



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.

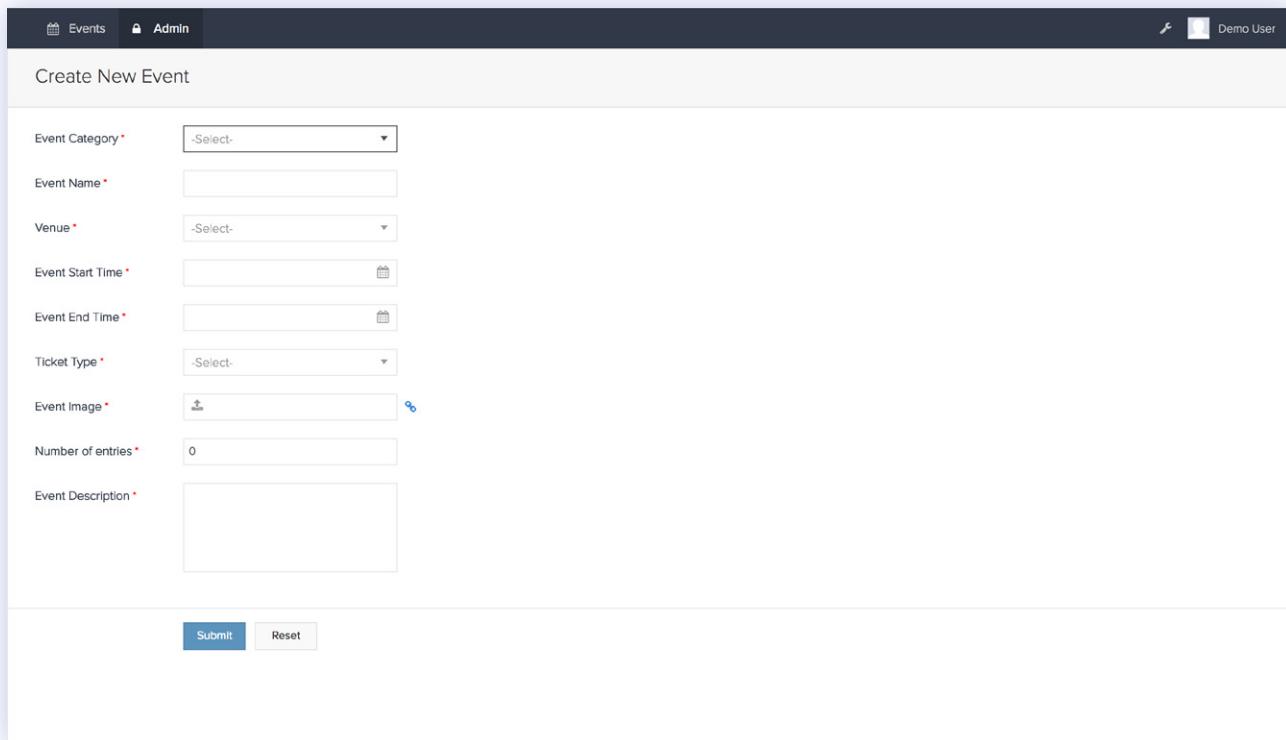


zoho.com/creator

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.



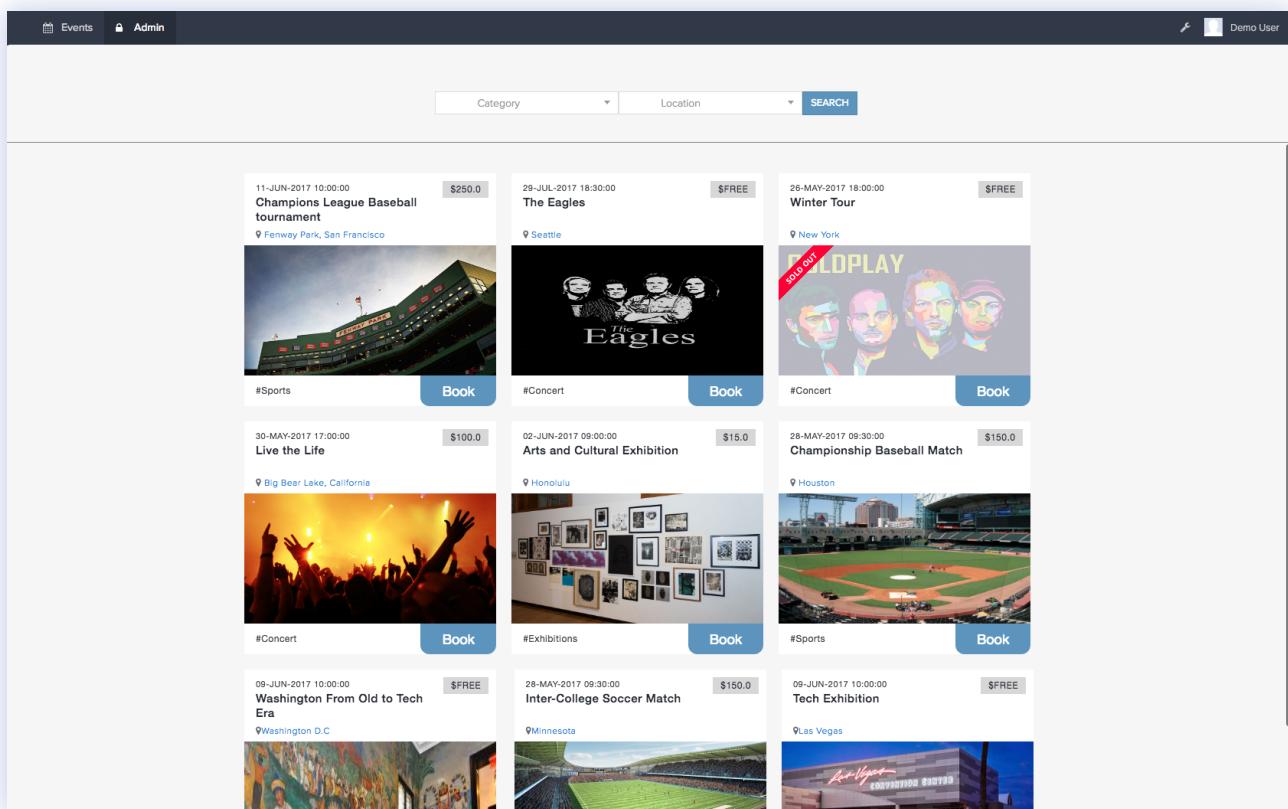
The screenshot shows the 'Create New Event' form within a web-based application. The top navigation bar includes 'Events' and 'Admin' buttons, and a 'Demo User' profile on the right. The form itself is titled 'Create New Event' and contains the following fields:

- Event Category: A dropdown menu with the placeholder '-Select-'.
- Event Name: An input field.
- Venue: A dropdown menu with the placeholder '-Select-'.
- Event Start Time: A date/time input field with a calendar icon.
- Event End Time: A date/time input field with a calendar icon.
- Ticket Type: A dropdown menu with the placeholder '-Select-'.
- Event Image: An input field with a file upload icon and a trash icon.
- Number of entries: An input field containing the value '0'.
- Event Description: A text area.

At the bottom of the form are 'Submit' and 'Reset' buttons.

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.

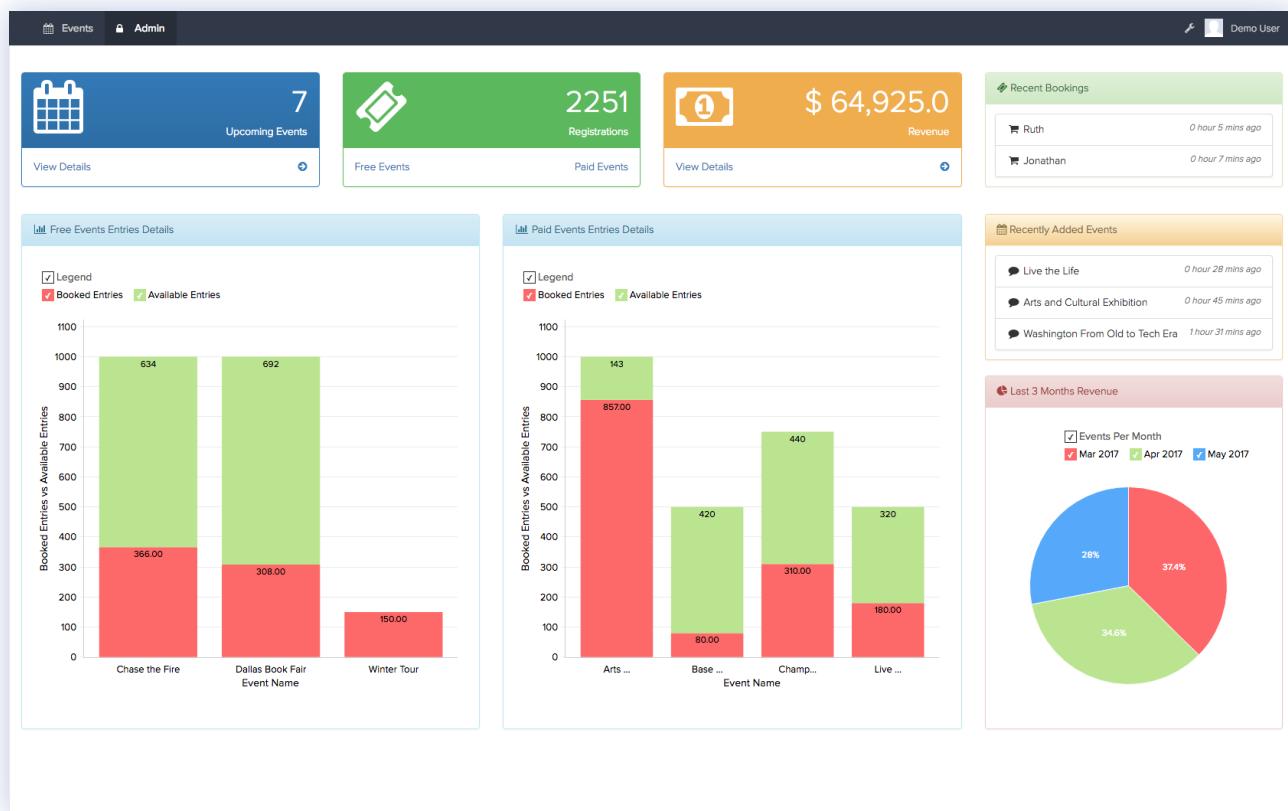


The screenshot shows the Zoho Creator Events dashboard. At the top, there are navigation links for 'Events' and 'Admin', and a user profile for 'Demo User'. Below the navigation is a search bar with dropdowns for 'Category' and 'Location', and a 'SEARCH' button. The main area displays a grid of event cards, each with a thumbnail image, date, time, price, title, location, and a 'Book' button. The events listed are:

- 11-JUN-2017 10:00:00 Champions League Baseball tournament at Fenway Park, San Francisco. Price: \$250.0. Category: #Sports. Book button.
- 28-JUL-2017 18:30:00 The Eagles at Seattle. Price: \$FREE. Category: #Concert. Book button.
- 26-MAY-2017 18:00:00 Winter Tour at New York. Price: \$FREE. Category: #Concert. Book button.
- 30-MAY-2017 17:00:00 Live the Life at Big Bear Lake, California. Price: \$100.0. Category: #Concert. Book button.
- 02-JUN-2017 09:00:00 Arts and Cultural Exhibition at Honolulu. Price: \$15.0. Category: #Exhibitions. Book button.
- 28-MAY-2017 09:30:00 Championship Baseball Match at Houston. Price: \$150.0. Category: #Sports. Book button.
- 09-JUN-2017 10:00:00 Washington From Old to Tech Era at Washington D.C. Price: \$FREE. Category: #Exhibitions. Book button.
- 28-MAY-2017 09:30:00 Inter-College Soccer Match at Minnesota. Price: \$150.0. Category: #Sports. Book button.
- 09-JUN-2017 10:00:00 Tech Exhibition at Las Vegas. Price: \$FREE. Category: #Exhibitions. Book button.

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

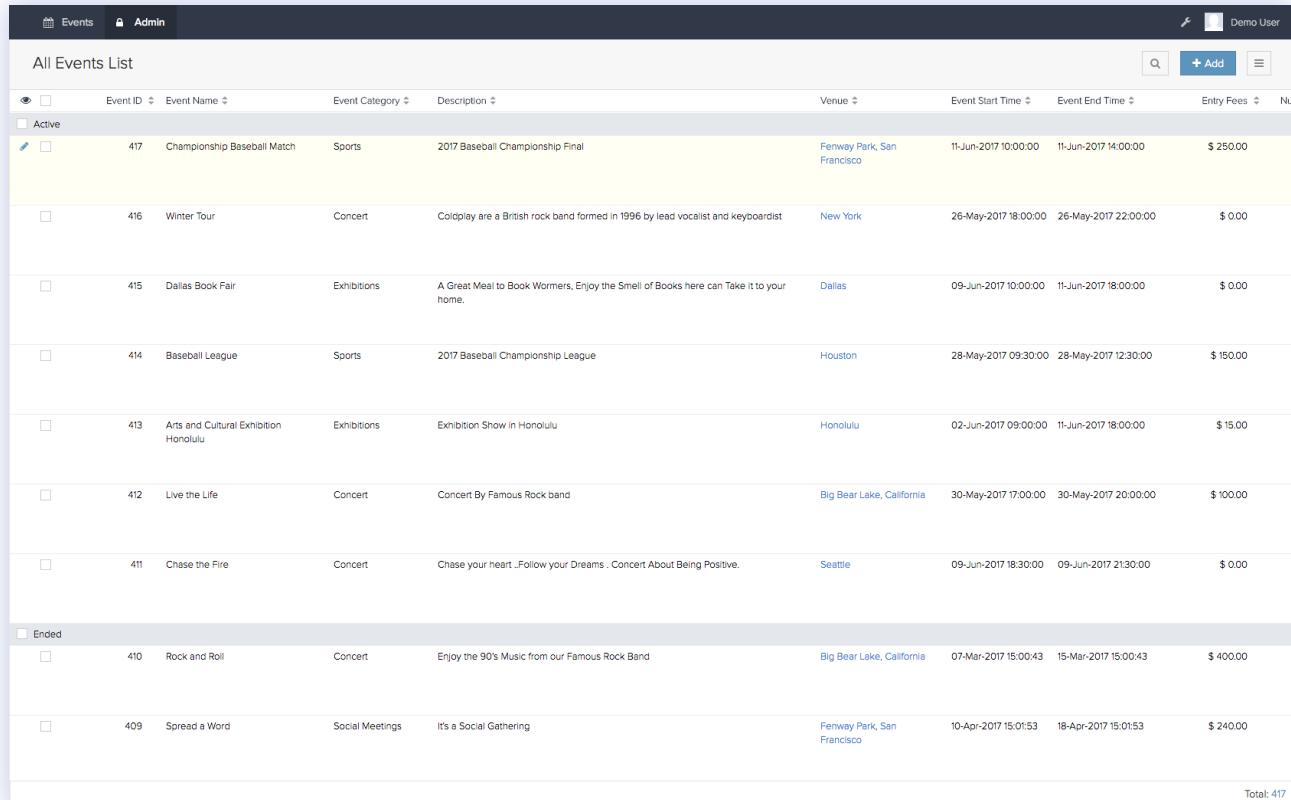
There's no need to keep track of registration paperwork any more. The **View Attendees** report lists all registered attendees, as well as their contact details.

First Name	Last Name	Gender	Contact Email	Contact Number	Status
<input type="checkbox"/> Dallas Book Fair					
Christine	Alexander	female	christine-94@example.com	8609603053	Free
Jesse	Beck	male	jesse_beck@example.com	813981200	Free
Teresa	Gonzalez	female	teresa-88@example.com	4146762589	Free
Rebecca	Henry	female	rebecca-84@example.com	2178147091	Free
Hannah	Graham	female	hannah-89@example.com	5817755023	Free
Cynthia	Rose	female	cynthia.rose@example.com	6218127635	Free
Stephen	Cruz	male	stephen.cruz@example.com	2593763989	Free
Jonathan	Watson	male	jonathan92@example.com	1042287014	Free
Joseph	Mendoza	male	joseph84@example.com	1085431411	Free
Mary	Hicks	female	maryhicks@example.com	9752449529	Free
Ruth	Andrews	female	ruth-andrews@example.com	8977074335	Free
Jordan	Edwards	male	jordan_85@example.com	2762639053	Free
Jean	Griffin	female	jean.griffin@example.com	8286608431	Free
Dorothy	Harris	female	dorothy-86@example.com	2337841779	Free
Larry	McDonald	male	larry89@example.com	5874151262	Free
Steven	Richards	male	steven_86@example.com	8173008314	Free
Bruce	Ford	male	bruce.ford@example.com	1108165229	Free
Rachel	Tucker	female	rachel85@example.com	9485012734	Free
Kathy	Gonzalez	female	kathy-84@example.com	286789266	Free
Joe	Robinson	male	joerobinson@example.com	8558663163	Free
Jack	Payne	male	jack-payne@example.com	2025876991	Free
Stephanie	Guzman	female	stephanie-83@example.com	7686424864	Free
Douglas	Schneider	male	douglas_81@example.com	2559574214	Free
Grace	Walsh	female	grace.walsh@example.com	4751697754	Free
Douglas	Rogers	male	douglas_84@example.com	4537831634	Free
Frances	Garrett	female	frances-95@example.com	2371802211	Free
Mildred	Dean	female	mildred_dean@example.com	4303375963	Free
Total: 2251					

[View Attendees report](#)

All Events

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



All Events List								
	Event ID	Event Name	Event Category	Description	Venue	Event Start Time	Event End Time	Entry Fees
<input type="checkbox"/> Active								
<input 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
<input type="checkbox"/> Ended								
<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

(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:

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