

**EMONEY**

Billy Casper Golf  
**1757 Golf Club**  
 Manager Jon Doe

BID: 4444 Business Profile

- Dashboard
- Transactions
- eInvoicing
- Customers
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- eCampaigns
- Deals
- Coupons
- Events**

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## Create New Event Profile

Event Profile allow the users to create pre-set information to be recalled and applied to new events. The purpose of of the event profile is so if the user will have many of a similar type of event, he or she will not need to fill out the fields all over again.

Please fill out the following information in order to set up your event. *\*required*

### New Event Profile Name\*

Profile Names best describes the type/category of the event. This name is private and will not show up on your event.

### Tutorial

[X hide section](#)

You can apply one of the following three option to each section for this event profile. This option is located on the upper right corner of each section.



**Edit later**

This section will not be saved to the Event Profile, so an event creator can freely edit this section during event creation.



**Save & lock section**

Any changes will be saved to this profile and the event creator will not be able to edit this section unless within the Event Profile.



**Remove section**

Removing this section will hide it from view for the event creator.

**Note: If a section is required, then it cannot be removed.**

### Tags

[Save & lock](#)

**Event Tag**

New Tag

Tags are used for filtering purposes.

### Duration

[Save & lock](#)

**Length:\***  
 Consecutive Days

**Enable Start/End Time\***  
 Yes  Same time for all days

**Start Time:\*** 08:00 AM **End Time:\*** 01:00 PM

Recurring event

**Start Date**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

**End Date**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

**Recurring Event**

This event will occur every **Week** for **1** **Years(s)**.

It will stop repeating: **Never**

### Images

[Edit later](#)

**Event Logo Image\***

[Browse File](#)

Upload a file (up to 2MB)  
 Recommend file dimension 150x150px

**Event Banner Image\***

[Browse File](#)

Upload a file (up to 2MB)  
 Recommend file dimension 300x400px

### Event Location

[Select one](#)

**Location Type**

Virtual Event  Physical Event

**Enter URL:**

**Notes:**

### Availability

[Edit later](#)

**Registration Limit:**

Unlimited

Limited (Set limit in modules)

### Module

[Save & lock](#)

**Please create up to ten (10) modules:**  
 Note: Any event without pricing modules will turn into a free event.

- Tickets
- Registration Form
- eGift Card
- Add-Ons 1
- Shipping
- Invites
- [+ New Module](#)

#### Tickets Module

This will allow customers to purchase tickets to this event.

**Label\***   **Require Registration Form**  
*This will automatically create a registration form module.*

**Create items for this Module below: \*(minimum 1 required):**

Price Name*	Limit Sale Date	Access Code	Reg Limit	Cost*
<b>+ 7 Day Member-Advance Sale Ticket</b> Description of 7 day member advance sale goes here. It's limited to XX characters	12/01/14 - 12/04/14	ABC123	100	\$75.00
<b>+ 7 Day Member Ticket</b> Description of 7 day member sale goes here. It's limited to XX characters	12/01/14 - 12/04/14	n/a	none	\$100.00
<b>+ Veteran Member Ticket</b> Description of Veteran member sale goes here. It's limited to XX characters	12/04/14 - 12/24/14	VET14	none	\$0.00

[+ New Item Row](#)

[Reset Module](#) [Save Module](#)

[Create Event](#)