

Instructions:

In this lesson you will practice how to create an event and register attendees. From the “Managers” menu select “Event.” The first item on the Event menu is “Getting Started.” The “Getting Started” program walks you through all the elements involved in creating an event and registering attendees to it. Note that there are instructions to the right of the button on each step. Remember that you can press F1 to access the Online Help at any time. Complete the following exercises:

Create an Event

- ☐ Complete step 1 & 2 to create an event. Your event should include at least 4 tables and should have meal choices of Fish, Chicken and Beef.

Enter the Event name here: _____

- ☐ Complete the remaining steps and register 4 members to the event. Register 2 members without a payment (charge to A/R) and the other two with a payment. Print and attach an event roster and sign-in sheet.
- ☐ Print an Event Report by Event Meal for this event only.
- ☐ Answer the following questions:

1. The After Deadline Price is charged when:

- a) The registration Postmark date is 00/00/00
- b) The registration Postmark date is greater than the Event Reservation Deadline
- c) The registration is to be paid at a later date

Answer: _____

2. To remove a registrant from the Waiting List

- a) Set the registered Status to ‘R’
- b) Cancel the registration and re-register with a Status of ‘R’
- c) Modify the Waiting List Priority to 1

Answer: _____

3. If an attendee is bringing a guest, the guest is registered as follows:

- a) Create a new registration record for the guest
- b) Modify the ticket quantity on the registration record of the attendee
- c) Zoom on the “Guest” field on the registration record of the attendee and enter the guest information

Answer: _____

Reviewed By: _____

Date: _____

Trainee: _____