



OurChapter.org

Event Management made easy.

- Organize your events with this event management function, including PayPal support.
- Single or multiple day events with signup for multiple classes and for multiple time frames.
- Get your volunteers signed up with automatic email function and reminders.
- Signup functions using a new website of: <https://esignup.org> to register participants.
- Full graphical and list reporting on many aspects of the event.
- Keep track of your income and expenses for your event.
- Use PayPal to easily collect money for your event and display PayPal status. You can also collect checks / money orders.
- Use QR Codes to scan registrations when they arrive at your event or search on names to scan them in.
- Email functions including: custom emails, rescheduling, canceling of the event.
- Change log for any event changes.

Don White – June 3, 2022

Designer and developer of YoungEaglesDay.org, EAABuildersLog.org and FlyingStart.org websites.

* Not officially supported by EAA.ORG

** We do not distribute, sell or use your information outside of this website. All member and chapter information is kept confidential to that chapter and organization.



Campaigns – Login First.

1. Use the “Login” link at the top right to Login into the website.
2. Fill out your email and password and click the “Login” button in the window box.

Our Chapter Management Website

Help Contact Us Site Info Sign Up Login

Welcome to the Our Chapter Management website. This website is available free of charge to any chapter, group or individual. Roster management, Send Emails, Photos/Newsletters, Forums, Reports. For detailed information, please use the [Site Info](#), at the top of the page.

We have selected the 3 closest chapters for your internet location. If this is not your location, please enter your (US or Canada) code or city name.

Please click on the logo below to view detailed chapter information.

Our Chapter Website
EMail address:

Password:

 - Email me my password
 - Text me my password

EAA 866	Spaceport 99s	EAA 724
<p>Titusville, FL (11 miles)</p>	<p>Cocoa, FL, FL (12 miles)</p>	<p>Merritt Island, Florida (13 miles)</p>
<p>Meeting: 1st Wednesday of each month at 7pm Address: 476 N. Williams Ave</p>	<p>Meeting: 2nd Saturday at 10 am Address: 2289 COX RD</p>	<p>Meeting: 2nd Wednesday of each month at 7pm Address: 900 Airport Road</p>



Event Management

1. You can manage your events with this easy to use tool for your chapter events.

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Don Support - Update Profile Add your own chapter, group or family. Chapter Report

Chapter Management Functions - EAA - All Show One

Chapter / Group	Member Roster	Campaigns Email/Text	Photos / Newsletters	Forums	Calendar	Sign-in Sheet	Dues	Meetings	Event Mgmt	Resource Schedule	Finance	Survey	Reports	Import Members
ABC 1 (New Chapter)														
9999 (Somewhere, USA)														

NOTE: This information is strictly used for the Our Chapter website . - Policy - Privacy - © Copyri 2 Brevard Web Pro, Inc.



Event Mgmt – Introduction



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1. You create a new event by clicking the “Create a New Event” button.

2. All existing event will be below in the Future Events or Past Events.

3. You can update an event by using the “Update” icon or look at the Change Log by clicking on that icon.

4. Let’s go create an Event.

Chapter Events - [Create a New Event](#)

These set of forms will manage chapter events that you are having, such as Pancake Breakfast's, Airplane Building, etc.

Your future events:- (Please mouse over any icon to view additional information.) -
You do not have any future events at this time.

Your past events:- (Please mouse over any icon to view additional information.) -

Event Date	Title	Reg #	Vol #	Update	Chg. Log
Dec 11,2021	Toys for Tots - Test Event		0		
Oct 30,2021	EAA 724 - Poker Run		5		



Create an Event - Info



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1. You have 10 tabs at the top to go thru to create an event for your chapter or group.

2. Fill in all of the fields. Make sure you click the “Continue” button at the bottom to submit this information.

3. Your event will be displayed on our “eSignup.org” website, if the event is not a private event.

4. Private event will have a “Direct URL” that you will use for marketing the event.

--- Please click on the **GREEN** button at the bottom to enter or change any information on this page. ---
Please enter the following information to create or change event information for your chapter.
Event will be shown on our other website to register for participants: - **eSignup.org** , if not a private event.

Event Title:

EAA 724 - Poker Run

Private Event:

- Yes, this is a private event. It will NOT be advertised on the OurChapter.org or eSignup.org home page.

Event Type:

One-Time event

- Please select the type of event.

First Event Date:

10 / 30 / 2021

- Start Time:

08 : 00 : 00 AM

- End Time:

02 : 00 : 00 PM

- Enter the first date for this event.

Event Time Zone

Eastern Time Zone

Contact Name:

Dwayne Waters

Contact Email:

watersdwayne@yahoo.com

Contact Phone:

321-514-9456

Chapter Website:

eea724.org

- Optional - Enter your chapter's website address (URL) - ex:

"eea724.org"

Continue to Step 2 - Submit



Event - Description



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1. You can enter your event description in this area. Please provide a complete description for your event.

2. You can use rich text information in this field for bolding, underlining or colors.

3. Again, please make sure that you click the "Continue to Step 3" button to submit this information.

Please click on the GREEN button at the bottom to enter or change any information on this page. ---

Please provide a description and/or schedule of events for your event.

File Edit View Insert Format Tools Table Help

← → **B** *I* A

FIRST ANNUAL SPACE COAST Poker Run to celebrate the 40th anniversary of Chapter 724!

A poker run is a great reason to go flying and an excellent way to get some practice in airspace or at airports you've never landed at. Proceeds will benefit Chapter 724's youth education fund.

WHEN: Saturday, October 30, 2021. 8am – 2 pm
WHERE: The run will depart from your home airport at any time that you choose and include (in no particular order)
-> X21 - Arthur Dunn Airpark
-> KTIX - Space Coast Regional

220 WORDS POWERED BY TINY

Continue to Step 3 - Submit



Event – Design & Sessions

1. The next two tabs (Design and Sessions) are for future function and are currently NOT used. Please bypass these tabs.

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Future function - Do not use. Please press the Questions tab.

① Info ② Description ③ Design ④ Sessions ⑤ Questions ⑥ Registration ⑦ Options ⑧ Location ⑨ Payment ⑩ Finalize

Please click on the GREEN button at the bottom to upload your Site picture on this page. - - -

← Please select the design template that you want your invite to look like and click on bottom design. [Create a New Design](#)

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Future function - Do not use. Please press the Questions tab.

① Info ② Description ③ Design ④ Sessions ⑤ Questions ⑥ Registration ⑦ Options ⑧ Location ⑨ Payment ⑩ Finalize

SESSION K=0=[123456789], SESSION K=1=[].

Please click on the GREEN button at the bottom to upload your Site picture on this page. - - -

← Please add a date and time for your event. You can also add multiple dates and slots.

[Add Date/Time Slot](#)

Dates/Times	Sessions
Oct 30, 2021 (Sat) - (09:00:00 - 12:00:00) Location: Local	+

[Continue to Step 5 - Submit](#)



Event – Questions



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--- Please click on the GREEN button at the bottom to enter or change any information on this page. ---

Ask Participants these Questions: [New Question](#) 

<input checked="" type="checkbox"/>	Name:	Required			
<input checked="" type="checkbox"/>	Email:	Required			
<input checked="" type="checkbox"/>	Phone:	Required	Phone number: xxx-xxx-xxxx format		
<input type="checkbox"/>	Address:	Optional	Will ask for Address, City, State and Zip/Postal code		
<input checked="" type="checkbox"/>	Pilot:	Optional	Are you pilot?	Checkbox	✘
<input checked="" type="checkbox"/>	Hands:	Required	How many hands will you be playing (\$15 / hand)?	Number	✘
<input checked="" type="checkbox"/>	Home Airport:	Optional	What is your home airport	Text (30)	✘
<input checked="" type="checkbox"/>	N-Number:	Optional	If you are a pilot, what airplane (Type and N number) you will be using?	Text (20)	✘
<input checked="" type="checkbox"/>	Passengers:	Optional	If you are a pilot the names of all passengers that will be in your aircraft.	Text (40)	✘
<input checked="" type="checkbox"/>	Lunch:	Optional	How many people will be attending lunch in your aircraft or vehicle?	Number	✘

[Continue to Step 6 - Submit](#)

1. The “Questions” tab is used for entering the questions you want the participants to answer when registering.

2. You can enter a “New Question” by clicking that button .

3. You can reorder your questions by using the “Reorder” icon at the top right.



Entering a Question



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--- Please click on the GREEN button at the bottom to enter or change any information on this page. ---

← Edit Question: Label = Hands , Name = tickets ←

Label: - This label will be used to ask the questions of the registration form for your event, limit to 15 characters.

Name: - **Read Only** - This name field is used to uniquely identify the question. Only letters and numbers are allowed, limit of 20.

Comment: - This comment will be to the right of your answer field.

Required: - This field is required to be answered?

Type: - Please select the type of question that you will be asking. ←

Limits: - Range of numbers that are allowed, start # thru ending #.

Save your question - Submit

1. What you click on a New Question or click on the Question Title, to edit the question information.

2. You can select from three different Question “Types”; Checkbox, Number or Text Field.



Reordering Questions



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-- Please click on the GREEN button at the bottom to save your reordering or change any information on this page. --

← ReOrder Questions

Label	Comment
1 Pilot	Are you pilot?
2 Hands	How many hands will you be playing (\$15 / hand)?
3 Home Airport	What is your home airport
4 N-Number	If you are a pilot, what airplane (Type and N number) you will be using?
5 Passengers	If you are a pilot the names of all passengers that will be in your aircraft.
6 Lunch	How many people will be attending lunch in your aircraft or vehicle?

Save your reordered questions - Submit

1. To reorder questions, just hold the left mouse button on that question and drag the question to the correct location.

2. You can do multiple question before you select the “Save your reordered questions” button at the bottom.



Event - Registration



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1. You can enter your registration start and end dates / times with this tab.

2. You can specify if you want a maximum number of registrations for your event.

--- Please click on the GREEN button at the bottom to enter or change any information on this page. ---

← Please enter your Event Registration Times & Deadlines / Permissions.

Online Registration Opens:	<input type="text" value="09/28/2021"/>	<input type="text" value="11:58:00 AM"/>
Online Registration Closes:	<input type="text" value="10/31/2021"/>	<input type="text" value="12:59:00 PM"/>
Maximum Registrations?	<input type="text" value="Max #"/>	- (blank = no limit of Registrations)

[Continue to Step 7 - Submit](#)



Event - Options



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--- Please click on the GREEN button at the bottom to enter or change any information on this page. ---

← Please enter your Event options.

Display registered:

1 or more registrations

- Display the number of registrations on the eSignup.org Home Page.

Display Status Box:



- Display a status box on the home page on your event day that shows number of scanned participants?

Confirmation Emails:

3 Days before event

attendees.

- Send a confirmation email to Confirm or Cancel attendance for volunteers and

Notify Event Contact:

No notification

- Send an email to the event contact when a registration happens for your event.

Continue to Step 8 - Submit



1. There are a number of event options that you can select on this tab.

2. The system will automatically send out emails if you select those options.



Event – Location



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-- Please click on the GREEN button at the bottom to enter or change any information on this page. --

Please enter your Event Location information.

Event Address:

900 Airport Road

City:

MERRITT ISLAND

State / Providence:

FL

Zip or Postal Code:

Zip/Postal Co

- Location zip (5 digits) or Postal Code for event, Example: 32952, M3J 1P3, etc.

Event Directions:

Short directions to your Event location - Optional

Optional)

Continue to Step 9 - Submit



1. The location information is important if an event has a physical location.
2. The system will automatically use this location information to calculate a Longitude / Latitude numbers for location information on the eSignup.org home page and event detail description.



Event – Payment

-- Please click on the GREEN button at the bottom to enter or change any information on this page. --

← This tab is optional if you want to collect payments for this event.

Payment Option: - Yes - Do you want a payment option for this event?

Price per ticket - Advanced Purchase			Price per ticket - Day of Event		
Ticket Price:	\$	15.00	Ticket Price:	\$	15.00
Discount for:		Tickets -> \$	Discount for:		Tickets -> \$
Discount for:		Tickets -> \$	Discount for:		Tickets -> \$
Discount for:		Tickets -> \$	Discount for:		Tickets -> \$

Tax Deductable: - Yes - Is this payment tax deductible?

Made Out To: Name on the check / money order

Mailing Address:

Tom Construk
1205 F
Merritt

Provide mailing instructions here for this event if you want physical

money/checks?

Update Checks:

don@eaa724.org

Besides your treasurer, who can update money or checks in the

income tab?

1. If your event needs to collect payments, there are several ways to do this. Physical mail or PayPal.
2. This page will allow for time and quantity discounts for your event tickets.
3. The bottom of this page will have detailed PayPal information so payments will go directly into YOUR PayPal account. We will NEVER have access to those payments.



Event – Payment (Part 2)

1. The “Sandbox” area if for testing your PayPal account. When you’re event is LIVE, you will use the “LIVE” links for your PayPal account.
2. Please make sure that the “SANDBOX Mode” checkbox is OFF when you go live.
3. We will NEVER have access to those PayPal payments.
4. We doubly encrypt this PayPal information in our secured database.

Please review our [PayPal PDF Document](#) for instructions on how to create a PayPal account and use it with this website.

You will need to do the following information if you want to collect money for this event via **PayPal**: - [PayPal Developer Link](#)

SANDBOX Client ID:	<input type="text" value="ARUbbIFpXc (Rest of Client not displayed)"/>	PayPal Client ID?
SANDBOX Secret:	<input type="text" value="ED3fP6wbb (Rest of Secret not displayed)"/>	PayPal Secret Code?
<small>- Both the PayPal SANDBOX Client ID and Secret Code's are doubly encrypted in our database.</small>		
SANDBOX Mode:	<input type="checkbox"/> Yes - PayPal Sandbox Mode? - Only used for testing!!!	
PayPal LIVE Client ID:	<input type="text" value="ARShddQ8-T (Rest of Client not displayed - LIVE)"/>	PayPal LIVE Client ID?
PayPal LIVE Secret:	<input type="text" value="EPawHik8ly (Rest of Secret not displayed - LIVE)"/>	PayPal LIVE Secret Code?
<small>- Both the PayPal LIVE Client ID and Secret Code's are doubly encrypted in our database.</small>		

Final - Submit



Event – Finalize

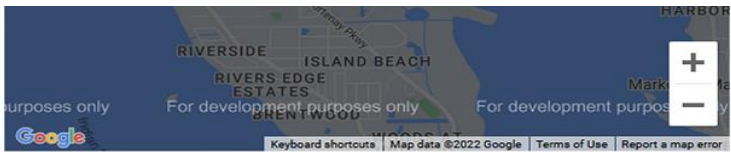
-- Please click on the GREEN button at the bottom to SUBMIT your event. --

← Finalize and Submit your chapter's Event. - Don't forget to apply for event insurance for this event!

Event Title: EAA 724 - Poker Run
Chapter: EAA - 724
Event Date: October 30, 2021 - TIME: 05 00 pm - 05 00 pm
Contact Info: Dwayne Waters - watersdwayne@yahoo.com - 321-514-9456
Max. # : No limit
Checkbox Options:

FIRST ANNUAL SPACE COAST Poker Run to celebrate the 40th anniversary of Chapter 724!
A poker run is a great reason to go flying and an excellent way to get some practice in airspace or at airports you've never landed at. Proceeds will benefit Chapter 724's youth education fund.
WHEN: Saturday, October 30, 2021. 8am – 2 pm
WHERE: The run will depart from your home airport at any time that you choose and include (in no particular order)
-> X21 - Arthur Dunn Airpark
-> KTIX - Space Coast Regional
-> X59 - Valkaria Airport
-> KMLB - Melbourne Orlando International
-> KCOI – Merritt Island. FINAL DESTINATION. All hands must be turned in by

Description:



If you need to update any information, please click on the tabs at the top of this page for that section.

Finalize and Register your Chapter's event - Submit

1. Please verify all of the information about your event here. Please make sure you submit it by using the “Finalize” button at the bottom.
2. After you finalize the event, you can look at the Event Dashboard.



Event is ready!



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1. Please make use your have event insurance for your organization. Many organizations require this.
2. To view the event Dashboard, please click on the Event Title below.
3. Your event is now on the <https://eSignup.org> website for registrations.

Your event has been submitted and is online now at <http://esignup.org>. Thank you.
... Don't forget to apply for your event insurance, if needed

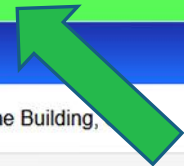
← Chapter Events - Create a New Event - List Designs (DLW)

These set of forms will manage chapter events that you are having, such as Pancake Breakfast's, Airplane Building,

Your future events:- (Please mouse over any icon to view additional information.) -
You do not have any future events at this time.

Your past events:- (Please mouse over any icon to view additional information.) -

Event Date	Title	Reg #	Vol #	Update	Chg. Log
Dec 11,2021	Toys for Tots - Test Event		0		
Oct 30,2021	EAA 724 - Poker Run		5		





Event Dashboard

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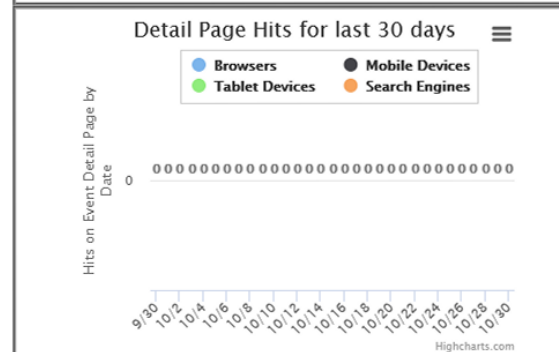
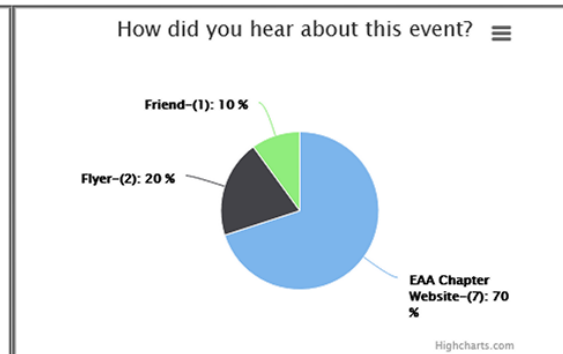
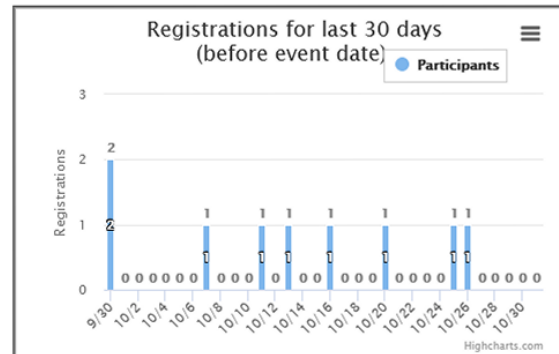
Pre-Reg Report Event Volunteers Check-In/Print Reg. Name Tags Income Expenses Final Report Email Functions Update Event

← - Pre-Registration information for your "EAA 724 - Poker Run" event on Oct 30 2021

Direct URL for participants to register for this event (easier to advertise): <https://esignup.org?105>



Pre-Registration Totals: - Registered = 12 - Confirmed = 0 - Cancelled = 6



1. The event Dashboard will provide you a wide range of information about your event and tools.
2. The "Pre-Reg Report" will display the status of registrations for your event with some nice graphical reports.
3. Use the Direct URL to advertise your event or the eSignUp.org website.



Event Volunteers

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Pre-Reg. Report Event Volunteers Check-In/ Print Reg. Name Tags Income Expenses Final Report Email Functions Update Event

← - This page will manage your volunteers for your chapter event. Please note: when assigning volunteers to this event, an email will be sent to that volunteer to confirm or cancel. Roles

List of volunteers for your chapter event - CONFIRMED # of volunteers: 4. - PDF Report

INVITED Volunteers	Email address	Phone	Chapter Title	Volunteer Role	Chapter Member	Confirmed
Bobbi Fisher	b...@cfl...	321-...	Merritt Island	Airplane parking	✖	Sep 26, 2021 Cancel
Don White	ea...ise@...	321-...	Merritt Island	Airplane parking	✖	Sep 26, 2021 Cancel
Dwayne Waters	water...yne@...	321-...	Merritt Island	Anything	✖	Sep 26, 2021 Cancel
Tamara Oviedo	tamiovie...@g...	321-4...	Merritt Island		✖	⊕ Cancel
Tom Con...	tcons11@g...	513-33...	Merritt Island	Cooking	✖	Sep 29, 2021 Cancel

Registered users belonging to your chapter but are not assigned to this event. - Total # of members: 66.

Search for names... - Filter: 2022-2023 Dues #

Volunteer Name	Email address	Phone
<input type="checkbox"/> - Aaron Michel	mail@...michel.com	70... 8351
<input type="checkbox"/> - Adam Trimon	roa...@...mail.com	321-... 0152
<input type="checkbox"/> - Aeron But	flyaui@...com	321-... 195

1. This tab will manage your event volunteers for this event. Just select the members belonging to your chapter and invite them.
2. The volunteers will receive an email to “Confirm” or “Cancel” from this invite.
3. This tab will show the results of those emails.



Check-In Print Reg.



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Check-In/ Print Reg.

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Income

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Update Event

← - This page will check-in the participants into the event. Number of Participants: 12. [Show/hide additional instructions.](#)

Search for names..



PDF Report

Cancel List

Name - Last - First	Email	Phone	Scan Time	Hands	Amount	Check In	Cancel
Bryan B. Beridge	bryan.beridge@...com	743	No scan	3	\$ 45		
Charles Fleming	fleming@...com	321-8688	No scan	2	\$ 30		
Ross E. ...	ross...@gmail.com	321-3437	No scan	2	\$ 30		
Carl Plaugher	cplaug@...com	407-3321	No scan	2	\$ 30		
Robert Wiley	rwiley@...aol.com	954-3169	No scan	1	\$ 15		
Herbert ...	hyar...@aol.com	321-0959	Oct 13 5:24 pm	2	\$ 30		
Patrick ...	patrick...@yahoo.com	321-9909	No scan	3	\$ 45		
Tom ...	tcon...@gmail.com	51-0340	Sep 29 12:42 pm	1	\$ 15		
Danny ...	ijustwa...@gmail.com	407-3126	No scan	2	\$ 30		
Jim ...	jc...@yahoo.com	321-3021	Oct 13 8:02 pm	2	\$ 30		
Charles ...	fleming...@cf.rr.com	321-688	Oct 13 8:05 pm	1	\$ 15		
Don ...	easy...@yahoo.com	321-210	Oct 13 7:44 am	1	\$ 15		

1. This tab will display your registrations for this event.

2. You can easily find names or emails by filling in the first few characters of the name or email under the “Search for names”.

3. The “Columns” icon will allow you to customize your listing and PDF Report.



Check-in – Custom Columns



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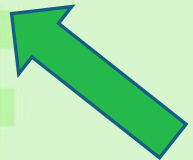

1. If you want to list or create a custom PDF Report, this will allow you that option.

2. The left column is for the “Check-In” listing and the right column is for the “PDF Report”.

← Customize the Event columns for EAA 724 - Poker Run.

Columns for Check-In		Columns for PDF Report	
Tab	Column Title (Size)	Column	Column Title (Size)
	Column	# 1	Name (30)
	# 1	# 2	Email (30)
	# 2	# 3	Phone (14)
	# 3	# 4	N-Number (N)
	# 4	# 5	Hands (10)
	# 5	# 6	Amount (10)
	# 6	# 7	Please select
	# 7	# 8	Name (30)
	# 8	# 9	Email (30)
	# 9	# 10	Scan Time (15)
	# 10		Phone (14)
			Amount (10)
			Pilot (10)
			Hand (10)

Save Event Columns - Submit





Check-in – PDF Report

1. This “PDF Report” will list your custom columns and have a “QR Code” for your event to “Check-In” your participants.

2. The left column is for the “Check-In” listing and the right column is for the “PDF Report”.

EAA CHAPTER 724
MERRITT ISLAND, FLORIDA

Registration List - Pg. 1
EAA 724 - Poker Run
October 30, 2021

Name	Email	Phone	N-Number	Hands	Amount
Brother, Bryan	bryan.brother@gmail.com	321-3-5743	N1...	3	\$45.00
Consbek, Tom	tconsb@mail.com	513-4-9340	N4...	1	\$15.00
Emerson, Ross	rossen...95@gmail.com	321-7-8437	N7...	2	\$30.00
Fleming, Charles	fleming...fl.rr.com	321-1-8688	N295PC	1	\$15.00
Fleming, Charles	fleming...cf.rr.com	321-1-8688	N2...	2	\$30.00
Floyd, Patrick	patrick.f2@yahoo.com	321-9-9909	N...	3	\$45.00
Grand, Jim	jdgrand@yahoo.com	321-2-9021	N4... M VANS RV4	2	\$30.00
Melton, Danny	ijustwantodanny@gmail.com	407-7-3126	14...	2	\$30.00
Plaque, Carl	cplaque@gmail.com	407-4-0321	N...	2	\$30.00
Whitson, Robert	easyhouse@yahoo.com	321-4-7410	N...	1	\$15.00
Wiley, Robert	rwiley...@aol.com	954-4-8169		1	\$15.00
Yarwood, Herbert	hyarwood99@aol.com	321-2-0959	N4308Q	2	\$30.00



Check-in – Cancel List



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Cancel List of participants for this event. If you want to move them to active, check the box(s) and submit.
To return, click on the Check-In/Print Reg tab at the top.

<input type="checkbox"/>	Y.F.'s Name/Age	Reg. ID	Cancelled	Registered
<input type="checkbox"/>	eming	E.104	Sep 28,2021 9:22 pm	Sep 28,2021 5:39 pm
<input type="checkbox"/>		E.119	Oct 11,2021 8:13 am	Oct 11,2021 7:17 am
<input type="checkbox"/>	Don V	E.115	Oct 11,2021 8:13 am	Oct 11,2021 6:53 am
<input type="checkbox"/>	Don V e-Again	E.102	Oct 11,2021 8:13 am	Sep 28,2021 10:44 am
<input type="checkbox"/>	Don V te8	E.106	Sep 29,2021 6:17 am	Sep 29,2021 5:37 am
<input type="checkbox"/>	Don1 V die	E.112	Oct 03,2021 7:01 am	Oct 03,2021 6:50 am

Move checked participants to active list - Submit

1. By clicking the “Cancel List” button, this report will be shown.

2. You can “Un-Cancel” a participant and return them to the active list.



Name Tags



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1. The “Name Tags” tab will print off Volunteers and/or Participates name tags from a number of different size labels.

2. This will create a PDF file to print off on the Avery type labels.

← - This page will print name tags for Volunteers and/or Participant's.

Name Tag Size: - Size of label that you are printing.

Volunteers: - Print out the 5 volunteers.

Participates: - Print out the 12 participates.

Name Tags Printing Settings: - Please click the green Submit below to create the PDF file for the name tags.

For any alignment issues, please check your browser for "Fit to Page" or "Scale" settings. Only print in "Actual Size" or "100%" scales.

- Vertical Spacing of Name Tags Printing (inches) - (negative-move up, positive-move down)

- Horizontal Spacing of Name Tags Printing (inches) - (negative-move left, positive-move right)

[Print Volunteer / Participant Name Tags - Submit](#)



Event Income



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← - Income Sheet for event: EAA 724 - Poker Run - [Create a new income/donation item](#)

Date	Amount	Income / Donation Item	Entered by	Delete
Oct 02, 2021	\$ 0.01	Test Income - Found Penny	easyhouse@yahoo.com	
Total-->	\$ 0.01			

Registrations: 14 - Total Amount: \$ 257.00 - Fees: \$ 13.76 - Net Amount: \$ 243.24 - PayPal Amount: \$ 243.24

Name - Last - First	Email Address	Paid	Fee	Net	PP Status	Enter check information
Brother Bryan	bryan...@gmail.com	\$ 45.00	\$ 1.84	\$ 43.16	Completed	
Fleming Charles	fleming...@cfi.rr.com	\$ 0.00	\$ 0.00	\$ 0.00		\$ 30.00, Check # <input type="text"/> <input type="button" value="Enter"/>
Emerald Ross	rosse...@gmail.com	\$ 30.00	\$ 1.39	\$ 28.61	Completed	
Plaugh Carl	cpl...@gmail.com	\$ 30.00	\$ 1.54	\$ 28.46	Completed	
Wiley Bert	rwile...@aol.com	\$ 15.00	\$ 1.01	\$ 13.99	Completed	
White	easy...@yahoo.com	\$ 1.00	\$ 0.52	\$ 0.48	Completed	
Yamada Herbert	hyam...@aol.com	\$ 30.00	\$ 1.39	\$ 28.61	Completed	
Floyd Rick	patri...@yahoo.com	\$ 45.00	\$ 2.06	\$ 42.94	Completed	
Cons Tom	tcons...@gmail.com	\$ 15.00	\$ 0.94	\$ 14.06	Completed	
Melny Penny	ijustw...@gmail.com	\$ 30.00	\$ 1.54	\$ 28.46	Completed	
Gramm n	jdgram...@yahoo.com	\$ 0.00	\$ 0.00	\$ 0.00		\$ 30.00, Check # <input type="text"/> <input type="button" value="Enter"/>
Fleming Charles	fleming...@cfi.rr.com	\$ 0.00	\$ 0.00	\$ 0.00		\$ 15.00, Check # <input type="text"/> <input type="button" value="Enter"/>
White-Again Don	easy...@yahoo.com	\$ 1.00	\$ 0.52	\$ 0.48	Completed	
White Don	easy...@yahoo.com	\$ 15.00	\$ 1.01	\$ 13.99	Completed	

Totals: \$ 257.00 \$ 13.76 \$ 243.24

1. The “Income” tab will display both donations and ticket sales information. Both PayPal and physical checks/money can be entered here

2. Your funds can only be displayed from your PayPal account, but NEVER modified or changed. You need to Login to your PayPal account for this, which is separate from this website.



Event Expenses

1. The “Expenses” tab will display your event expenses.

2. Your total expenses are displayed at the bottom.

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[← - Add Expense Item for event: EAA 724 - Poker Run -](#) [Create a new expense item](#) [←](#)

Date	Amount	Expense Item	Entered by	Delete
Oct 01, 2021	\$ 2.68	<u>Test Expense Item - Ice</u>	easyhouse@yahoo.com	
Total-->	\$ 2.68			



Event Final Report



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← - Final Chapter Event Report Page for EAA 724 - Poker Run

Income --> \$ 0.01
PayPal --> \$ 243.24
Expenses --> \$ 2.68
Gross Total-> \$ 240.57

All Participants
12

Check-In Participants
0

Event Scanned Participants
0

Check-In or Event Scanned
0

Total Participants: 12

Question #1 : Pilot- Are you pilot?

Name	Email	Answer
Bryan Brotheridge	bryan.brotheridge@gmail.com	YES - Pilot
Tom C. Bruck	tcbruck@gmail.com	YES - Pilot
Rosser Ross	rosser.ross@gmail.com	YES - Pilot
Charles Fleming	fleming@charlesfleming.com	YES - Pilot
Charles Fleming	fleming@charlesfleming.com	YES - Pilot
Patrick Boyd	patrickboyd@yahoo.com	YES - Pilot
Dan Melnik	ijustwanttofly@gmail.com	YES - Pilot
Carl Fisher	cplfisher@gmail.com	YES - Pilot
Donnie	easydonnie@pro.com	YES - Pilot

Checked: YES - 9

Question #2 : Hands- How many hands will you be playing (\$15 / hand)?

Name	Email	Answer
Bryan Brotheridge	bryan.brotheridge@gmail.com	3
Tom C. Bruck	tcbruck@gmail.com	1

1. The “Final Report” tab will display all of the Questions and Answers that the participants entered when registering for this event.

2. Your total event funds are available at the top right.

3. If you use the QR Code, this will display your Scanned Participants.



Event Email Functions



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← - Event: "EAA 724 - Poker Run" on: October 30,2021 - # registered:

Email Notifications for this Chapter Event

Sent Out	Reason	Who sent it out	# Emails
Oct 4, 2021 8:44 am	Custom Event Email - Date: October 20, 2021	Don White	15

Custom email for your Chapter Event

Groups: Participants - Volunteers - (Please email all of the checked groups of people.)

Send out a custom message / Send Emails - Submit

Reschedule Chapter Event - (Will also change event date and registration info).

New Event Date: - (MM/DD/YYYY - format)

Notifications: - (Please email all registered participants and volunteers about this rescheduled date)

Update Rescheduled Date / Send Emails - Submit

Cancel Chapter Event - (Will also change event status and remove from Home Page).

Notifications: - (Please email all registered participants and volunteers about this event cancellation.)

Cancel Event / Send Emails - Submit

1. This tab has 4 functions.
 - Notification Log
 - Custom Email
 - Reschedule Email
 - Cancel Event
2. If you need to reschedule or cancel your event, this function will do it.
3. The "Update Event" will go back to the event creation set of tabs.



Conclusion / Questions

- * Questions / Comments: Use the “Contact Us” link
- * Best free website for organizations to manage and grow memberships.