

How to post an event:

- Once logged in, click on "Events" followed by "Create or Manage Event". Next, click on the red button on the right-hand side that says "Add New".
- Put in your event name. If your event also happens to have a group created for it, you can select your group name from the dropdown box. This will allow everyone who is an admin on that group page to edit, make changes, and view hostess event details.
- If your event is a recurring event (monthly luncheon, meet and greet, etc.) then please feel free to check the "recurring event" box.
- Fill out the date and location boxes and the detail section is where you need to add all of your events details. Please be as detailed as possible. You will also need to include a cancellation policy in this section (Example: Deposit is nonrefundable, remainder is refundable until 60 days prior to the event).
- The category section is important. You'll want to check each category that applies such as Rocky Mountain Region, Montana, Cowgirling, etc. I would make the state the event is taking place in as the primary category. If multiple categories apply, hold down the control (or command) button and select as many as apply.
- Below that you can add an image.
- Next, you'll want to make sure you click the "enable registration" box. This will open what is called "tickets" and it's where they pay online for your event.

Under "Standard Ticket" you will click on "Edit" and it will allow you to customize your options.

Note: You can change the ticket name to whatever you'd like. It doesn't have to stay as "standard ticket".

You can leave the ticket cost as zero if the event is free, but you still need to enable registration, or it won't allow people to RSVP to your event.

You can also create several tickets for events that require multiple payments. For example: Deposit, Final Payment, Full Payment, Wine Tour add-on, Horseback Riding add-on, etc.

Important- Under "Spaces" make sure you fill in how many spaces are available for your event. All of the other fields are optional.

Important- Make sure you click on the "Close Ticket Editor" button in red. It is located at the bottom of the ticket info. If you don't click it, your ticket info will not save.

- Event Options- This is where you will repeat the amount that you put as spaces available above in the ticket options field.
- Leave "booking form" to "default"
- Click "Submit Event".

If you're missing required information, the information missing will appear in RED at the top of the screen. You will know if you are missing info, because it won't move on from that page until the missing info has been updated. Once you've entered the missing info, click on "submit event" again and if your

event goes through correctly, you will be directed to your personal event page and it will say “You have successfully submitted your event, which will be published pending approval.”

If you are not ready to submit your event, you’ll still need to fill in the required information, because there isn’t a way to save it as a draft. You can write “DRAFT” in the required fields you don’t have information on yet and in the title- add “DRAFT” to the end. This will tell Wranglers and Staff that you are not quite ready for the event to go live. We won’t approve it until we notice “DRAFT” is no longer present.

Your areas wranglers and SOTF staff are all capable of approving events. If you have any questions, please reach out to your areas wrangler first and they can reach out to staff on your behalf if you are still unable to come up with a resolution.

You will receive an email letting you know your event has been approved. You will also receive an email each time someone registers for your event.

You can view your event details and a detailed list of who has booked by clicking on the events tab, “create or manage an event”. To view and edit your event information, click on the event name. To view your bookings, click on bookings.

****Wranglers are responsible for “tagging” your event to the correct region. They can do this when they approve your event. If you are not seeing your event under the events search tab when you search by region, please ask your wrangler to check your events tags.****