Fundraising Event Payment Management

In **Encore** go to – **Event Payment Management.**

There you can view current & past events and create a new event.

To **Create a New Event** click on the [**+ New Event**] button.

Choose between **Web Event & Point of Sale** depending on how you intend to run your event.

Event Title: Give your event a title.

Open & Close Dates: Optional - Select dates for your event to run.

Account: Select account where you want funds to be deposited.

Goal Amount: Optional - how much money you hope to raise (this will show as a graph on their screen).

Fundraiser box: Keep this box checked if your event is for fundraiser donations and not selling of goods.

Vendor: Check this box if you are using a 3rd party vendor for your event.

Required Fields: Select the boxes that you would like to require from users when they submit payment.

Description: Main text on the public web page telling potential patrons the details about your event.

Receipt Message: Message is shown and emailed to patrons after making a purchase.

Event URL: Once you save your event this will be available to use as a link on web pages.

Purchase Options: Add a purchase option if you have multiple donation levels, items with a specific cost or to keep track of clothing sizes.

Gallery: Here you can add multiple pictures, videos or logos for your event. You will need to save your event before adding gallery items.

Once your event is created, from the main Event Management Screen you can click on your event in the list and will then have the option to Preview the Main screen patrons will see and also give you the option to generate a report during or after your event.
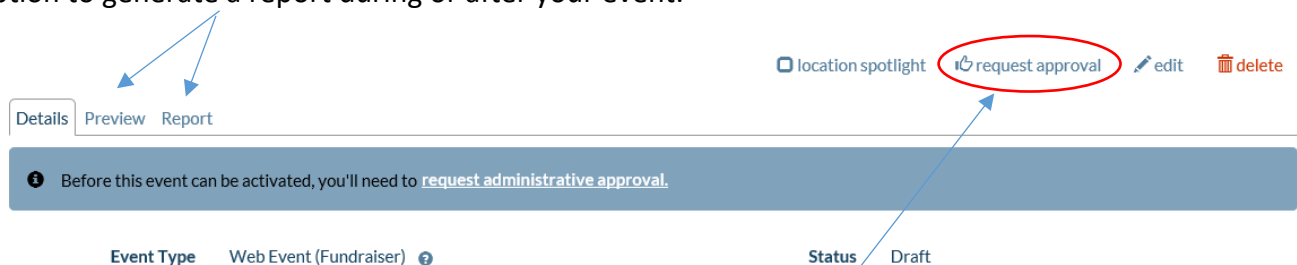
From here, you will also need to click on the request approval button to send your event to your supervisor and to the Education Foundation for review and approval. Once approved you will need to go back into details and you will then see the activate button, you will need to click on it to activate your event. Your event will then go live on the date specified.