

Suggestions on Creating an Event

Here you'll find some insight and verbiage to help when posting an event. You are welcome to copy and paste whatever applies straight into your event details.

EVENT NAME - When you are entering the event name, include the City and State at the end.

- Example: Sisters At The Springs, Challis, ID

CATEGORY SECTION – Be as detailed as you can and check all that apply. Doing so will help your participants quickly find your event when doing a search by key words.

SUGGESTIONS FOR EVENT 'DETAIL' SECTION -

HOSTESS AND CONTACT INFO

Make this clear and upfront – don't make it a hunt.

- Hostess Name, Sister #
- Hostess Email/Phone Number

EVENT DESCRIPTION

- General comments about the event
- What kind of camping- hook ups, dry
- Bathrooms/showers
- Facilities
- Campers and tents?
- Cabins/rooms available?
- Weather conditions expected

COSTS

- Is there an event fee?
 - If so, state what is included in the event fee.
- Are there multiple payments?
 - If so, clearly state the payment due dates and any deadlines.
- Will refunds be issued?
 - If so, clearly state the conditions or deadlines.
- Are there any optional costs, i.e. craft projects, activities, t-shirt?

SUMMARY ITINERARY

- Provide a short one or two line overview of each day.

FOOD

- What will be covered in the event fee and which are on your own?
- What meals will be pot luck style or shared (optional or requested)?

SPECIAL ACTIVITIES

- What are the planned/optional group activities and when (craft projects, tours)?
- Are the costs included or extra?
- Sign up procedure, if any?
- Costumes, special equipment needed?
- Conditions, deadlines

DETAILED ITINERARY

- A more detailed day by day itinerary
- Include times for meals or activities
- Highlight special activities – what is needed

ADDITIONAL INFO ABOUT THE PLACE OR AREA

- Special notes about the campsite
- Geological, historical or other facts/information about the area
- Safety concerns or special conditions/instructions (tick season, fire conditions)
- Wildlife to look for or prepare for (bear/snake country, moose sightings)

ADDITIONAL ACTIVITIES TO CONSIDER

- Fishing places, guide services
- Shopping
- Hiking/biking trails
- Horseback riding
- Community events
- Kayaking, water activities

THE VERY LAST THING MEMBERS SHOULD SEE

At the bottom of the details section, reiterate the following:

- Refund Policy
- Waitlist Instructions
- How to pay. For Independently Hosted Events, hostess will need to state to whom, where and how participants should remit payment. If accepting PayPal payments, provide an email address for that transfer or the direct PayPal.me link. For directions on how to set up a link, visit:
<https://www.paypal.com/paypalme/grab>

WAITLIST

If the event shows full, don't despair. Life happens and we know that some will have situations that require cancellation. We will have a **waitlist** and find that typically many, if not most, on the waitlist can be included. Please RSVP below... -or- contact (name)_____ (email)_____. We will pull from the waitlist in the order names were received and will contact you as openings come available.

- As the hostess, you can have a second ticket option titled “Waitlist” with a 0.00 price point. This will allow members to add themselves to a waitlist and the website will keep their names in the order they were received. Send an email to events@sistersonthefly.com if you need some assistance with this.
- If you prefer keeping a manual waitlist, that works too. Just make sure you include the name and email of the person managing the waitlist as outlined above.

CANCELLATION

If you must cancel for any reason, please know we will be sorry you can't attend, we understand. TO CANCEL, go to 'EVENTS' on the website. Find and click on 'My Bookings'. Scroll down to the correct listing and click on 'cancel'. This will alert the hostess.

- Outline your refund policy VERY clearly:
 - 1) We apologize; however, this is a non-refundable event.
 - 2) Refunds will be made up to (date)_____.
 - 3) Refunds will be made IF your spot is filled.
 - 4) Deposits are non-refundable; remaining balance can be refunded if your spot is filled.

HOW LONG UNTIL MY EVENT GOES LIVE?

Once you've submitted your event post to the website, it will take less than 24 hours for it to go live if it is submitted M-F. If it is submitted on the weekend, it will go live on Monday. As the hostess, it is important to have your Event Budget and Event Agreement (if applicable) submitted before you post your event. Your event will not be published until those forms are received. Please email those documents to events@sistersonthefly.com. You can find the two event budget templates [here](#) and [here](#). You can find the Event Agreement [here](#).

PRIVATE EVENT FACEBOOK PAGE

Please note that this page needs to be private so you can openly share event info. Nonmembers should not be added to this page. This includes SOTT's and guests.

- 1) Because we want to stay in contact and for continued communication, updates, ideas and discussion, this event will have a Facebook page. As soon as you sign up, you will be added. If you need help, just contact (name)_____(email)_____. Please join in!
- 2) This event will not have a Facebook page. Use the comment section below as you like or need. We love hearing your thoughts.

UPDATES MADE TO MY EVENT

Anytime there is an update to the posting, it will *disappear* for a short time. Please know it will return promptly – usually within 24 hours. Just like when you originally submitted your event, it requires admin approval before it goes live again.

- If you want to avoid this time-lapse, email your changes to events@sistersonthefly.com and they can make the change on the backend with almost no lag time at all.

HOW TO ADVERTISE FOR MY EVENT

You can announce that your event is now live on any of the SOTF Facebook pages. This includes Regional, State and the Official SOTF Facebook page.

QUICKEST WAY MEMBERS CAN SEARCH FOR MY EVENT

- Click on the EVENTS tab on the Sisters on the Fly website
- Click on EVENTS BY REGION
- Click on the region where the event is taking place
- Search for and then click on event name

I'D LIKE TO TAKE A CLOSER LOOK AT MY EVENT BOOKINGS

- Click on the EVENTS tab on the Sisters on the Fly website
- Click on CREATE OR MANAGE AN EVENT
- Find the event name, but don't click on it
- Instead, click on BOOKINGS directly under the event name
- You'll see some of your event details and the word BOOKINGS in red. Directly under that, click on the icon that looks like a sheet of paper with CSV across the top of it.
- Select the categories you'd like to include in your export by dragging them around until all of the desired categories are highlighted in the yellow/orange color.
- Once you have the list as desired, click EXPORT BOOKINGS at the bottom
- An Excel document with your booking details will be downloaded to your computer
- For Step-by-Step directions with screenshots of this process, please go [here](#).