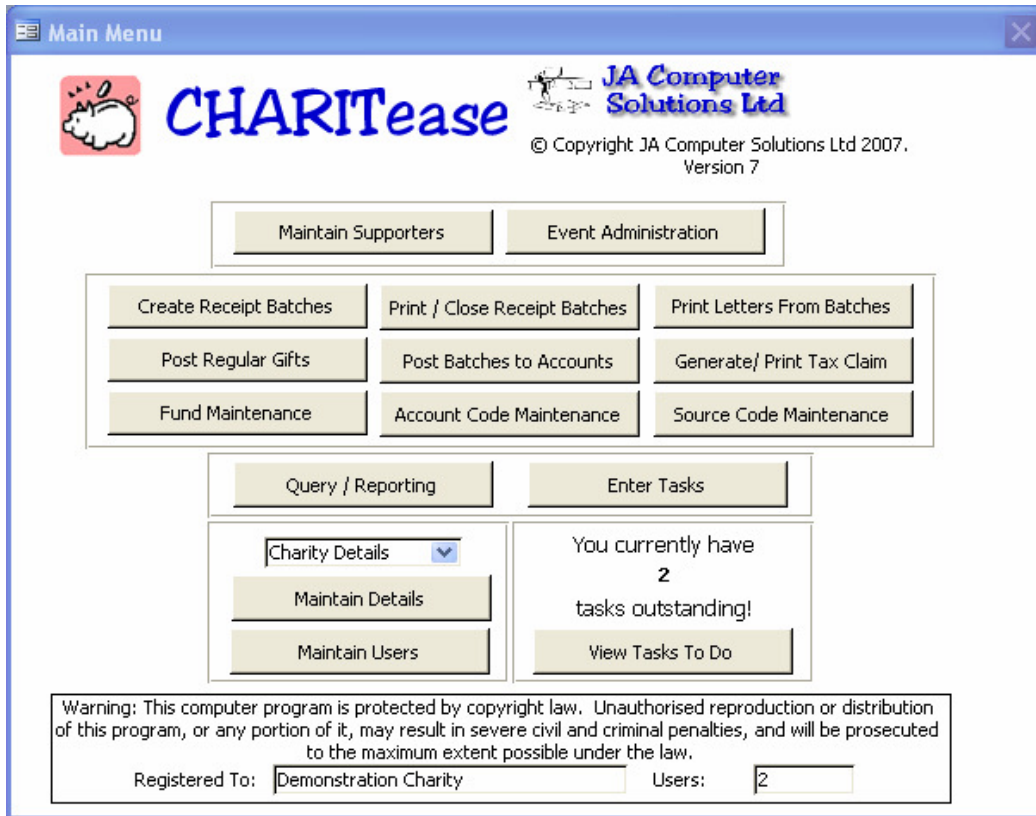


CHARITease Events Module



Enter the events module by clicking the **Event Administration** button from the main menu; the following screen will be displayed:

The screenshot shows a software window titled "Analysis Code Entry" with a search bar at the top. Below the search bar are tabs for "Main Details", "Event Details", "No Reply", "Accepted", "Declined", "Tasks", and "Stock". The "Main Details" tab is active, displaying the following information:

- Name: [Dropdown menu]
- Event ID: JAZZ03
- Event Name: Jazz Jamboree 2003
- Date Started: [Calendar icon]
- Date Closed: [Calendar icon]
- Event: [Bar chart icon] [Envelope icon] [Checkmark icon] [Refresh icon]
- Where It Went: [Text field]
- Mailing Date: [Text field]
- Total Mailed: 100 Target: £3,000.00 Percentage response: 6
- Total Cost: £2,500.00 Profit: £500.00
- Giltailable:

Below the main details are two summary tables:

Response Totals:	
[Dropdown]	3
Accepted	4
Declined	1
No Reply	2957

Ticket Totals	
Number of Tickets Sold:	5
Total Amount Charged:	£300.00
Total Amount received:	£100.00

At the bottom of the window, it says "Record: 1 of 5" with navigation icons.

The screen is split into two sections; the top section allows you to easily find any event by entering the name of the event and choosing it from the drop down list.

The main details tab shows the basic details of the event, including the date the event is to start, the end date, mailing information and any targets for income.

Displayed on the main details page are the response totals to the event, there are three categories 'No Reply' / 'Accepted' / 'Declined'.

Also displayed are the number of tickets that have been sold, the amount charged and the amount received.

By clicking the 'Event Details' tab, the following screen is displayed:

The screenshot shows the 'Analysis Code Entry' window with the 'Event Details' tab selected. The window contains the following fields and data:

Name: []

Main Details | **Event Details** | No Reply | Accepted | Declined | Tasks | Stock

Venue: [] Completed

Capacity: [] Financial Capacity: []

Event Date: 17/03/2004 Day of Week: Thursday

Start Time: 10:00 End Time: 14:00 Co-ordinator: Mr A Owen - tel 03589458485 94 8594

Ticket Price: £10.00 Tickets Available: 200

EXPENSES

Date	Expense Description	Amount
01/10/2004	tickets	£2,000.00
01/11/2004	band	£500.00
		£0.00
TOTAL:		£2,500.00

Record: 1 of 5

Further details relating to the event can be entered including the ticket price, co-ordinator details and start and end times.

Also displayed on this tab is a breakdown of the expenses incurred in running the event. With a total displayed which is transferred to the 'Main Details' tab to generate an overall total.


By clicking the 'No Reply' tab, the following screen is displayed:

The screenshot shows the 'Analysis Code Entry' window with the 'No Reply' tab selected. The window contains a table with the following data:

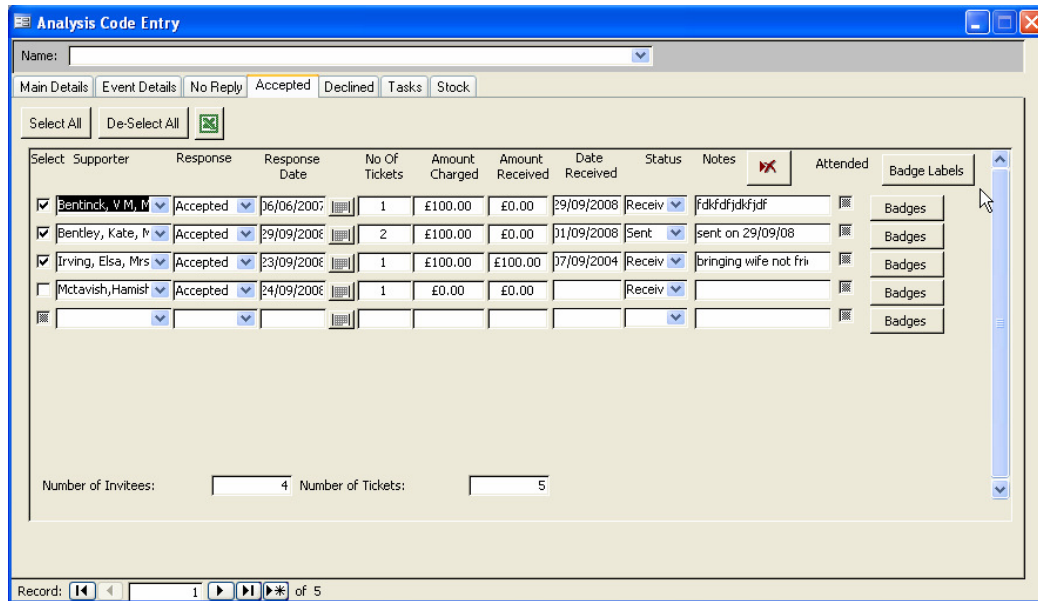
Select	Supporter	Response	Response Date	No Of Tickets	Amount Charged	Amount Received	Date Received	Status	Notes
<input checked="" type="checkbox"/>	Bentley, Sarah	No Reply		0	£0.00	£0.00			
<input checked="" type="checkbox"/>	Benton, J C, Mr	No Reply		0	£0.00	£0.00			
<input checked="" type="checkbox"/>	Berlis, Victoria, M	No Reply		0	£0.00	£0.00			
<input checked="" type="checkbox"/>	Bernath, Antoni	No Reply		0	£0.00	£0.00			
<input checked="" type="checkbox"/>	Berner, Elizabeth	No Reply		0	£0.00	£0.00			
<input checked="" type="checkbox"/>	Bernthal, Elizabe	No Reply		0	£0.00	£0.00			
<input checked="" type="checkbox"/>	Berridge, , Mr &	No Reply		0	£0.00	£0.00			
<input checked="" type="checkbox"/>	Berridge, Anne-f	No Reply		0	£0.00	£0.00			
<input checked="" type="checkbox"/>	Berry, M W, Mr (No Reply		0	£0.00	£0.00			

Number of Invitees: 2957


Record: 1 of 5


Supporters are either added to the 'No Reply' section by the query / reporting module or can be added individually. All supporters for an event start in this category. By clicking the  button, the list can be exported to Microsoft Excel.

By clicking the 'Accepted' tab, the following screen is displayed:



Once a supporter has accepted the invitation to the event, their status is changed to 'Accepted'. They then move into the 'Accepted' tab. Enter further details if the supporter, including the number of tickets purchased, the amount and any notes.

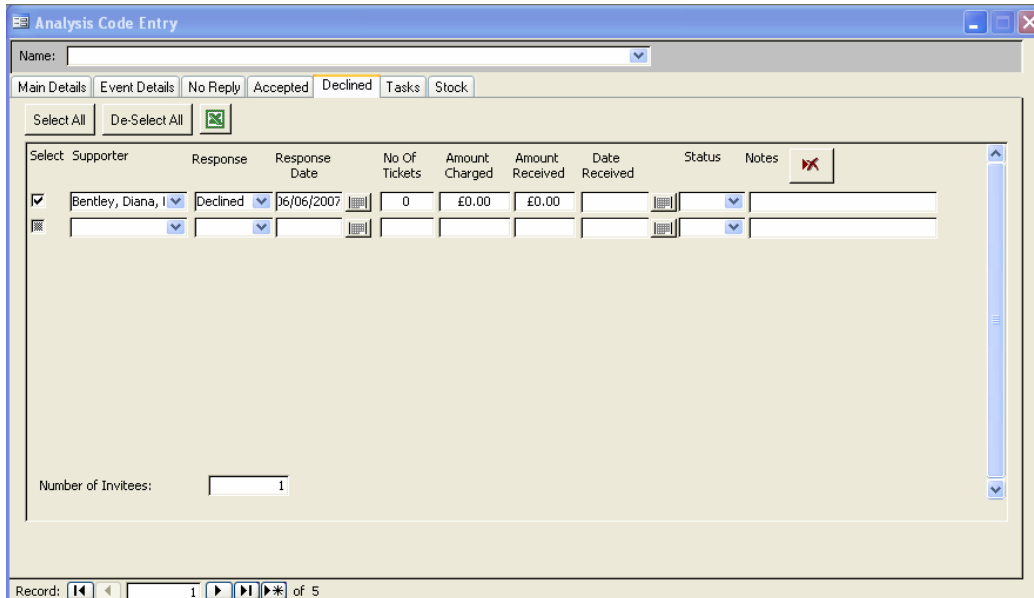
By clicking the  button, the list can be exported to Microsoft Excel.

The system will also generate badges by clicking the  button; the following screen will be displayed:



The mail name of the supporter is entered by default, and any further guests of this supporter can be added, so that badge labels can be printed before the event.

By clicking the 'Declined' tab, the following screen is displayed:



The screenshot shows a software window titled "Analysis Code Entry". At the top, there is a "Name:" field with a dropdown arrow. Below this are several tabs: "Main Details", "Event Details", "No Reply", "Accepted", "Declined", "Tasks", and "Stock". The "Declined" tab is currently selected. Under the tabs are two buttons: "Select All" and "De-Select All", followed by a green checkmark icon. The main area contains a table with the following columns: "Select", "Supporter", "Response", "Response Date", "No Of Tickets", "Amount Charged", "Amount Received", "Date Received", "Status", and "Notes". The first row is selected with a checkmark in the "Select" column. The "Supporter" column contains "Bentley, Diana, I". The "Response" column contains "Declined". The "Response Date" column contains "06/06/2007". The "No Of Tickets" column contains "0". The "Amount Charged" column contains "£0.00". The "Amount Received" column contains "£0.00". The "Date Received" column is empty. The "Status" column contains a dropdown menu with a blue arrow. The "Notes" column contains a text input field with a red 'X' icon to its right. Below the table, there is a "Number of Invitees:" label and a text input field containing the number "1". At the bottom of the window, there is a "Record:" label followed by navigation icons and the text "1 of 5".

Select	Supporter	Response	Response Date	No Of Tickets	Amount Charged	Amount Received	Date Received	Status	Notes
<input checked="" type="checkbox"/>	Bentley, Diana, I	Declined	06/06/2007	0	£0.00	£0.00			
<input type="checkbox"/>									

Once a supporter has declined the invitation to the event, their status is changed to 'Declined'. They then move into the 'Declined' tab.

The event details are then stored against their record so that you can always see that they were invited, but declined to attend.

You can create a mailing list for an event from a previous event, by marking the Supporter as declined, they will NOT be transferred to the new event, and only 'ACCEPTED' supporters will be transferred.

By clicking the 'Tasks' tab, the following screen is displayed:

The screenshot shows a software window titled "Analysis Code Entry". At the top, there is a "Name:" field with a dropdown arrow. Below it are several tabs: "Main Details", "Event Details", "No Reply", "Accepted", "Declined", "Tasks" (which is selected), and "Stock". The main content area is a table with the following columns: "Task", "Contact Date", "Contact Time", "Taken By", "Notes", "Task to do", "Date Req", and "Time Req".

Task	Contact Date	Contact Time	Taken By	Notes	Task to do	Date Req	Time Req
Telephone	06/06/2007	16:29	Admin	telephone the band	Telephone	06/06/2007	18:00
				View Full Task Details		Status: Outstanding	
Letter	09/04/2007	20:40	Admin	another test	Letter	09/04/2007	10:00
				View Full Task Details		Status: Outstanding	

At the bottom of the window, there is a record counter: "Record: 1 of 5" with navigation icons for first, previous, next, and last records.

Full tasks can be entered utilising the task manager built in to CHARITease so that reminders of tasks can be generated and acted upon accordingly. All tasks can be viewed at any time relating to the event. (E.g. meet the band)

By clicking the 'Stock' tab, the following screen is displayed:

The screenshot shows a software window titled "Analysis Code Entry". At the top, there is a "Name:" field with a dropdown arrow. Below this is a tabbed interface with tabs for "Main Details", "Event Details", "No Reply", "Accepted", "Declined", "Tasks", and "Stock". The "Stock" tab is active. The main area contains a table with the following data:

Stock Item	Description	No Sold	Price	Total
LTSHIRT	Large T-Shirt	1	£15.00	£15.00
P&P	Postage	1	£100.00	£100.00

At the bottom right of the table area, there is a "Goods Total:" label followed by a text box containing "£115.00". At the very bottom of the window, there is a record navigation bar showing "Record: 1 of 5" with navigation icons.

You can enter full details of any stock that has been taken to the event and sold, with the system giving you a total of the goods sold.