Dining - Special Events

2017 - Summer Edition

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Overview

Within the Dining Admin Dashboard, you may set up **Special Events** that members are able to register for.

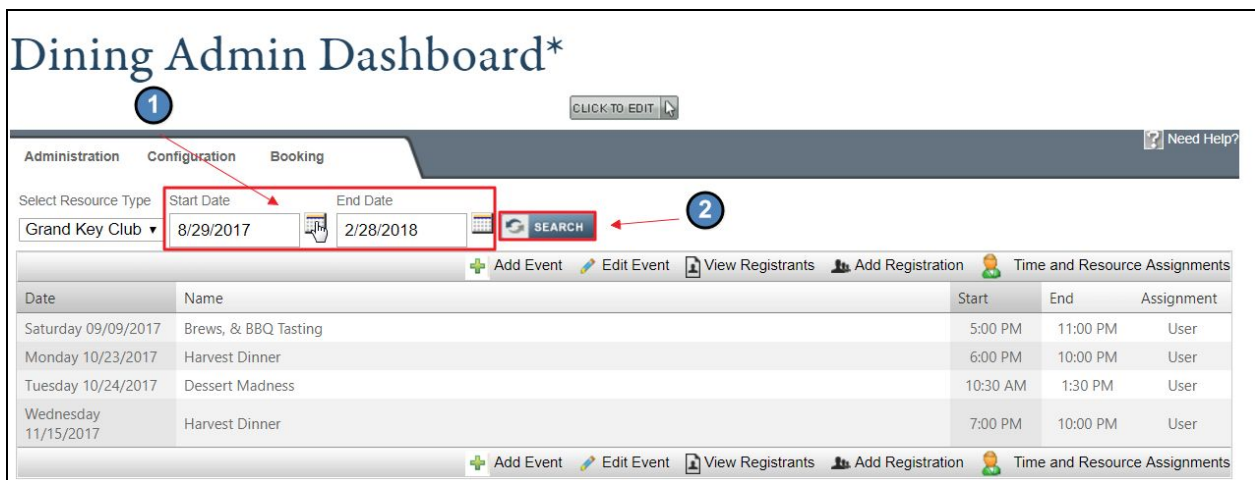## Use Case

- **Special Event Dinner**

- **Holiday Dinners**

Accessing the Tool

Within the **Dining Admin Dashboard, hover** over **Administration** and **click Special Events.**

The **Special Events** tool will list all upcoming events created within the next **6 months.**

You can change the time range by using the **Datepickers** and the clicking **Update.**

Creating a Special Event

Click Add Event to begin scheduling a new event.

Date	Name	Start	End	Assignment
Saturday 09/09/2017	Brews, & BBQ Tasting	5:00 PM	11:00 PM	User
Monday 10/23/2017	Harvest Dinner	6:00 PM	10:00 PM	User
Tuesday 10/24/2017	Dessert Madness	10:30 AM	1:30 PM	User
Wednesday 11/15/2017	Harvest Dinner	7:00 PM	10:00 PM	User

This will launch the **Special Event** window where you will determine the event details and settings.

The **Event Title** will be visible to members and will be the title that shows on the **Dining Reservation Calendar.**
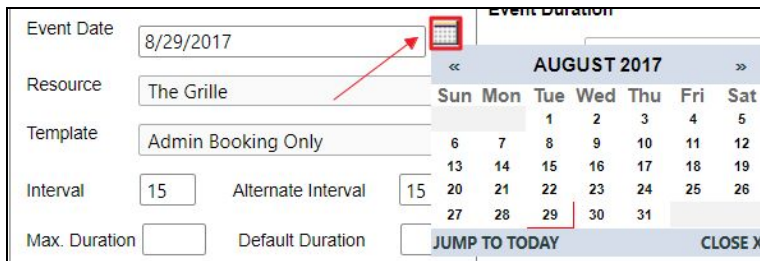
Using the **Datepicker,** choose a date for the event.

The **Resource** determines the location of the event, which may be in a regular dining room or a **special event venue.**
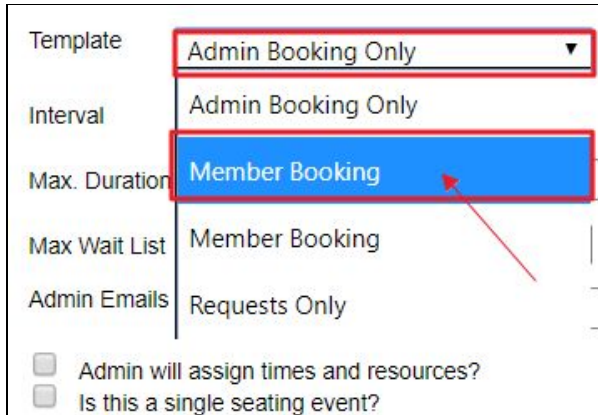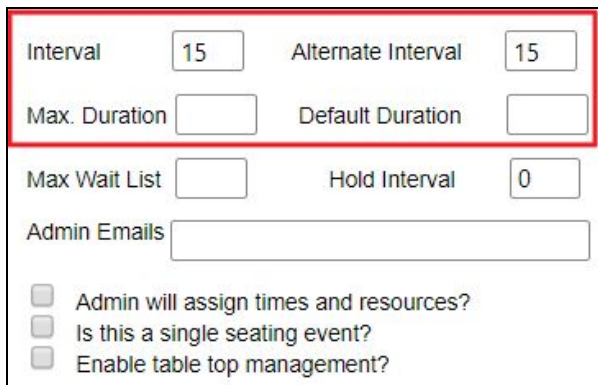
The **Template** determines who can book. If the event is open to member booking, ensure this is set to Member Booking.
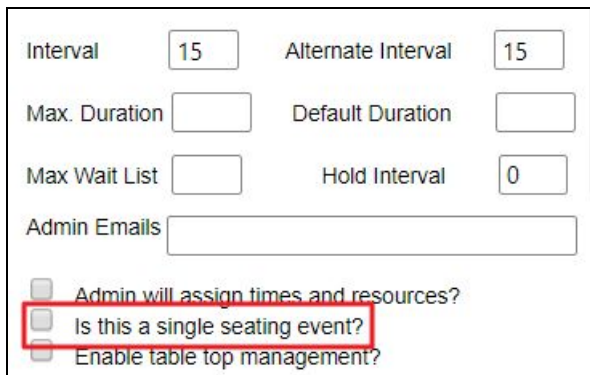

If the event will have staggered seating times, enter a number in the **Interval** boxes that will determine the seating intervals in minutes.

If the event seats all guests at the same time, **click** the '**Is this a single seating event?**' box.

If the event will allow for guests to be waitlisted, add a number into the **Max Wait List** box to determine this cap.

Add an **Admin Email** which will receive email notifications when members register, cancel, or edit their reservation.

Determine a **Start and End Time** for the event.
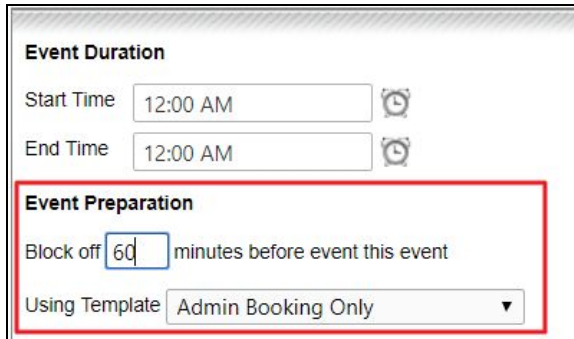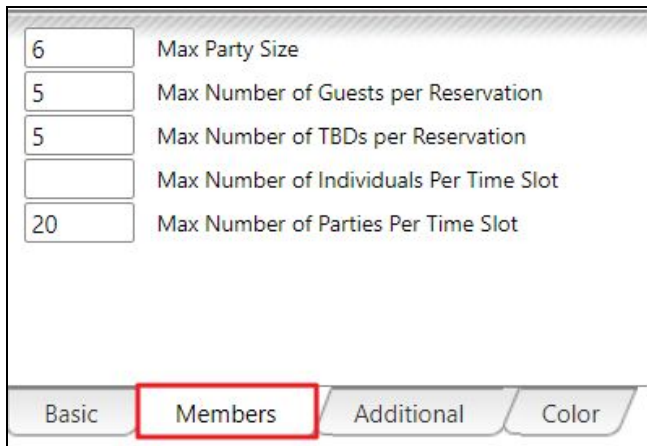
If you would like to block the calendar prior to the event so members are unable to book, enter the amount of minutes the calendar should be blocked under the **Event Preparation** section.

- If you block the calendar prior to the event, be sure to **set the template** to Admin Booking Only beneath the **Event Preparation** section. This will ensure that members are unable to book during that time.
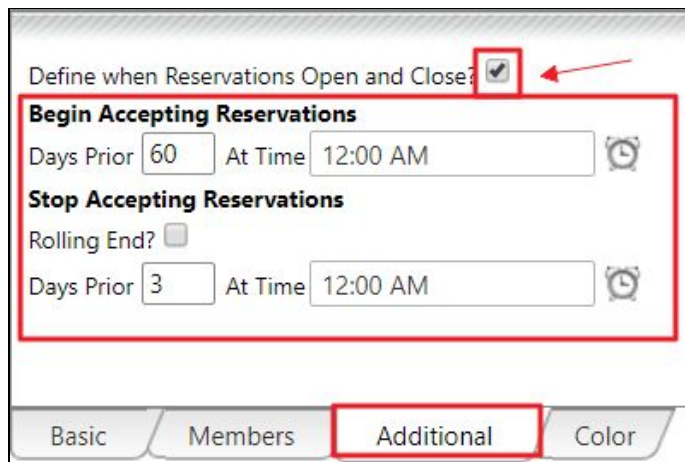

Click on the members tab to determine:

- **Max Party Size**
- **Max Number of Guests per Reservation**
- **Max Number of TBDs per Reservation**
- **Max Number of Individuals per Time Slot**
- **Max Number of Parties per Time Slot**

Under the Additional tab, determine when the event will **start and stop accepting reservations** for the event.
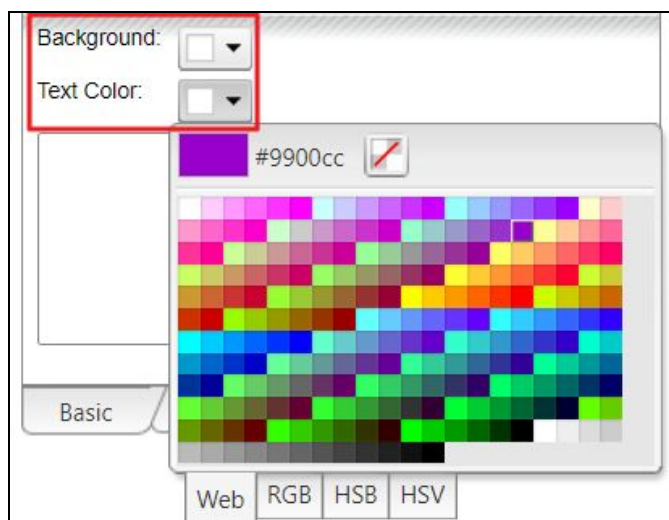

You have the ability to customize the color block for the event by using the **Color Tab.**
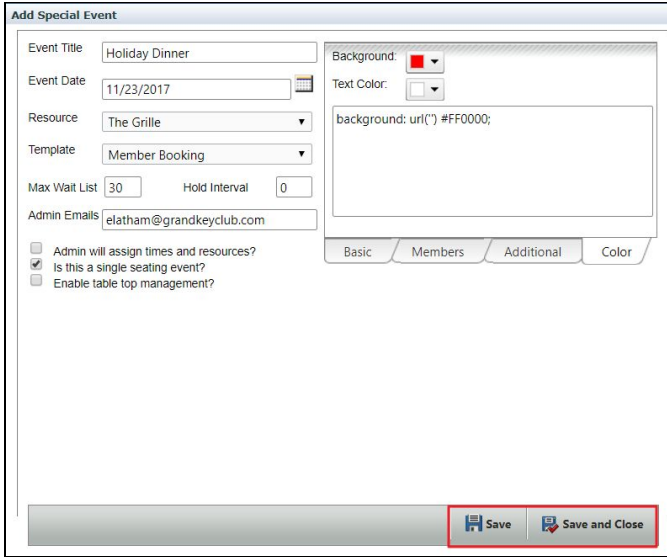
Using the background and text color drop downs, access color options to customize the event block.

Click Save or **Save and Close** for the event to be added to the **Dining Reservation Calendar.**

Creating a Calendar Event

In addition to adding the Special Event to the Dining Reservation Calendar, you may also link the event to any main calendar within the website.

After the event has been created and saved, you will have an option to **Create Calendar Event.**

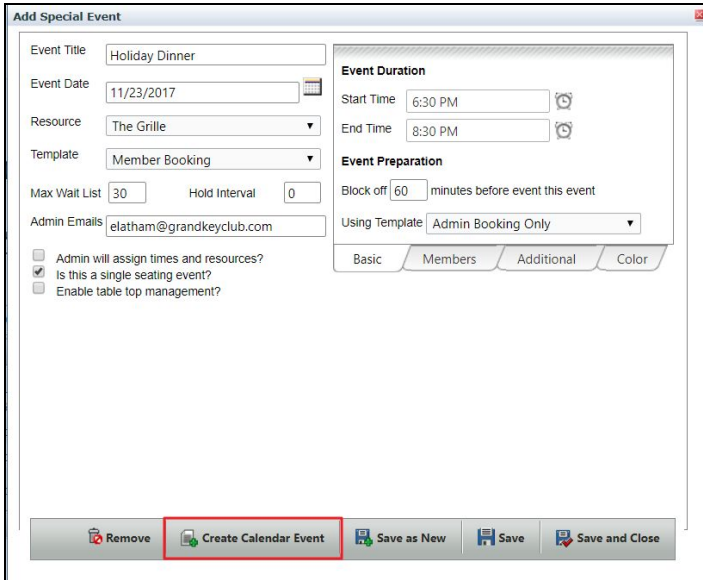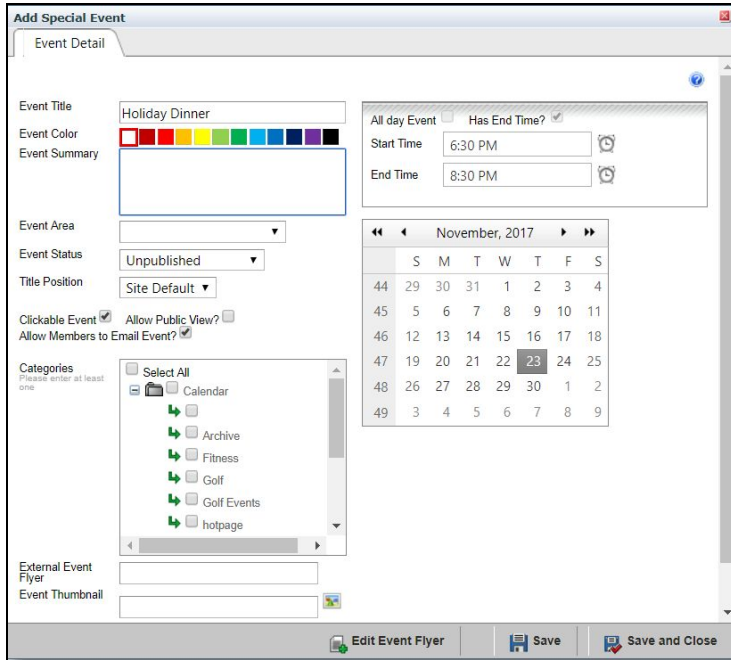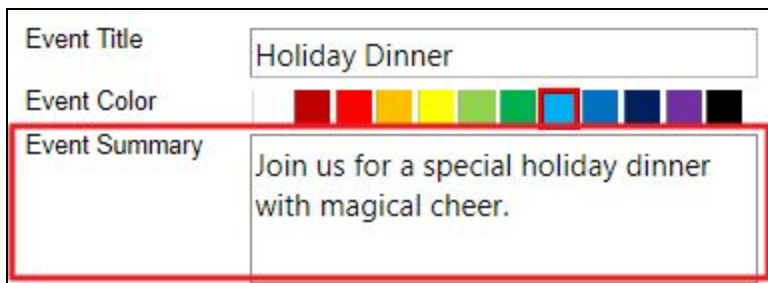Reservation details will be brought over to the Calendar, so you will not need to update the Event, Start and End Time, etc.
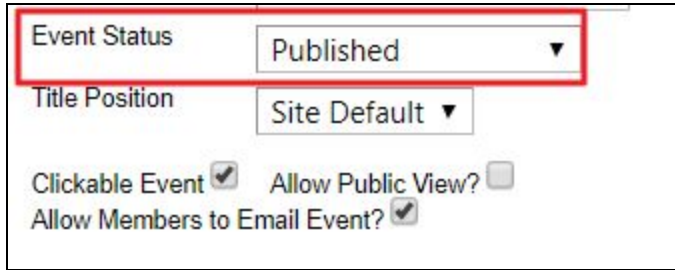
You can determine an Event Color which will modify the text color of the event on the calendar.

Add an **Event Summary** which will appear beneath the registration buttons on the event if desired.

Be sure to change the **Event Status** to **Published** in order for the event to appear to members on the calendar.

Under **Categories**, select the calendars you would like for the event to show on.

If you would like to add an event flyer for the event, **click Add Event Flyer.**

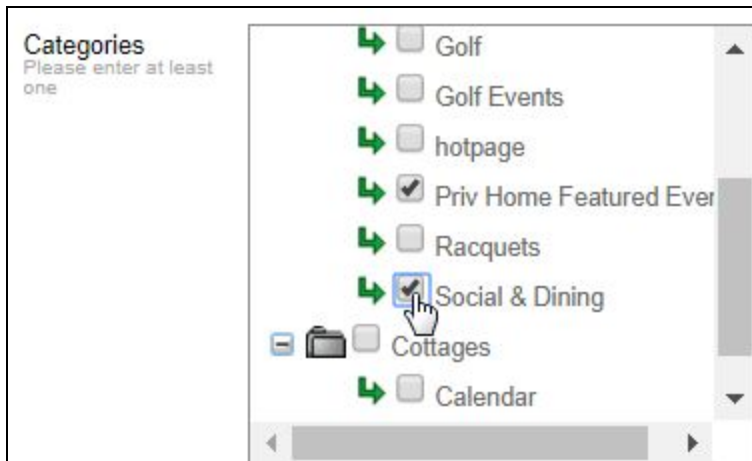This will launch the **Editor** where you can add text, imagery, and hyperlinks.
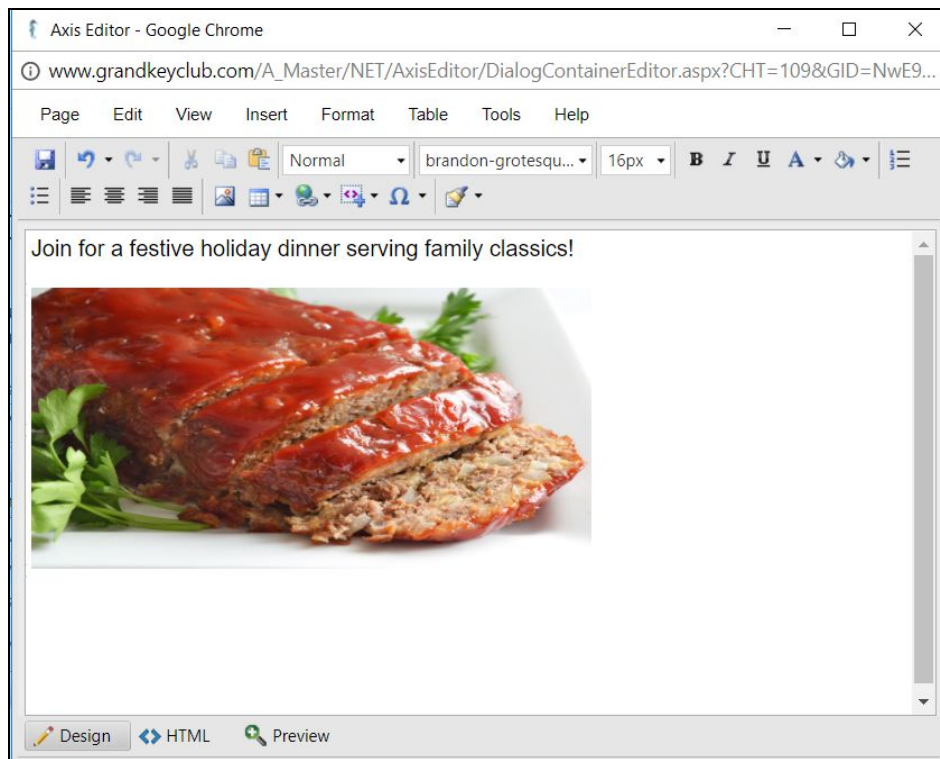
- For full Editor training, please refer to our Editor Training Article.

Click Save or **Save and Close** to add the event to the chosen calendars.

FAQs

Q: How do I ensure the location of the event is blocked off an hour before the event so there is time to set up?

A: On the right hand side of the Add Special Event screen, in the Event Preparation section, enter the minutes prior to the event that the designated space should be blocked. In the case of an hour, enter 60 minutes.

Q: How do I edit an event after it is saved?

Once event is saved, event will be listed on the main Special Events page. To edit the event, highlight the event, and click the Edit Event option to re-open the Special Event details. Edit as necessary, and then Save and Close when finished.

Best Practices

- Add Member Special Events to the Club Calendar to allow for easy Member registration and other Website feature integration.
- Use an Event Flyer to advertise the Special Event, and cross-market the event in areas such as Statements, and/or other reservation confirmation emails.