

How to Create and Manage a WPS Event in WebCollect

Login to the WebCollect System at <https://webcollect.org.uk/winphotosoc>

This will present the following screen where at the top you will see the words Admin, click here (its highlighted here)

The screenshot shows the Winchester Photographic Society (WPS) WebCollect user interface. The header includes the WPS logo, the text "Winchester Photographic Society" with the website "www.winphotosoc.uk", a highlighted "Admin home" link, and the "Powered by WebCollect" logo. On the right, there are links for "Great Photographer: My home", "Sign out", and "Contact WINPHOTOSOC". A "My basket" link is also present.

The main content area is divided into several sections:

- Upcoming WINPHOTOSOC events:** Displays "02-11-2021 Autumn Lecture" with a "Details" link and a "Browse more upcoming events" button.
- My subscriptions:** Shows "current" subscriptions, including "Individual Renewing Member - Great Photographer" with an expiration date of "30-06-2022". It includes a "Manage / Renew my subscriptions" button and a "Join Here" link.
- Lists:** A section titled "I belong to" with links to "All Members", "Competitions", "Improvers", and "more ...". Below this, "Public lists" includes "Beginners Group", "Distinctions", "PAGB", and "more ...", each with a "View" link. A "View all" link is at the bottom.
- My profile:** A table showing user details:

Title	Great
First name	Great
Last name	Photographer
Email	dbevot@me.com
WebCollect id	574574
Unique id for WINPHOTOSOC	<not assigned>
Bank reference for WINPHOTOSOC	kmo5rcaew8

Links for "Edit", "Details", "Password", and "Addresses" are provided.
- Main Membership Form for Great Photographer:** A form with fields for:
 - GDPR Consent: Yes
 - Competition Class: Beginners
 - Mailing List: Yes
 - Groups: Beginners, Distinctions, Improvers 1, PAGB, Projects, Enhanced Reality
 - Facebook: No
 - Role in Society
 - Joined Society
 - Distinction: LRPS
 - Website: http://www.lilianhobbs.com
 - Camera: Sony
 - Equipment: Sony
 - Area of Interest: LandscapeAn "Edit" link is at the bottom right.

This will take you to the admin options available to you

The screenshot shows the 'Administrator home' page of the WebCollect system. The header includes the 'WebCollect' logo, a user profile icon, and the text 'Winchester Photogra...' followed by a link to 'Admin Home'. On the right, there are navigation links: 'Home', 'What is WebCollect?', 'Contact us', 'Help', 'Great Photographer: My home', and 'Sign out'. The main content area is titled 'Administrator home' and includes a 'Need Help?' link. It features three main sections: 'Emails / SMS sent' with a status message 'No emails or sms sent yet' and links for 'Compose', 'New email', and 'New sms'; 'My Events' with links for 'Bookings report' and 'Add new' (the latter is highlighted with a yellow box); and 'Lists' which is divided into 'I belong to' (listing 'All Members', 'Competitions', 'Improvers', and 'more ...' with 'View' links) and 'Public lists' (listing 'Beginners Group', 'Distinctions', 'PAGB', and 'more ...' with 'View' links). A 'View all' link is also present at the bottom of the 'Public lists' section.

You are interested in the My Events section where you can

- Create events
- Generate Booking Reports

Creating an Event

Click on *Add New* to create a new event and this screen will be displayed, its longer than the screenshot shown here

[Add new event >](#)

Event Event not live [Export bookings as CSV](#)

Category: Home

Name: Short Name:

[Less detail](#)

Description:

Path:

[Insert WebCollect Link](#)

Image:

Default logo

No file chosen

Documents

Please save the event before uploading documents.

Location:

Email Contact:

Accounting group:

Ticket msg: [Show](#)

First select the *Category* from the drop down list. If you need other categories created please let the membership secretary know

Event Event not live [Export bookings as CSV](#)

Category: Home

Name:

[Less detail](#)

Description:

Path:

Next complete the Description as it will appear in the Main list and a Description of the event

Enter the Location for detailed description of where to meet consider specifying that in the *Ticket msg* section

The event contact will default to your email address

[Add new event >](#)

Event

Event not live

[Export bookings as CSV](#)

Category Workshop

Name Astro Workshop

Short Name: ?

[Less detail](#)

B *I* U | [List Icons] | [Table Icon] | [Link Icon] | [Quote Icon] | A ▾ ab ▾ ABC ▾
Paragraph ▾ Styles ▾ [Font Color Icon] [Background Color Icon] [Image Icon] [Table Icon] [Text Box Icon] [Text Color Icon] [Text Background Color Icon] [Text Font Size Icon] [Text Bold Icon] [Text Italic Icon] [Text Underline Icon]

In the Astro Workshop we will cover

- Star Trails
- Aurora
- Milky Way

Path: p

[Insert WebCollect Link](#)

– Image



Choose file

No file chosen

Location ☒ Online

Email Contact Great Photographer

Accounting group

Documents ?

Please save the event before uploading documents.

Scroll the screen down to see more event options

If you click on *Ticket msg* a box expands where you can add a message to the booking email confirmation they receive. This can be useful for workshops where you might want to direct them to other material for the event or location information.

Don't worry about the *Options* link, you shouldn't need that its for more customisation.

For the Event you have many options to control how many tickets, when you want them to start selling, work your way through each option

Simple

Enter the date of the event and a brief description

Advanced

Allows you to specify the start and end time of the event. We don't use the code and tax class will always be Tax exempt

Capacity

Can limit how many tickets are sold

Selling and Dates

This provides the ability to enter the event but not start selling tickets until a certain date or define when no more tickets should be sold

Event date [Simple](#) [Advanced](#) [Capacity](#) [Selling](#)

Start date* [?](#)  Description [?](#) Sell from [?](#)  To [?](#)    Bookings

Price

In the price section you can create as many tickets as required by pressing the green plus button and for each ticket you can enter a description

Price £ * [?](#) for [?](#)  

[Less detail](#)  

Event Visibility

Its very important that the correct boxes are ticked , please follow these guidelines and click the first 3 boxes, Published, Public and Members Only

The Open Event option allows non-members to purchase a ticket

Published ☒ [?](#) Public ☒ [?](#) Members only ☒ [?](#) Open event ☐ [?](#) Admins can buy outside date range ☐ [?](#)

[Save](#) [Cancel](#)

Then press the SAVE button to save the event . The event is now created and will appear on your admin page

As the event is being entered a preview of the ticket is shown underneath the save button

Preview

Star trails
Aurora
Milky Way

Location: Online

Contact: [Great Photographer](#)

Select type

Description	Type	Price
Test Astro Workshop	Standard ticket	£5 <input type="radio"/>
	Visitor ticket	£10 <input type="radio"/>

Date 02-08-2021
Start time 10:30
End time 16:30
Places available 8

Number of tickets

WebCollect

Admin Event Page

The event now appears on your admin page in the *My Events* section

The screenshot shows the 'Administrator home' dashboard. At the top, there's a header with the 'WebCollect' logo, the 'Winchester Photographic Society' logo, and a link to 'Admin Home'. The main content area is divided into two sections. The left section, 'Emails / SMS sent', lists three draft emails with their subjects and 'Edit' links. The right section, 'My Events', shows an event titled '02-08-2021 - Astro Workshop' with an 'Edit' link and links for 'Bookings report' and 'Add new'. At the bottom of the email section are links for 'Compose', 'New email', 'New sms', and 'View all'.

Administrator home			
Emails / SMS sent		My Events	
	Draft...	[no subject]	Edit
	Draft...	Demo Email	Edit
	Draft...	[no subject]	Edit
Compose New email New sms View all			
		02-08-2021 - Astro Workshop Edit	
		Bookings report Add new	

To amend the event press the *Edit* link

To create another event press the *Add new* link

The Booking Process

A member will see the event when they login and can book a place. They click on the *Details* link and that takes them to the booking process where they specify the ticket and will receive a confirmation email along with details of how to pay by bank transfer. It's the same format as used when you renew a subscription.

At the moment the only payment method I have enabled is Bank Transfer. I am trying to avoid paypal as it's not easy to reconcile and there could be other tax implications if we put too much business through paypal.

The screenshot shows the front-end of the Winchester Photographic Society website. The header includes the society's logo, name, and website URL, along with the 'Powered by WebCollect' logo and user information for Lilian Hobbs. The main content area is split into two columns. The left column, 'Upcoming WINPHOTOSOC events', lists three events with 'Details' links and a 'Browse more upcoming events' button. The right column, 'My profile', displays the user's personal information.

Winchester Photographic Society		Powered by WebCollect		Lilian Hobbs: My home Sign out	
www.winphotosoc.uk				Contact WINPHOTOSOC	
				My basket	
Upcoming WINPHOTOSOC events					
02-08-2021 Astro Workshop			Details		
11-08-2021 Committee Meeting			Details		
18-08-2021 Projects Group Meeting			Details		
Browse more upcoming events					
My profile					
Title		Dr			
First name		Lilian			
Last name		Hobbs			
Email		me@lilianhobbs.com			
WebCollect id		567656			
Unique id for WINPHOTOSOC		not assigned			

Booking Report

From your admin page you can get a booking Report

It lists every event you have running and who has booked tickets. The report can be limited by date range so you can only view say an upcoming event.

The screenshot shows the 'Date range booking Report' page in the WebCollect admin interface. The header includes the WebCollect logo, a user profile icon, and navigation links for 'Winchester Photogra...' and 'Admin Home'. A top navigation bar contains links for 'Home', 'What is WebCollect?', 'Contact us', 'Help', 'Great Photographer: My home', and 'Sign out'. The main content area is titled 'Date range booking Report' with a 'Need Help?' link. Below the title is a 'Date range' section with input fields for 'Start date' (30-07-2021) and 'End date' (30-07-2022), each with a calendar icon. To the right of these fields are links for 'Today - Fri', 'Tomorrow - Sat', 'The day after - Sun', 'Previous month', 'Previous 2 months', 'Previous 3 months', 'Next month', 'Next 2 months', 'Next 3 months', 'Next 6 months', and 'Next 12 months'. Below the date range section are buttons for 'Run report' and 'Export as CSV'. The report title is 'Astro Workshop - Test Astro Workshop 02-08-2021', with a status 'Unpaid in red' and a 'Print' link. Below the title is a summary: '0 + 1 unpaid = 1 bookings from 8 (7 remaining)'. A table follows with columns: '#', 'Purchased by', 'Price type', and 'Payment Method'. The table contains one row: '# 1', 'Purchased by Lilian Hobbs', 'Price type Standard ticket', and 'Payment Method Bank transfer'. The status 'Unpaid in red' is repeated at the bottom right of the table.

#	Purchased by	Price type	Payment Method
1	Lilian Hobbs	Standard ticket	Bank transfer

There is much more you can do which I am sure you will find very useful managing your event. Click on the event name and this screen is now shown

The screenshot shows the 'Booking report' page for the 'Astro Workshop' event. The header is identical to the previous screenshot. The main content area is titled 'Booking report' with a 'Need Help?' link. Below the title is a section for 'Astro Workshop' with a 'Back to event' link and buttons for 'Other dates' and 'Back to bookings report'. Below this is a section for 'Test Astro Workshop 02-08-2021' with a status 'Unpaid in red' and a 'Print' link. Below the title is a summary: '0 + 1 unpaid = 1 bookings from 8 (7 remaining)'. A table follows with columns: '#', 'Purchased by', 'Price type', and 'Payment Method'. The table contains one row: '# 1', 'Purchased by Lilian Hobbs', 'Price type Standard ticket', and 'Payment Method Bank transfer'. Below the table are buttons for 'With ticked members', 'Email...', 'Sms...', 'Add to list...', 'Download...', and 'export all as CSV'. Below the table is a section titled 'Print a Booking Summary' with a description: 'Tick any additional form information you want to include in the booking summary. If you want to print some extra columns (e.g. space for the member to sign a register), add a column (fill in the box to give it a name)'. Below this are checkboxes for 'Purchased by', 'Price type', and 'Payment method', all of which are checked. Below the checkboxes is a link 'Add extra Column' and a button 'Print summary'.

#	Purchased by	Price type	Payment Method
1	Lilian Hobbs	Standard ticket	Bank transfer

You can see who has booked and whether they have paid. Unpaid is red and when the Treasurer receives the payment it will be marked as paid.

A very useful feature is the ability to email everyone attending the event. Simply click the box on the left and each name will be checked, then select email from the drop down list and create an email as described in the email how to guide.

A booking summary is also available which can be printed