

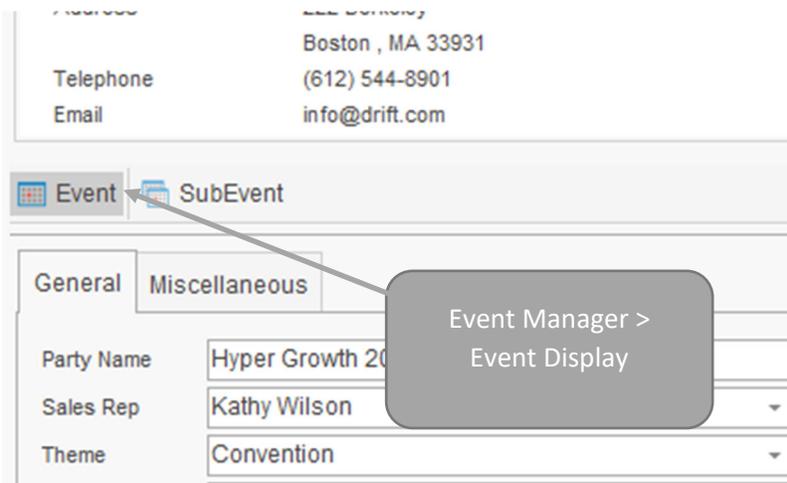


Description

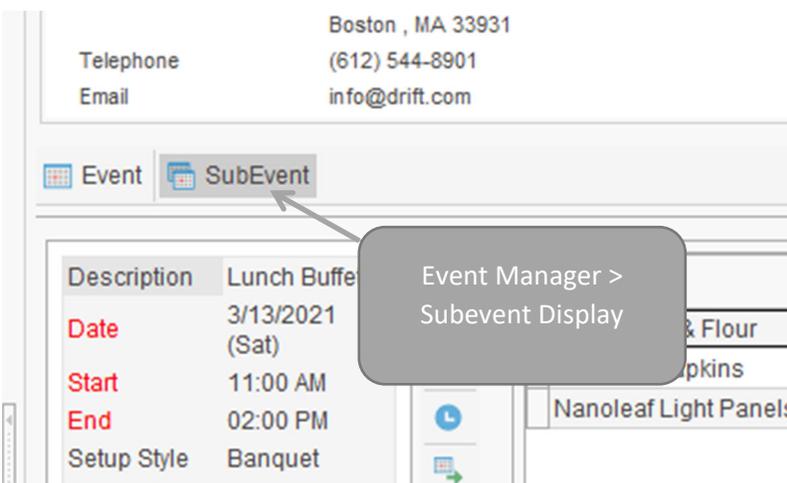
This guidebook teaches you how to book a new event using the handy Event Wizard tool. Topics covered include:

- Introducing Event Manager
- Accessing the Event Wizard
- Adding a New Client
- Adding Contact People
- Entering Basic Event Details
- Retrieving Menu Items
- Entering General Event Comments
- Adding a Second Sub-Event
- Generating/E-mailing a Print
- Posting a Payment

I. Introducing Event Manager

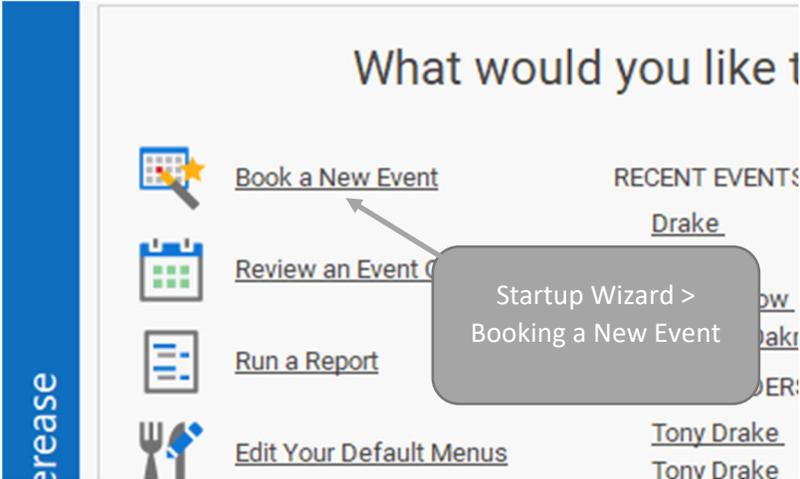


Notes

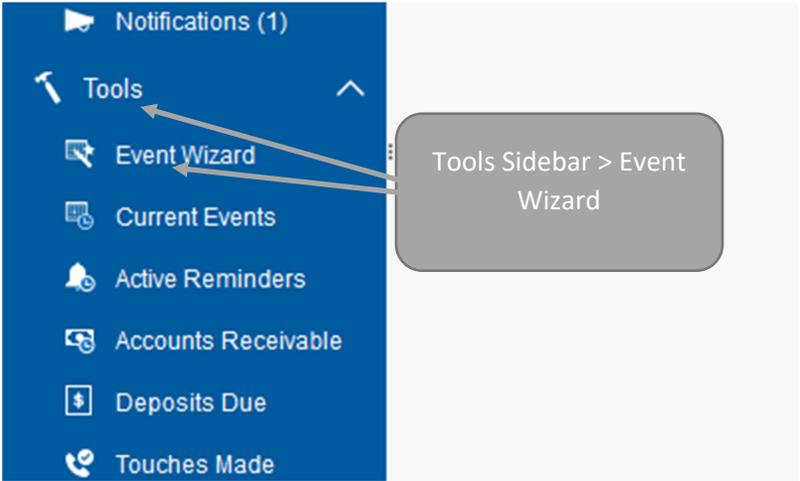


Notes

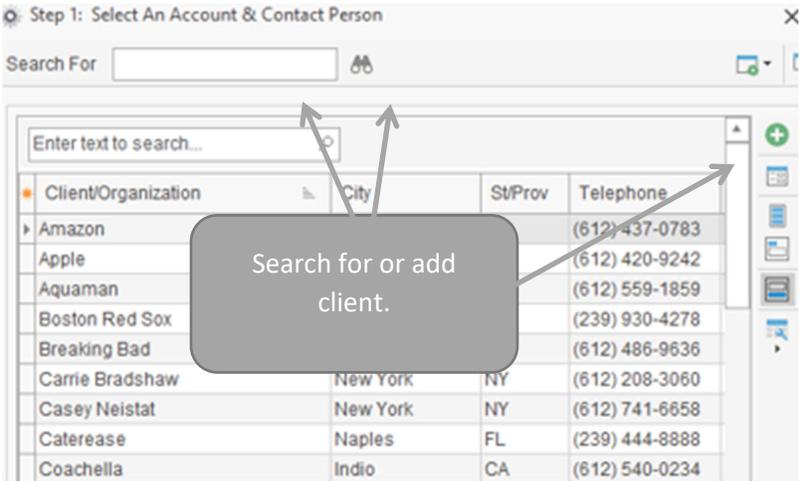
II. Accessing the Event Wizard



Notes



Notes



Notes

III. Adding a New Client

Account Details

Tools

General Client/Organization **New Account**

Miscellaneous Address

Notes

Allergy

Directions

Picture

Cellular () -

Email

If adding new client, enter new client details.

Notes

Last	First	Title	Phone

If adding new client, add Contact Person/People.

Notes

Dwayne 'The Rock' Johnson	Maul	HI	(612) 332-7277
Ellen DeGeneres	Beverly Hills	CA	(612) 944-2153
Fabletics	El Segundo	CA	(612) 595-8970
Forrest & Jenny's Wedding	Greenbow	AL	(612) 541-0444

1 of 52

Contacts

Contact	Title	Phone
Rose, Maryann	Event Coordinator	(239) 261-5828

1 of 1

Get More H

Next Cancel

Click Next.

Notes

IV. Entering Event Details

Step 2: Select Event Fields

Event Information

Party Name: Academy of the Arts

Sales Rep: Kathy Wilson

Status: Tentative Business type: On-Premise

Theme: Banquet Operation: Riverside Banquet Center

Category: Social

SubEvent Information Site

Enter general event information.

Notes

SubEvent Information Site

Guests

Planned:

Actual:

Guaranteed:

Date & Times

Date: NA

Start: Serving:

End: Bar:

Setup: 01:00

Tear Down: 00:30

Setup Style:

Enter guest counts, times, and room on the SubEvent tab.

Notes

SubEvent Information Site

Site Information

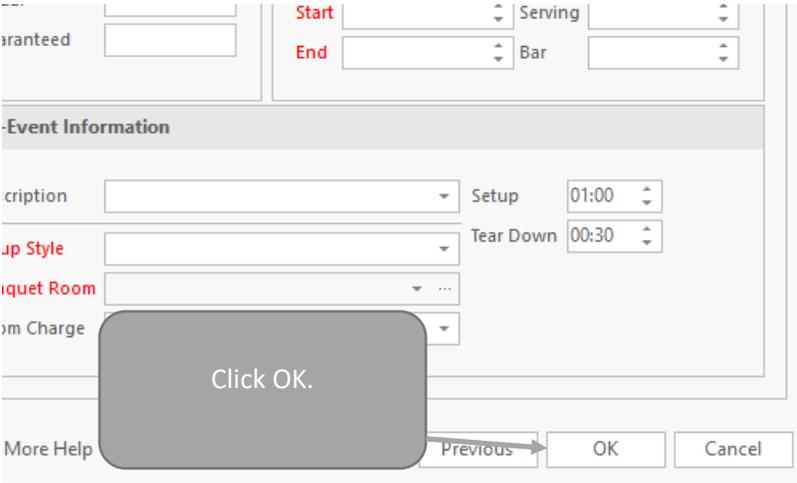
Name: Delivery Time:

Address:

City: St/Prov: Postal:

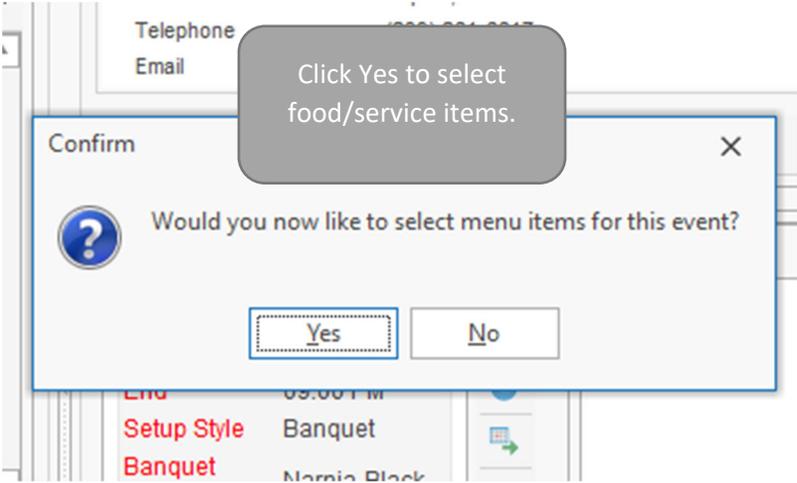
Enter site location details on the Site tab.

Notes

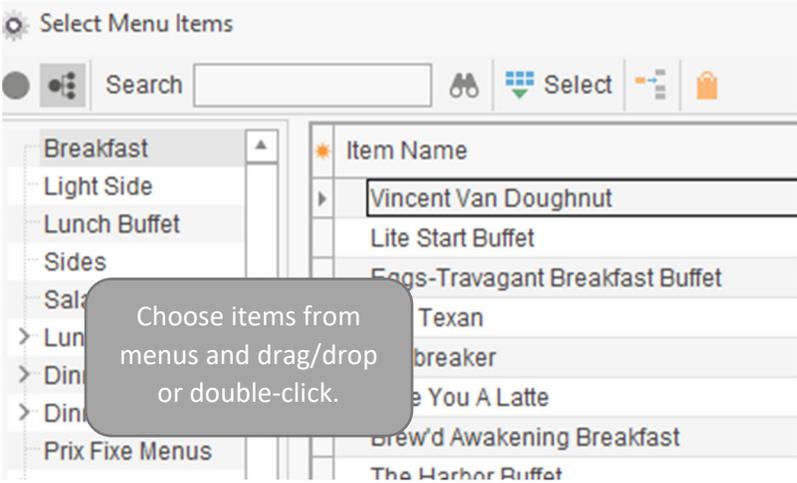


Notes

V. Building an Event's Menu



Notes



Notes

	Price	Qty	Total	
	\$40.00	2	\$80.00	🍴
	\$40.00	3	\$120.00	🍴
		2	\$150.00	🍴
			\$0.00	🍴
Sweet			\$0.00	🍴
dles			\$0.00	🍴
			\$0.00	🍴
			\$0.00	🍴
	\$25.00	1	\$25.00	🎤

Add custom items with green plus sign or click menu selection tool.

Notes

VI. Entering General Comments

Gift Table
1 - 8 ft.
Guest Book & PenRestration Table
Registration table in front of room.

Click the Comments tab at the bottom of the Sub-Event display.

Food/Service Staffing **Comments**

Notes

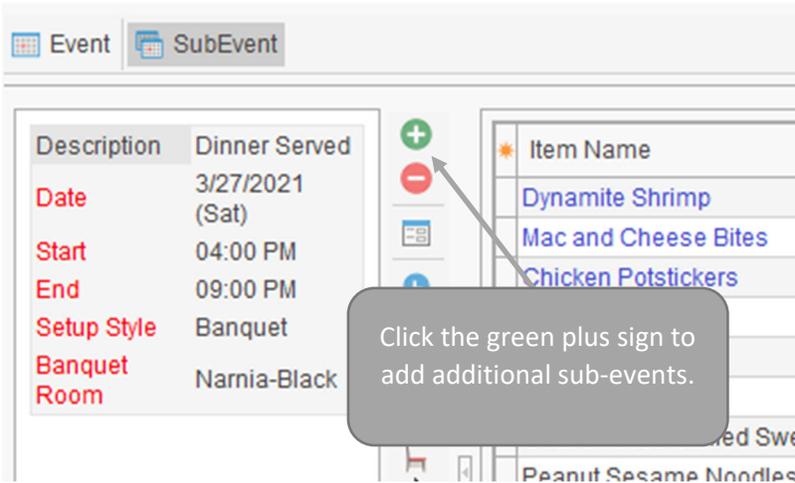
al \$3,180.00
:hg \$440.80
\$222.60
er Guest \$3,843.40
\$30.81

Scratch Pad

Optionally click the Scratch Pad button to copy commonly used text.

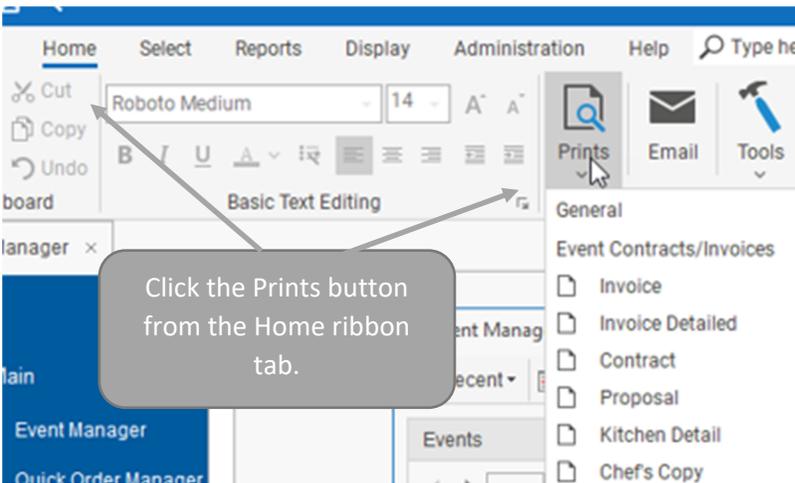
Notes

VII. Adding a Second Sub-Event

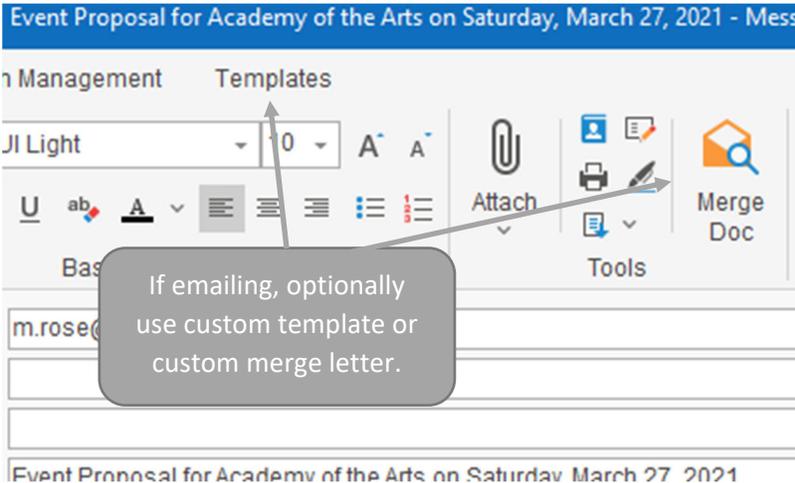


Notes

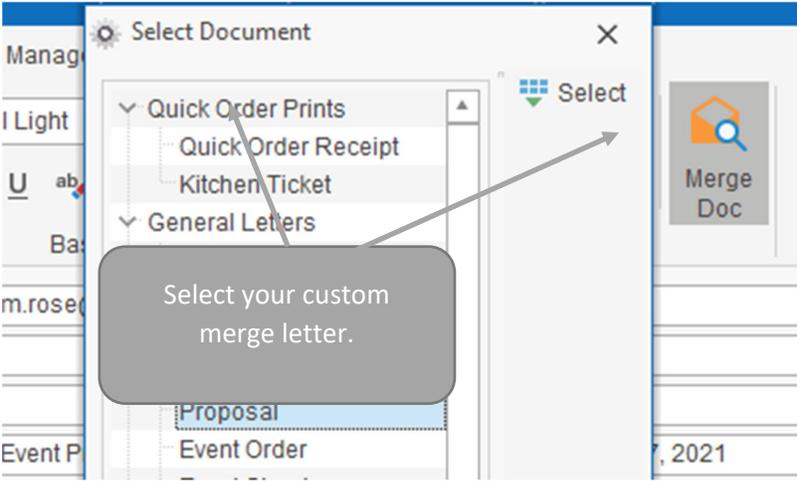
Generating and Emailing a Print



Notes

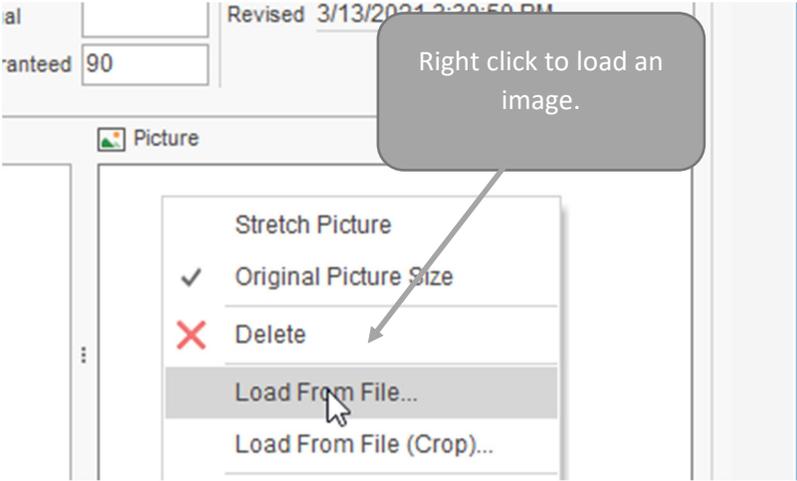


Notes

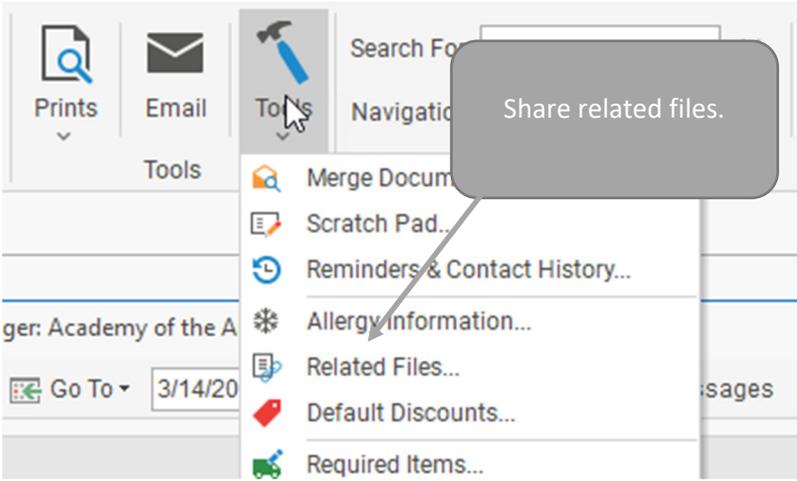


Notes

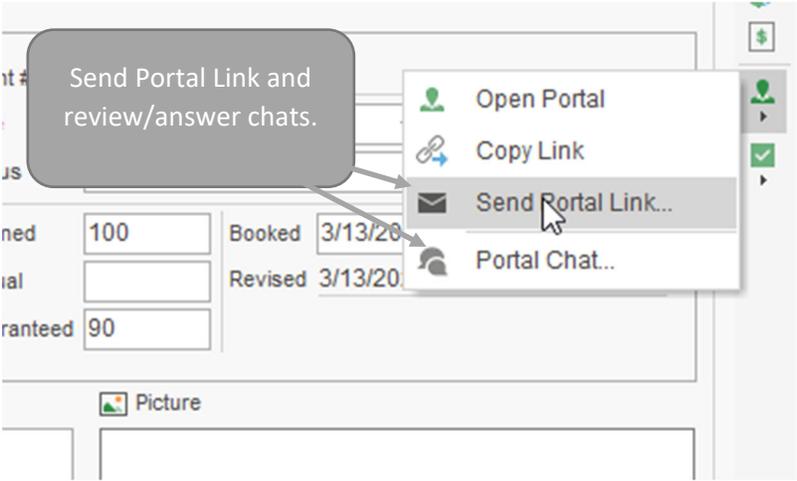
VIII. Sharing the Event Through the Portal



Notes

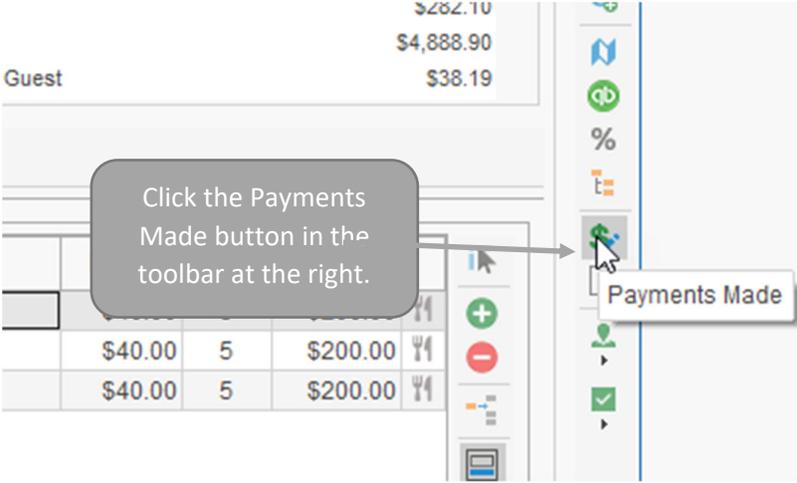


Notes

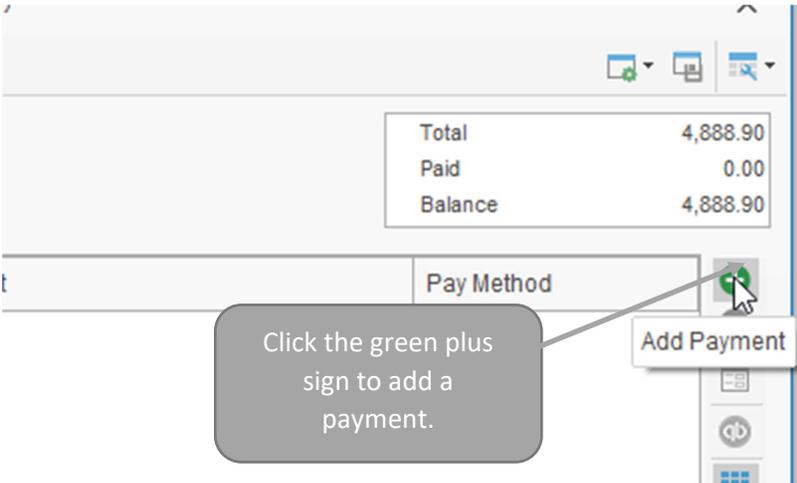


Notes

IX. Posting a Payment



Notes



Notes

Payment Details [Close]

General

Credit Card

Date: 3/13/2021

Amount: \$1,000.00

Credit Card

Initial Deposit

Fill out payment details and click OK.

Notes