Setting up an event

Different types of events can be set up in revSPORT (sailing or non-sailing related). Events can be set up to allow people to register and pay online or be manually registered by administrators. Events can also be set up simply as notifications without registration available.

The following steps outline how to set up an event:

1. After logging in to your revSPORT portal, click **events** in the left-hand menu.

2. In the events area, click **add event**.

3. Add the relevant details for the event you are setting up. When adding details, please take note of the information about the following fields:
   - **Select event**: you can type in the name of a previous event you have set up and copy the event and amend details (date etc.) to save time setting up an event.
   - **Visible to**: the options available:
     - Public – included in main list: available to anyone and included in the events list
     - Public – hidden from main list: available to anyone but not included in the events list
     - Members only: available to members only
   - **Display on home page**: This will determine if the event displays on the homepage events widget on the revSPORT website.
• **Post-event information**: after an event has finished, people can still view the event page. Post event information can be added here (e.g. results).

![Post-event information](image)

• **Attendees must register**: if you want to allow people to register online tick this box. It will reveal additional registration settings.

![Attendees must register](image)

• **Registration email text**: there is standard information that displays on the registration confirmation email. You can add additional information here (e.g. parking instructions).

![Registration email text](image)

• **Show attendee list**: by ticking this box, a list of event attendees (people already registered) will appear for people to view.

![Show attendee list](image)

• **Registration is open to**: the options available:
  - Anyone: public and members can register
  - Public only: only non-members can register
  - Members only: only members can register

![Registration is open to](image)
• Payment required: if you want to collect payment for the event through the system, tick this option and additional transaction settings will be revealed.

• Bundle payment with registration: by selecting this option participants will not be able to complete registration without paying online via credit card. Note: you will need to have applied to receive payments online in the finance area to enable this setting.

• Additional registration fields: you can add as many additional registration fields a required for an event.

4. Click Add event to create the event.

For additional support using the revSPORT system, please contact onlineservices@sailing.org.au