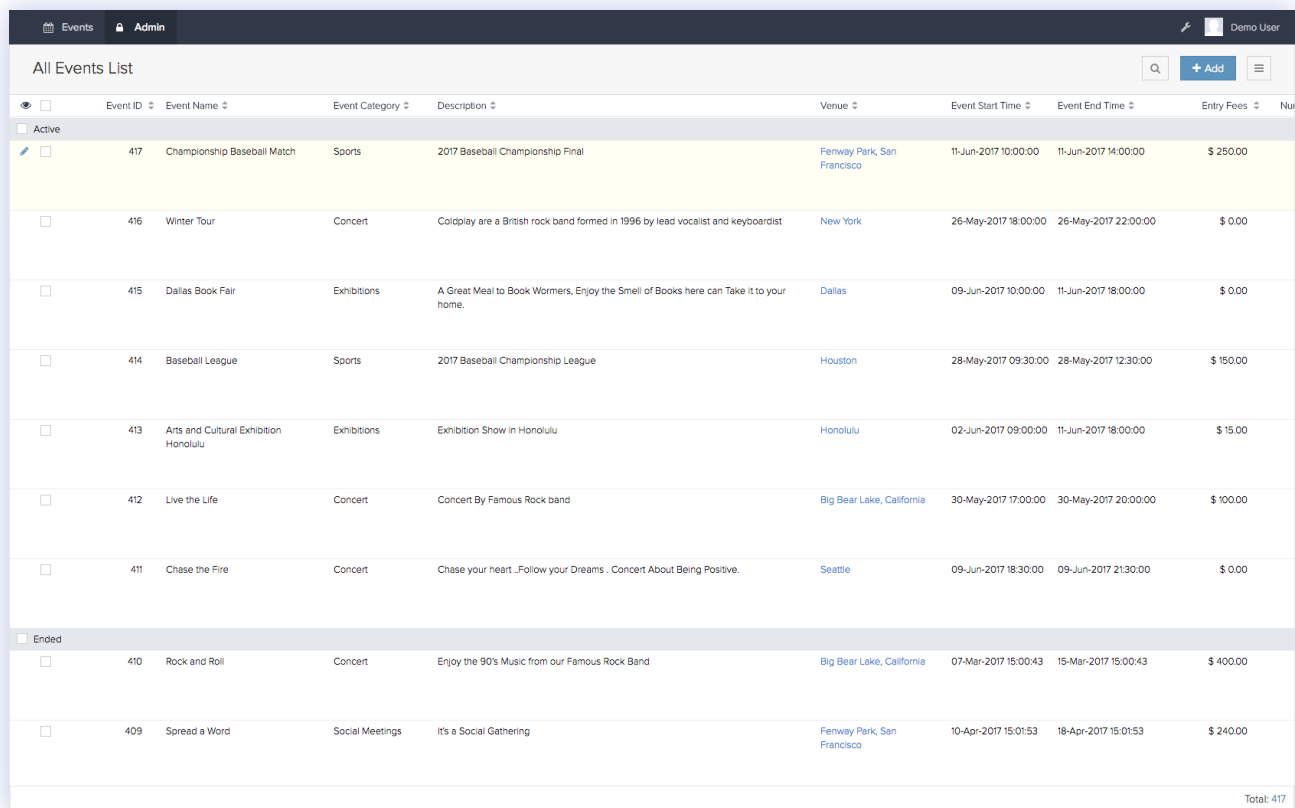
+ Add

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(View Attendees report)

## All Events

Check out the *All Events* report to see events classified by their progress status: ongoing, pending, and complete.



	Event ID	Event Name	Event Category	Description	Venue	Event Start Time	Event End Time	Entry Fees	Num
<b>Active</b>									
<input checked="" type="checkbox"/>	417	Championship Baseball Match	Sports	2017 Baseball Championship Final	Fenway Park, San Francisco	11-Jun-2017 10:00:00	11-Jun-2017 14:00:00	\$ 250.00	
<input type="checkbox"/>	416	Winter Tour	Concert	Coldplay are a British rock band formed in 1996 by lead vocalist and keyboardist	New York	26-May-2017 18:00:00	26-May-2017 22:00:00	\$ 0.00	
<input type="checkbox"/>	415	Dallas Book Fair	Exhibitions	A Great Meal to Book Wormers, Enjoy the Smell of Books here can Take it to your home.	Dallas	09-Jun-2017 10:00:00	11-Jun-2017 18:00:00	\$ 0.00	
<input type="checkbox"/>	414	Baseball League	Sports	2017 Baseball Championship League	Houston	28-May-2017 09:30:00	28-May-2017 12:30:00	\$ 150.00	
<input type="checkbox"/>	413	Arts and Cultural Exhibition Honolulu	Exhibitions	Exhibition Show in Honolulu	Honolulu	02-Jun-2017 09:00:00	11-Jun-2017 18:00:00	\$ 15.00	
<input type="checkbox"/>	412	Live the Life	Concert	Concert By Famous Rock band	Big Bear Lake, California	30-May-2017 17:00:00	30-May-2017 20:00:00	\$ 100.00	
<input type="checkbox"/>	411	Chase the Fire	Concert	Chase your heart .Follow your Dreams . Concert About Being Positive.	Seattle	09-Jun-2017 18:30:00	09-Jun-2017 21:30:00	\$ 0.00	
<b>Ended</b>									
<input type="checkbox"/>	410	Rock and Roll	Concert	Enjoy the 90's Music from our Famous Rock Band	Big Bear Lake, California	07-Mar-2017 15:00:43	15-Mar-2017 15:00:43	\$ 400.00	
<input type="checkbox"/>	409	Spread a Word	Social Meetings	It's a Social Gathering	Fenway Park, San Francisco	10-Apr-2017 15:01:53	18-Apr-2017 15:01:53	\$ 240.00	
									Total: 417

(All Events report)

## Make payment easy with PayPal.

The event management application is tightly integrated with PayPal. Attendees can register for events and pay directly with their credit or debit cards through the payment gateway.

# We hope we can help your cause!

Don't forget to check out the other non-profit applications from our App Gallery. Just install and customize them to suit your needs.



## Donor Management

Bring all your donor information to a single application. Identify donors by their interests and how often they donate, and track the overall progress of your fundraisers.



## Volunteer Portal

Make it easier for your volunteers to help. Invite them to register online and take charge of organizing events. Collaborate with them and keep track of their plans, even while you're focusing on other matters.

## About Zoho Creator:

Running an organization is no mean feat, and we believe we can help. Rapidly build custom applications that are a perfect fit for your needs, or choose from our extensive range of pre-built apps and modify them. The best part? You don't have to be a programmer. Just sign up, pick a plan, and start building!

## Great brands that trust us:



## We'd love to talk! Reach out to us:

[sales@zohocorp.com](mailto:sales@zohocorp.com)

US : +1 877 834 4428

UK : +44 (20) 35647890

Australia : +61 2 80662898

Spain : +34 918368598

India : +91 (44) 71817070