

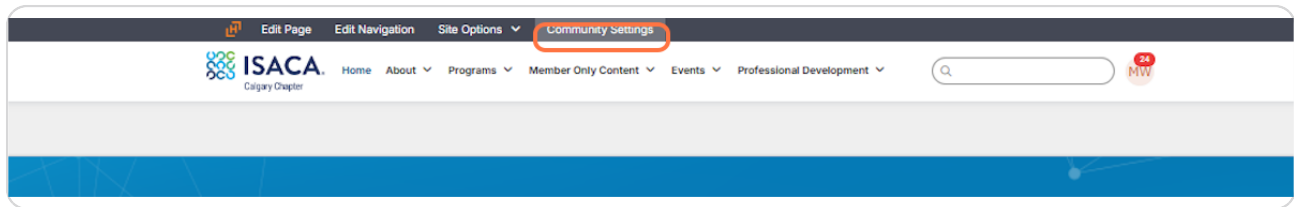
Creating an Outside Registration Event

18 Steps [View most recent version on Tango.us](#) 

Created by	Creation Date	Last Updated
Shaina Tuttle	Nov 05, 2024	Nov 06, 2024

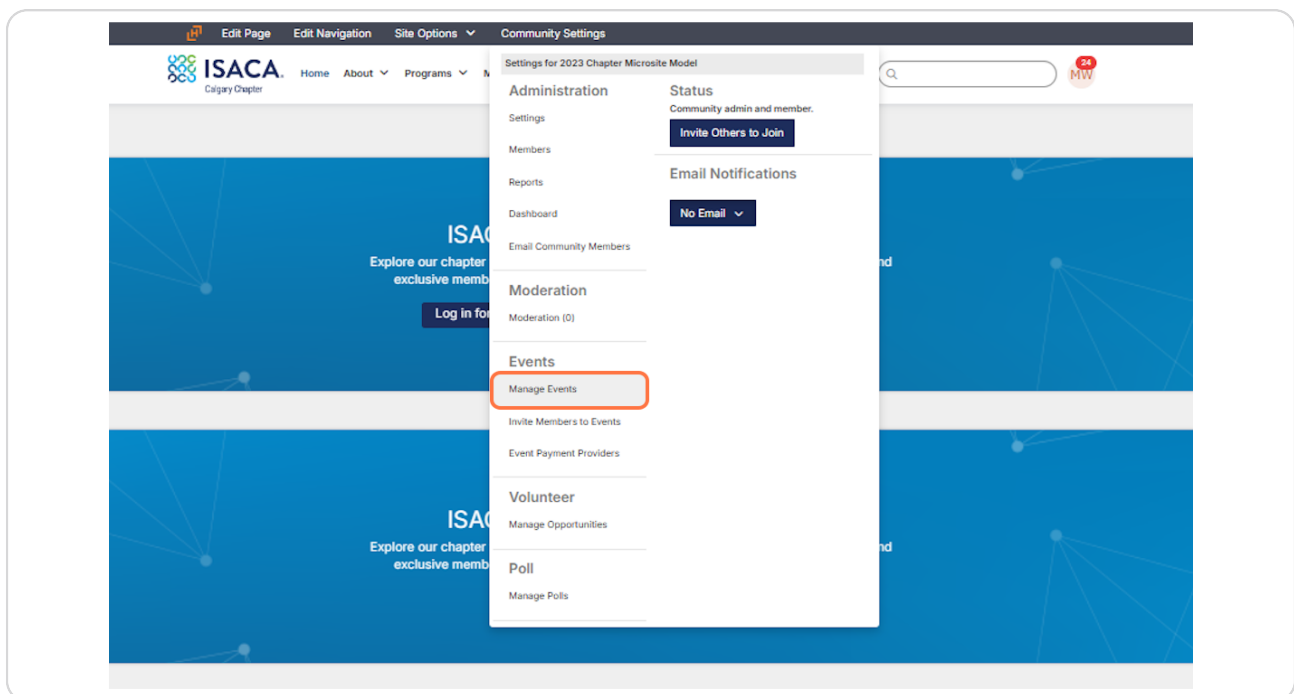
STEP 1

Click on Community Settings in the site admin toolbar.



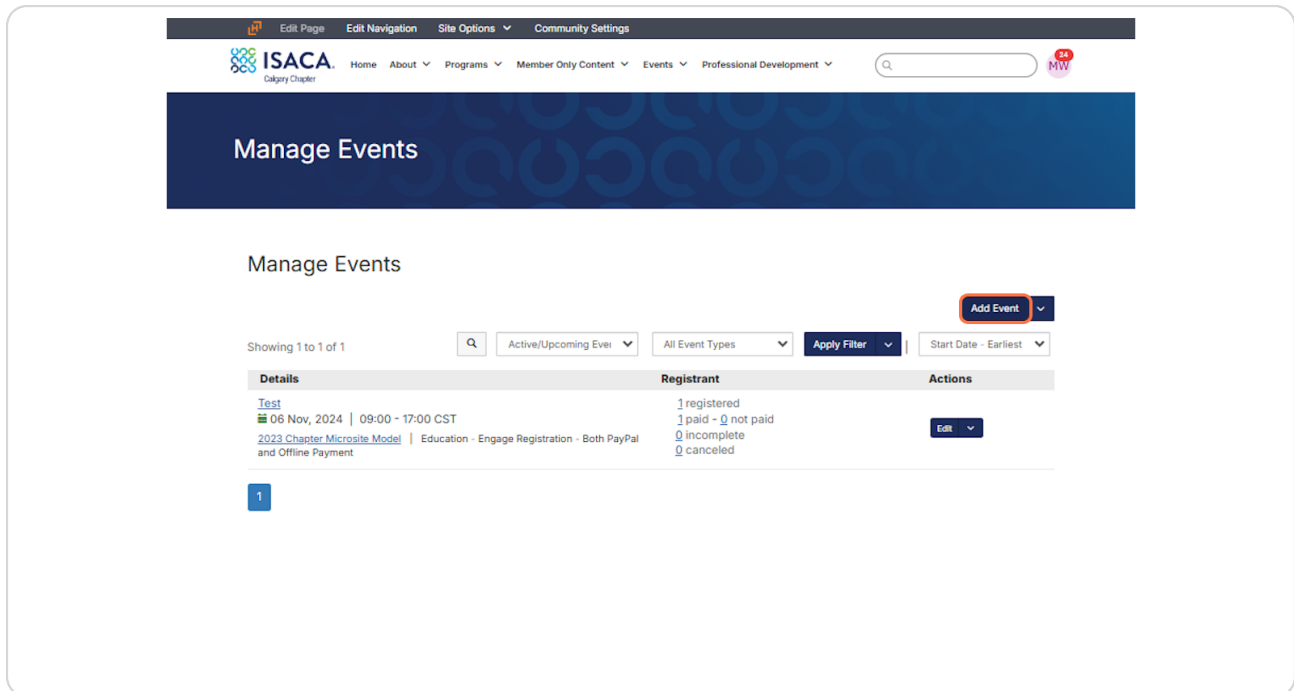
STEP 2

Click on Manage Events



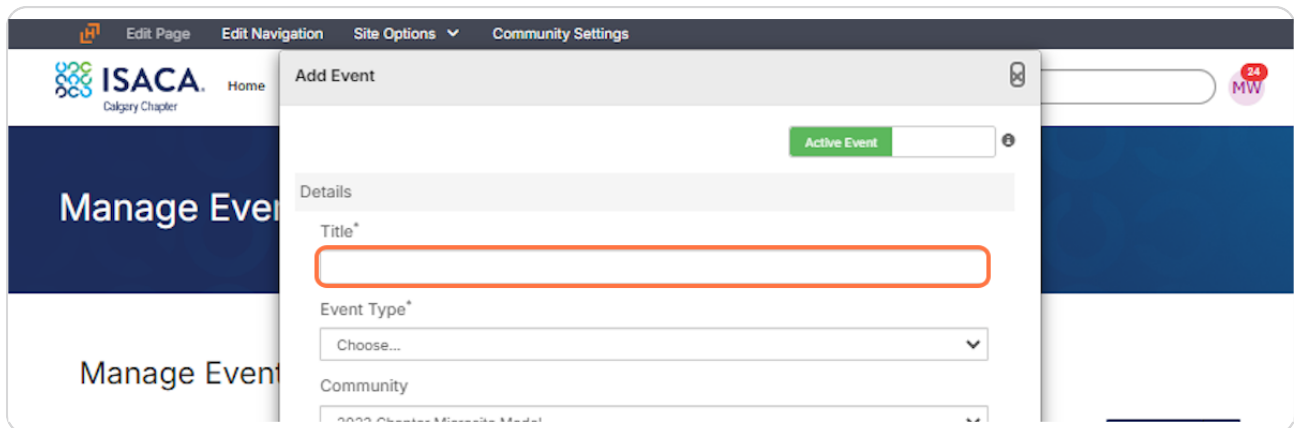
STEP 3

Click on Add Event



STEP 4

Enter the Event Title



STEP 5

Choose your Event Type. Choose from either Outside Registration - Education OR Outside Registration - Social depending on what your event is for.

The screenshot shows the 'Add Event' form in the ISACA Calgary Chapter system. The form is titled 'Add Event' and has a green 'Active Event' button. The form includes the following fields:

- Title***: A text input field.
- Event Type**: A dropdown menu with 'Choose...' selected. This field is highlighted with a red box.
- Community**: A dropdown menu with '2023 Chapter Microsite Model' selected.
- Description**: A rich text editor with various formatting options (bold, italic, underline, link, etc.).

The form is part of a larger page titled 'Manage Events'. The page also shows a sidebar with 'Details' and 'Test' sections, and a bottom section with 'Showing 1 to 1 of 1' and 'Add Event' button.

STEP 6

Determine if you want your event to always display in your events list or if you want to hide it after the end date, then choose the appropriate option.

ISACA Calgary Chapter

Home

Manage Events

Showing 1 to 1 of 1

Details

[Test](#)
06 Nov, 2024 | 09:00
[2023 Chapter Microsite Model](#)
and Offline Payment

Add Event

Active Event

Details

Title*

Add Event Name Here

Event Type*

Education - Outside Registration (Cvent, EventBrite, Etc.)

Community

2023 Chapter Microsite Model

Display in events list?

Display event until the end date, then hide it

Display in search results?

Display event until the end date, then hide it

Description

11pt Paragraph B I U S (i) [List Icons]

Actions

Add Event

Start Date - Earliest

Edit

STEP 7

Determine if you want your event to always display in the search results or if you want to hide it after the end date, then choose the appropriate option.

Page Edit Navigation Site Options Community Settings

ACA Home

Chapter

Page Event

1 to 1 of 1

s

lov, 2024 | 09:00

Chapter Microsite Model

line Payment

Add Event

Active Event

Details

Title*

Add Event Name Here

Event Type*

Education - Outside Registration (Cvent, EventBrite, Etc.)

Community

2023 Chapter Microsite Model

Display in events list?

Display event until the end date, then hide it

Display in search results?

Display event until the end date, then hide it

Description

11pt Paragraph B I U S (i) [List Icons]

[Text Icons]

@ # I [HTML]

STEP 8

Add in a detailed event description.

The screenshot shows the 'Manage Event' page in the ISACA Chicago Chapter system. The 'Details' form is open, and the 'Description' field is highlighted with a red box. The form includes fields for Title, Event Type, Community, Display in events list, Display in search results, and an optional link for an external website. The 'Description' field is a rich text editor with a toolbar and a text area.

Details

Title*
Add Event Name Here

Event Type*
Education - Outside Registration (Cvent, EventBrite, Etc.)

Community
2023 Chapter Microsite Model

Display in events list?
Display event until the end date, then hide it

Display in search results?
Display event until the end date, then hide it

Description

11pt Paragraph B I U S (i) [List Icons] [Link Icon]

Optional link for an external website with more details about this event.
http:// externalsite.com OR www.e

Event Image

STEP 9

Add in the URL to your external registration here.

The screenshot shows the 'Manage Event' page in the ISACA Chicago Chapter system. The 'Details' form is open, and the 'Optional link for an external website with more details about this event.' field is highlighted with a red box. The form includes fields for Title, Event Type, Community, Display in events list, Display in search results, and an optional link for an external website. The 'Description' field is a rich text editor with a toolbar and a text area.

Details

Title*
Add Event Name Here

Event Type*
Education - Outside Registration (Cvent, EventBrite, Etc.)

Community
2023 Chapter Microsite Model

Display in events list?
Display event until the end date, then hide it

Display in search results?
Display event until the end date, then hide it

Description

11pt Paragraph B I U S (i) [List Icons] [Link Icon]

Optional link for an external website with more details about this event.
http:// externalsite.com OR www.e

Event Image

Select Image
This image is used on the events list and the event details page. Landscape images measuring at least 1200px x 600px are ideal.

Date & Time

Start Date*
06 Nov, 2024 09:00

End Date*
06 Nov, 2024 17:00

STEP 10

Set up the Date and Time information for your event.

The screenshot displays the SACA event management interface. The central panel is the 'Edit Event' form. At the top, there are dropdown menus for 'Display event until the end date, then hide it' and 'Display in search results?'. Below these is a rich text editor for the 'Description'. Further down is a field for an 'Optional link for an external website with more details about this event.' followed by a 'Select Image' link and a note about image dimensions. The 'Date & Time' section is highlighted with a red box and contains fields for 'Start Date*' (06 Nov, 2024, 09:00), 'End Date*' (06 Nov, 2024, 17:00), and 'Timezone*' (Choose...). At the bottom is a 'Location' field. The left sidebar shows the SACA logo and a list of events, with the current event '06 Nov, 2024 | 09:00' selected. The right sidebar has an 'Add Event' button and an 'Actions' section with an 'Edit' button.

Display event until the end date, then hide it

Display in search results?

Display event until the end date, then hide it

Description

11pt Paragraph B I U S ()

Optional link for an external website with more details about this event.

http:// externalsite.com OR www.e

Event Image

Select Image

This image is used on the events list and the event details page. Landscape images measuring at least 1200px x 600px are ideal.

Date & Time

Start Date* End Date*

06 Nov, 2024 06 Nov, 2024

09:00 17:00

Timezone*

Choose...

Location

STEP 11

Update the location information for your event. You can choose in-person with a physical address, online with log in instructions, or an hybrid event and choose both options.

The screenshot displays the 'Manage Event' interface for the ISACA Calgary Chapter. The central panel is titled 'Update Event' and contains several form fields. The 'Location' section is highlighted with an orange border and includes the following elements:

- Start Date***: 06 Nov, 2024
- End Date***: 06 Nov, 2024
- Timezone***: Choose...
- How will people attend this event?**: Choose...
- Country**: (Country)

Below the 'Location' section, there is a 'Contact Information' section with fields for First Name, Last Name, Phone, and Email. A button labeled 'Insert My Contact Information' is positioned above the Last Name and Email fields. The interface also features a sidebar on the left with 'Manage Event' links and a right sidebar with 'Add Event' and 'Edit' buttons.

STEP 12

When choosing an in-person event with a physical address, these are the options that will populate. If your event is online, you can disregard this step

The screenshot displays the 'Manage Event' interface. The 'Location' section is highlighted with an orange border and contains the following fields:

- How will people attend this event?** (Dropdown menu with 'Physical Address' selected)
- Country*** (Dropdown menu with '(Country)' selected)
- Venue*** (Text input field)
- Address 1*** (Text input field)
- Address 2** (Text input field)
- City*** (Text input field)
- Zip** (Text input field)

Below the 'Location' section is the 'Contact Information' section, which includes fields for 'First Name', 'Last Name', 'Phone', and 'Email', along with an 'Insert My Contact Information' button.

STEP 13

When choosing an online event, these are the fields that will populate. Update with your external registration link and any additional log in instructions you would like to provide your event attendees.

The screenshot shows the 'Manage Event' form in the ISACA system. The 'Location' section is highlighted with an orange border. This section includes fields for 'How will people attend this event?' (set to 'Online'), 'Country' (set to '(Country)'), 'Login Instructions' (a text area), and 'Conference Web Address / URL*' (a text field with a 'http://' dropdown). Below the 'Location' section is the 'Contact Information' section, which includes fields for 'First Name', 'Last Name', 'Phone', and 'Email', along with an 'Insert My Contact Information' button. The left sidebar shows the 'Manage Event' page with a 'Details' tab and a list of events. The right sidebar shows the 'Add Event' button and a list of actions.

ISACA
Category Chapter

Home

Manage Event

Showing 1 to 1 of 1

Details

Test

06 Nov, 2024 | 09:00

2023 Chapter Microsite Mo and Offline Payment

1

Location

How will people attend this event?

Online

Country

(Country)

Login Instructions

Conference Web Address / URL*

http://

Contact Information

First Name

Last Name

Phone

Email

Insert My Contact Information

Add Event

Start Date - Earliest

Actions

Edit

STEP 14

Enter in the Contact Information for the event.

The screenshot shows a 'Manage Event' form. On the left, there's a sidebar with a 'Details' tab and a list of events. The main form area has several sections: 'How will people attend this event?' with a dropdown set to 'Online'; 'Country' with a dropdown; 'Login Instructions' with a text area; 'Conference Web Address / URL*' with a dropdown set to 'http://'; and 'Contact Information' which is highlighted with an orange box. The 'Contact Information' section contains fields for 'First Name', 'Last Name', 'Phone', and 'Email', along with an 'Insert My Contact Information' button. Below this is the 'External Registration' section with a text area for the URL and a dropdown set to 'http://'. On the right, there's a sidebar with 'Add Event' and 'Edit' buttons.

STEP 15

Add in the external registration URL.

This screenshot is a closer view of the 'Manage Event' form, focusing on the 'Contact Information' and 'External Registration' sections. The 'Contact Information' section is at the top, with fields for 'First Name', 'Last Name', 'Phone', and 'Email', and an 'Insert My Contact Information' button. Below it, the 'External Registration' section is highlighted with an orange box. It contains a text area for the URL and a dropdown set to 'http://'. The sidebar on the left shows the 'Details' tab and a list of events, and the sidebar on the right shows the 'Edit' button.

STEP 16

These are the email templates populate when choosing the Outside Registration Event Type. Site admin should only change the email template to "do not send" if they wish to not send that specific email.

Test
06 Nov, 2024 | 09:00
2023 Chapter Microsite Management and Offline Payment

1

External Registration

Enter the URL to the external registration webpage and instructions? *

http://

Email Templates

Record: Do not send
Note: Message sent to remind registrants/community members to record their attendance to the event. The reminder is sent an hour before the event starts.

Attendance: Do not send
Note: Message sent to remind registrants/community members to record their attendance to the event. The reminder is sent an hour before the event starts.

Reminder: Invitation
Note: Message sent to invite contacts to the event.

Invitation: Invitation
Note: Message sent to invite contacts to the event.

Share: Share Event
Note: Message sent to share and invite contacts to the event. A value of 'Do not Send' will hide the "Share this Event" block on the event details page and users will be unable to "Share this Event" for the affected event.

Send Invitations

Invite all community members when saved. ☐ No

Save and Continue Save Cancel

ISACA Chicago Chapter

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Terms of Use
Privacy Notice
Privacy Policy

STEP 17

You have the option to "Send Invitations" once the event is created. If you wish to send the invitations when the event is created, toggle the option to yes. If you wish to create the event & send invitations at a later date, leave the option toggled to no.

It is typically recommended to set this to "no" and to send emails after verifying the public site is rendering the way you want and contains all event details. Also, if you are adding registration choices or session categories, invitations should be sent after those have been added.

The screenshot shows the 'Send Invitations' section of the event creation interface. The 'Send Invitations' toggle is currently set to 'No'. The 'Save and Continue' button is highlighted with a red box. The 'Save' button is also visible. The 'Cancel' button is also visible. The 'Send Invitations' section is highlighted with a red box.

Test
06 Nov, 2024 | 09:00
2023 Chapter Microsite Mo
and Offline Payment

1

External Registration

Enter the URL to the external registration webpage and instructions? *

http://

Email Templates

Record Attendance Reminder
Do not send
Note: Message sent to remind registrants/community members to record their attendance to the event. The reminder is sent an hour before the event starts.

Invitation
Invitation
Note: Message sent to invite contacts to the event.

Share
Share Event
Note: Message sent to share and invite contacts to the event. A value of 'Do not Send' will hide the "Share this Event" block on the event details page and users will be unable to "Share this Event" for the affected event.

Send Invitations

Invite all community members when saved. ☐ No

Save and Continue Save Cancel

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Privacy & Terms

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Privacy Notice
Privacy Policy

STEP 18

Click on Save.

The screenshot shows the 'Send Invitations' section of the event creation interface. The 'Save' button is highlighted with a red box. The 'Save and Continue' button is also visible. The 'Cancel' button is also visible. The 'Send Invitations' section is highlighted with a red box.

EVENT FOR THE AFFECTED EVENT.

Send Invitations

Invite all community members when saved. ☐ No

Save and Continue Save Cancel

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