

WEBSITE USER GUIDES

# REGISTRATION TOOL - EVENT SET UP USER GUIDE

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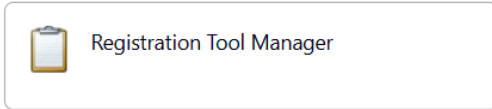
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# General Calendar Information

Calendars are created in the **Registration Tool Manager** in Admin/Member Management. A Registration Tool is also called a Calendar. After the calendar is created, you can set up **events** on that calendar. Events are added to the calendar using the Manage tool for a particular calendar. Calendars must be set up first and then events can be added to the calendar.



At a minimum chapters should have two calendars:

- Meetings and Events
- Philanthropy Events

The Meetings and Events calendar will include all of your chapter meetings and chapter events. Your Philanthropy Events calendar will include all of your philanthropy events.

Calendars created in the Registration Tool Manager are listed under the Calendar tab in the navigation bar on the Home page. The **View All** calendar will consolidate all chapter events as well as NCL, Inc. events into one view. The individual calendars will show only events that were set up on that particular calendar.

Some chapters choose to have a separate calendar for each philanthropy partner or a separate calendar for each ticktock class. This is a chapter choice. If using multiple calendars, we recommend using standard naming conventions.

Most members use the View All calendar so that they can see all upcoming events, however, in these examples, a member can select the Philanthropy Events calendar option to view only philanthropy events, the American Heart Association calendar to see only events for the AHA, or the 2029 Class Calendar to see only events specific to the class of 2029.

The screenshot shows a navigation bar with three tabs: "CALENDAR", "ADMIN", and "JOIN FOREVER NCL". The "CALENDAR" tab is highlighted. Below the navigation bar, a dropdown menu is open, listing various calendar options. The options are: "View All", "Chapter League Events Calendar", "2025 Class Calendar", "2026 Class Calendar", "2027 Class Calendar", "2028 Class Calendar", "2029 Class Calendar", "2030 Class Calendar", "2031 Class Calendar", "Alzheimers Association", "American Heart Association", "American Red Cross", "BUNS [Bunnies Urgently Needing Shelter]", "CADA [Council on Alcoholism and Drug Abuse]", and "Childrens Creative Project".

Events **cannot** be moved from one calendar to another, therefore, it is critical to ensure that individual calendars are named appropriately and that new events are added to the correct calendar.

Members can review and register for events using the Calendar menu bar. Calendar events can be configured to fulfill required hours and required meeting or event credits automatically once attendance is taken. If advanced hours or advance requirements are set up, members will receive the hours, meeting or event credit the next day.



Q | [\\_NCL Sandbox](#)

HOME PROFILE HOURS EMAIL PHILANTHROPIES CHAPTER NCL, INC. RESOURCES GROUPS CALENDAR ADMIN JOIN FOREVER NCL

[Add To Calendar Instructions](#)

CALENDAR

[View Agenda](#)

[Calendar Options](#)

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 DC Test (2025-04-24) - Registration Closed	2 Concurrent Signup Test - Registration Closed DC Test (2025-04-24) - Registration Closed new test - Registration Closed test1 (Copy) - Registration Closed test1 - Registration Closed	3 Concurrent Signup Test - Registration Closed DC Test (2025-04-24) - Registration Closed new test - Registration Closed June meeting - Registration Closed	4 Concurrent Signup Test - Registration Closed Meals on Wheels - Registration Closed DC Test (2025-04-24) - Registration Closed Test Recurring Event - Chg Start Date on Copy (Copy) - Registration Closed new test - Registration Closed	5 Test Populate Secondary Coordinator v2 - Registration Closed Test Populate Secondary Coordinator v2 (Copy) - Registration Closed DC Test (2025-04-24) - Registration Closed	6 DC Test (2025-04-24) - Registration Closed Recurring RSVP Test - Registration Closed Test Location Disappearing - Registration Closed	7 DC Test (2025-04-24) - Registration Closed
8 DC Test (2025-04-24) - Registration Closed	9 Concurrent Signup Test - Registration Closed test1 - Registration Closed new test - Registration Closed test1 (Copy) - Registration Closed DC Test (2025-04-24) - Registration Closed	10 Concurrent Signup Test - Registration Closed new test - Registration Closed DC Test (2025-04-24) - Registration Closed NCL, INC. EVENT (In Central Time): VP Communications Monthly Technology Call - Click for Details	11 Meals on Wheels - Registration Closed Concurrent Signup Test - Registration Closed new test - Registration Closed DC Test (2025-04-24) - Registration Closed Test Recurring Event - Chg Start Date on Copy (Copy) - Registration Closed	12 DC Test (2025-04-24) - Registration Closed Test1 - Registration Closed Test Populate Secondary Coordinator v2 (Copy) - Registration Closed Test Populate Secondary Coordinator v2 - Registration Closed	13 Recurring RSVP Test - Registration Closed DC Test (2025-04-24) - Registration Closed Test Location Disappearing - Registration Closed	14 Test Beachside Recurring Event - Registration Closed DC Test (2025-04-24) - Registration Closed
15 DC Test (2025-04-24) - Registration Closed	16 Concurrent Signup Test - Registration Closed test1 - Registration Closed test1 (Copy) - Registration Closed	17 Concurrent Signup Test - Registration Closed DC Test (2025-04-24) - Registration Closed new test - Registration Closed	18 Concurrent Signup Test - Register Meals on Wheels - Register Test Recurring Event - Chg Start Date on Copy (Copy) - Register	19 DC Test (2025-04-24) - Register Test Populate Secondary Coordinator v3 - Register Test Populate Secondary Coordinator v2 - Register	20 Recurring RSVP Test - Register DC Test (2025-04-24) - Register Test Location Disappearing - Register	21 Test Beachside Recurring Event - Register DC Test (2025-04-24) - Register

Settings that pertain to ALL events on the entire calendar are configuration in Calendar Confirmation (Not Event Setup). Settings for a particular event are adjusted by editing the individual event.

For detailed instructions on how to create or edit a calendar, see the Registration Tool - Calendar Configuration User Guide. This user guide will explain how to add events to a calendar that already exists.

## Event Types

Events can be added singularly, as recurring events or as a multi-event series event (Mass Create).

**Single events** occur one time at a specified day and time and are added to a calendar using the Manage button.

**Recurring events** occur repeatedly on the *same* day of the week and at the *same* time of day. For example, a chapter has a Meals on Wheels event every Tuesday from 4:00 to 6:00 pm. Recurring events are added or managed using the Recurring button.

**Mass Create Events** are events that happen repeatedly on *different* days of the week and/or *different* times of the day. For example, a chapter has a Senior Center Bingo event every Tuesday from 4:00 to 6:00 pm and every Thursday from 3:00 to 5:00 pm and every other Wednesday from 2:00 to 4:00 pm.

Adding recurring events or mass create events can save time when creating events.

## Access to Calendars

Events are added to calendars by managing the calendar and then adding a registration event. Events can be added using Admin/Member Management/Registration Tool Manager or directly in the calendar itself using the Manage menu on a particular calendar. Depending on access, a chapter leader may be able to add events in either method or they may only have access to add directly on the calendar itself.

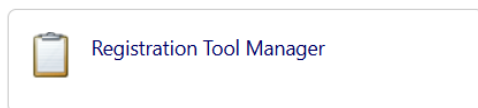
Method 1: Anyone with Registration Administrator access has access to Registration Tool Manager in Admin/Member Management and has access to add/edit/delete events on ALL calendars.

Method 2: Some chapter leaders may only be able to add/edit/delete events to *certain* calendars. They will only be able to manage calendars using the calendar menu.

For more information on access levels, please see the [Website Essentials](#) user guide.

### Method 1: Registration Administrator Access:

1. Go to Admin/Member Management.
2. Select Registration Tool Manager. If you do not see this tool on the Member Management page, then you do not have Registration Administrator access rights.



3. Click 'Manage' next to the calendar on which you want to add an event.

Take care to manage the correct calendar. Once an event is added to a calendar, it cannot be moved to a different calendar.

Registration Tool Manager | Registration Tool Manager

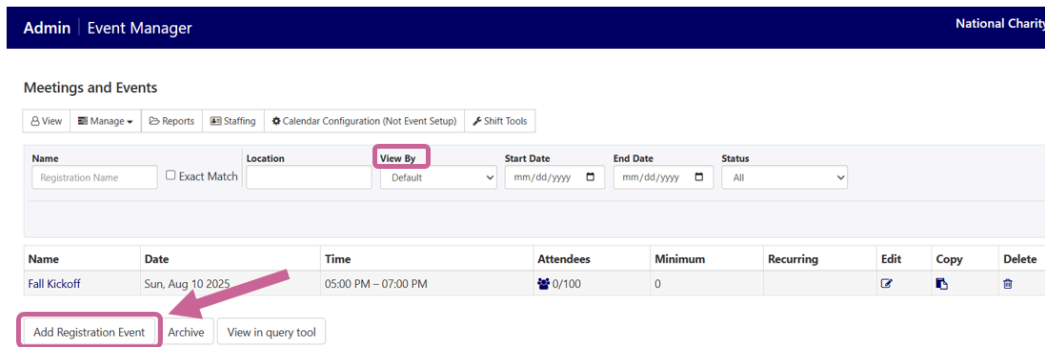
Registration Tool Name	Category	Layout	Archived
	All	All	No

Registration Tool	Category	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)
Meetings and Events		View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)
Philanthropy Events		View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)

Add Registration Tool   Add Location

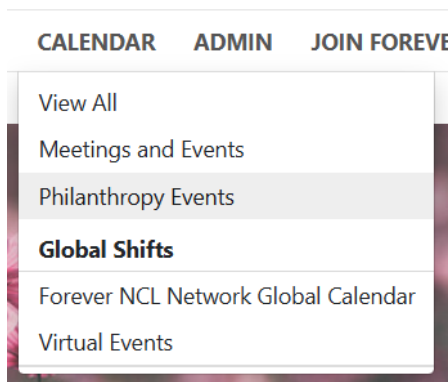
- The **Event Manager** displays any current and upcoming events. The View By default is set to show current and upcoming events. The View By can be changed to look for past events if needed. Select 'All Registrations' and enter specific dates to see past events.



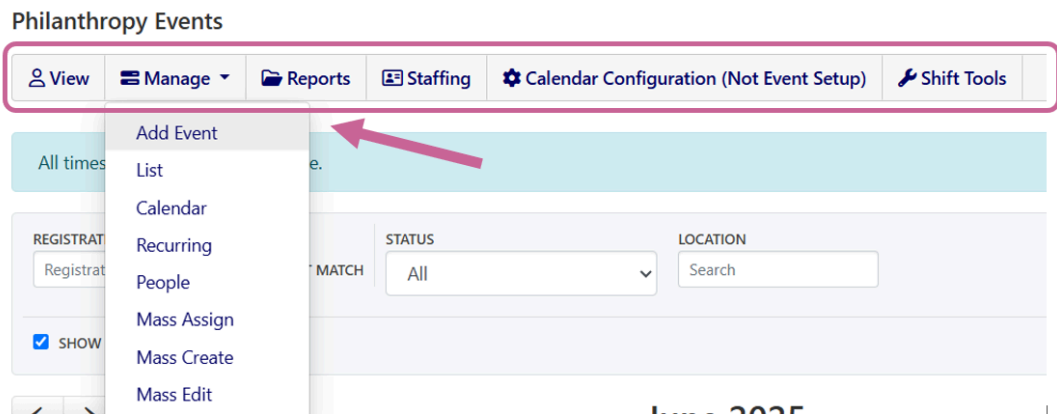
- To add a new event, click Add Registration Event.

## Method 2: Calendar Access

- Go to the Calendar tab and select the specific calendar where you want to add an event.



- Anyone with the ability to add/edit/delete the selected calendar will see the **calendar admin toolbar** at the top of the calendar. If you do not see this toolbar, you do not have access to edit this calendar.



- To add a new event, click Manage/ Add Event.

# Add an Event to a Calendar

Add Registration Event allows you to set up a single one-time event on the selected calendar. Events that occur multiple times can be added using Recurring Events or Mass Create. There are various sections in the event set up. It is recommended to use any default settings that are provided. Each setup section is described below along with the recommended settings.

## Event Information

Registration Tool Manager | Add/Edit Registration Event

### Add Registration Event

\*Registration Name

Event Description

B I

Document

Event Image

\*Max Reservations

Min Reservations

Restrict Sign Up To

Enable Wait List

On member cancellation

Administrative cancellations will not invoke the above action

- **\*Registration name** - Enter the name of the event. Use standard naming conventions to clearly identify events. For example, 20XX August Ticktocker Meeting, September Patroness Meeting, Big Brothers and Big Sisters Tutoring.
- **Event description** - Enter a description of the event. Include details that members can review prior to registering for the event, for example who should register for the event, or specifics about the activities occurring at the event. Limited formatting is available for the description. Hyperlinks can be used to link to external websites, such as a philanthropy partner website or external sign up.
- **Document** – If desired, add a document link to support the event. A link to the document will display in the calendar on the detail page
- **Event Image** – If desired, you can select an image for the Event such as a logo. The image will display in the calendar on the detail page.

- **\*Max Reservations** - Enter the maximum number of reservations allowed. This is a required field. Once the maximum number of members have registered, the event is full and no one else can register.

For philanthropy events, enter the number of volunteers needed and enable a waitlist if desired. When the maximum is met, the 'Register' button will change to 'Join Wait List'

Join Wait List

For regular meetings and events, enter a realistic number. For example, an all chapter event should be no more than 400.

If a waitlist exists and you choose to update the event to increase the Max Reservations, you must manually update the status of waitlisted members to Registered, based on the order of the waitlist. Waitlist functionality is not automatically triggered when the Max Reservations is changed.

- **Min Reservation** - If desired, enter the minimum number of reservations needed for this event. Minimum reservation numbers must be entered if chapters plan to send 'Notification of Openings' emails. These emails can be sent to alert members to volunteer events that still have openings. More information is available in the [Registration Tool - Calendar Configuration User Guide](#).
- **Restrict Sign Up to** - Defaults to **All Members**. All Members ensures that everyone in the chapter can see the event on the calendar. If events are named properly, members should only register for events that pertain to them. If an Access Group is selected, anyone NOT in the selected group will not be able to view or sign up for this event.

Use care if you choose to restrict an event, since anyone outside the group (including chapter leaders) cannot even see the event on the calendar. For example, if you restrict a Ticktock meetings to a specific grade, select the '\*Global - 20XX Patronesses and Ticktockers' Access Group for that grade so the Patroness can also see her Ticktock's events. Keep in mind that any chapter leader NOT in that grade level cannot see the event on the calendar.

- **Enable Wait List** - Defaults to Yes if enabled in Calendar Configuration. Yes is typically used for Philanthropy Events so that a waitlist can be maintained. Once the maximum number of reservations is met, any additional registrants will join the waitlist in the order they registered. No is typically used for meetings and events since chapters typically do not limit the number of attendees at meetings and events.
- **On member cancellation** - Allows you to designate how waitlisted people move to the registrant list. If Enable Wait List is set to Yes, you must select what should happen when a wait list exists and a member cancels her registration.

Recommend to use the default '**Automatically add first person on waitlist**'. When a registered member cancels her own reservation, the system will automatically register the next person on the waitlist. An email can be automatically sent to the waitlisted member when they are moved off the waitlist if emails are set up in Calendar Configuration (Not Event Setup)

If 'Notify administrators' is selected, the system may notify administrators if that is set up in Calendar Configuration (Not Event Setup). Primary Coordinators may also be notified if enabled in the Primary Coordinator section of event setup. An administrator must *manually* add the next member on the waitlist to the event.


**NOTE:** Administrative cancellations will not invoke any wait list action. This means that if an admin changes a member's registration status from 'Registered' to 'Cancelled' in the Attendance Manager, waitlist functionality is not triggered. The system will NOT automatically

add the first person on the waitlist. A member will need to cancel their own registration on the calendar in order for the wait list functionality to trigger.

[Cancel Reservation](#)

Waitlist functionality is NOT triggered if an administrator updates a member's status using 'Inactivate Member'. Admins should review the list of events they are registered for and manually move the next member on the waitlist to be registered for each event.

### August Patroness and Ticktocker Kickoff Meeting

	NAME:	August Patroness and Ticktocker Kickoff Meeting
	START DATE AND TIME:	Sunday, Aug 10, 2025 04:00 PM
	END DATE AND TIME:	Sunday, Aug 10, 2025 06:00 PM
	DESCRIPTION:	Please join us for our fall kickoff meeting! Patronesses and Ticktockers should attend.  We will have a guest speaker and breakout sessions per grade level. We can't wait to see you all!
	DOWNLOAD DOCUMENT:	<a href="#">Download</a>
	ATTENDEE COUNTS (REGISTERED/MINIMUM NEEDED/MAXIMUM):	/0/400
	ATTENDEE LIST:	None
COMMENTS:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
<a href="#">Go Back</a> <a href="#">Register</a>		

### Location

Regularly used locations should be stored in the system and selected from the **Select Location** dropdown. Locations that are not regularly used can be entered in the **Other Location** section. The calendar will display *either* the stored location or the other location. If you select a location, any information entered in the other location box will NOT display. Use the event description box for any additional location details.

Self Check-in **only** works with stored locations, so if you plan to use Self Check-in technology to record attendance at an event, the location must be added and cannot be entered in the other location box.

- **Select Location** – Select a location from the drop down. If the location is not listed, click the add a location link.

**Add a location** will open the Location Addresses tool in a new tab. Scroll to the bottom and click Add to add a new location. Once the new location is added, return to this tab to select the location from the list.

Registration Locations

Search  
Search Name or Address

Name	Address	Status	Location ID	Map	Actions
Alzheimer's Texas	7000 N Mopac Expy, #200, Austin, TX, 78731, US	Active	32488		<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>
American Red Cross - Austin Office	E M. Franklin Ave, Austin, TX, 78721, US	Active	32497		<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>
Amy's Ice Cream - 6th St	1012 W 6th St, B, Austin, TX, 78703, US	Active	32499		<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>
Austin Central Library	710 W Cesar Chavez St, Austin, TX, 78701, US	Active	32498		<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>
Pease Park	1100 Kingsbury Street, Austin, TX, 78703, US	Active	32486		<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>
Test Site	28342 Timber Oaks Ct, Magnolia, TX, 77355, US	Active	38073		<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>

Enter the required address fields and click Submit. The **Location Status** must be Active. The Map Link or URL are not required. Click Save to verify the address then click Go Back to return to the event set up page. The new address will now be listed in the Select Location dropdown.

### Address Information

\*Location Status  
Active

Name

\*Country  
UNITED STATES

\*Street Address 1  Apt/Suite

\*City  \*State  \*Zip Code

Map Link

URL

Locations can also be added in advance of event set up. Go to Admin/Member Management/Registration Tool Manager. Scroll to the bottom and click **Add Location**.

Registration Tool Name	Category	Layout	Archived
<input type="text"/>	All	All	No

Registration Tool	Category	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive
Meetings and Events		<input type="button" value="View"/>	<input type="button" value="Manage"/>	<input type="button" value="Recurring"/>	<input type="button" value="Mass Assign"/>	<input type="button" value="Calendar Configuration (Not Event Setup)"/>	<input type="button" value="Archive"/>
Philanthropy Events		<input type="button" value="View"/>	<input type="button" value="Manage"/>	<input type="button" value="Recurring"/>	<input type="button" value="Mass Assign"/>	<input type="button" value="Calendar Configuration (Not Event Setup)"/>	<input type="button" value="Archive"/>

- Other Location** - if the location is not regularly used, simply type the location information in the Other Location box. NOTE: Self Check-in **cannot** be used with other locations. Self Check-in technology only works with stored locations saved in the Location Addresses tool.

**Other Location**

Other Location

### Self check In

Self check-in allows your members to check into an event to capture their attendance. Self check-in is only available if a location is selected from the **Select Location** dropdown. If a location is entered in the Other Location box, Self check-in is set to No and cannot be changed. For more information about how Self check-in works see the [Tips & Tricks: Taking Attendance](#) in the Help Center.

**Location**

Select Location

Dallas Zoo

(add a location)

**Other Location**

Other Location

**Self Check In**

Allow Self Check-in?

No

Select a location to enable self service check in.

**Location**

Select Location

Select Location...

(add a location)

**Other Location**

Other Location

Laura's House  
 123 Main Street  
 Dallas, TX 75001

Select Yes in **Allow Self Check-in?** to enable the GPS technology to allow members to record their own attendance at the event by checking in on the NCL, Inc. app. When set to Yes, a manual check in code displays that admins can use if members have WiFi issues or trouble checking in. In addition, the check in location displays the approximate radius for the check-in.

Google maps are used for Self Check-in. If the map location is incorrect, verify the address in the Location Addresses tool. If needed, copy the google map URL into the stored location.

Attendance can also be manually recorded for events set up for self check-in. Self check-in just provides this additional technology for taking attendance. Attendance can always be manually recorded on the website or app using the Attendance Manager.

**Self Check In**

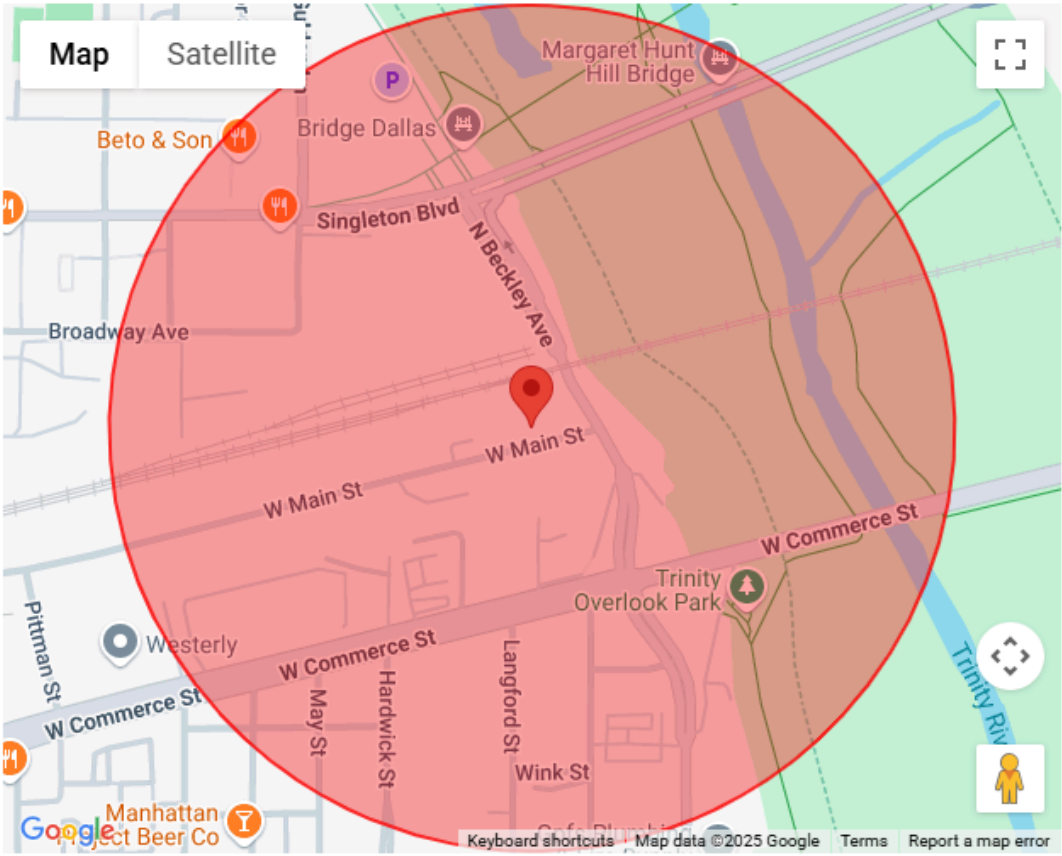
**Allow Self Check-In?**

Yes ▾

**Manual Check In Code**

655558

**Check In Location**



Map Satellite

Keyboard shortcuts · Map data ©2025 Google · Terms · Report a map error

## Date/Time

**Date/Time**

**\*Start Date/Time**  
08-10-2025 04:00 PM

Registration for event opens this many days before the event.

**\*End Date/Time**  
08-10-2025 06:00 PM

Registration for event closes this many days before the event.

- **\*Start Date/Time** - Enter the start date and start time of the event. Click in the field and select the date and time using the pop-up calendar for the date and the slide bars for the time. Click **Done**.

**\*Start Date/Time**

08-10-2025 04:00 PM

Aug 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Time 04:00 PM

Hour

Minute

Now Done

- **Registration for event opens this many days before the event.** - Enter how many days before the event you want members to be able to register for the event. Recommend to leave the default blank so that members can immediately register for the event. If you enter a number, the event will display on the calendar but is not open for registration until the date is reached. For example, if you want members to only be able to sign up one week before the event, enter the number 7.

The calendar will display the date that registration opens. The event detail page will display the same information and the Register button does not display.

10

August Patroness and Ticktock Kickoff Meeting - Registration Opens on 08-03-25

Registration Opens on 08-03-25 04:00 PM

### August Patroness and Ticktock Kickoff Meeting

NAME:	August Patroness and Ticktock Kickoff Meeting
START DATE AND TIME:	Sunday, Aug 10, 2025 04:00 PM
END DATE AND TIME:	Sunday, Aug 10, 2025 06:00 PM
DESCRIPTION:	Please join us for our fall kickoff meeting! Patronesses and Ticktockers should attend. We will have a guest speaker and breakout sessions per grade level. We can't wait to see you all!
DOWNLOAD DOCUMENT:	<a href="#">Download</a>
ATTENDEE COUNTS (REGISTERED/MINIMUM NEEDED/MAXIMUM):	/0/400
ATTENDEE LIST:	None

[Go Back](#) Not available for registration

- **\*End Date/Time** - Enter the end date and end time of the event. Click in the field and select the date and time using the pop-up calendar for the date and the slide bars for the time. Click **Done**.

**\*End Date/Time**

08-10-2025 06:00 PM

Aug 2025

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Time 06:00 PM

Hour

Minute

Now Done

- **Registration for event closes this many days before the event** - Enter the number of days before an event when registration closes and members can no longer register. Recommend to leave the default blank so that members can always register for the event. If you enter a number, the ability to register for the event will close when the date is reached. This can be used to prevent last minute registrations. For example, if you want members to only be able to register at least 3 days before the event, enter the number 3.

The calendar will display the event but indicate that registration has closed. The event detail page will display the same information and the Register button does not display.

10

August Patroness and Ticktocker Kickoff Meeting - Registration Closed

Signup has passed

**August Patroness and Ticktocker Kickoff Meeting**

NAME:	August Patroness and Ticktocker Kickoff Meeting
START DATE AND TIME:	Sunday, Aug 10, 2025 04:00 PM
END DATE AND TIME:	Sunday, Aug 10, 2025 06:00 PM
DESCRIPTION:	Please join us for our fall kickoff meeting! Patronesses and Ticktockers should attend. We will have a guest speaker and breakout sessions per grade level. We can't wait to see you all!
DOWNLOAD DOCUMENT:	<a href="#">Download</a>
ATTENDEE COUNTS (REGISTERED/MINIMUM NEEDED/MAXIMUM):	/0/400
ATTENDEE LIST:	None

[Go Back](#)
Not available for registration

## Coordinators

Primary and Secondary Coordinators can be set up for each event. Coordinators have the ability to enter attendance for the event on the website or the app. The Primary Coordinator can also be displayed on the calendar event detail page so that members can contact them with any questions.

**Primary Coordinator** ⓘ

Primary Coordinator (Coordinator)

 ✕

Send primary coordinator registration, cancel, and waitlist notification emails at the following email

None ▼ ⓘ

---

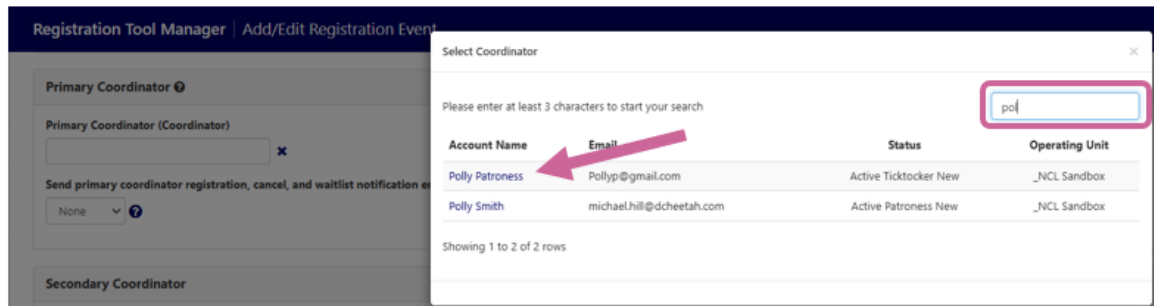
**Secondary Coordinator**

Secondary Coordinator

 ✕

Add

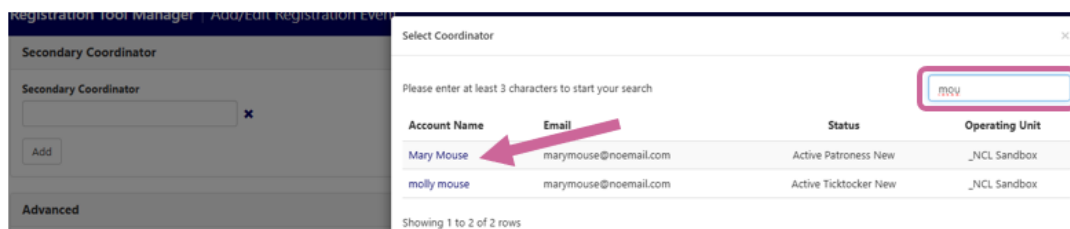
- Primary Coordinator** - The coordinator fields connect directly to your member directory. Click in the coordinator box to begin typing a member name. The Select Coordinator box displays. Enter at least 3 characters and members will display. Select the member from the list. Her name will be displayed in the box. To remove a primary coordinator, click the X by her name.



- Send primary coordinator registration, cancel, and waitlist notification emails** - Recommend the default of **None** so that no emails are sent. This will alleviate an abundance of emails sent. If the coordinator does want to receive an email anytime someone registers, cancels or is moved from the waitlist, select Account or Both. Details for the email notifications are set up in Calendar Configuration (Not Event Setup).

Primary coordinators have access to the attendance manager on the website, so they have oversight to attendance and most likely do not need to receive an email each time a registration is submitted or canceled.

- Secondary Coordinator** - The coordinator fields connect directly to your member directory. Click in the coordinator box to begin typing a member name. The Select Coordinator box displays. Enter at least 3 characters and members will display. Select the member from the list. Her name will be displayed in the box.



- **Add** - Up to 10 secondary coordinators may be added to an event. Each secondary coordinator will be able to manage attendance on the website or app. For large scale events, consider adding additional secondary coordinators to help capture attendance. To remove a secondary coordinator, click the X by her name.

**Secondary Coordinator**

Secondary Coordinator  
 ✕

Secondary Coordinator  
 ✕

Secondary Coordinator

## Advanced

**Advanced**

Other Site Registration URL ?

Type ?

Sign Up ▼

Calendar Color ?

Standard ▼

**Advanced**

Type ?

Sign Up ▼

Sign Up

Information Only ?

RSVP

Calendar Color ?

Standard ▼

Standard

Black

Light Brown

Medium Brown

Dark Brown

Light Orange

Medium Orange

- **Other Site Registration URL** - Recommend to leave at the default which is blank. If you enter an external website here, when members click the Register button on the calendar, they are directed to the external site and do NOT actually register on the NCL Calendar. If you would like to link to an external website, please use a hyperlink in the Event Description.
- **Type** - Defaults to Sign Up. Enter the type of event (Sign Up, Informational only or RSVP).

**Sign Up** allows a member to register for an event. They select their name and click register. They do NOT indicate Yes or No. Sign Up is recommended for all *philanthropy* events.

PLEASE SELECT THE ACCOUNT YOU WOULD LIKE TO REGISTER:

Myself ▼

---

Go Back
Register

**Information Only** displays events on the calendar but there is not the ability to register. The Register button does not display.

**RSVP** allows a member to indicate Yes or No when they register for an event. They select their name and also select Yes or No in the WILL YOU BE ATTENDING? box. RSVP is recommended for all Meetings and Events.

- Calendar Color** - Recommended to leave the default of Standard. When Standard is selected, calendar events change color based on the registration status. Chapters can, however, change the color of this event here, if desired. If a color is selected the event will always display in that color.

The Standard colors change to indicate the registration status of an event:

- Blue – event is open for registration
- Green – member is currently registered for the event
- Yellow – event is full, but members can join the wait list
- Grey – event is not available for registration

July 2025 month week day

Wed	Thu	Fri	Sat
2 Concurrent Signup Test - Registration Closed	3	4	5
9 Concurrent Signup Test - Registration Closed Zoo Day with Special Olympics - Registration Closed	10	11 August Patroness and Ticktock Kickoff Meeting - Register	12 2030 August Ticktock Meeting - Registered Boys and Girls Club Tutoring - Wait List

**Advanced - Hours**

Advanced - Hours can be used if chapters want members who are marked as attended to **automatically** receive either leadership or philanthropy hours, without having to manually log those hours. Hours are given to the members after attendance is entered. Members do NOT receive hours simply by registering for the event. Their registration status must indicate 'Attended' for the hours to accrue toward their requirements.

This is an optional setting, and when enabled, anyone marked as attended will receive hours equal to the **duration** of the event as set up on the calendar toward their hours requirement. The hours will accrue toward their requirements the day after attendance is entered. Attendance can be entered using attendance manager, QR code scanning or self check-in. It does not matter how the attendance is captured. For example, if a board meeting is set up to run from 6-8pm, after attendance is entered, the board members

marked as 'Attended' will accrue 2 Leadership Hours toward their Hours - Leadership requirement after the overnight cycle.


Advanced - Hours must be enabled *before* the event occurs. Once the event date and time has passed, the ability to enable Advanced - Hours is greyed out.


Attendees CAN be added after the event has passed. If hours are enabled, any member marked as attended will receive the hours the day after they are marked attended.

Advanced - Hours

When hours are enabled, members marked as attended will accrue hours equal to the duration of the event.

Hours can't be disabled after event has passed and Enable Hours is set to 'Yes'.


Enable Hours 


No 

Advanced - Hours


When hours are enabled, members marked as attended will accrue hours equal to the duration of the event.

Hours can't be disabled after event has passed and Enable Hours is set to 'Yes'.


Enable Hours 

Yes 


\* Hours Type

Philanthropy 

Organization

Special Olympics 

Activity

Cheering Athletics 

- **Enable Hours** - Defaults to No. Select Yes if you would like members to automatically earn hours after attendance is entered.
- **\*Hours Type** - If Enable Hours is set to Yes, the Hours Type is required.

Select **Philanthropy** to provide automatic hours toward the Hours - Philanthropy requirement.  
Select **Leadership** to provide automatic hours toward the Hours - Leadership requirement.

- **Organization** - Once the Hours Type is selected, the associated Organizations and Activities are listed.

For the **Philanthropy** Hours Type, all active philanthropy organizations are listed. After the Organization is selected, the active activities are listed in the Activity field.

If an organization or activity is not listed, the organization or activity must be added in Organization Manager. See the [Managing Philanthropies](#) page in the Help Center.

**Enable Hours**

Yes ▾

**\* Hours Type**

Philanthropy ▾

**Organization**

Meals on Wheels ▾

**Activity**

Deliver Meals ▾

For the **Leadership** Hours Type, the organization defaults to Leadership and all associated leadership hour activities are listed in the Activity field.

Leadership Hours can be enabled to provide automatic leadership hours for meetings and events that allow leadership hours. Per the governance, leadership hours can be earned at chapter board meetings, grade-level board meetings, and committee meetings. Leadership hours cannot be earned at regular Patroness and Ticktocker meetings.

**Enable Hours**

Yes ▾

**\* Hours Type**

Leadership ▾

**Organization**

Leadership Hours ▾

**Activity**

Select an Activity ▲

Chapter Board Meetings

Committee Meetings

Grade-Level Board Meetings

Job-Related Duties and Activities

Training (NCL, Inc. Hosted Training or Workshop; Chapter Training; Online, On-Demand) ▼

**Advanced - Requirements**

Advanced - Requirements should be used so members who are marked as attended automatically earn meeting and event credits toward their requirements. Credits are given to the members after

attendance is entered and the system cycles overnight. Members do NOT receive credits simply by registering for the event. Their registration status must indicate 'Attended' for the credits to accrue toward their requirements.

When added, anyone marked as attended will receive the credit listed after the overnight cycle. Attendance can be entered using attendance manager, QR code scanning or self check-in. It does not matter how the attendance is captured. Advanced - Requirements should be enabled for all meetings and events required by your chapter and attendance should always be taken to ensure the credits are provided.

Globally assigned requirements that should always be used in Advanced - Requirements include:

- Meeting - Regular (meeting of Patronesses)
- Meeting - Grade Level (meeting of Ticktockers)
- Event - Tea

Chapters may have additional required events and should select the appropriate requirement here.

For example, chapters should set up their monthly Ticktocker meetings to provide 1 credit toward the Meeting - Grade Level (meeting of Ticktockers) requirement. After attendance is entered and the system cycles overnight, the members marked as 'Attended' will accrue 1 credit toward that requirement.

Advanced - Requirements should be set up before the event occurs, but if forgotten, the event can be edited and the credit can be added after the event occurred and after attendance was entered.

**Advanced - Requirements**

This will override the registration tool setting.

Type	Amount	Actions
No credit...		
<input style="width: 90%;" type="text" value="Select..."/>	<input style="width: 80%;" type="text"/>	<input type="button" value="+ Add Credit"/>

- **Type** – Select the name of requirement that a member should receive credit for when they are marked as attended for this event. The credits that are available to select are any global requirements created by NCL, Inc. as well as any chapter created requirements set up on the Manage tab in Requirements Manager.

Select...

- Event - Awards
- Event - Cultural
- Event - Fashion Show
- Event - Other Required Event
- Event - Senior Recognition
- Event - Tea
- Meeting - Grade Level (meeting of Ticktockers)
- Meeting - Regular (meeting of Patronesses)

- **Amount** - Enter 1 for the amount. Credits are not equal to hours. Each meeting or event should only provide 1 credit.

- **Actions** – Click the “+Add Credit” button to submit the credit. Be sure to click only once to avoid duplicated credits being entered.

Advanced - Requirements

This will override the registration tool setting.

Type	Amount	Actions
No credit...		
Meeting - Grade Level (meeting of Ticktockers)	1	+ Add Credit

Once you click +Add Credit, the credit will display above in a grayed out bar. You must then click the blue Save button at the bottom of the setup screen.

Advanced - Requirements

This will override the registration tool setting.

Type	Amount	Actions
Meeting - Grade Level (meeting of Ticktockers)	1	
Select...		+ Add Credit

One event can provide multiple credits. A joint Patroness and Ticktocker meeting can be set up to provide credits for both Patronesses and Ticktockers. The system knows which member to apply which credit to.

Advanced - Requirements

This will override the registration tool setting.

Type	Amount	Actions
Meeting - Grade Level (meeting of Ticktockers)	1	
Meeting - Regular (meeting of Patronesses)	1	
Select...		+ Add Credit

### **Custom Fields**

Custom fields can be used to provide additional standard information on all events on the calendar. The fields simply prompt the member setting up the event to enter the information. It is display-only information for the member to review. Custom Fields only display if they are set up in the Calendar Configuration (Not Event Setup). If your chapter has set up Custom Detail Fields, the field(s) display in the event set up. The information entered will display on the calendar detail page. See the Calendar Configuration User Guide for more information.

Custom Fields	
<b>Dress Code (User)</b>	<input type="text" value="Closed toe shoes required."/>

In this example, the label 'Dress Code' was set up in Calendar Configuration in the Custom Detail Fields section. This prompts anyone setting up an event on this calendar to remember to provide dress code details. When each event is set up, information should be entered and will display on the calendar event. If the Custom Field is left blank, nothing displays on the calendar detail page. The 'labels' are set up in Calendar Configuration (Not Event Setup)

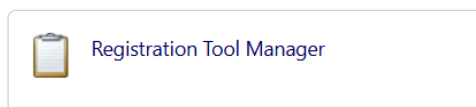
## Zoo Day with Special Olympics

NAME:	Zoo Day with Special Olympics
START DATE AND TIME:	Wednesday, Jul 09, 2025 03:00 PM
END DATE AND TIME:	Wednesday, Jul 09, 2025 04:00 PM
LOCATION:	Dallas Zoo 650 S R.L. Thornton Fwy Dallas TX 75203 <a href="#">View Map</a>
DRESS CODE:	Closed toe shoes required.

## Managing an Event on a Calendar

Events are viewed and managed by clicking on the Manage button for the calendar.

1. Go to Admin/Member Management.
2. Select Registration Tool Manager. If you do not see this tool on the Member Management page, then you do not have Registration Administrator access rights.



- Click 'Manage' next to the calendar on which you want to edit an event.

Registration Tool Manager | Registration Tool Manager

Registration Tool Name:  Category: All Layout: All Archived: No

Registration Tool	Category	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)
Meetings and Events		View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)
Philanthropy Events		View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)

Add Registration Tool Add Location

- The **Event Manager** displays any current and upcoming events. The View By shows **Default** which shows current and upcoming events. The View By can be changed to look for past events if needed. Select 'All Registrations' and enter specific dates to see past events.

Admin | Event Manager National Charity

Meetings and Events

View Manage Reports Staffing Calendar Configuration (Not Event Setup) Shift Tools

Name:  Location:  View By: Default Start Date: mm/dd/yyyy End Date: mm/dd/yyyy Status: All

Name	Date	Time	Attendees	Minimum	Recurring	Edit	Copy	Delete
Fall Kickoff	Sun, Aug 10 2025	05:00 PM – 07:00 PM	0/100	0				

Add Registration Event Archive View in query tool

- To edit an event, locate the event and click the edit icon.
- If you edit a recurring event, you will be prompted on whether you are editing just one occurrence or the entire series.
- Click Copy to copy the event. The details of the event will be copied and a new event will display in the list with the same name but with (Copy) appended to the title. Click edit to update the title and any other information and scroll to the bottom of the edit to save.
- Use Cancel if an event has been canceled, but you want the canceled event to display on the calendar with a canceled status.
- Use Delete to fully remove an event from a calendar. The event will be removed and any registrations deleted.

## Event Manager Tool Bar

The Event Manager Tool Bar allows you to manage events on the calendar. This toolbar displays when you manage a calendar using Registration Tool Manager or by managing the calendar directly.

How to get there:

- Go to Admin/Member Management

- Select Registration Tool Manager
- Click Manage next to the calendar you want to manage events/shifts to

OR

- From the homepage, hover over the Calendar menu
- Select the Calendar you are adding the event to.

### Meetings and Events

View
Manage
Reports
Staffing
Calendar Configuration (Not Event Setup)
Shift Tools
Default TZ: Central

### Meetings and Events

View
Manage
Reports
Staffing
Calendar Configuration (Not Event Setup)
Shift Tools

REGISTRATION NAME:   EXACT MATCH
 STATUS: 
 LOCATION:

SHOW DETAILS

<
>
today

August 2025

**View** – Displays the events on the calendar in calendar view instead of list view

**Manage** – Access to various tools to manage events, including attendance

Manage
Reports

- Add Event
- List
- Calendar
- Recurring
- People
- Mass Assign
- Mass Create
- Mass Edit

**Reports** – Provides access to two reports for events. NOTE: Event reports display information for ALL events on the calendar. After running the reports, use the filters at the top to reduce the information.

^ Name	↕ Date	Description	↕ Type
Event Detail Report	03-14-2025		Registration Type
Event Report	03-25-2015		Registration Type

**Staffing** – (not used by NCL)

**Calendar Configuration (Not Event Setup)** – Provides access to the configuration of the calendar that holds the events. Changes made in Calendar Configuration effect ALL events on the calendar. Use with caution and refer to the Calendar Configuration User Guide.

**Shift Tools** – (not used by NCL)

## Other Event Manager Tools

The Event Manager also provides access to attendance and the ability to copy and delete events using the tools on the right.

Admin   Event Manager			National Charity League Inc. ☆ zSandbox 1 ▾							
Name	Date	Time	Attendees	Wait List	Minimum	Recurring	Edit	Copy	Delete	Status
Meals on Wheels	Thu, Sep 04 2025	03:00 PM – 05:00 PM Central	0/2	0	0					Cancelled
Meals on Wheels	Tue, Sep 09 2025	04:00 PM – 06:00 PM Central	0/2	0	0					Open
Meals on Wheels	Thu, Sep 11 2025	03:00 PM – 05:00 PM Central	0/2	0	0					Open
Meals on Wheels	Tue, Sep 16 2025	04:00 PM – 06:00 PM Central	0/2	0	0					Open
Meals on Wheels	Thu, Sep 18 2025	03:00 PM – 05:00 PM Central	0/2	0	0					Open
Meals on Wheels	Tue, Sep 23 2025	04:00 PM – 06:00 PM Central	0/2	0	0					Open
Meals on Wheels	Thu, Sep 25 2025	03:00 PM – 05:00 PM Central	0/2	0	0					Open
Meals on Wheels	Tue, Sep 30 2025	04:00 PM – 06:00 PM Central	0/2	0	0					Open

**Attendees** – provides access to Attendance Manager

**Copy** – Allows you to easily copy an existing event with all of the same event information. The event will be named the same with (Copy) at the end. After copying an event, edit it to update the title and any other details.

**Delete** – Use with caution. Delete will remove the event, any registrations and any attendance information. You will be prompted to confirm the deletion. Consider cancelling the event instead so that you have a record of it. Events are canceled using the Attendees icon to access Registration Attendance Manager.

# Attendance Manager

Attendance Manager is accessed by clicking on the Attendees icon next to the event.

Admin   Event Manager		National Charity League Inc. <span style="float: right;">zSandbox 1</span>								
Name	Date	Time	Attendees	Wait List	Minimum	Recurring	Edit	Copy	Delete	Status
Meals on Wheels	Tue, Sep 09 2025	04:00 PM – 06:00 PM Central	0/2	0	0					Open
Meals on Wheels	Thu, Sep 11 2025	03:00 PM – 05:00 PM Central	0/2	0	0					Open
Meals on Wheels	Tue, Sep 16 2025	04:00 PM – 06:00 PM Central	0/2	0	0					Open
Meals on Wheels	Thu, Sep 18 2025	03:00 PM – 05:00 PM Central	0/2	0	0					Open
Meals on Wheels	Tue, Sep 23 2025	04:00 PM – 06:00 PM Central	0/2	0	0					Open
Meals on Wheels	Thu, Sep 25 2025	03:00 PM – 05:00 PM Central	0/2	0	0					Open
Meals on Wheels	Tue, Sep 30 2025	04:00 PM – 06:00 PM Central	0/2	0	0					Open

Registrations for the event display in the list and various tools are available at the top of the page.

## Registration Tool Manager | Registration Attendance Manager National Ch

### Meals on Wheels

Add Attendee
 Manage Attendees
 Edit
 Copy
 Cancel
 Reports
 Email
 Push Notifications
 Details

**Date and Time** Tue, Sep 09, 2025, 04:00 PM - 06:00 PM Central  
**Location:** 710 W Cesar Chavez St, Austin, TX 78701  
 2.00

**Add Attendee**– Allows an administrator to add a member to the registration list. Click Add Attendee and begin typing the member name and select the member from the list. The member will be added with a Registered status.

**Name:**

Search all active and inactive members

Meals on Wheels

Add Attendee Manage Attendees Edit Copy

**Date and Time** Tue, Sep 09, 2025, 04:00 PM -  
**Location:** 710 W Cesar Chavez St, Austir  
 2.00

Please select a member from the list below:

Account Name	Profile	Status	First Name	Last Name
Abbott, Patty		Registered	Patty	Abbott
Patroness, Patty		Registered	Laura	Lou

**Manage Attendees**– Allows you to update the status of the registered member. You can also override hours or add a comment to their registration.

**Edit**– Allows you edit the event itself

**Copy**– Allows you to copy the event

**Cancel**– Allows you to cancel the event. You will be prompted to confirm. The status is updated to Class/Event Cancelled. You can also choose to send an email using the Email button.

Status

Class/Event Cancelled

Class/Event Cancelled

**Reports**– Allows you to print a sign-in sheet to capture attendance or run an Attendance Manager Report. Sign-in Sheet opens a new window with instructions on how to download and print the sign in sheet. Event Reports opens a new window with access to the Attendance Manager Report.

Reports  Email

Sign-In Sheet

Event Reports

Name	Date	Description	Type
Attendance Manager Report	02-24-2025		Registration

**Email** – Allows you to easily email members regarding the event. Email groups are based on the status. Select which status to email, select the recipients, click Continue and the Email tool will open where you can compose the email.

After canceling an event, you can use the Email tool to Email Event Cancelled.

Email  Push Notifications

Email All [select all](#) [unselect all](#)

Email Registrants

Email Attended

Email Cancelled

Email No Show/Cancelled

Email Wait List

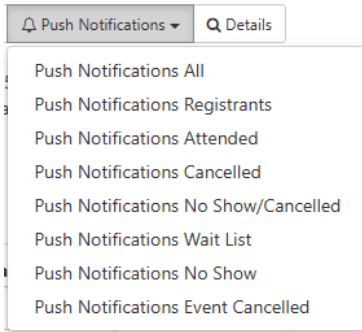
Email No Show

Email Event Cancelled

Email	Name
<input checked="" type="checkbox"/>	Laura Lou
<input checked="" type="checkbox"/>	Patty Abbott

Go Back

**Push Notifications**– Allows you to send members a push notification through the NCL, Inc. app regarding the event. Groups are based on the status. Select which status to notify, select the recipients, click Continue and the Messages tool will open where you can compose the message. Members must have enabled notifications on their mobile device to receive push notifications.

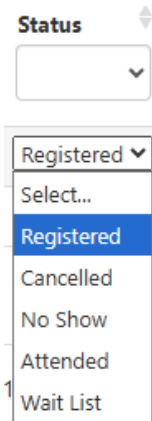


**Details**– Displays general details about the event including description and location.

In addition to the tools at the top, you can manage an individual registration in the list.

Profile	Status	First Name	Last Name	Member Status	Override Hours	Email	Registration Date	Comments
View	Registered	Patty	Abbott	Active Patroness		noreply@nclonline.org	08-27-2025 01:43PM	Add
View	Registered	Laura	Lou	Active Patroness		noreply@nclonline.org	08-27-2025 01:43PM	Add

**Status** - Capture attendance by changing the status in the dropdown. The status is automatically saved.









**Override Hours** - Use Override Hours to adjust the quantity of the hours a member should receive if there was an error in how the event was set up. This is only used if the event automatically provided leadership or philanthropy hours and you need to adjust those.



Events that are set up with Advanced-Hours provide hours equal to the duration of the event. If you need to provide a different amount of hours, enter the amount here. The hours save automatically. Enter the amount of hours the member should receive. The quantity is replaced, not added to the hours provided.

In this example, the event was set up incorrectly for 2 hours (4-6pm). Enter 1 to override the hours to only accrue 1 hour in the member requirements.

## Meals on Wheels

**Date and Time:** Tue, Sep 09, 2025, 04:00 PM - 06:00 PM Central  
**Location:** 710 W Cesar Chavez St, Austin, TX 78701  
2.00



Profile	Status	First Name	Last Name	Member Status	Override Hours	Email	Registration Date	Comments
View	Registered	Patty	Abbott	Active Patroness	1	noreply@nclonline.org	08-27-2025 01:43PM	Add
View	Registered	Laura	Lou	Active Patroness	1	noreply@nclonline.org	08-27-2025 01:43PM	Add

**Comments** - Add comments regarding the member using the Add link in the comments column.

Comments

Comments:

Close

Save

## Recurring Calendar Events

Recurring events are events that happen repeatedly on the *same* day and time. Example: A chapter has a Meals on Wheels event every Monday and Wednesday from 5:00 to 6:30 p.m.

Similar to adding single events, how to add or manage recurring events depends on whether you have Registration Administrator access or Calendar Access. See [page 5-6](#) of this document for details.

How to get there:

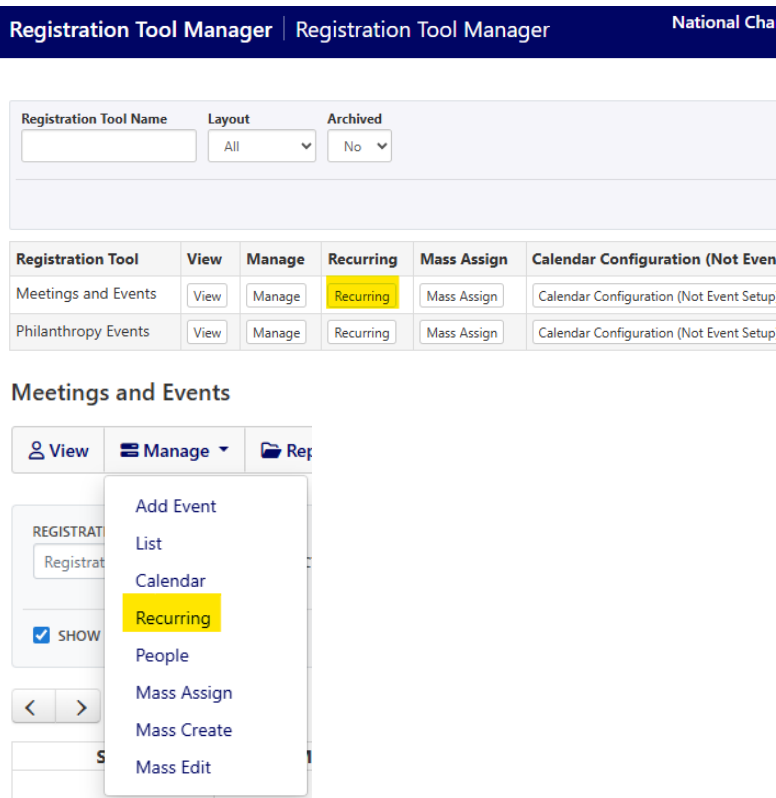
- Go to Admin/Member Management
- Select Registration Tool Manager
- Click Recurring next to the calendar you want to add events/shifts to

OR

- From the homepage, hover over the Calendar menu
- Select the Calendar you are adding the event to.
- Select Manage from the calendar admin toolbar at the top of the calendar
- Select Recurring

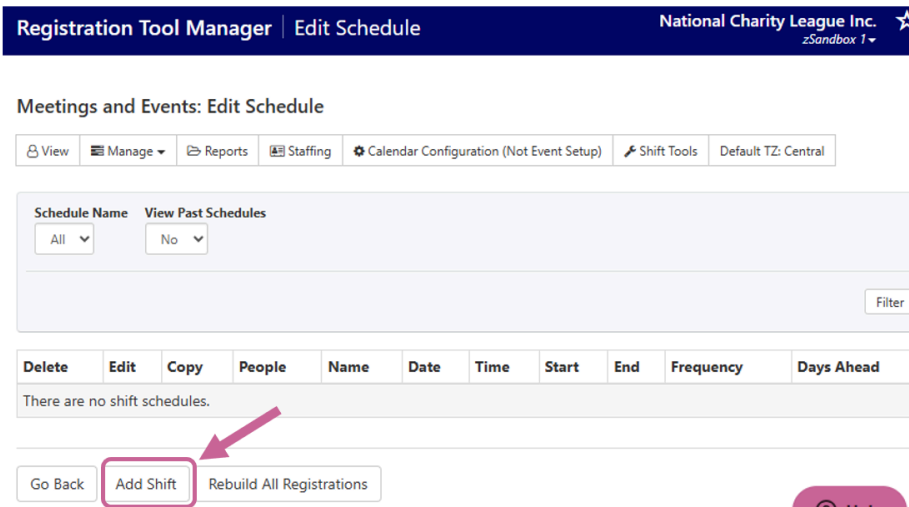
## Adding a New Recurring Event

1. Access the **Edit Schedule** page in Registration Tool Manager using the Recurring button or the Recurring action in the Manage drop down.



The screenshot shows the 'Registration Tool Manager' interface. At the top, there is a navigation bar with 'Registration Tool Manager' and 'National Cha'. Below this, there are search filters for 'Registration Tool Name', 'Layout' (set to 'All'), and 'Archived' (set to 'No'). A table lists registration tools with columns for 'View', 'Manage', 'Recurring', 'Mass Assign', and 'Calendar Configuration (Not Even)'. The 'Recurring' button in the 'Manage' column for 'Meetings and Events' is highlighted in yellow. Below the table, the 'Meetings and Events' section is shown with a 'Manage' dropdown menu open, listing options like 'Add Event', 'List', 'Calendar', 'Recurring' (highlighted), 'People', 'Mass Assign', 'Mass Create', and 'Mass Edit'.

2. Any existing recurring shifts display. To add a new recurring event, click the **Add Shift** button at the bottom of the page.



The screenshot shows the 'Edit Schedule' page in 'Registration Tool Manager'. The navigation bar includes 'Registration Tool Manager', 'Edit Schedule', and 'National Charity League Inc. zSandbox 1'. The page title is 'Meetings and Events: Edit Schedule'. There are several tabs: 'View', 'Manage', 'Reports', 'Staffing', 'Calendar Configuration (Not Event Setup)', 'Shift Tools', and 'Default TZ: Central'. Below the tabs, there are filters for 'Schedule Name' (set to 'All') and 'View Past Schedules' (set to 'No'). A 'Filter' button is visible. A table with columns 'Delete', 'Edit', 'Copy', 'People', 'Name', 'Date', 'Time', 'Start', 'End', 'Frequency', and 'Days Ahead' is shown, with the message 'There are no shift schedules.' below it. At the bottom, there are three buttons: 'Go Back', 'Add Shift' (highlighted with a red box and a red arrow), and 'Rebuild All Registrations'.

3. The Add a Shift page displays where you enter the event information.

There are various sections in the recurring event set up. It is recommended to use any default settings that are provided. Event information is very similar to a single event setup. Any fields that are unique to recurring events are described below. Required fields are denoted with an asterisk.

## Recurring Schedule

Registration Tool Manager   Add a Shift	Registration Tool Manager   Add a Shift	Registration Tool Manager   Add a Shift
<p><b>Recurring Schedule</b></p> <p>*Start Date</p> <input type="text"/>	<p><b>Recurring Schedule</b></p> <p>*Start Date</p> <input type="text" value="09-01-2025"/>	<p><b>Recurring Schedule</b></p> <p>*Start Date</p> <input type="text" value="09-01-2025"/>
<p>*End Date</p> <input type="text"/>	<p>*End Date</p> <input type="text" value="12-31-2025"/>	<p>*End Date</p> <input type="text" value="12-31-2025"/>
<p>*Start Time (hh:mm am/pm) ( Central )</p> <input type="text"/>	<p>*Start Time (hh:mm am/pm) ( Central )</p> <input type="text" value="5:00 pm"/>	<p>*Start Time (hh:mm am/pm) ( Central )</p> <input type="text" value="5:00 pm"/>
<p>*Shift Duration in Hours</p> <input type="text"/>	<p>*Shift Duration in Hours</p> <input type="text" value="1"/>	<p>*Shift Duration in Hours</p> <input type="text" value="1"/>
<p>Shift Duration in Minutes</p> <input type="text"/>	<p>Shift Duration in Minutes</p> <input type="text" value="30"/>	<p>Shift Duration in Minutes</p> <input type="text" value="30"/>
<p>*Choose Date Interval Type</p> <input type="text" value="Select..."/>	<p>*Choose Date Interval Type</p> <input type="text" value="Day of Week"/>	<p>*Choose Date Interval Type</p> <input type="text" value="Day of Month"/>
<p>*Number of Days to Schedule Ahead ⓘ</p> <input type="text"/>	<p>*Number of Days to Schedule Ahead ⓘ</p> <input type="text" value="365"/>	<p>*Number of Days to Schedule Ahead ⓘ</p> <input type="text" value="365"/>

- **\*Start Date** – Enter the first date that the recurring event begins.
- **\*End Date** – Enter the last date that the recurring event should be scheduled.
- **\*Start Time** – Enter the start time of the recurring event in hh:mm am/pm format (Example: 09:00 am). You must have a space before the am/pm.
- **\*Shift Duration in Hours** – Enter the *hours portion* of the duration of the event. For example, if the recurring shift is from 10 am - 11:30 am, you would enter 1 in the Shift Duration in Hours
- **Shift Duration in Minutes** – Enter the *minutes portion* of the duration of the event. For example, if the recurring shift is from 10 am - 11:30 am, you would enter 30 in the Shift Duration in Minutes
- **\*Choose Date Interval Type** – Choose Day of Week if the event happens during a certain day of the week or Day of Month if the event happens on a certain date of the month.

**\*Choose Date Interval Type**

Select... ▼

Select...

**Schedu**

Day of Week

Day of Month

If Day of Week is selected, two additional fields display, **Frequency** and **Day of Week**:

**\*Choose Date Interval Type**

Day of Week ▼

**\*Frequency**

▼ ⓘ

**\*Day of Week**

**\*Frequency** – (only displays if Day of Week is selected) Select from the drop down how often the event occurs.

**\*Frequency**

Select ... ▼ ⓘ

Select ...

Every Week

Every Other Week

1st Week of the Month

2nd Week of the Month

3rd Week of the Month

4th Week of the Month

5th Week of the Month

**Ah**

**\*Day of the Week** – (only displays if Day of Week is selected) Select from the drop down the day(s) of the week that the event will occur. Click in the box to select additional days of the week. For example, this event occurs every Monday, Tuesday and Wednesday of the selected week(s).

**\*Day of Week**

0

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

**\*Day of Week**

× Monday × Tuesday × Wednesday ⓘ

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

If Day of Month is selected, one additional field displays, **Day(s) of Month**:

**\*Choose Date Interval Type**

Day of Month ▾

**\*Day(s) Of Month**

**\*Day(s) of Month** – (only displays if Day of Month is selected) Select from the drop down the date(s) of the month that the event will occur. Click in the box to select additional days of the month. For example, this event occurs on the 1st, the 15th and the 30th of the month.

The image shows two examples of the \*Day(s) Of Month selection interface. The left example shows a list of days from 1 to 6, with day 1 selected. The right example shows the same list with days 1, 15, and 30 selected, and a search bar at the top containing 'x 1 x 15 x 30'.

- **\*Number of Days to Schedule Ahead** – Enter the number of days in advance to *display the shifts on the calendar*. This will display the individual shifts on your calendar so that members can see the event. For example, if you have a shift every Tuesday for the next year, but you only want the event to display on the calendar one month in advance, enter 30. If you want all events to display for the entire year as soon as you save the recurring event, enter 365.

NOTE: The End Date of the event takes precedence over the Number of Days to Schedule Ahead.

### **Sign Up**

**Sign Up**

Registration for event opens this many days before the event.

Registration for event closes this many days before the event.

- **Registration for event opens this many days before the event.** - (optional) Enter how many days before the event you want members to be able to **register** for the event. Recommend to leave **blank** so that members can immediately register for the event.

*NOTE: Whether the event **displays** on calendar is dependent on the \*Number of Days to Schedule Ahead. This field determines when members see the **Register** button.*

- **Registration for event closes this many days before the event** - (optional) Enter the number of days before an event when registration closes and members can **no longer register**. Recommend to leave **blank** so that members can always register for the event.

All remaining fields operate in the same way as when setting up one time single events. For details see the [Add Registration Event](#) section of this document.

4. Click the **'Submit'** button at the bottom of the page to save your changes.

The Recurring Schedule Confirmation displays and the events are queued to set up on the calendar.

Registration Tool Manager | Recurring Schedule Confirmation National Charity League Inc. zSandbox 1

View Manage Reports Staffing Calendar Configuration (Not Event Setup) Shift Tools Default TZ: Central

The explode registrations process has been queued. This may take a few minutes to complete.

Schedule Edit Confirmation

Date	Change	Registered Accounts	Total Accounts
Mon, Sep 01 2025		0	0
Wed, Sep 03 2025		0	0
Mon, Sep 08 2025		0	0
Wed, Sep 10 2025		0	0

5. Click **Manage/List** to return to the calendar. Each recurring shift is now individually created on the calendar. There is a Yes in the Recurring column indicating the events were created using the Recurring tool.

View Manage Reports Staffing Ca

Add Event  
List  
Calendar

The explode registrations process has been queued.

Name	Date	Time	Attendees	Wait List	Minimum	Recurring	Edit	Copy	Delete	Status
Meals on Wheels	Mon, Sep 01 2025	05:00 PM – 06:30 PM Central	0/2	0	0	Yes				Open
Meals on Wheels	Mon, Sep 15 2025	05:00 PM – 06:30 PM Central	0/2	0	0	Yes				Open
Meals on Wheels	Wed, Oct 01 2025	05:00 PM – 06:30 PM Central	0/2	0	0	Yes				Open

## Managing a Recurring Event

You can edit the information for **all** upcoming shifts of a recurring event using the **Recurring** button or edit information in one **single occurrence** of a recurring event using the **Manage** button.

Similar to managing single events, how to manage recurring events depends on whether you have Registration Administrator access or Calendar Access. See [page 5-6](#) of this document for details.

How to get there:

- Go to Admin/Member Management
- Select Registration Tool Manager

OR

- From the homepage, hover over the Calendar menu
- Select the Calendar you are adding the event to.
- Select Manage from the calendar admin toolbar at the top of the calendar

### Edit ALL future shifts/occurrences in the series

A. To edit information for **all** future shifts, click **Recurring** in Registration Tool Manager or from the calendar toolbar.

The screenshot shows the 'Registration Tool Manager' interface. At the top, there are filters for 'Registration Tool Name', 'Layout' (set to 'All'), and 'Archived' (set to 'No'). Below this is a table with columns: 'Registration Tool', 'View', 'Manage', 'Recurring', 'Mass Assign', and 'Calendar Configuration (Not Event Setup)'. The 'Recurring' button for 'Meetings and Events' is highlighted with a red box and a red arrow. Below the table, the 'Philanthropy Events' section is shown with a toolbar containing 'View', 'Manage', and 'Reports'. The 'Manage' dropdown menu is open, showing options: 'Add Event', 'List', 'Calendar', and 'Recurring', with 'Recurring' highlighted by a red box and a red arrow.

Find the recurring shift that you want to edit, then click the **edit** icon on the shift line.

### Meetings and Events: Edit Schedule

The screenshot shows the 'Meetings and Events: Edit Schedule' interface. At the top, there are buttons for 'View', 'Manage', 'Reports', 'Staffing', 'Calendar Configuration (Not Event Setup)', 'Shift Tools', and 'Default TZ: Central'. Below this is a section for 'Schedule Name' with a dropdown set to 'All' and 'View Past Schedules' with a dropdown set to 'No'. A 'Filter' button is located at the bottom right of this section. Below is a table with columns: 'Delete', 'Edit', 'Copy', 'People', 'Name', 'Date', 'Time', 'Start', 'End', 'Frequency', and 'Days Ahead'. The 'Edit' icon (a pencil) in the first row is highlighted with a red box and a red arrow. The first row of data is: 'Meals on Wheels Stock the Pantry', 'Monday, Wednesday', '5:00 pm - 6:30 pm Central', '09-1-2025', '12-31-2025', 'Every Week', and '365'.

You will see the message that “All changes will be applied to all occurrences in the series”. **This will affect any shifts going forward from the day you make the change. Shifts that have already passed will not have the information changed.**

**Registration Tool Manager | Add a Shift**

All changes will be applied to all occurrences in this series

**Recurring Schedule**

Edit the information, scroll to the bottom and click **Submit**. NOTE: If the event series has already started or members have already registered, not all fields are editable.

The green bar success message displays.

The explode registrations process has been queued. This may take a few minutes to complete.

Click **Manage/List** to return to the Event Manager.

**Edit a single occurrence or all future shifts/occurrences in the series**

- B. To edit information for a single occurrence of a recurring event use the calendar’s **Manage** button. You can also update all shift/occurrences in the series going forward from the date you make the change.

Registration Tool Name	Layout	Archived			
<input type="text"/>	All	No			
<input type="button" value="Clear"/>					
Registration Tool	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)
Meetings and Events	<input type="button" value="View"/>	<input type="button" value="Manage"/>	<input type="button" value="Recurring"/>	<input type="button" value="Mass Assign"/>	<input type="button" value="Calendar Configuration (Not Event Setup)"/>
Philanthropy Events	<input type="button" value="View"/>	<input type="button" value="Manage"/>	<input type="button" value="Recurring"/>	<input type="button" value="Mass Assign"/>	<input type="button" value="Calendar Configuration (Not Event Setup)"/>

**Philanthropy Events**

**Add Event**

Recurring events are denoted with a YES in the Recurring column:

#### Meetings and Events

View Manage Reports Staffing Calendar Configuration (Not Event Setup) Shift Tools Default TZ: Central

Name: Registration Name  Exact Match Location: View By: Default Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy Status: All

Clear Filter Filter

Name	Date	Time	Attendees	Wait List	Minimum	Recurring	Edit	Copy	Delete	Status
Monthly Patroness Meeting	Sun, Sep 21 2025	05:00 PM – 07:00 PM Central	👤 1/100	0	0	Yes				Open
Monthly Patroness Meeting	Sun, Oct 19 2025	05:00 PM – 07:00 PM Central	👤 0/100	0	0	Yes				Open
Monthly Patroness Meeting	Sun, Nov 16 2025	05:00 PM – 07:00 PM Central	👤 0/100	0	0	Yes				Open
Monthly Patroness Meeting	Sun, Dec 21 2025	05:00 PM – 07:00 PM Central	👤 0/100	0	0	Yes				Open

C. Click the **edit** icon. When you edit a recurring event, you will be prompted to indicate if you are editing just the single event or all occurrences in the series.

Recurring Shift Edit

Name: Monthly Patroness Meeting

Date: 12/29/2025

Would you like to edit

Select...

Select...

Just This Occurrence?

All Occurrences in This Series

D. Make the selection and click **Continue**.

**Just This Occurrence** - This will **ONLY** change the shift you selected. The Add/Edit Registration page for a **single** event displays

**All Occurrences in This Series** - This change will be made to ALL occurrences **going forward from the day you make the change**. Shifts that have already passed will not have the information changed. The Add a Shift page will display, because you are changing all future shifts from today's date.

**NOTE:** *The date of the individual event selected DOES NOT impact which events going forward will be changed. The date on which you make the change is what determines which future shifts will be changed.*

## Registration Tool Manager | Add a Shift

All changes will be applied to all occurrences in this series

Edit the information, scroll to the bottom and click **Submit**. **NOTE: If you are editing a series that has already started or members have already registered, not all fields are editable.**

Following the submission, if members are registered for some of the future shifts, you will be able to see how many members are affected by the change.

## Registration Tool Manager | Recurring Schedule Confirmation

View Manage Reports Staffing Calendar Configuration (Not Event Setup) Shift Tools

The explode registrations process has been queued. This may take a few minutes to complete.

### Schedule Edit Confirmation

Modified events that have registered accounts have been highlighted below.

Date	Change	Registered Accounts	Total Accounts
Sat, Dec 06 2025		0	0
Sat, Dec 13 2025		1	1
Sat, Dec 20 2025		2	2
Sat, Dec 27 2025		1	1

You can then click on the date of the event and send an email to the registrants.

## Registration Tool Manager | Registration Attendance Manager

### Test Copy of Recurring Event #2

Add Attendee Manage Attendees Edit Copy Cancel Reports Email Push Notifications Details Assignments

This was created with the recurring shift tool

**Date and Time** Sat, Dec 13, 2025, 01:00 PM - 02:30 PM  
1.50

Profile	Status	First Name	Last Name	Is Permanent	Member Status	Override Hours
View	Registered	Dakota	Scott	No	Active Ticktocker	

NOTE: If you see the Generate Registrations or Regenerate Cancelled Registrations buttons, you should not need to use them. Generate Registrations is only needed during times of heavy website traffic and the submit button did not create the events immediately when submitted. Regenerate Cancelled Registrations is only used to update the status of a member's registration from cancelled to registered on events that are reinstated. Both are rarely used.

## Deleting a Recurring Event

You can only delete the **entire** recurring event if no one has registered for any of the recurring schedule's shifts. In this case, use the Delete icon. All shifts for the event will be deleted and removed from the calendar.

*Clicking the Delete icon immediately deletes the entire event. You will not be prompted to confirm.*

How to get there:

- Go to Admin/Member Management
- Select Registration Tool Manager
- Click Recurring next to the calendar you want to delete

OR

- From the homepage, hover over the Calendar menu
- Select the Calendar you are deleting an event from
- Select Manage from the calendar admin toolbar at the top of the calendar
- Select Recurring

The **Edit Schedule** page displays all of the recurring events on the calendar. If no one has registered, use the Delete icon to delete the event.

Registration Tool Manager | Edit Schedule National Charity League Inc. zSandbox 1

### Meetings and Events: Edit Schedule







View Manage Reports Staffing Calendar Configuration (Not Event Setup) Shift Tools Default TZ: Central

Schedule Name: All View Past Schedules: No Filter





Delete	Edit	Copy	People	Name	Date	Time	Start	End	Frequency	Days Ahead
				Meals on Wheels Stock the Pantry	Monday, Wednesday	5:00 pm - 6:30 pm Central	09-1- 2025	12-31- 2025	Every Week	365

If members have already registered for some of the shifts, you will not see the Delete icon, but you can cancel upcoming occurrences using the **Edit** icon.


Meetings and Events: Edit Schedule

 View
  Manage
  Reports
  Staffing
  Calendar Configuration (Not Event Setup)
  Shift Tools
 Default TZ: Central

Schedule Name: 
 View Past Schedules:

Delete	Edit	Copy	People	Name	Date	Time	Start	End	Frequency	Days Ahead
				Monthly Patroness Meeting	Sunday	5:00 pm - 7:00 pm Central	08-26-2025	05-31-2026	3rd Week of the Month	365

Enter the new \*End Date. Use today's date to cancel all occurrences going forward. A yellow alert bar will display directly beneath the End Date field, as well as a new dropdown for Status for Removed Events.

Registration Tool Manager | Add a Shift National Charity League Inc.    
\_NCL Sandbox

All changes will be applied to all occurrences in this series

**Recurring Schedule**

\*Start Date  
12-01-2025

\*End Date

Changing the end date may result in removing some events from the series. These events are Cancelled by default, if you wish them to be deleted, please select 'Delete Removed Shifts'. Deleted shifts will remove prior shifts with no registrations.

Status for Removed Events

Use the **Status for Removed Events** to indicate how you want to handle the events that have already been generated for the schedule. Both options will cancel upcoming events in the schedule and will trigger an email to any registrants of those upcoming events informing them the event has been cancelled.

**Cancel Removed Shifts** - events will remain on the calendar, greyed out, and display 'Registration Cancelled'

**Delete Removed Shifts** - events are deleted from the calendar and are also no longer displayed in the calendar on in the Registration Tool list of events.

# Mass Create Shifts and Events

Mass Create shifts and events are events that happen repeatedly on *different* days of the week and/or *different* times of the day. Example: A chapter has a Meals on Wheels event during September every Tuesday from 4:00 to 6:00 pm and every Thursday from 3:00 to 5:00 pm.

Similar to adding single events, how to add or manage mass create events depends on whether you have Registration Administrator access or Calendar Access. See [page 5-6](#) of this document for details.

To create or manage Mass Create events on a calendar, you need to **Manage** the calendar that holds the event.

How to get there:

- Go to Admin/Member Management
- Select Registration Tool Manager
- Click Manage next to the calendar you want to add events/shifts to
- Select Manage from the toolbar at the top of the calendar
- Select Mass Create

OR

- From the homepage, hover over the Calendar menu
- Select the Calendar you are adding the event to.
- Select Manage from the calendar admin toolbar at the top of the calendar
- Select Mass Create

## Adding a New Mass Create Event

1. Use the Manage button in Registration Tool Manager or the Manage menu bar action in the calendar toolbar for the calendar that will hold the event.

Registration Tool Manager | Registration Tool Manager National Charity League Inc. ★  
Sandbox 1

Registration Tool Name:  Layout: All Archived: No

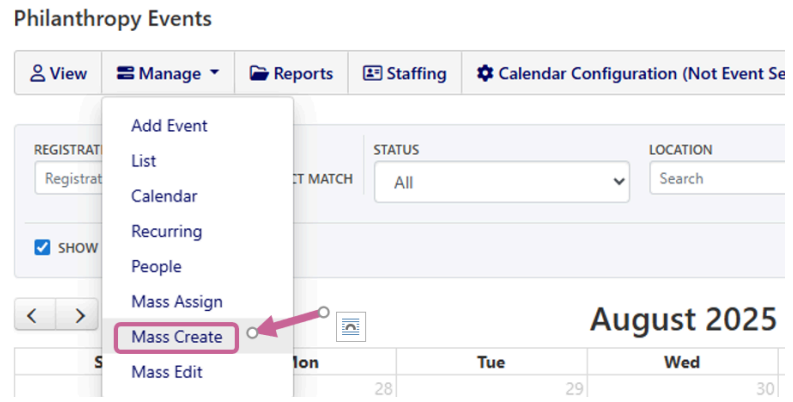
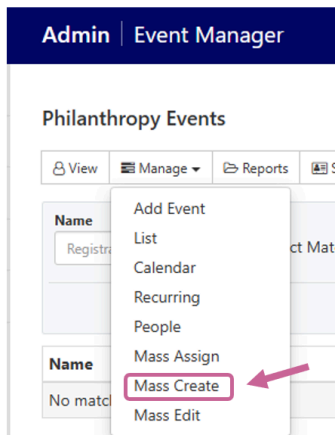
Clear Filter

Registration Tool	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive
Meetings and Events	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	In Use
Philanthropy Events	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive

Meetings and Events

View Manage Reports Staffing Calendar Configuration (Not Event Setup) Shift Tools

2. Use the Manage dropdown at the top of the calendar to select Mass Create in the dropdown.



3. The **Mass Create Registration Events** page displays where you can add the event information.

There are various sections in the recurring event set up. It is recommended to use any default settings that are provided. Event information is very similar to a single event setup. Most fields operate in the same way as when setting up one time single events. For details see the [Add Registration Event](#) section of this document.

Any fields that are unique to Mass Create events are described below.

### **Date/Time**

Choose the dates and times of the shifts/events you are creating. As you select the various dates and times, the individual shifts/events will be created for the chosen days and times.

Schedule 1 displays. A maximum of 10 shifts can be created at once in a schedule. Each schedule must have the same times on the selected dates. Use the + sign to add additional

schedules.

Date/Time

Schedule 1

Select Shift Date(s)

August 2025							»
Su	Mo	Tu	We	Th	Fr	Sa	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	1	2	3	4	5	6	

Clear

Select Shift Time(s)

Start Time ( Central )

1:00 PM

End Time ( Central )

3:00 PM

Add shift time

Shifts to be Created:

Shift Time(s) \* ?

Shift Date(s) \* ?

- +

- **Select Shift Date(s)** – Use the calendar to click on the days for the events; you can choose multiple days. As you select a date, the date will display in the Shift Date(s) field. To remove one date from the Shift Date(s) box, just click on the date again.

Schedule 1

Select Shift Date(s)

September 2025							»
Su	Mo	Tu	We	Th	Fr	Sa	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	
5	6	7	8	9	10	11	

Clear

Select Shift Time(s)

Start Time ( Central )

1:00 PM

End Time ( Central )

3:00 PM

Add shift time

Shifts to be Created:

Shift Time(s) \* ?

Shift Date(s) \* ?

Sep 2nd, 2025 Sep 9th, 2025 Sep 16th, 2025 Sep 23rd, 2025  
Sep 30th, 2025

- **Select Shift Time(s)** - Enter the Start Time and End Time for each of the shifts that occur on the selected dates. Click the **Add Shift Time** button so that the Shift Times display in the Shift Times box. You can choose multiple times for each of the selected dates. To remove a time, click on the X in the specified time box.

Schedule 1

Select Shift Date(s)

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Clear

Select Shift Time(s)

Start Time ( Central )

4:00 PM

End Time ( Central )

6:00 PM

Add shift time

Shifts to be Created:

Shift Time(s) \* ?

4:00 PM - 6:00 PM

Shift Date(s) \* ?

Sep 2nd, 2025 Sep 9th, 2025 Sep 16th, 2025 Sep 23rd, 2025

Sep 30th, 2025

- If you would like to add additional events that start and end at different times or different dates, click the plus directly under the calendar at the bottom of the calendar to add another **Schedule** and complete the same information.

Schedules can be removed using the - sign.

Schedule 2

Select Shift Date(s)

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Clear

Select Shift Time(s)

Start Time ( Central )

3:00 PM

End Time ( Central )

5:00 PM

Add shift time

Shifts to be Created:

Shift Time(s) \* ?

3:00 PM - 5:00 PM

Shift Date(s) \* ?

Sep 4th, 2025 Sep 11th, 2025 Sep 18th, 2025 Sep 25th, 2025

-
+

All remaining fields operate in the same way as when setting up one time single events. For details see the [Add Registration Event](#) section of this document.

- Click the 'Create Shifts' button at the bottom of the page to save your changes.

The Mass Create Confirmation page displays and the events are queued to set up on the calendar.

Click **Go Back** or **Manage/List** to return to the Event Manager.

Action	Registration Name	Start Date/Time	End Date/Time
✘	Meals on Wheels	September 09 2025 4:00 PM	September 09 2025 6:00 PM
✘	Meals on Wheels	September 16 2025 4:00 PM	September 16 2025 6:00 PM
✘	Meals on Wheels	September 23 2025 4:00 PM	September 23 2025 6:00 PM
✘	Meals on Wheels	September 30 2025 4:00 PM	September 30 2025 6:00 PM
✘	Meals on Wheels	September 04 2025 3:00 PM	September 04 2025 5:00 PM
✘	Meals on Wheels	September 11 2025 3:00 PM	September 11 2025 5:00 PM
✘	Meals on Wheels	September 18 2025 3:00 PM	September 18 2025 5:00 PM
✘	Meals on Wheels	September 25 2025 3:00 PM	September 25 2025 5:00 PM

Go Back

## Managing Mass Create Events

You can edit the information for **all** upcoming shifts in a mass create shift using the **Manage/Mass Edit** function. If you need to just edit a single occurrence, use the edit icon for just that single event.

1. Use the Manage button in Registration Tool Manager or the Manage menu bar in the calendar toolbar for the calendar that holds the event.

Registration Tool Name	Layout	Archived				
<input type="text"/>	All	No				
						Clear Filter
Registration Tool	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive
Meetings and Events	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	In Use
Philanthropy Events	View	Manage	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive

### Philanthropy Events

View	Manage	Reports	Staffing	Calendar Configuration (Not Event Setup)	Shift Tools

2. Use the Manage dropdown at the top of the calendar to select **Mass Edit** in the dropdown.

## Philanthropy Events

View Manage Reports

Name  
Registrat

Status  
All

- Add Event
- List
- Calendar
- Recurring
- People
- Mass Assign
- Mass Create
- Mass Edit

## Philanthropy Events

View Manage Reports Staffing Calendar Configuration

REGISTRAT  
Registrat

SHOW

STATUS  
All

August 2025

Tue Wed

28 29 30

- Add Event
- List
- Calendar
- Recurring
- People
- Mass Assign
- Mass Create
- Mass Edit

- The **Mass Edit** page displays all events that were created using Mass Create.

Select the events to update using the check boxes on the left. Use the check box at the top to select all events in the list.

Admin | Mass Edit National Charity League Inc. zSandbox 1

View Manage Reports Staffing Calendar Configuration (Not Event Setup) Shift Tools Default TZ: Central

### Philanthropy Events

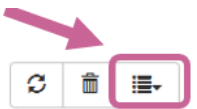
Go Back

<input type="checkbox"/>	Date	Shift Name	Location	Start Time	End Time	Min	Max	Have	Status
<input checked="" type="checkbox"/>	09/04/25	Meals on Wheels	-	3:00 PM	5:00 PM	0	2	0	Open
<input type="checkbox"/>	09/09/25	Meals on Wheels	-	4:00 PM	6:00 PM	0	2	0	Open
<input checked="" type="checkbox"/>	09/11/25	Meals on Wheels	-	3:00 PM	5:00 PM	0	2	0	Open
<input type="checkbox"/>	09/16/25	Meals on Wheels	-	4:00 PM	6:00 PM	0	2	0	Open
<input checked="" type="checkbox"/>	09/18/25	Meals on Wheels	-	3:00 PM	5:00 PM	0	2	0	Open
<input type="checkbox"/>	09/23/25	Meals on Wheels	-	4:00 PM	6:00 PM	0	2	0	Open
<input checked="" type="checkbox"/>	09/25/25	Meals on Wheels	-	3:00 PM	5:00 PM	0	2	0	Open
<input type="checkbox"/>	09/30/25	Meals on Wheels	-	4:00 PM	6:00 PM	0	2	0	Open

- Choose the action to take using the list icon in the upper right.

## Philanthropy Events

Go Back



<input type="checkbox"/>	Date	Shift Name	Location	Start Time	End Time	Min	Max	Have	Status
<input type="checkbox"/>	09/09/25	Meals on Wheels	Austin Central Library	4:00 PM	6:00 PM	0	2	0	Open

5. The following options are available. In all cases you have the option to email the changes to anyone registered.

Cancel Shifts  
Change Coordinator  
Change Locations  
Change Need  
Change Start/End Time

Send email notification to registrants

Cancel Shifts Go Back

**Cancel Shifts** - allows you to cancel the shift(s)

The following registrations will be cancelled

Registration Name	Start Date/Time	End Date/Time
Meals on Wheels	September 04 2025 3:00 PM	September 04 2025 5:00 PM

**Change Coordinator**- allows you to change the primary coordinator of the shift(s)

The following registrations will have their coordinator updated to the following

**Primary Coordinator**

**Change Locations**- allows you to select a new stored location for the shift(s)

The following registrations will have their locations updated to the following

**New Location**

**Change Need** - allows you to adjust the number of volunteers needed at the shift(s)

The following registrations will have their maximum and minimum reservations updated to the following

**Minimum volunteers needed**

**Maximum volunteers needed**

## Change Start/End Time- allows you to adjust the start and end times of the shift(s)

The following registrations have their start and end times updated to the following

### Start Time ( Central )

1:00 PM



### End Time ( Central )

3:00 PM



After making the changes, indicate whether you want to email the registrants and click the **Change/Cancel** button. The changes are queued. You will not be prompted to confirm.

If you choose to send an email, the email tool displays so that you can compose the email.

Send email notification to registrants

**From Email Address**

**From Email Name**

**Email Subject**

Information regarding your shift

**Email Top**

**B I U** | | | | | | | | |

Formats | **A** | **A**

Words: 0

**Email Body**

Your shift: [Shift Name], on [Start Date] at [Start Time]-[End Time] has CHANGED LOCATIONS

**Email Bottom**

**B I U** | | | | | | | | |

Formats | **A** | **A**

Click **Go Back** to return to the Mass Edit page. Click **Manage/List** to return to the Event Manager.

## Recommended Set Up - Event Setup

General

Registration Name	Use standard naming conventions and be as specific as possible for any class events:  Ex: 2027 August Ticktocker Meeting
Event Description	Provide as much detail as possible. Link to an external URL if needed.
Document	Link to PDF if desired
Event Image	Upload image file if desired
Max Reservations	Required - use a realistic number
Min Reservations	leave blank
Event can only be viewed and registered by	All Members
Enable Wait List	Yes for philanthropy events No for meeting and events
On member cancelation	Automatically add first person on wait list
<b>Location</b>	
Select Location	Choose stored location in order to allow Self Check-in
<b>Other Location</b>	
Other Location	Leave blank
<b>Self Check In</b>	
Allow Self Check-In?	Yes
<b>Date/Time</b>	
*Start Date/Time	Required - select from calendar
Registration for event opens this many days before the event	leave blank
*End Date/Time	Required - select from calendar
Registration for event closes this many days before the event.	leave blank

### Primary Coordinator

Primary Coordinator select a member

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Send primary coordinator registration, cancel, and waitlist notification emails at the following email

None

### Secondary Coordinator

Secondary Coordinator select additional members as needed

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Add add additional secondary coordinators as needed

### Advanced

Other Site Registration URL Leave blank

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Type Sign Up - for philanthropy events  
Information Only - rarely used - only to display info  
RSVP - for meetings and events

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Calendar Color Standard

### Advanced - Hours

Enable Hours Yes for Philanthropy Events or meetings that allow Leadership Hours

No for all other events

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Hours Type Leadership  
Philanthropy

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Organization Select appropriate organization

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Activity Select appropriate activity

### Advanced - Requirements

Type For Meetings and Events only:  
Select the appropriate requirement to provide credit to any member who is marked as attended

Requirement selected here must match up to a requirement that was assigned to your members at the beginning of the year

Many events should provide no credit (Philanthropy events, Board Meetings, Committee Meetings, Social events, etc.)

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Amount 1

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