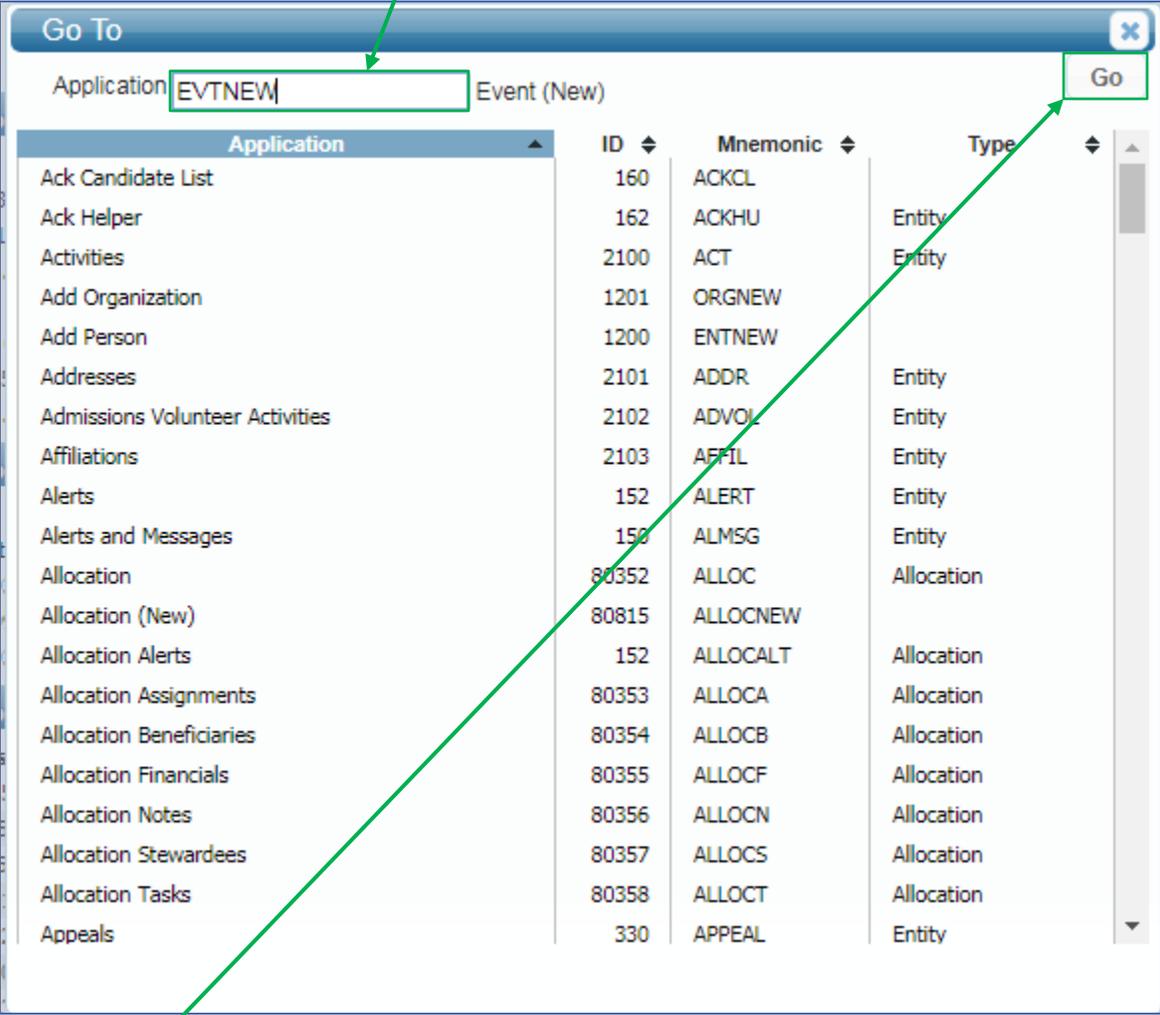


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1. Log in to Advance.
2. Use the **Go To** tool  from the **Main Menu** to launch the **Go To** screen.
3. Type **EVTNEW** in the **Application** window.



Application	ID	Mnemonic	Type
Ack Candidate List	160	ACKCL	
Ack Helper	162	ACKHU	Entity
Activities	2100	ACT	Entity
Add Organization	1201	ORGNEW	
Add Person	1200	ENTNEW	
Addresses	2101	ADDR	Entity
Admissions Volunteer Activities	2102	ADVOL	Entity
Affiliations	2103	AFIL	Entity
Alerts	152	ALERT	Entity
Alerts and Messages	150	ALMSG	Entity
Allocation	80352	ALLOC	Allocation
Allocation (New)	80815	ALLOCNEW	
Allocation Alerts	152	ALLOCALT	Allocation
Allocation Assignments	80353	ALLOCA	Allocation
Allocation Beneficiaries	80354	ALLOCB	Allocation
Allocation Financials	80355	ALLOCF	Allocation
Allocation Notes	80356	ALLOCN	Allocation
Allocation Stewardees	80357	ALLOCS	Allocation
Allocation Tasks	80358	ALLOCT	Allocation
Appeals	330	APPEAL	Entity

4. Click **Go**.

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5. Fill out the Event Detail screen below.

Event Detail Actions Print

New Event
URL

Detail (72200) Save Cancel Actions Help

Event Name*	A		
Type*	B	Start Date	P
Status*	C	Start Time	Q
Stage	D	Stop Date	R
Content	E	Stop Time	S
Purpose	F	<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Display Cancelled Data
Account Number	G	Cancelled	T
Venue Code	H	Planning Start	U
Venue	I		
Street	J		
City			
Venue State/Prov	K		
Zipcode	L		
Country	M		
Show On AWC	NO	No	
Capacity	0	N	Warning % 0
Note/Event Desc	O		

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- A. **Event Name*** - Required. Enter the name of your event.
- B. **Type*** - Required. Choose the type of event from the drop-down list.
- C. **Status*** - Choose one of the statuses for the event.
 - **Active** - Currently in the invitation process, RSVP process or actually holding the event. This is the typical choice to create an **Event**.
 - **Cancelled** - Use this only if the **Event** has been cancelled. Typically used to change an existing **Event**.
 - **Completed** - Use this only if the **Event** is complete. Typically used to change an existing **Event**.
 - **Proposed** - Use this if the **Event** is proposed but not actively sending Invitations yet. This is NOT typically used.
- D. **Stage** - Not Required. Choose from the following list:
 - **Invitation** - If you are in the Invitation stage.
 - **Planning** - If you are not yet sending out Invitations.
 - **Post-Event Review** - If you are reviewing the event afterwards. Not typically used.
 - **Registration** - If invitations have been sent already and you are in the registration phase.
- E. **Content** - Not Required. Selected from the following list:
 - **Breakfast**
 - **Dinner**
 - **Luncheon**
 - **Reception**
- F. **Purpose** - Not Required. Choose from:
 - **Alumni Relations**
 - **Appreciation/Recognition**
 - **Business Meeting**
 - **Fundraising**
 - **University Outreach**
- G. **Account Number** - Not Required. Choose your account from the drop-down list. If your account does not exist in the list, contact the ITS team to have it added.
- H. **Venue Code** - Not Required. Choose from any of the **Venues** in the drop-down list. If your **Venue** does not occur in the list, you may enter that information in the **Venue** block below.
- I. **Venue** - Not Required. Type the name of your **Venue** in this block.
- J. **Street** - Not Required. Use these blocks to populate the address of the **Venue**.
- K. **Venue State/Prov** - Not Required. Choose your **Venue** state/province from the drop-down.

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- L. **Zipcode** - Not Required. Enter zip code of the **Venue**.
- M. **Country** - Not Required. Enter country of the **Venue**.
- N. **Capacity/Warning %** - Not Required. USE WITH CARE.
 - **Capacity** - Use capacity with care. If you want to limit the amount of invitees you can place a capacity limit in this box. **BE AWARE. IF YOU PUT A CAPACITY LIMIT ON THIS EVENT AND THEN NEED TO INVITE MORE PEOPLE THAN YOU PUT IN THE CAPACITY, ADVANCE WILL NOT LET YOU. YOU WILL NEED TO RETURN TO THE EVENT DETAIL AND CHANGE THE CAPACITY NUMBER SO THAT THERE IS ENOUGH CAPACITY FOR THE NEW INVITEE.**
 - **Warning %** - This works in conjunction with capacity. You may use this to set a warning for yourself. It will allow **Advance** to warn you when you reach a certain threshold. For example: If your capacity is set to 100 and your warning is set to 90%, you will be warned that you only have 10 spots left once you've issued your 90th invitation.
- O. **Note/Event Desc** - Not Required. Use to add details to the **Event**.
- P. **Start Date** - Should be used. Use to set the **Event** start date.
- Q. **Start Time** - Use to set the **Event** start time.
- R. **Stop Date** - Should be used. Use to set the **Event** stop date.
- S. **Stop Time** - Use to set the **Event** stop time.
- T. **Cancelled** - Not Required. Use to set the **Event** cancellation date.
- U. **Planning Start** - Not Required. Use to set the date that this event began to be planned.
Not typical.

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6. Your form should look something like this:

Event Detail Actions Print

Chris's Event-A-Palooza #2704

Type	Awards and Honors	Venue	University House
Status	Active	Start Date	03/23/2019 6:30 AM
Stage	Invitation	Stop Date	03/23/2019 7:30 AM
Purpose	Appreciation/Recognition		
URL			

i Save completed successfully

Detail (72200) Save Cancel Actions Help

Event Name*

Type*	AWD <input type="text"/> Awards and Honors	Start Date	03/23/2019 <input type="text"/>
Status*	A <input type="text"/> Active	Start Time	6:30 AM <input type="text"/>
Stage	I <input type="text"/> Invitation	Stop Date	03/23/2019 <input type="text"/>
Content	BRE <input type="text"/> Breakfast	Stop Time	7:30 AM <input type="text"/>
Purpose	APP <input type="text"/> Appreciation/Recognition	<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Display Cancelled Data
Account Number	<input type="text"/>	Cancelled	<input type="text"/>
Venue Code	UNH <input type="text"/> University House	Planning Start	<input type="text"/>

Venue

Street

City

Venue State/Prov

Zipcode

Country

Show On AWC NO No

Capacity **Warning %**

Event URL

Note/Event Desc

MAKE SURE YOU CLICK **SAVE**.

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7. Choose **Organizers** from the Nav Tree.

The screenshot displays the 'Organizers' menu within a software application. On the left, a navigation tree lists various event management options, with 'Organizers' selected and highlighted in green. The main content area is titled 'Organizers' and shows details for 'Chris's Event-A-Palooza #2704'. Below the event details, there is a table for 'Organizers (72222) (0)'. The table has columns for 'Organization' and 'Contact'. A 'New' button is highlighted in the table's header, and a green arrow points from the 'Organizers' menu item in the navigation tree to this 'New' button. The bottom of the screen shows technical information such as App ID, Page ID, User, and Database details.

8. Click **New** from the **Organizers** menu.

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9. Fill out the following blocks:

- **Organization*** - Required. Use the Magnifying Glass to find the organization hosting the event.
- **Contact ID** - Not Required. Use to specify the person responsible for documenting the event.
- **Notes** - Not Required. Use to add notes to the Organization screen.

Organizers Actions Print

Chris's Event-A-Palooza #2704

Type	Awards and Honors	Venue	University House
Status	Active	Start Date	03/23/2019 6:30 AM
Stage	Invitation	Stop Date	03/23/2019 7:30 AM
Purpose	Appreciation/Recognition		
URL			

Organizers (72222) (1/1) Save Cancel Actions Help

Organization	Contact

Organization* 0000357615 Development

Contact ID 532188 Mr. Christopher Farris

Notes

10. Click **Save**.

11. Your Event is complete. See **How To - Create An Event (Part 2) How To Add An Invitation To An Event**. See **How to - Lookup an Event** in order to find your event.