


Getting Started in OHANA

Events Settings Setup

You must have the necessary privileges to access the Events module

- 1) First go to your website.
- 2) **Login** to your site
- 3) Enter your **User Name** and **Password**
- 4) Click **Login**.
- 5) Place your mouse over  (**Events**) in upper right tabs of the OHANA Administration ribbon.
- 6) Select **Event Settings** from the drop down.
- 7) In the **Description/Collection Page** section
 - a. **Top Description:** will appear on the top of the webpage immediately after the screen where they select their registration options. In this field, you can provide text to help guide your users thru the registration process. *(optional)*
 - b. **Bottom Description:** will appear on the bottom of the webpage immediately after the screen where they select their registration options. In these fields, you can provide text to help guide your users to click Continue button to proceed thru the registration process or other instructions before they move on thru the rest of the screens. *(optional)*
 - c. **Company:** here you can rename the Company field on the registration form to be applicable to your organization. For example you may want them to place their “Club Name” in this field.
 - i. **Visible Field:** You can designate whether this field will appear on the Registration screen
 - ii. **Required Field:** You can decide here whether all registrants must fill in this field at registration time or if it will be optional to enter information here.
 - d. **Title**
 - i. **Visible Field:** You can designate whether this field will appear on the Registration screen
 - ii. **Required Field:** You can decide here whether all registrants must fill in this field at registration time
 - e. **Badge**
 - i. **Visible Field:** You can designate whether this field will appear on the Registration screen
 - ii. **Required Field:** You can decide here whether all registrants must fill in this field at registration time
- 8) **Payment Page** section
 - a. **Top Description:** will appear on the top of the Checkout Process webpage where they will enter their Billing Address and Payment information. In this field, you can provide text to help guide your users thru the payment process. *(optional)*

NOTE: *All of these items are Global Settings so the text you put in here will display on any and all Events that you setup in OHANA. So you will not want to put instructions in these boxes that are unique to a certain Event.*

- b. **Bottom Description:** will appear on the bottom of the Checkout Process webpage where they will enter their Billing Address and Payment information. In these fields, you can provide text to help guide your users to click **Continue to Confirm** button to proceed thru the registration process or other instructions before they move on thru the rest of the screens. *(optional)*

9) **Payment Confirmation Page** section

- a. **Top Description:** will appear on the top of the **Confirm and Submit Payment** webpage where they will have a chance to review their information and total one last time before submitting. In this field, you can provide text to help guide your users to confirm the details below and to be sure to click the Confirm and Submit Payment button below to complete the transaction. *(optional)*
- b. **Bottom Description:** will appear on the bottom of the **Confirm and Submit Payment** webpage where they will have a chance to review their information and total one last time before submitting. In these fields, you can provide text to help guide your users to click **Confirm and Submit Payment** button to finalize the registration transactions. *(optional)*

10) **Payment Thank You Page** section

- a. **Top Description:** will appear on the top of the final Confirmation webpage where it summarizes their registration that was submitted. *(optional)*
- b. **Bottom Description:** will appear on the bottom of the final Confirmation webpage. *(optional)*


11) **Email Confirmation** section

- a. **Top Description:** will appear on the top of the email confirmation that will be emailed to them once the Confirm and Submit Payment is clicked and the credit card is processed for their registration. In this field, you can provide reminders, instructions, etc that you will need them to be aware of prior to the event. *(optional)*
- b. **Bottom Description:** will appear on the bottom of the email confirmation that will be emailed to them once the Confirm and Submit Payment is clicked and the credit card is processed for their registration. *(optional)*

12) **Send an Additional Email Confirmation** – mark **YES** if you want a copy of all confirmation emails to be sent to an additional recipient (other than the registrant) – for example the person in charge of event registrations – so they know when someone has registered.

13) **Email for Additional Confirmation** – be sure the above item is marked **YES** and then enter the email address of the additional contact who should receive a copy of the confirmations. You can have multiple people receive copies – simply enter their email addresses here seperating each by a semicolon.

14) Now go setup your event to start registrations.

15) The  will return you to the home page.

16) Click  to Logout of OHANA.