



# Welcome to CiviEvents

Heather Oliver, Red Hot Irons Ltd

# Heather Oliver

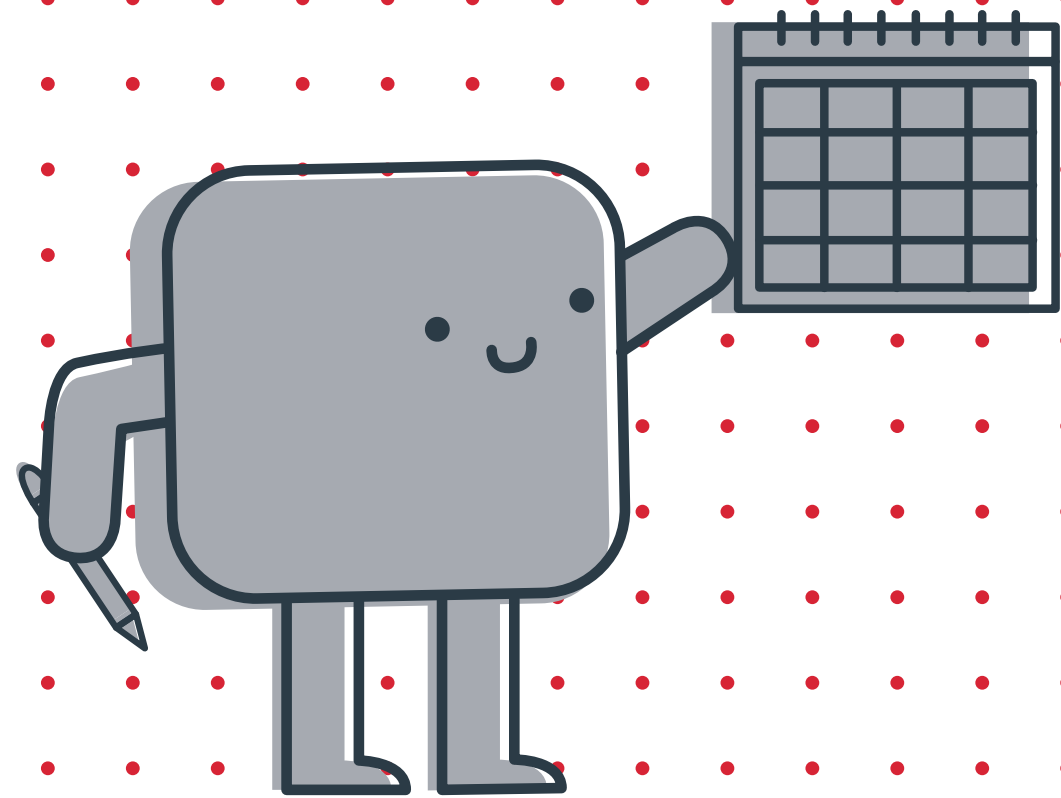
**Red Hot Irons Ltd**

using CiviCRM since 2009

CiviCRM Community Council Member

General CiviCRM enthusiast!

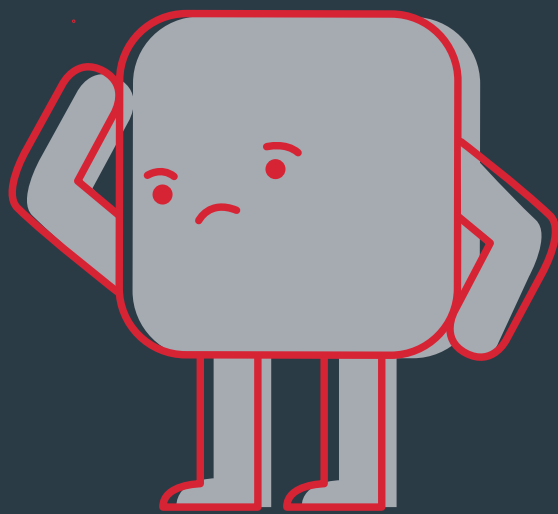




# This session

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!**

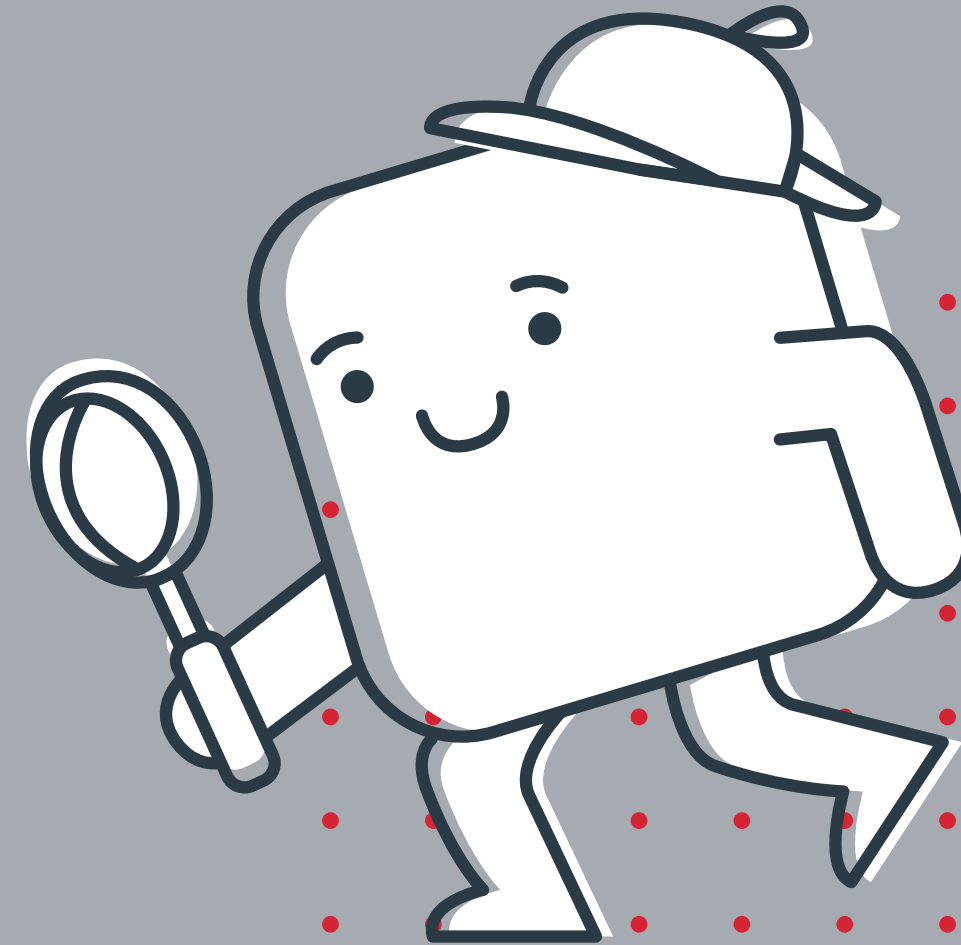
# About you

**Researching**

**New user**

**New CiviEvent user**

**Advanced CiviCRM user**



# CiviDocs

<https://docs.civicrm.org/>



CiviCRM Documentation



[Contribute to documentation](#)

[Add a new book](#)

[Docs Publisher on GitLab](#)

CiviCRM offers community contributed documentation below. We encourage everyone to [contribute to documentation](#). CiviCRM welcomes all contributions and contributors in line with our [community code of conduct](#).

## Community

These books contain information on the CiviCRM Community including policies, notable groups and useful processes.

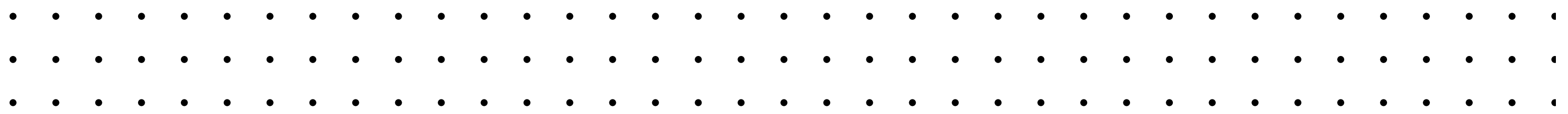
### Handbook

by the CiviCRM Community



A collection of CiviCRM's community policies and conventions.

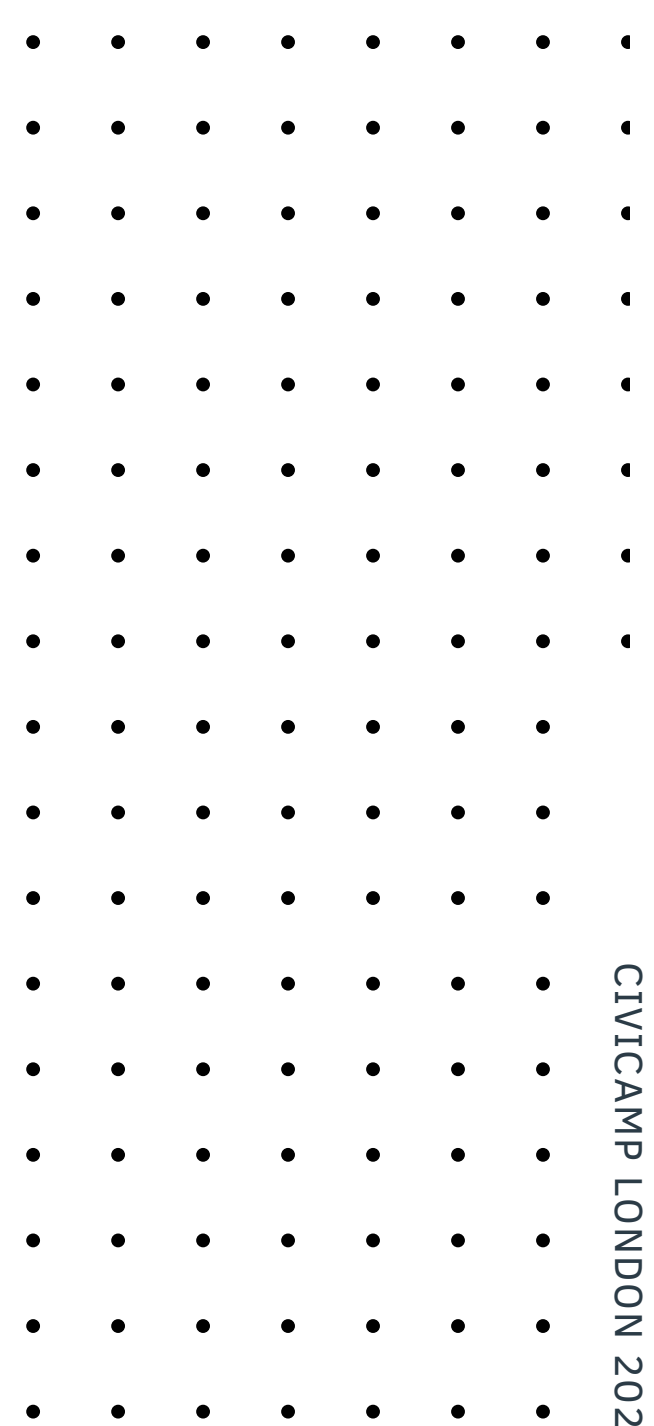
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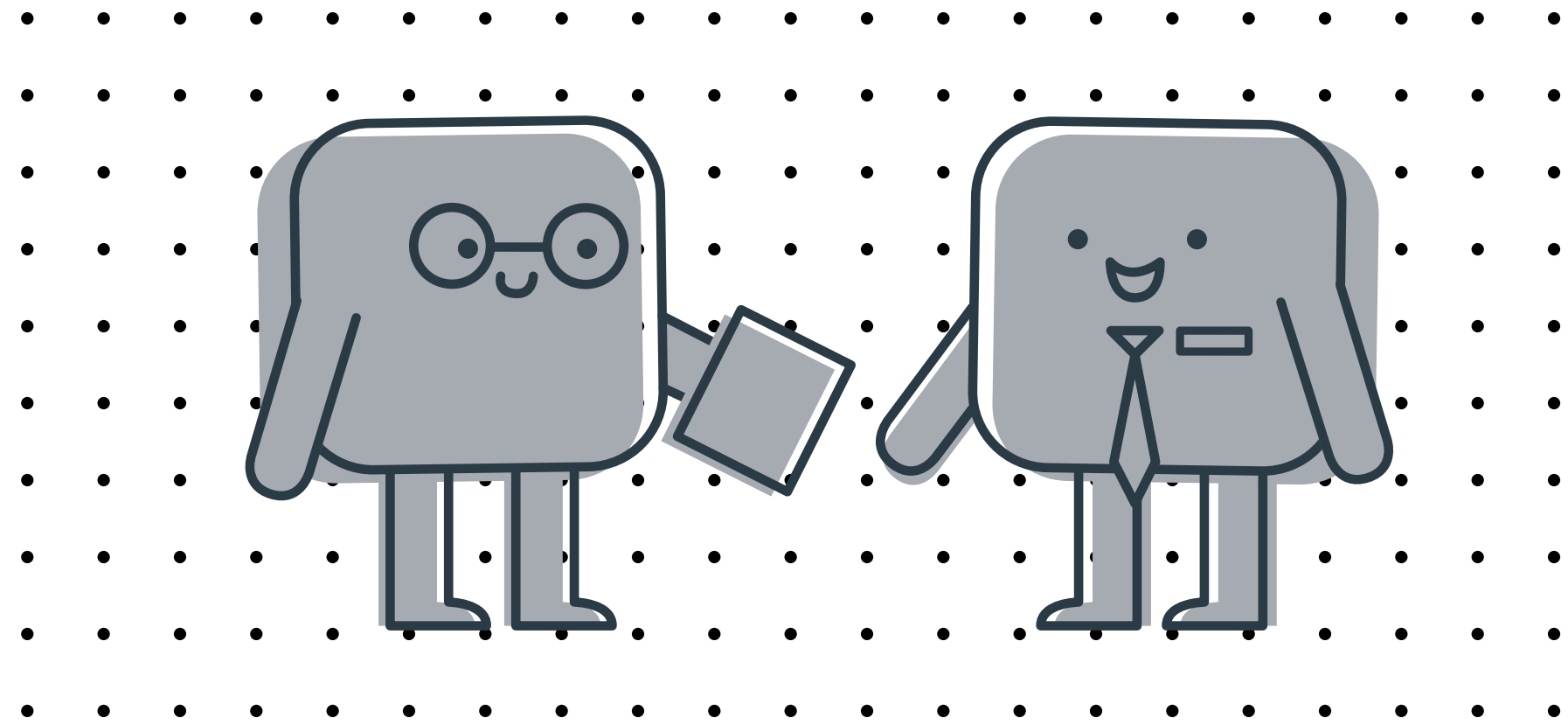


CiviEvent

**"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**

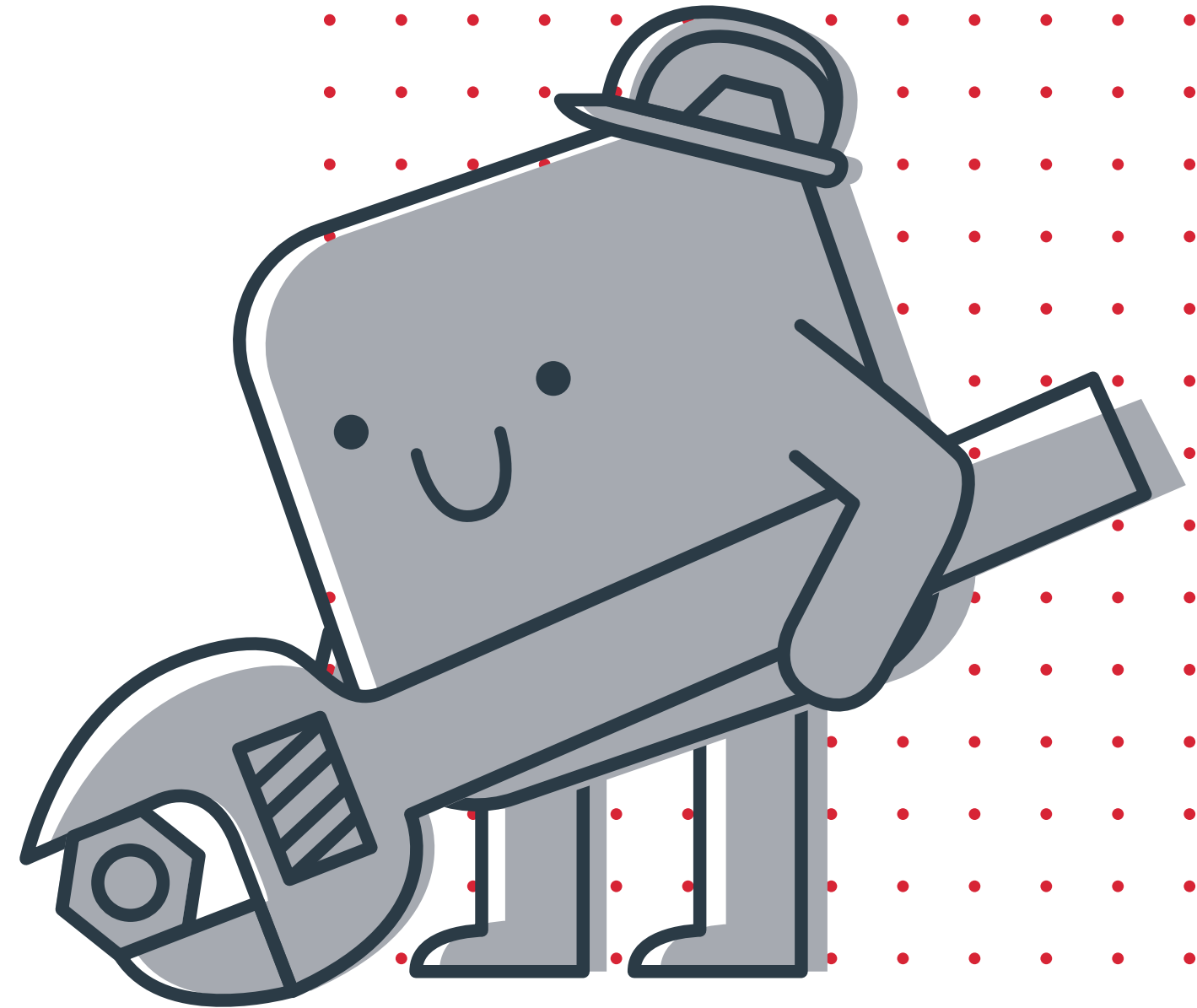
**9,776**

**registrations**



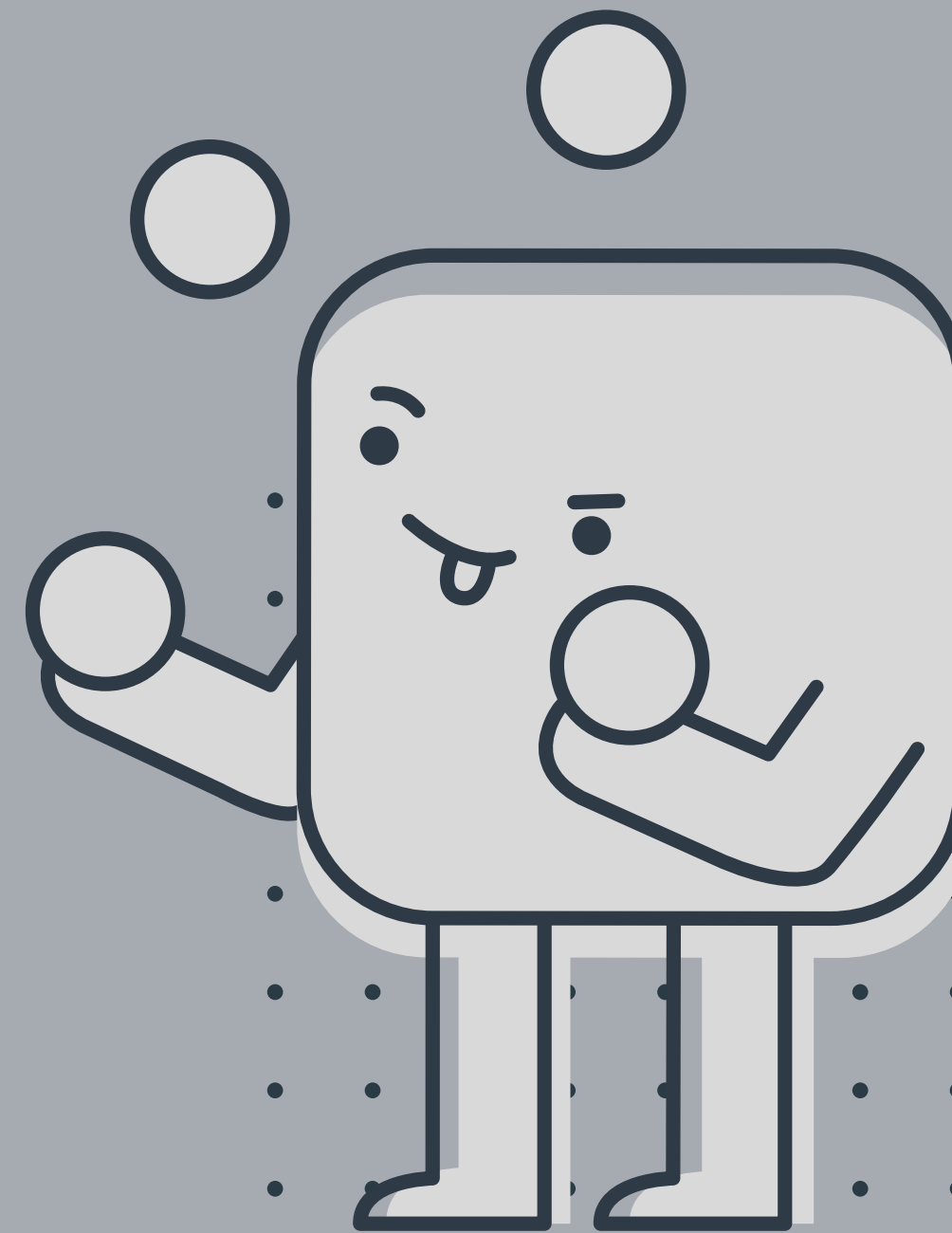
# Key features

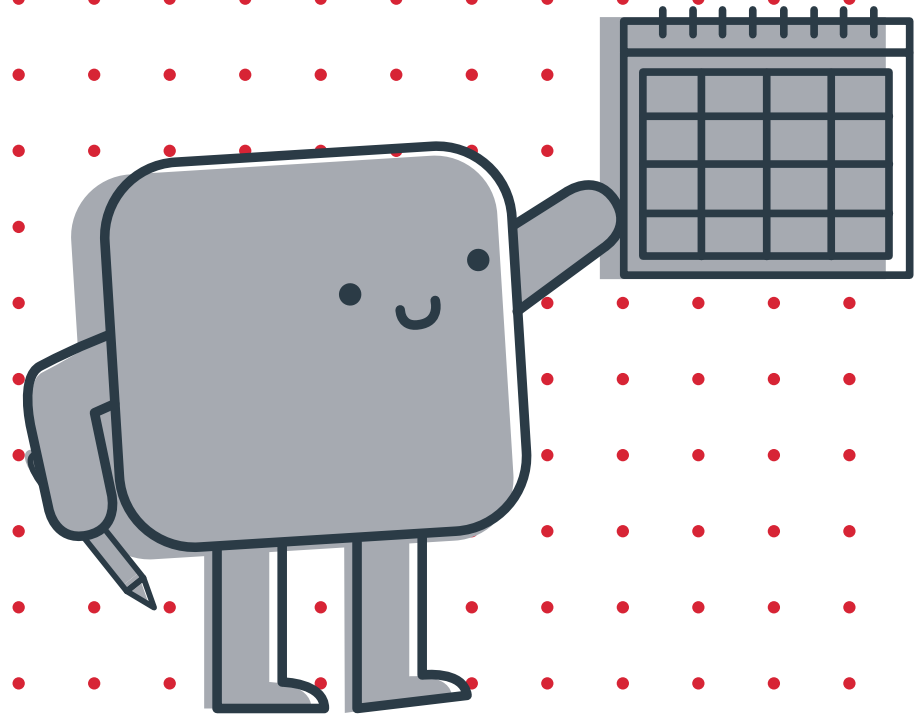
- **self-registration**
- **online payments**
- **tracking participant workflow  
(registered, cancelled, and  
attended)**
- **website promotion**
- **name badge printing**



# 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.

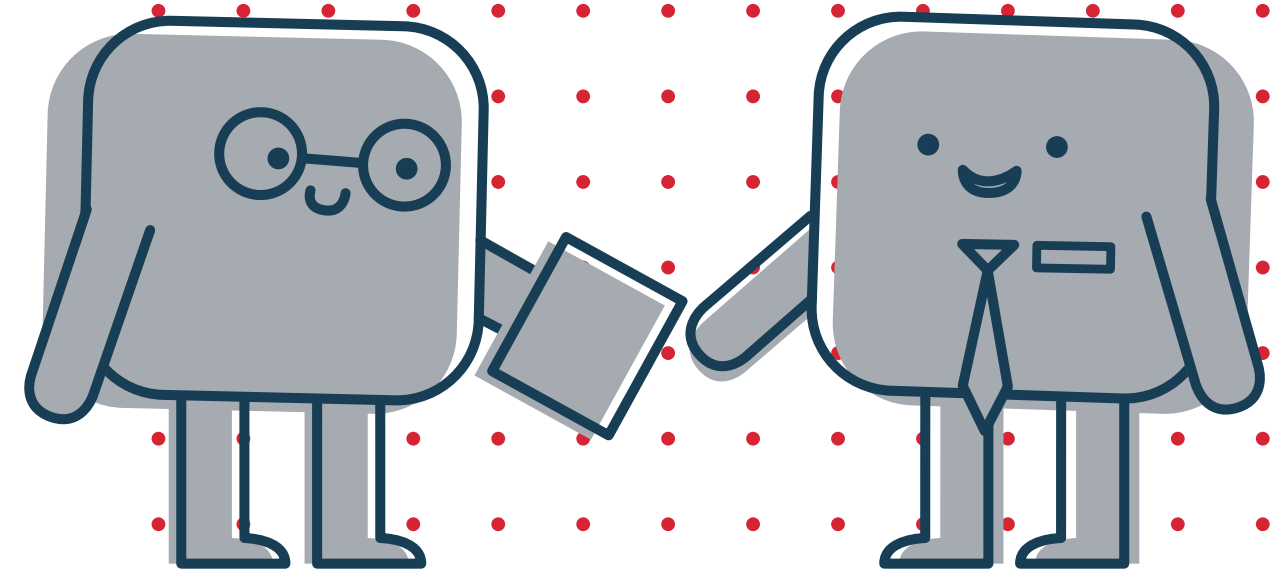
# Participant roles

All participant assigned a role **e.g.** attendee, speaker, crew

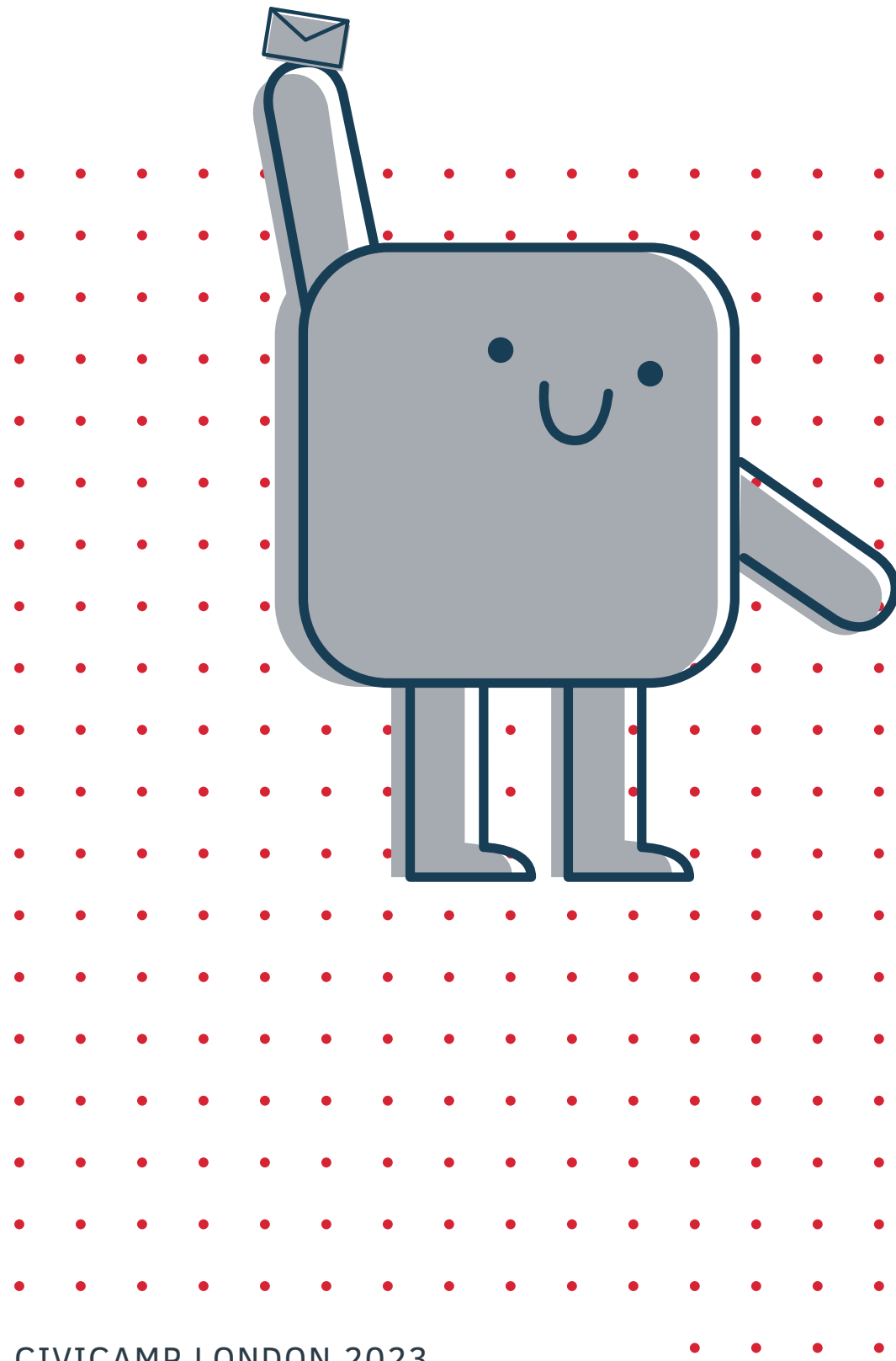
Roles can be

- customised
- counted / not-counted

Your custom fields can also apply only to specific roles **e.g.** delegates have a workshop allowcation



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# Participant status

## Allow you to ...

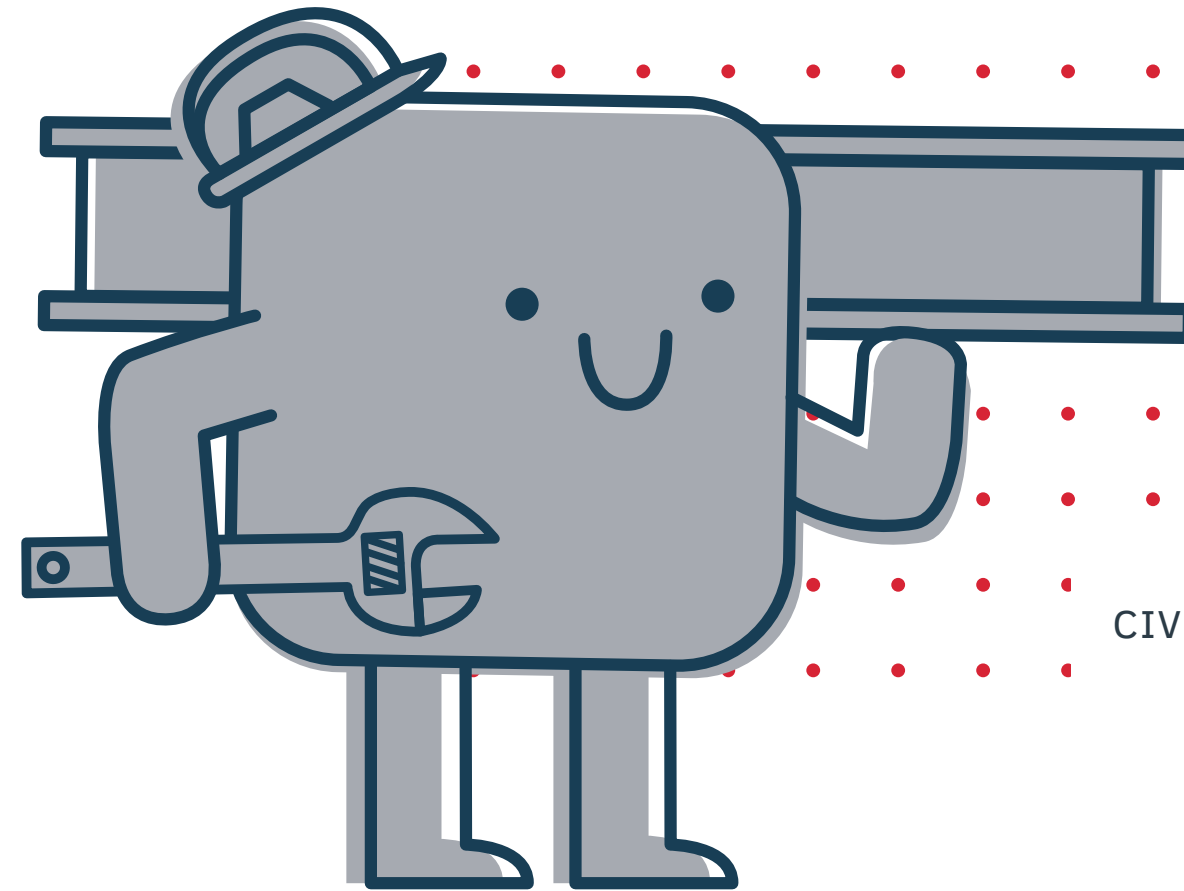
Track what stage the contact is in the event journey **e.g.** registered, attended or cancelled

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

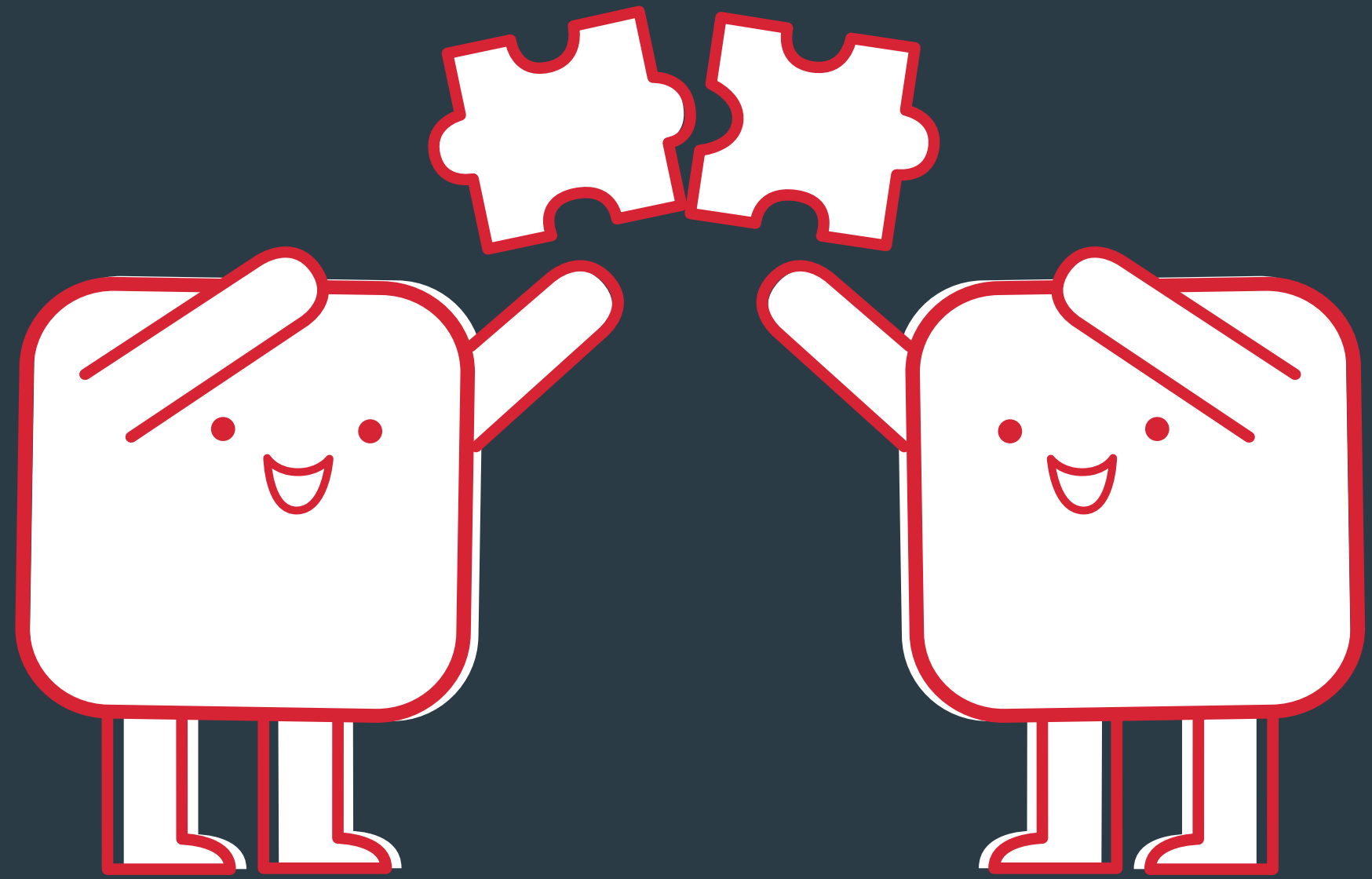
# Useful extensions

<https://civicrm.org/extensions>

- No Overwrite
- CiviDiscount
- CiviRules



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# Thanks!

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