

2.1.3 Club Activities

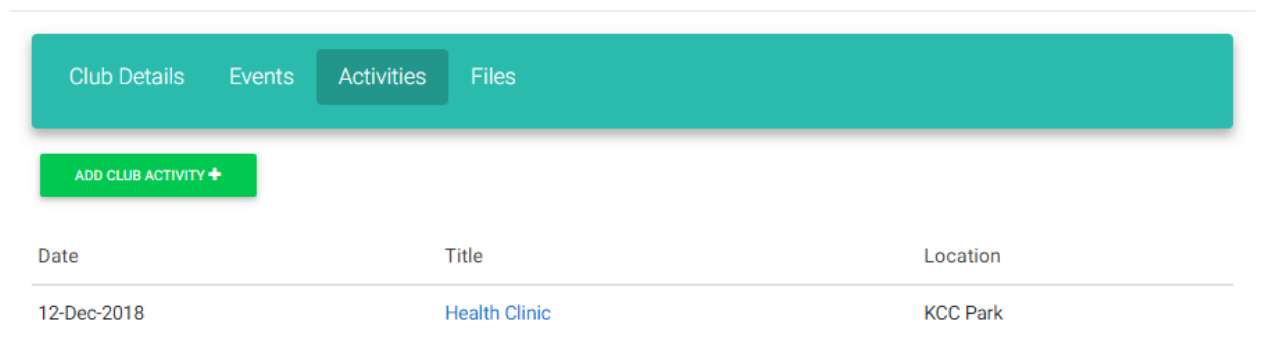
The club is able to add activities which members can attend, This can include any topic such as meetings, lessons and seminars. The activity will also be put into the public calendar and included with the list of events so that members can view the activity along with any events on the same page. A member is able to select an option to attend an activity which will then place the activity into their personal 'My Events' list and 'My Calendar'.

Once the activity has been setup the club can also add items to sell, when items are sold the club will be emailed a detailed order form. At any time the club can also download list of items sold. Items can include such things as Admissions, Tickets, Merchandise etc.

When creating an activity you can also upload any file attachments which may give more details about the activity or any additional required documents such as a waivers or permission slip for that is required to be downloaded and completed. As members select to attend the activity their details will appear in the Attendees list. The Attendees list can be download to a PDF document for viewing or printing or there is also an option to export the Attendees to an excel file.

At anytime you can also add an Activity Alert, the alert will enable you to notify all attendees of any updates or changes to the club activity. When an alert is added this will appear in the main event list and you also have the option to email a copy of the alert to all the attendees.

From the Club Details page click on the 'Add Club Activity' button to create a new club activity.



Club Details Events Activities Files		
ADD CLUB ACTIVITY +		
Date	Title	Location
12-Dec-2018	Health Clinic	KCC Park

Complete all the required information and also select a file to upload, additional files can also be uploaded after the activity is saved.

Add Club Activity

New Club Activity

Title *

Health Clinic

Event Date *




12-Dec-2018

Location

Victoria

KCC Park

Description

B **I** **U**   

Session to learn about health issues

Upload File Attachment

More files can be uploaded after the Activity has been saved.

Choose File

HealthSeminarFlyer.pdf

When the activity is saved you will be taken to the activity details page. From the details page you can then upload additional documents and view the attendees.

Health Clinic - Wed 12 Dec 2018

[← CLUB ACTIVITIES](#) [EDIT](#) [DELETE](#) [SHARE](#)

Club Activity

Location
KCC Park

Description
Session to learn about health issues

File Attachments

[UPLOAD FILE ATTACHMENT](#)

File Name
HealthSeminarFlyer.pdf [DELETE FILE](#)

Attendees

[PRINT ATTENDEE LIST](#) [EXPORT ATTENDEES TO EXCEL](#)

Name	Email
Cook, Jeremy	jeremy@showmanager.com.au

Sell Items

You have the option to be able to sell items with your club activity. From the event details page click on the 'Sell Items' tab and add in the items that you want to sell.

Open Air Cinema - Sat 30 Mar 2019

[← CLUB ACTIVITIES](#) [SHARE](#) [EDIT](#) [DELETE](#)

[Activity Details](#) [Sell Items \\$](#) [Attendees](#)

Activity Items

[ADD NEW ITEM TO SELL \\$](#)

Item Name	Description	Amount	Not Active	Total Sold		
Child Ticket		\$5.00	<input type="checkbox"/>	0	EDIT	DELETE
Adult Ticket		\$10.00	<input type="checkbox"/>	0	EDIT	DELETE
Family Ticket	Includes 2 Adults and 2 children	\$20.00	<input type="checkbox"/>	0	EDIT	DELETE

When adding in an item to sell you can enter the name of the item, the price and also include an extended description. The extended description will give you the ability to add more details about an item. Selecting 'Not Active' will enable you to stop selling a particular item.

Club Activity Item Details

Item Name *

Family Ticket

Extended Description (Optional)

Includes 2 Adults and 2 children

Unit Cost *

20.00

☐ Not Active ?

CANCEL ↶

SAVE 💾

As items are sold they will be listed in the 'Sold Items' section

Item Name	Description	Amount	Not Active	Total Sold		
Child Ticket		\$5.00	<input type="checkbox"/>	0	EDIT	DELETE
Adult Ticket		\$10.00	<input type="checkbox"/>	0	EDIT	DELETE
Family Ticket	Includes 2 Adults and 2 children	\$20.00	<input type="checkbox"/>	1	EDIT	DELETE

Sold Items

[DOWNLOAD PAID LIST TO EXCEL 📄](#)

Item Name	Units	UnitCost	Total Amount
Order: 1, Cook, Jeremy. Paid: \$20.00 - jeremy@showmanager.com.au			
Family Ticket	1	\$20.00	\$20.00
			Total: \$20.00

HINT: Click on the 'Share' button to share a link to this activity on Facebook.

The Activity will also be placed into the public event list along with any normal events.

02-Dec-2018 (Sunday) [Top]				
VIC	German Shepherd Dog Club of Victoria Inc	KCC Park	Open Show	Fri 09-Nov 12:00 AM  ENTRIES CLOSED
12-Dec-2018 (Wednesday) [Top]				
VIC	Health Clinic (Classic Dog Show)	KCC Park	Club Activity	Wed 12-Dec VIEW ACTIVITY

◀ NOV

December 2018

JAN ▶

When a member views the activity they are able to select an option to attend. If the member clicks on the 'Add Activity to your Device' button this will add a calendar entry into the members phone or computer calendar (Outlook or similar).

Health Clinic - Wed 12 Dec 2018

Would you like to attend?

No ☐ Yes ☒

Club Activity

Location
KCC Park

Description
Session to learn about health issues

Files

File Name
HealthSeminarFlyer.pdf

When the activity has been selected by the member this appear in the My Events list and also their Calendar.

4	5	6	7	8
		Maree Kennel Club - CH PAID ✓	Dogs Queensland Obedience Sub-Committee - OB NOT PAID ✗	
11	12	13	14	15
Health Clinic (Classic Dog Show) ATTENDING ✓				

At any time you are able to view the attendees by going to the activity details page, the Attendees list can be download to a PDF document for viewing or to be printed, there is also an option to export the Attendees to an excel file.

Attendees

PRINT ATTENDEE LIST

EXPORT ATTENDEES TO EXCEL

Name	Email
Cook, Jeremy	jeremy@showmanager.com.au

Report

Show Manager

Club Activity Attendee List

Health Clinic, 12-Dec-2018

Classic Dog Show - KCC Park

Name	Phone	Email
Cook, Jeremy		jeremy@showmanager.com.au

Export

	A	B	C	D	E
1	Name	LastNameFirstName	Attending	Email	Phone
2	Mr. Jeremy Cook	Cook, Jeremy	TRUE	jeremy@showmanager.com.au	

Club Activity Alerts

At anytime you can add an Activity Alert, the alert will enable you to notify all attendees of any updates or changes to the club activity. From the activity page click on the 'Add Alert/Message' button.

Enter the required details and click the save button at the bottom of the page.




Add Alert

New Activity Alert

Title *

Change of venue

Description

B **I** **U**   

HI,
The new venue will now be at the club grounds.

Once the alert is saved you now have the option to send the alert to all the attendees. The alert will also appear in the activity page and also on the public event list and calendar.

Send Attendees an update about this activity.

ADD ALERT/MESSAGE +

Alerts

Created: 10 Dec 2018

Change of venue

HI,

The new venue will now be at the club grounds.

SEND ALERT TO ATTENDEES 

EDIT ALERT 