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EVENT MANAGEMENT

THE ONE STOP SOLUTION FOR YOUR CLUB EVENTS

The Event Management solution enables your staff to easily coordinate resources, facilities, registrations and final billing for any of your club events. Whether your club is hosting large scale member events with individual billing, or private functions where a single person is billed, the familiar and easy to use Outlook style interface of Event Management will make hosting any event a breeze, from preparation to billing.

CATERING/BANQUET EVENT ORDERS

A properly designed Catering/Banquet Event Order is crucial to the success of any function. With Event Management, your Event Order is automatically generated once information has been entered into the system. It can then be printed or emailed directly from the main Booking Screen.

BILLING

The Batch Billing feature allows all registrations with signing privileges to be billed at one time, or for multiple members attending under a single registration to be billed individually. Additionally, Point Of Sale Chits can be settled to an event, rather than to individual members.

TASK MANAGEMENT

With Event Management, tasks are automatically added to events based on user selections or the event configuration. For example, when a resource such as a projector is added to an event, the task of "Projector Setup & Testing" can be automatically added for event staff. In addition, you can even create detailed checklists for staff, which are Event Type specific.

ONLINE INTEGRATION

Event Management can be integrated to your ClubHouse Online e3 website allowing members to register for events by way of your club's website calendar. All registration details are captured online and sent to Event Management to ensure that your event goes off without a hitch.

CUSTOM FORMS

With so many different types of events, documents such as Contracts, Introductory Letters, and other forms can become quite specific. With the Form Designer, your club has the ability to customize standard forms as well as create your own internal documents such as contracts and thank you letters. When an event is created, and member details are entered, the user can quickly indicate accompanying forms/documents, and event specific information is automatically inserted. The forms/documents have now been customized and are ready for distribution.

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