



Box League #1

Group A

Session complete

League Player	Brock vs Opponent	Points	Session Record
Brock Lee	---	6	1-1
Mario Speedwagon	2-3	3	1-0
Paul Molive	3-1	1	0-1
Terry Aki	?	0	0-0
Anna Mull	??		0-0
Cliff Hanger			0-0

Configuring Club Events for sale

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Sign members up for Club Events

SkyCourt is an online club management system. Part of SkyCourt's functionality is allowing a club to define a club event that members or non-members will sign up to attend. This guide will explain how to configure your club memberships in SkyCourt to enable online sales.

WHAT ARE CLUB EVENTS?

A club event can be any event that people will attend, and you need to know who will be attending.

An event can be something that the person must pay to attend, or it can be free. The event may be a single, one-time event, or it may represent a summer camp that spans many weeks.

A FEW EXAMPLES

Some examples of club events would be:

The club is hosting a dinner, and tickets are \$100 per plate. You can configure SkyCourt to sell the tickets for the dinner to both members and non-members. A member could easily purchase a ticket for themselves and their spouse in a single transaction.

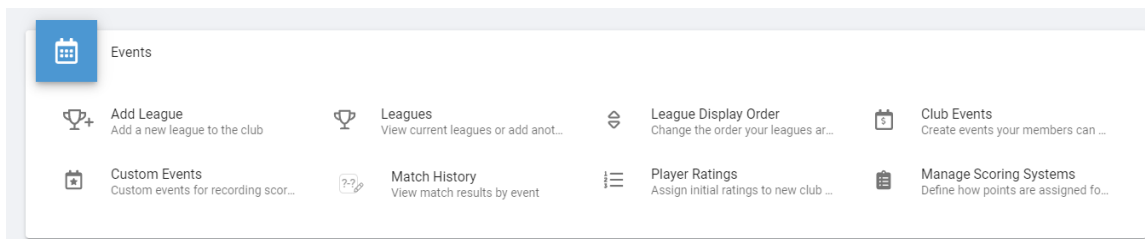
The club might be hosting an end of season club championship with different levels of play. You can configure the club championships as an event in SkyCourt where each of the levels of play are a different session. Members sign up for the level of play so that you end up with a list of people in each level of play.

Events can also have people answer questions when signing up. For instance, in the club championship scenario, you might have people tell you their shirt size so that you know how many of each size shirt to purchase for the championships.

Your club might be hosting weekly summer camps with limited space. You can configure each type of summer camp in SkyCourt and then you can define week as an instance of the summer camp. Each week can have its own limit for the number of attendees. When the limit of attendees is hit, subsequent attempts to sign up will be put on a waiting list. If someone drops out, you can fill the spot with someone on the waiting list, or you can decide there is enough demand for an additional session that week and increase the limit.

Configuration

Adding and configuring Club Events is done by clicking on the “Club Events” button on the Events tile of the Club Admin page.



When you first navigate to the Club Events page, you will see instructions covering what Club Events are and how to create your first club event. Press on the “+ Add a Club Event” button in the upper right corner to get started with your first club event.

THE CLUB EVENTS PAGE

Once you have at least one Club Event defined, the Club Events Page will show you a list of your defined events.

The screenshot shows a web interface for managing club events. At the top left, there is a blue button with a plus sign and the text "+ Add a Club Event". Below this is a descriptive paragraph: "Club Events are events your members can sign up for. These could be training camps, social events, just about anything that you require a list of signed up members for." followed by a blue information icon. Underneath is the heading "Active Events". Below the heading is a table with a single row containing the text "Name". To the right of the table is a small grey icon. Below the table is a blue link labeled "New Event". At the bottom left of the interface is another blue link labeled "Load archived club events".

You will notice that when you clicked on the "+ Add a Club Event" button, a new event was created immediately without you specifying any of its details. You can click on the name of the event in the table to view the details of the event and make changes.

The Club Events page is separated into two parts, with only the first part being visible initially. The first part is the Active Events. These are events that have not yet been archived. Once an event has finished, it is best to archive that event to remove it from the sales page and remove it from member's SkyCourt home page. More on this later.

You can see the list of archived events by clicking on "Load archived club events". This will display a second table, or a note that says there are no archived events to show.

EVENT ORDER

The Club Events page is where you control the order the events will display on the sales page. You can use drag and drop to rearrange the order of the events in the table. The order that the events appear in the table is the order that they will appear on the sales page.

When you hover over an event in the table, you will see an icon appear on the left side of the table row. This is the drag and drop handle. Click on this handle to pick up the event to start dragging.

[+ Add a Club Event](#)

Club Events are events your members can sign up for. These could be training camps, social events, just about anything that you require a list of signed up members for. [i](#)

Active Events

Name
<div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Club Championships 🗑️ </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> Summer Camp 🗑️ </div>

[Load archived club events](#)

You can drag the event within the table to change its position. When you let go, the order will be saved automatically.

ARCHIVING EVENTS

Once an event has occurred, or if the club decides not to run an event that has been defined, you can archive the event. The result of archiving an event is that it will be removed from the sales page and if any of your members have signed up for the event, archiving it will remove the event from their home page.

Archiving an event does not remove the event from the system. You will still be able to visit the event and view things like who attended the event. Your members will also still be able to see the event if they go to their Profile page and click on the events tab to view the events they have participated in.


CONFIGURING AN EVENT

To configure an event, click on its row in the Active Events table on the Club Events Page. This will take you to the Event's Management page. The Manage page is where you, as the event manager, will be able to

interact with the event. You will be able to do the following types of activities from the event Management page:

- *Define the event*
 - *Setup enrollment criteria*
 - *Setup dates and capacity*
- *View the list of participants*
- *View and manage the waiting list*
- *View the list of participant's answers if you define questions*

Summer Camp

 This event has not yet been published to your users. You can [click here](#) to publish it so your users can see it and sign up.

Settings

Name

Enrollment

Dates

Publish your Event

Public Name & Description

An event is displayed to your members using its name and byline by default. If you specify a description, they can click on the show more link to reveal the description.

Name

Summer Camp

Byline

A summary of what your member receives by joining this event.

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, and fullscreen.

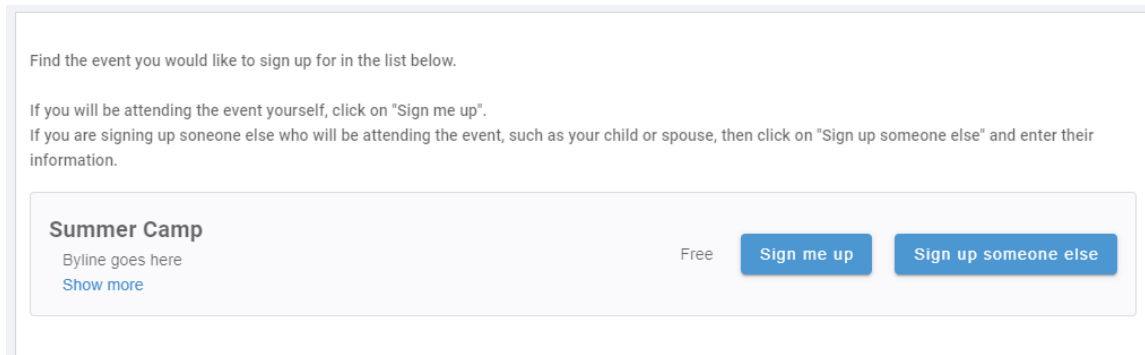
A detailed description of the event

Cancel Save

The Settings tab is where you configure your event.

THE NAME PANEL

On the Name Pane, you will give your event a name, a byline and a description. These items will be used on the sales page. Here is an example event that is named Summer Camp. In the image you can see where the Byline goes and the member clicks on the "Show more" link, they will see the description.



Find the event you would like to sign up for in the list below.

If you will be attending the event yourself, click on "Sign me up".
If you are signing up someone else who will be attending the event, such as your child or spouse, then click on "Sign up someone else" and enter their information.

Summer Camp
Byline goes here
[Show more](#)

Free [Sign me up](#) [Sign up someone else](#)

THE ENROLLMENT PANEL

The enrollment panel is where you control when your event is shown on the sales page and if the event is free or members must pay a fee to join.

Please note that there are two sales pages for events. There is the Internal Sales Page and the Public Sales Page. The internal sales page is only visible to members of your club. They get to the internal sales page from the top level menu once they have signed into SkyCourt.

The public sales page is accessible to anyone. A person does not need to have a SkyCourt account to be able to access your public sales page. You can decide if you want to enable the public sales page or not.

For each event, you can decide if and when you would like the event to show up on the different sales pages. For instance, you might want to offer the event to your members a week earlier than you show it on

the public sales page. This would give your members priority for signing up over non-members.

Each sales page has three settings: Visibility, Start Date and End Date

Internal Sales Page

The event is offered for sale on the internal club page.

Visibility:	The item is always visible	▼
Sales Start Date:	The item is always available for sale	▼
Sales End Date:	The item never stops being offered for sale	▼

Visibility controls when the event will become visible on the sales page. Start date controls when a person can first purchase the event. And End date controls the last day that a person can purchase the event.

If the event is configured to be visible before it can be sold, the event will be shown on the sales page with a note indicating when it will be available for sale.

The same controls exist for the public sales page and can be controlled independently of the internal sales page.

The Enrollment Type setting controls who can sign up for the event and if there will be a fee for the event. There are three types of enrollment:

- *Open Enrollment*
The event is free and there are no restrictions on who can sign up for the event. If you do not list the event on the public sales page, then only members will be able to purchase the event
- *Restricted Enrollment*
The event is free, but there are restrictions on who can sign up.

To specify the restrictions, you add and configure restriction rules, described below.

- *Fee Based Enrollment*

The event is not free. You can create different fees based on sets of criteria. For instance, you can create a member's price and a non-member's price by having two fees, one with a members only criteria and another fee with a non-members only criteria.

The restriction rule and the fee rule are the same when it comes to the criteria you can specify. The only difference is that the fee rule has a price for the event you can specify. Below is what a fee rule looks like followed by the description of each of the criteria you can set.

Edit a fee for the event

Description

How much is the fee?

CA\$ 0.00 Select a tax to charge ▼

Rules

The member must be a certain gender

Female ▼

The member must be a certain age

18 or younger ▼

The member must have a certain rating

1 - 5 Range ▼

Non club members

Are not allowed to join

Are allowed to join

Are the only people allowed to join

The member must belong to the following membership types

Membership Type ▼ +

The member must not belong to the following membership types

Membership Type ▼ +

This fee is applicable for a specific time period

Cancel Save

- *Description*
This is an important field. You should ensure that the person signing up can understand the requirements from reading the description. For instance, if this is a fee for members only, you might set the description to "Members only". Of if this fee is for junior girls only, then you might set the description to "Junior Girls less than 17 years old"

- *Fee*
This is the fee that anyone who matches this rule will pay for the event. More on matching order later.
- *The member must be a certain gender*
if this is enabled, then the member must have specified their gender in their profile and that gender must match this rule's gender setting. SkyCourt only supports Male and Female gender specifications.
- *The member must be a certain age*
if this is enabled, then the member must have specified their birthdate in their profile and their age must match this rule's age setting. You can specify an age range, a maximum age, or a minimum age.
- *The member must have a certain rating*
If this is enabled, then the member must be rated for the specified sport and that rating must match the rules' rating setting. You can specify a rating range, a maximum rating, or a minimum rating.
- *Non Club Members*
You can specify one of three options:
 - Non-members are allowed to join. This means that a non-club member is allowed to purchase the event on the public sales page or one of your members can purchase the event for a non-member on the internal sales page.
 - Non-members are not allowed to join. This means that a non-club member cannot join or be signed up by an existing member.
 - Non-members are the only ones who can join. Use this rule when you have a non-member specific price. Please note that this doesn't mean that non-members are the only people who can join the event. It just means that non-members are the only people who will match this fee rule and be charged this fee. There may be other fee rules that your members will match so that they can join.

- *The member must belong to the following membership types*
If your club is using membership types and you want to charge someone a different fee based on their membership type, you can do that using this setting. For instance, if you have a premium membership and a basic membership, you might want to charge the basic member more. In that case, you would create a fee rule with the description "Premium members" and you would select the Premium Membership in the drop down for this setting. That way only people in the premium Membership would be matched against this fee rule and get to pay this reduced fee.
- *The member must not belong to the following membership types*
This is like the above setting, except now the member must NOT belong to the specified membership types. For instance, you might be having an exclusive event for your premium members, and you might specify that basic members cannot sign up.
- *This fee is applicable for a specific time period*
Use this option for an "early bird" special price. When you enable this option, you can specify a "starting on" date or an "ending on" date. You can use this option to specify prices that change over time.

There are other options for a fee-based event such as "The member cannot join without paying first" and reminder settings for those who have not paid. These should be ignored for events. You generally want your members to pay when signing up for the event rather than taking on the burden of tracking them down to pay later.

Fee Matching

If you define multiple restriction rules or multiple fees for an event, then the way that these rules are matched depends on the order that they are specified in the table.

+ Add a new fee

	Fee	Description	
☰	\$50.00	Premium Members	✎ 🗑
☰	\$100.00	Basic Members	✎ 🗑
☰	\$150.00	Non Members	✎ 🗑

Note: The order of the fees is important. The first fee in the list that matches the player's profile will be used. Put your most restrictive fees first in the list.

In this example, there are three fees for this event. When a person signs up for the event, SkyCourt will first attempt to match them against the "Premium Members" fee criteria. If they match that set of criteria, then they will be charged \$50. If they do not, SkyCourt will try to match them against the "Basic Members" fee criteria. If they match that set of criteria, they will be charged \$100. If they do not match that set of criteria, then SkyCourt will try to match them against the "Non Members" fee criteria. If they match that set of criteria, they will be charged \$150. If they do not match that set of criteria, then they will not be allowed to sign up for the event because they didn't match the necessary criteria for the event. They will be given a message saying that they do not match the requirements for the event and they will be shown the list of descriptions for the three fees. This is why it is important to be precise in the descriptions that you give each of your fee rules.

THE DATES PANEL

An event must have at least one set of dates. This tells SkyCourt when your event will take place. These dates are called a session.

Some club events will only have a single session. For instance, a club event that represents a club hosted dinner would only have a single session because it happens on a single night.

However, there are other types of club events that happen repeatedly. For instance, a weekly summer camp may happen 8 times over the two months of summer. In this case, the Summer Camp event would have 8 sessions.

Another example might be a Club Championship. It may happen over a single period of time, but you could define 4 different sessions that correspond to 4 different levels of play and people sign up for the level of play that matches their skill level.

Each session has its own:

- *starting and ending date*
This is the first date and time and last date and time. For the dinner, you could specify that it runs on March 1st from 7pm to 10pm. Or for a weekly summer camp session, you might specify that it runs from July 1st at 8am to July 5th at 5pm.
- *Name*
this is the name that will appear when people are signing up for the session. In the case of the Club Championship, this session might be named "Level A". Or for a Summer Camp it might be "July 1 – 5"
- *Description*
This is optional, but it will appear like a byline on the sales page
- *Limits*
Each session can have its own capacity limit. Here you can specify how many people your session can handle. You can also decide if this session will have a waiting list or not.
You can also decide how much time people are given to complete the purchase once the item is placed in their shopping cart. This is important to prevent people from allocating a spot in the event but never finishing checking out and paying.

THE ARCHIVE PANEL

There are three states that an event can be in:

- *Pre-published*
In this state, the event is defined but it is not visible to your members or the public. All events start in this state. This allows you to work on the configuration of the event before it goes live on the sales page.
- *Published*
In this state, the event is ready for purchasing. It is available on the sales pages you have specified. Members can see it and purchase it if it is available.
- *Archived*
Once an event is finished, you should move it into the archived state. This removes it from the member's home page and from the sales pages. The event isn't deleted from the system, you can still get to the management page if there is something you need to refer to.

Each event session has its own state as well. You manage the states of the sessions from the Dates panel. The session state has the same ramifications as the event, just at the session level. For instance, if you were running a summer camp with 8 sessions, as each session ends, you would archive each session so that the session is removed from the sales pages and the member's home page. But since the event is still in the published state, people can still sign up for future sessions of the event.