



Event Planner User Guide

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Introduction

MiClub Event Planner is a web based event and resource management application. The Event Planner focuses on centralizing the operational activities of each club into one application. Management of the clubs resources and assets such as the golf course, function rooms, golf carts and staff is now streamlined, providing easy access to your staff and key information.

The Event Planner will also integrate with course bookings.

The Event Planner is only available to Administrators of the club (all staff who have Administrator access will be able to use the Event Planner).

Note!

Administrators are advised to Manage Assets and modify Worksheet templates prior to using the Event Planner for the first time.

The Views



From the Administration toolbar select Today, Week, Month or Year to navigate quickly.

Today view



Week view



Month view



Year view



Manage Assets

Setting up assets such as function rooms, equipment and restaurants should be completed prior to using the Event Planner for the first time. Click on Manage Asset icon in the Administration toolbar to add assets.



Categories

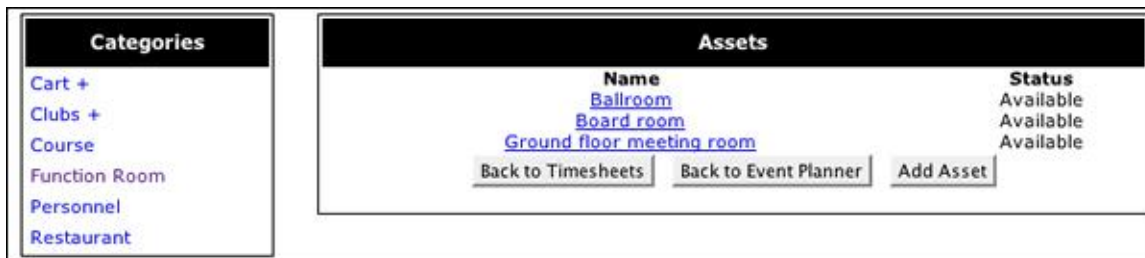
Categories can be divided into sub categories which are currently managed by MiClub. Categories are summarised descriptions of the assets, for example:

Main Category	Sub Category	Assets
Clubs	L/H Graphite	Set #1
Carts	Electric	Cart #7
Course	N/a	1-9
Function Room	N/a	Board Room
Restaurant	N/a	Room #1

Note: If you require Categories (main or sub) to be added, edited or deleted please contact MiClub at support@miclub.com.au.

Assets – Adding an asset

Club Administrators can add assets such as a Board Room. Click on a Main Category i.e. Function Room and then Add Asset button to add a new asset.



Insert the name of the asset, choose the category it is related to and if the asset is a generic one. Making an asset generic will allow the system to book automatically, ie: carts. If assets are temporarily out of use for maintenance, unclicking the Active box will make it inactive and Administrators are unable to book the asset.

Edit Asset

Name

Category

Generic

Active

Assets – Editing an asset

To edit an asset, click on the Category i.e. Function Room. Click on the asset name to edit.

Worksheets



Customising worksheet templates to suit the club should be done prior to using the Event Planner for the first time. Alternatively, use the templates provided.

Worksheets are used for collecting extra information about the event, for example, if the event is a wedding, additional information such as the Grooms parent's names may be recorded in the worksheet.

There are seven worksheets which can be modified by Administrators:

- Wedding
- Birthday
- Anniversary
- Golf Day
- Seminar
- Staff Meeting
- General Event

Create Event

Creating an event is an easy three step process. Click on the Create Event icon in the Administration Toolbar.



Step 1: Complete the fields with details of the event.

Note: Selecting an Event type will determine which worksheet appears (see Step 3 below).

Click on “**Submit and proceed to booking**” to continue.

New event
Tue, 14 Nov 2006 @ 8:00AM

Last modified Tue, 14 Nov 2006 @ 12:29PM by Support, Web Site

Event Details		Activity Status		
Title:	<input type="text" value="New event"/>	<input type="radio"/> Confirmed <input checked="" type="radio"/> Tentative		
Start Time:	<input type="text" value="2006-11-14"/> <input type="text" value="08:00"/>	Payment Details		
Finish Time:	<input type="text" value="2006-11-14"/> <input type="text" value="17:00"/>	Payment Details	Due Date	Paid
Expected Numbers	<input type="text"/>	Total	AUD\$ <input type="text" value="0.00"/>	
Event Coordinator	<input type="text"/>	-Deposit	AUD\$ <input type="text" value="0.00"/> <input type="text" value="14 November 2006"/>	<input type="checkbox"/>
Event Type:	<input type="text" value="Anniversary"/>	Balance	AUD\$ <input type="text" value="0.00"/> <input type="text" value="14 November 2006"/>	<input type="checkbox"/>
Contact Details		Comments		
Contact	<input type="text"/>	<input type="text"/>		
Phone	<input type="text"/>	Submit and proceed to booking		
Phone 2	<input type="text"/>			
Mobile	<input type="text"/>			
Facsimile	<input type="text"/>			
Email	<input type="text"/>			
Address	<input type="text"/>			

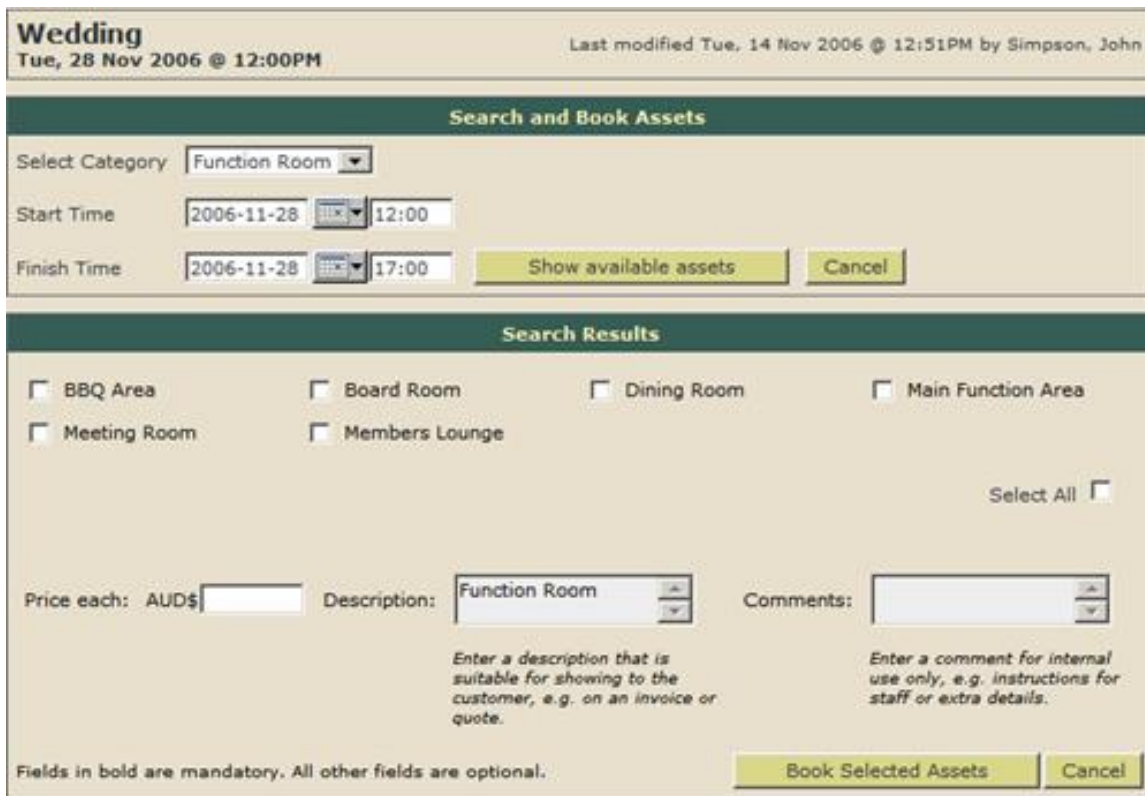
Fields in bold are mandatory. All other fields are optional.

Step 2: Schedule: Book assets and enter line items

The schedule is used to book assets (if required) and line items which do not require the booking of an asset.

The Event Planner will not allow the user to double book an asset.

- Firstly, search for an available asset by selecting a category (ie. Function Room) and click on Show available assets. (see picture below)



The screenshot shows the 'Wedding' event planner interface. At the top, it displays 'Wedding' and 'Tue, 28 Nov 2006 @ 12:00PM'. Below this is the 'Search and Book Assets' section, which includes a 'Select Category' dropdown menu set to 'Function Room', 'Start Time' and 'Finish Time' fields both set to '2006-11-28' with times of '12:00' and '17:00' respectively, and 'Show available assets' and 'Cancel' buttons. The 'Search Results' section below shows a list of assets with checkboxes: 'BBQ Area', 'Board Room', 'Dining Room', 'Main Function Area', 'Meeting Room', and 'Members Lounge'. A 'Select All' checkbox is also present. Below the list are fields for 'Price each: AUD\$', 'Description' (set to 'Function Room'), and 'Comments'. There are also instructions for the description and comments fields. At the bottom, there are 'Book Selected Assets' and 'Cancel' buttons.

- Secondly, choose the available asset from the list by checking the box and click on the Book Selected Assets button.

The asset is now booked.

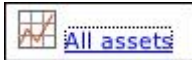
Step 3: Complete the worksheet (if required)

We now encourage users to use the schedule instead of the worksheet. The worksheets still exists for the purpose of backwards compatibility. Click on Update this content to complete the worksheet with additional information about the event. The worksheets should be modified to suit the club prior to using the Event Planner for the first time.

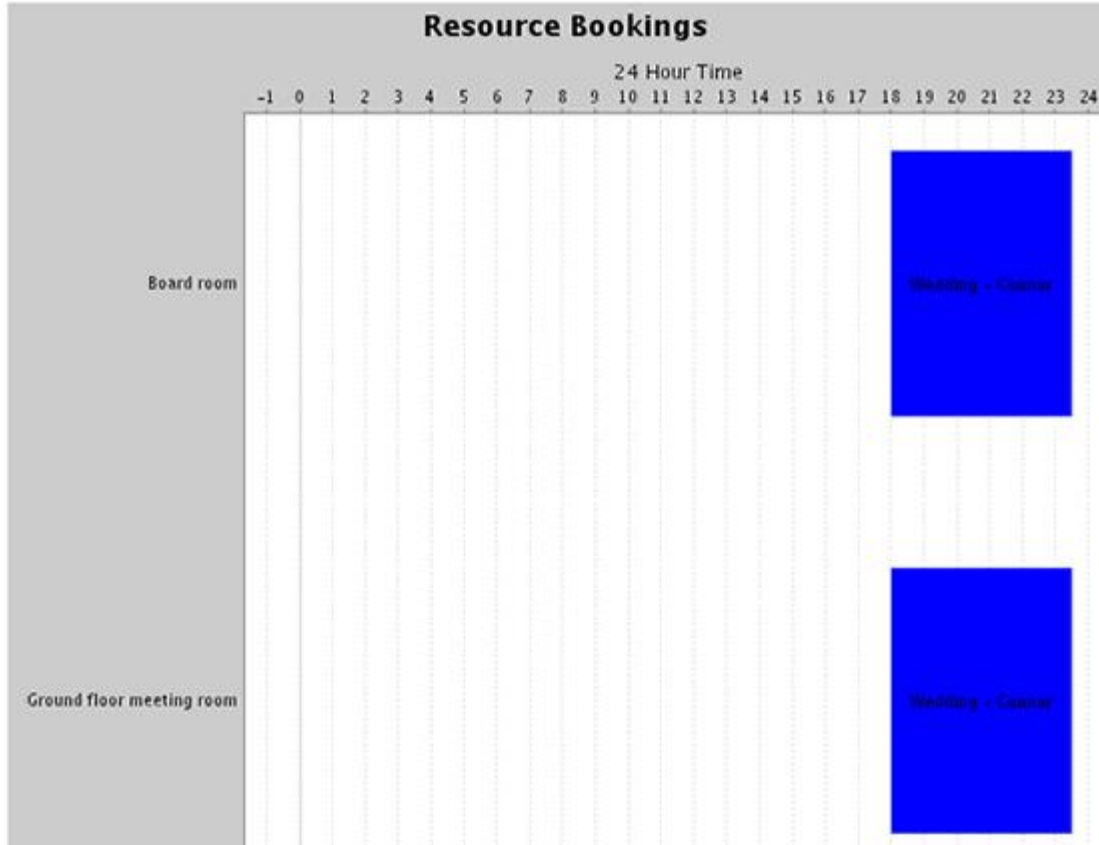
	Name/Comments	Contact Phone No.
Bridal Party/Guests		
a. Bride and Groom		
b. Bride's Mother and Father		
c. Groom's Mother and Father		
d. Matron of Honour		
e. Best Man		
f. Bridesmaids		

View Resource Graph

To view assets booked for the day click on **Today** view and then click on the graph icon



located under the heading Allocated Assets for Today.



Add Alert



Equipment, Personnel, Course and General alerts can be used to forewarn staff of important notices which may affect future event bookings. Alerts added will appear on the monthly and daily views in the form of an icon. A pop-up with the alert message will appear when the mouse is hovered over the icon.

Select a start and finish time to generate an alert which appears over a period of time.

Alert type	Course Alert
Comments	Hole 9 being cored
Start Time	4 October 2005
Finish Time	4 October 2005
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	


Search



Search for events by Event Type, Activity Status, Date range or Keywords. Search results allow the user to delete multiple events. The results can also be cut and pasted into Microsoft Excel.

#	Title	Start Date	Finish Date	Cost	Paid	Function type	Edit	Delete
1.	Wedding - Connor	06/10/05 06:00 PM	06/10/05 11:30 PM	AUD\$15000.00	!	Wedding Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	AGM	11/10/05 07:00 PM	11/10/05 09:00 PM	AUD\$0.00	!	General Event	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	ANZ Corporate Golf D...	14/10/05 08:00 AM	14/10/05 05:00 PM	AUD\$16000.00	!	Golf Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	PGA Meeting	18/10/05 10:00 AM	18/10/05 12:00 PM	AUD\$0.00	!	General Event	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Friday nine & di...	21/10/05 05:00 PM	21/10/05 07:00 PM	AUD\$0.00	!	General Event	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Printing Pages

Pages can be printed by either selecting the print icon  or choosing File >> Print from the menu at the top of the browser.

To change margins and settings:

- Choose File >> Page Setup to alter margins if required.
- Choose File >> Print >> Preferences to alter layouts and paper selection if required.



Support

Email: support@miclub.com.au

Phone: 08 9444 5300

Web: http://www.miclub.com.au/support/support_request.html