Welcome to CiviEvents

Heather Oliver, Red Hot Irons Ltd

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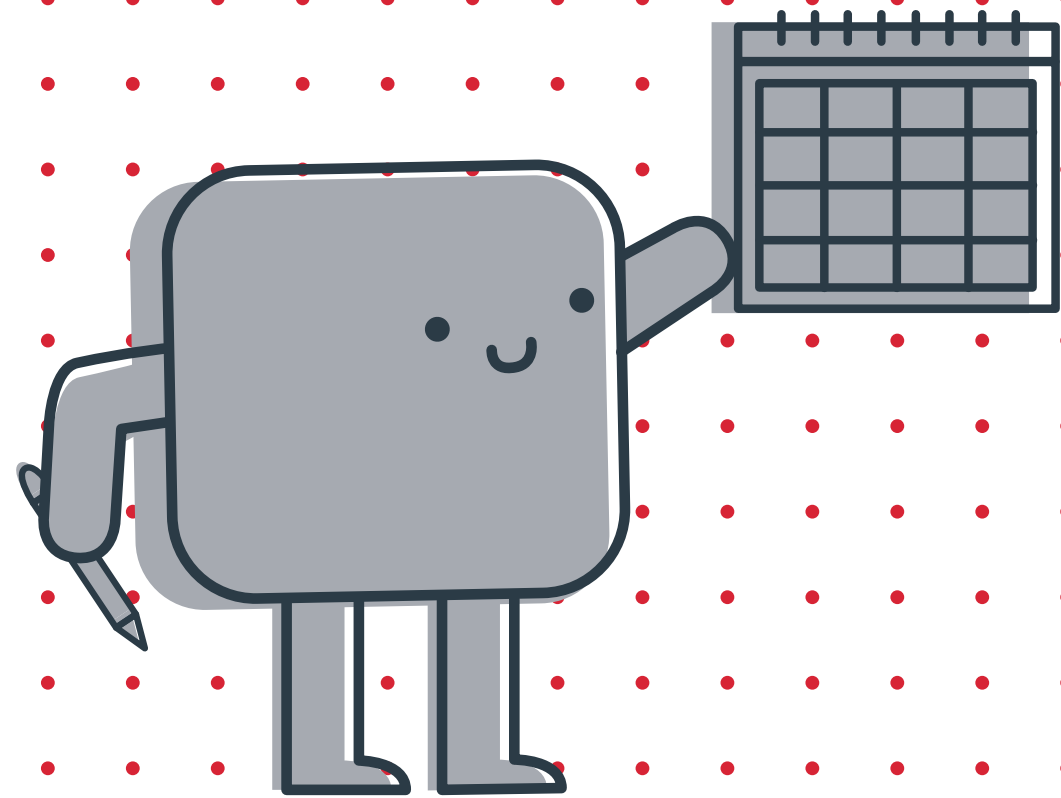
Red Hot Irons Ltd

using CiviCRM since 2009
CiviCRM Community Council Member

General CiviCRM enthusiast!
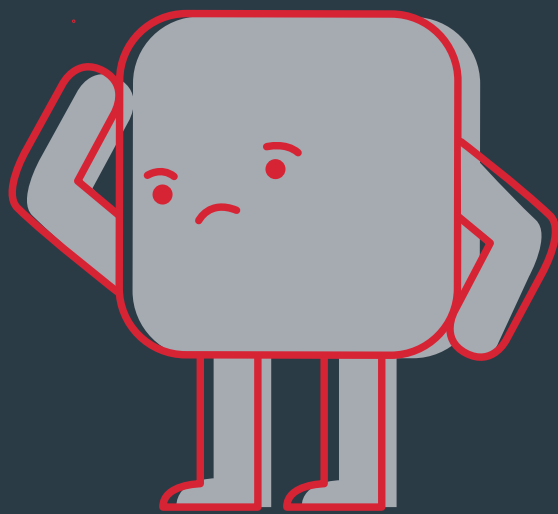
CIVICAMP LONDON 2023

This session

will cover all things CiviEvent and getting your event management off the ground

- What is CiviEvent / Key Features
- Terminology
- Getting started
- Managing participants
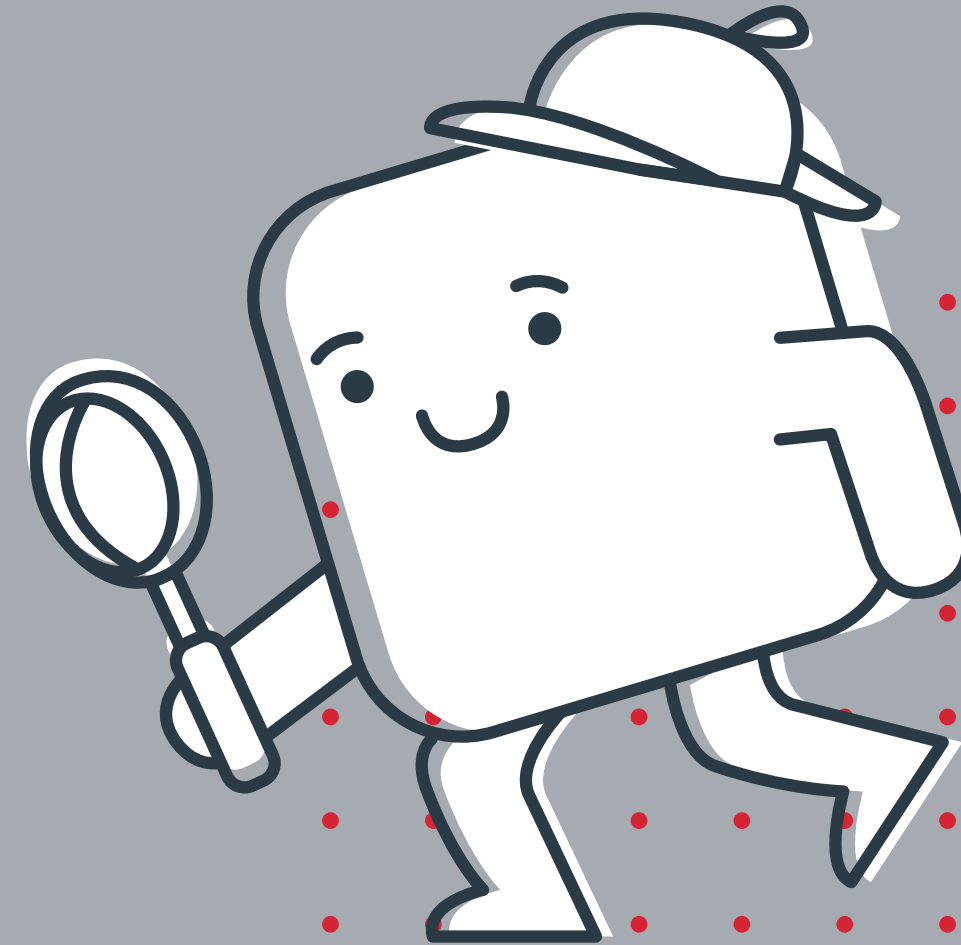- Useful extensions
- Your questions

Questions?

Yes please!

About you

Researching

New user

New CiviEvent user

Advanced CiviCRM user

CiviDocs

https://docs.civicrm.org/
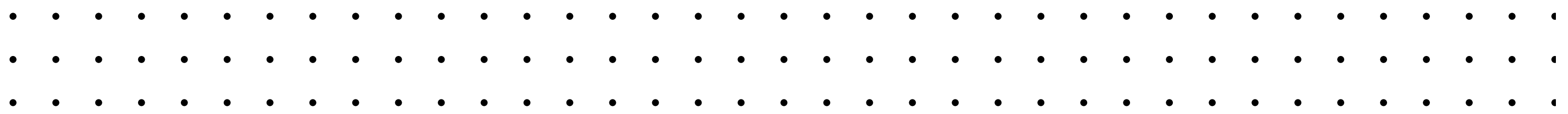
CiviEvent

"provides a set of tools (...) to make you more effective as an event organiser and reduce the amount of administration require."
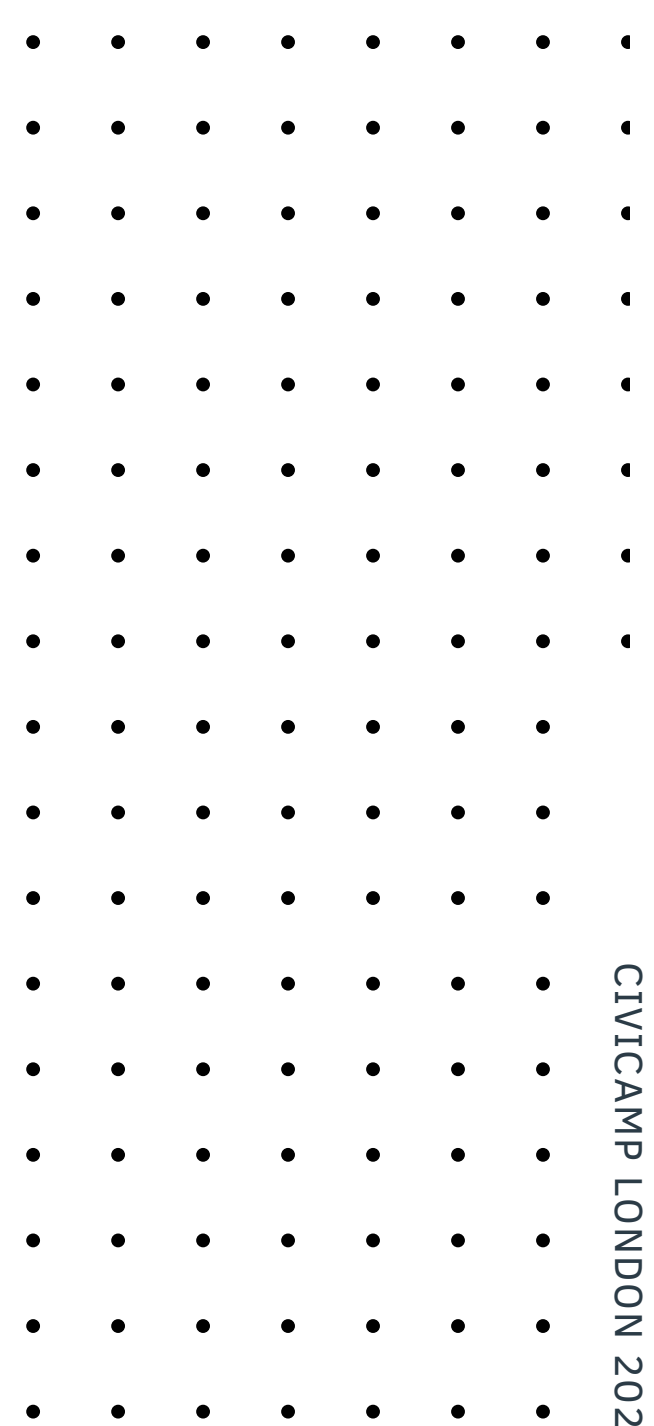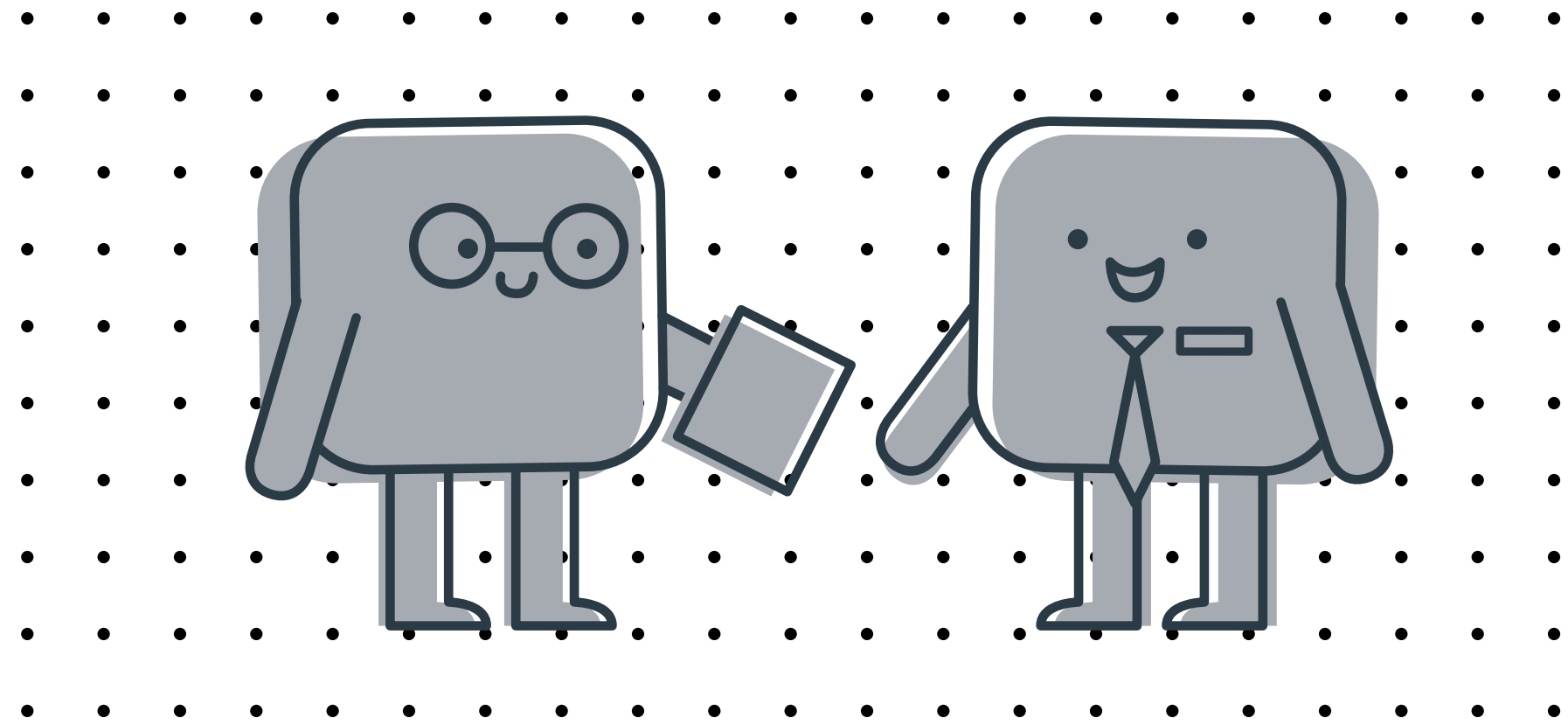
https://docs.civicrm.org/user/en/latest/events/what-is-civievent/

In 2022
Red Hot Irons managed ...

53
events
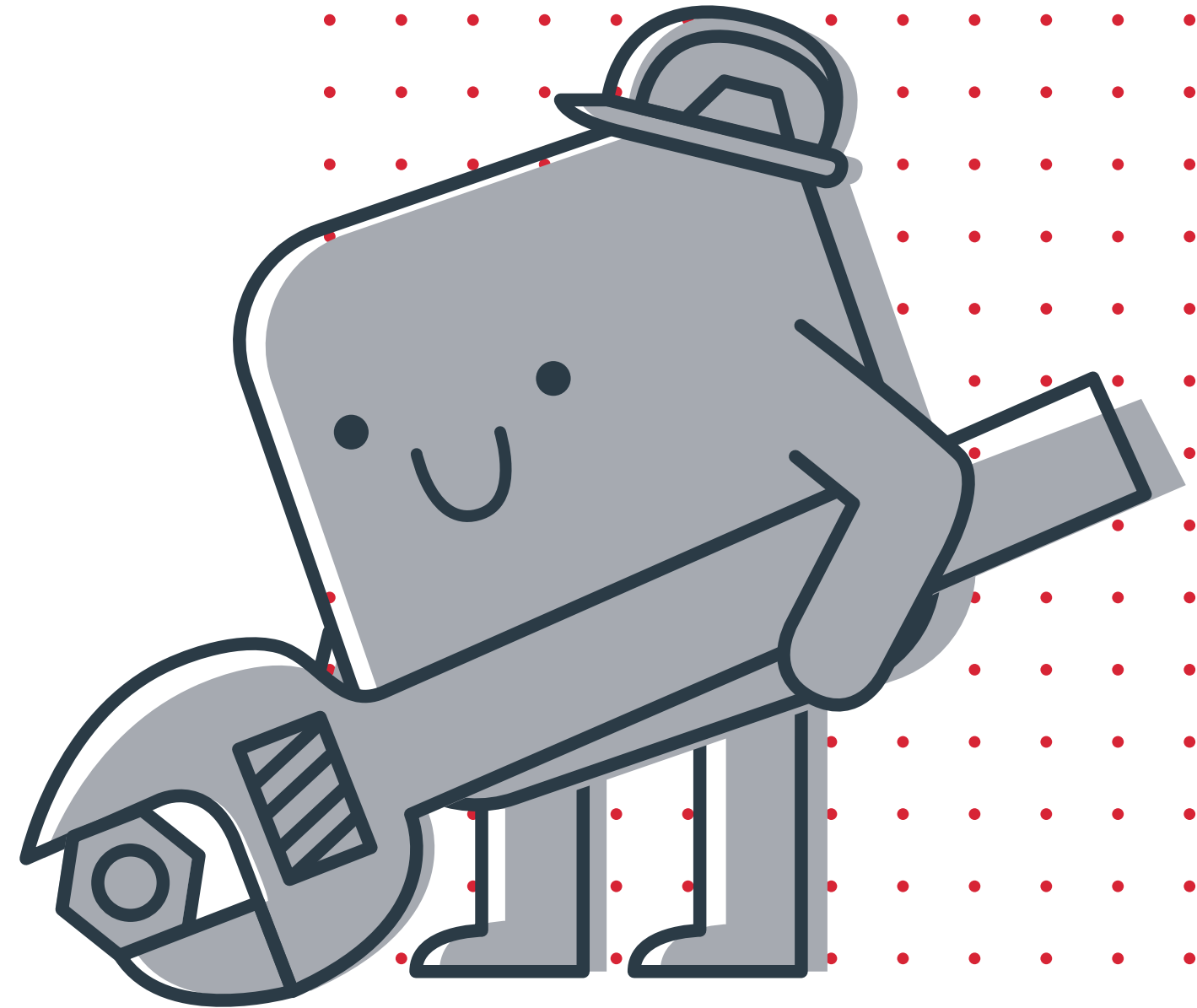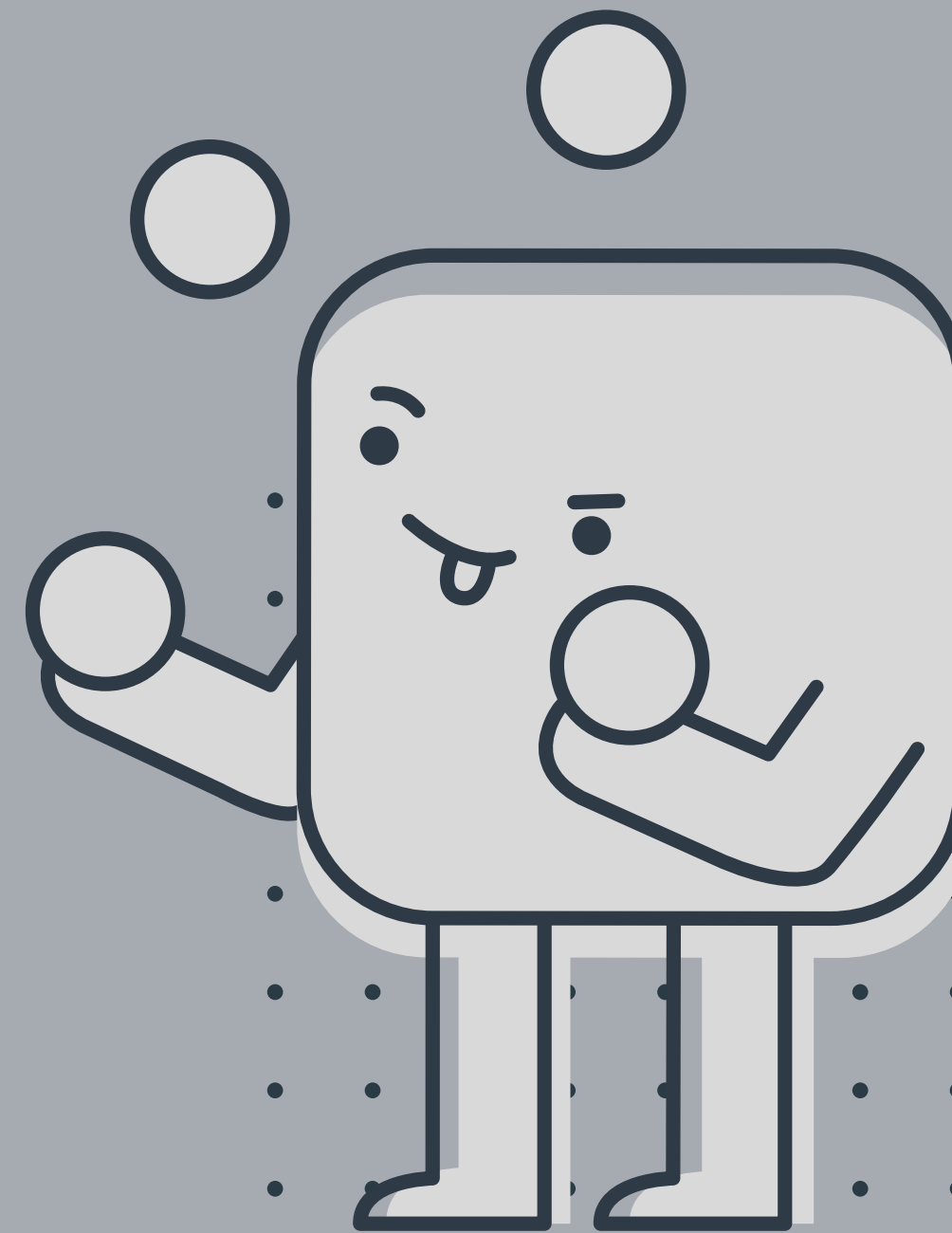
9,776
registrations

Key features
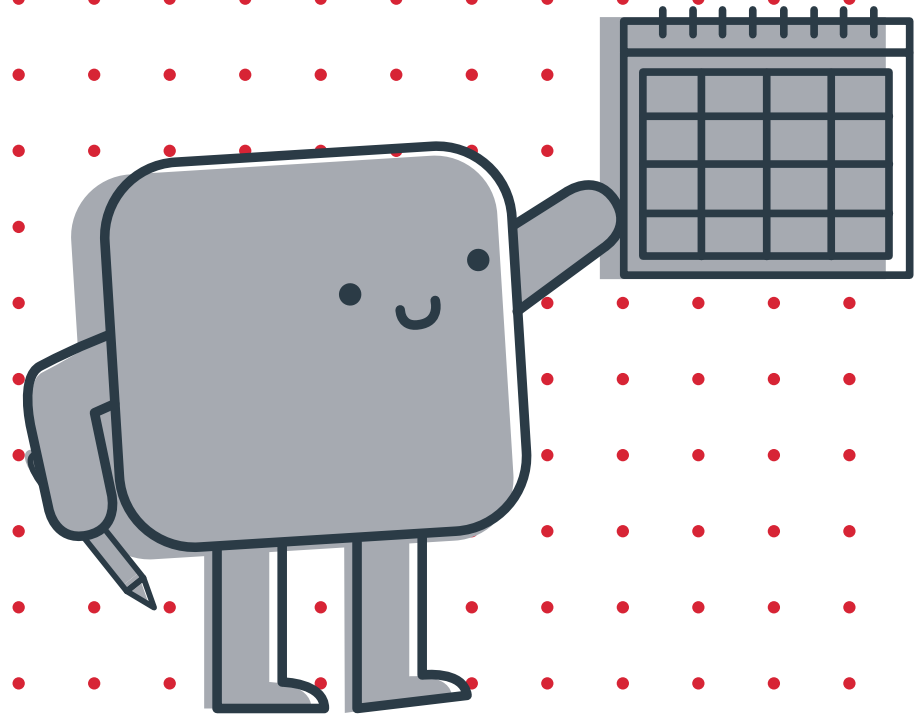
- self-registration
- online payments
- tracking participant workflow (registered, cancelled, and attended)
- website promotion
- name badge printing

Terminology

In CiviCRM we create **EVENTS** in which **CONTACTS** can be a **PARTICIPANT**

Event types

CiviCRM allows you to define different types of events

- Conference
- Networks
- Webinars

Types are useful if you have different requirements for types of events.

TIP: You can create custom fields to store and display additional data about an event or participant by its event type.
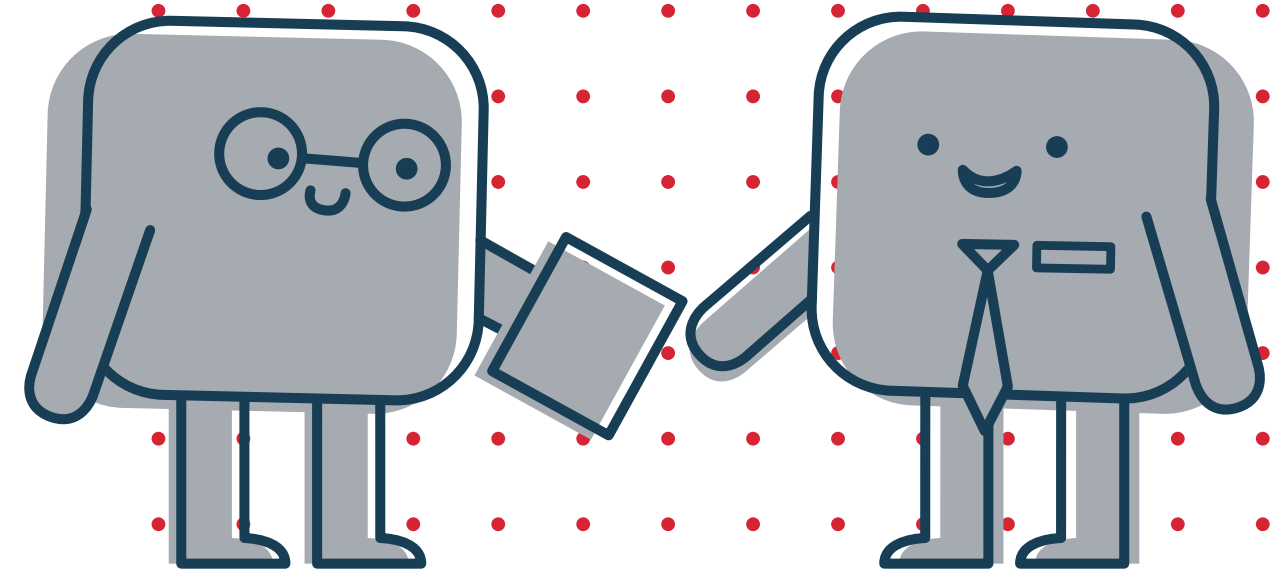
Participant roles

All participant assigned a role e.g. attendee,

speaker, crew
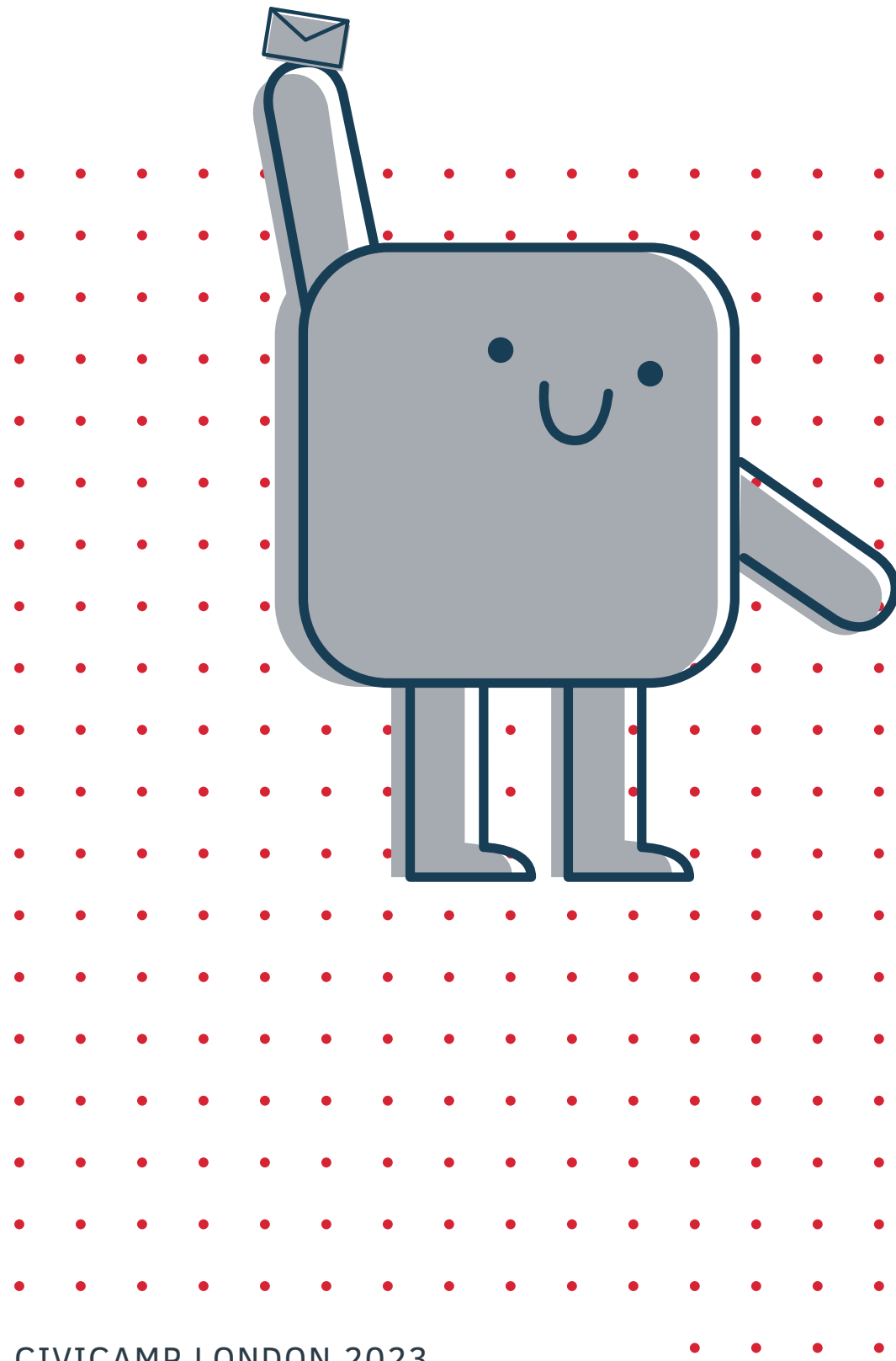
Roles can be

- customised

- counted / not-counted

Your custom fields can also apply only to specific

roles e.g. delegates have a workshop allowcation

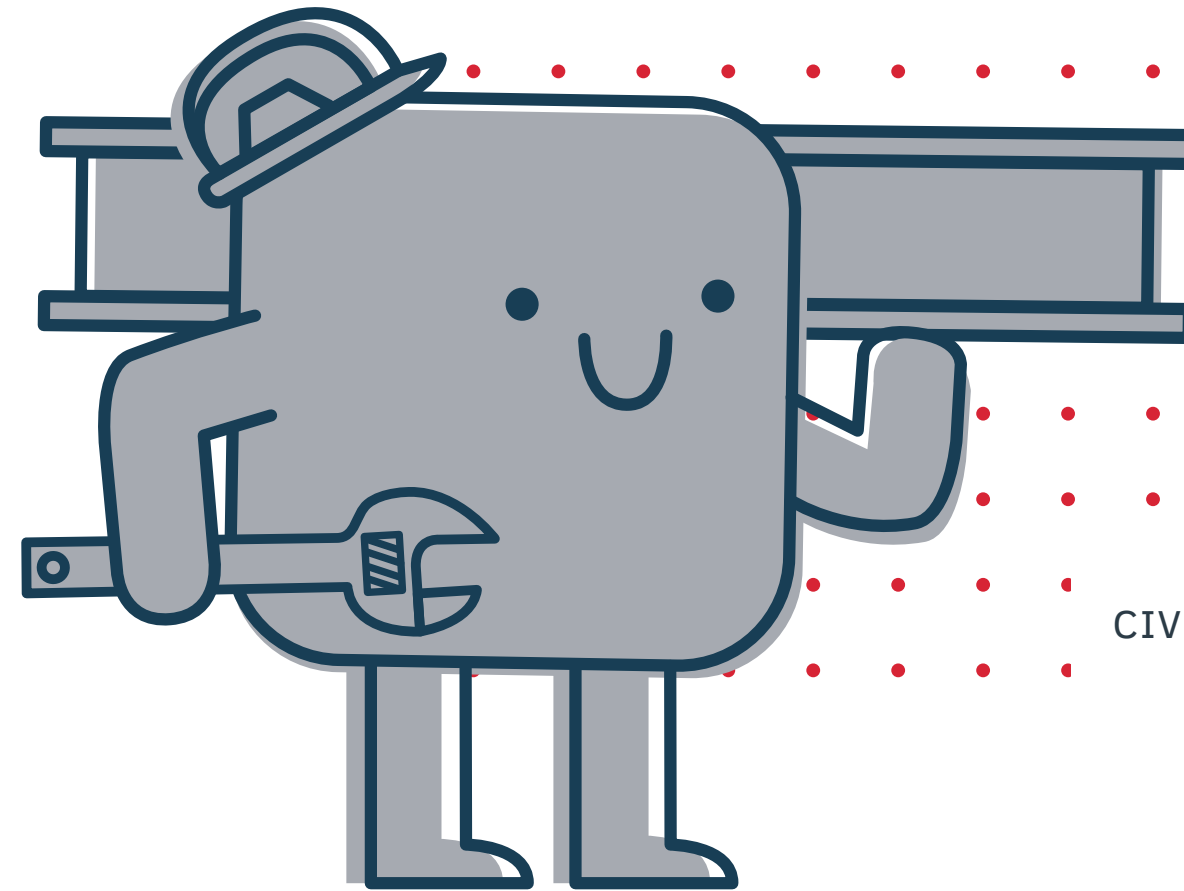CIVICAMP LONDON 2023

Participant status

Allow you to ...

Track what stage the contact is in the event journey e.g. registered, attended or cancelled

Segment participants into meaningful categories based on their behaviour with respect to the event. E.g. Evaluation forms can be sent to only those who attended
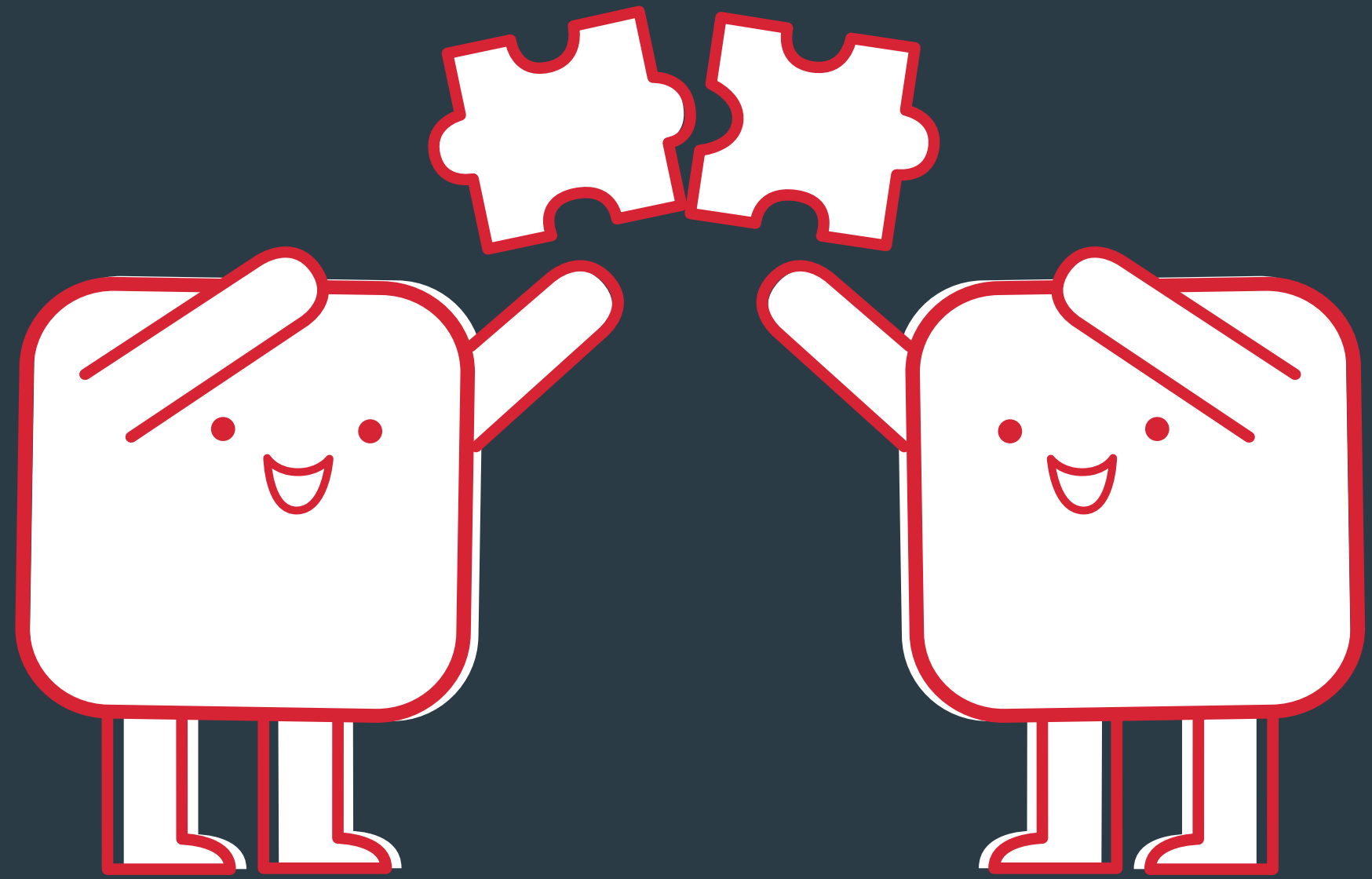
Useful extensions

https://civicrm.org/extensions

- No Overwrite

- CiviDiscount

- CiviRules

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Thanks!

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