SYSTEMS TRAINING 8

SETTING UP YOUR EVENTS

INSIDE YOU'LL FIND

Everything you need to know about creating and navigating your Event
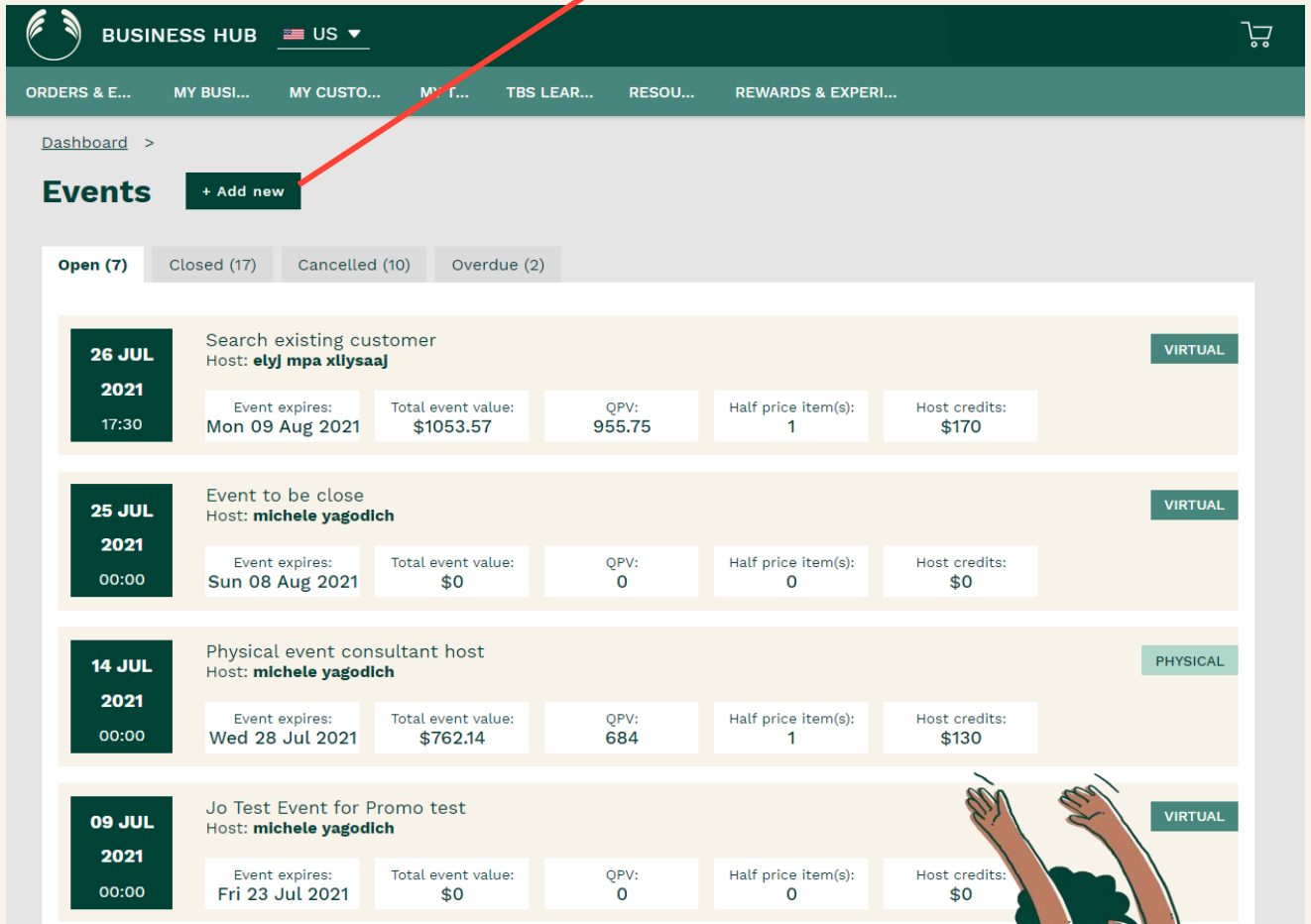
NOW DISCOVER THE TRAINING!

CREATING AN EVENT

How To Create An Event

1. To Create a new Event, Select **'+ Add new'** on the Events Listing Page

BUSINESS HUB 🇺🇸 US ▼

ORDERS & E...   MY BUSI...   MY CUSTO...   MY T...   TBS LEAR...   RESOU...   REWARDS & EXPERI...
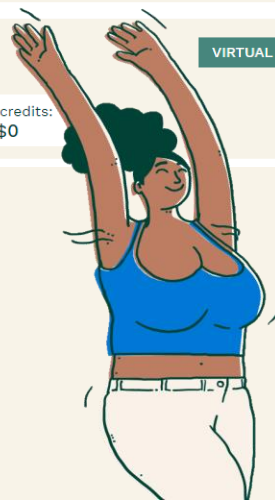
Dashboard >

Events   + Add new

Open (7)   Closed (17)   Cancelled (10)   Overdue (2)

26 JUL 2021 17:30	Search existing customer Host: **elyj mpa xliysaaj**				VIRTUAL
	Event expires: Mon 09 Aug 2021	Total event value: $1053.57	QPV: 955.75	Half price item(s): 1	Host credits: $170

25 JUL 2021 00:00	Event to be close Host: **michele yagodich**				VIRTUAL
	Event expires: Sun 08 Aug 2021	Total event value: $0	QPV: 0	Half price item(s): 0	Host credits: $0

14 JUL 2021 00:00	Physical event consultant host Host: **michele yagodich**				PHYSICAL
	Event expires: Wed 28 Jul 2021	Total event value: $762.14	QPV: 684	Half price item(s): 1	Host credits: $130

09 JUL 2021 00:00	Jo Test Event for Promo test Host: **michele yagodich**				VIRTUAL
	Event expires: Fri 23 Jul 2021	Total event value: $0	QPV: 0	Half price item(s): 0	Host credits: $0

CREATING AN EVENT

How To Create An Event

LET'S SUCCEED!

2. You will then be directed to the **'Add a new event'** screen

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ORDERS & E...   MY BUSI...   MY CUSTO...   MY T...   TBS LEAR...   RESOU...   REWARDS & EXPERI...
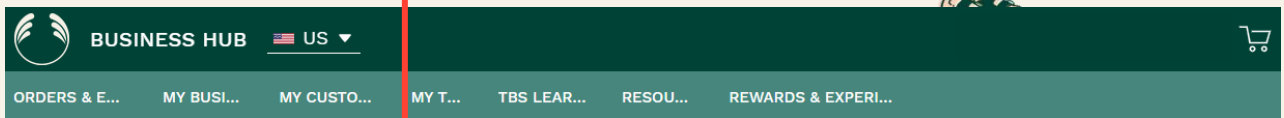
Add a new event

Date of event *

9   Jul   2021 📅

3. Here you can select the Date & Time of your Event

Timings
Start   Time zone   Duration

12:00 am   EST (GMT-5)   0.5 hrs   Start: 12:00am   End: 12:30am

Name of event
This text should provide guidance on what to call your event

4. Here you can type the Name of Event e.g. 'Saturday Night Event'

Event expiration date
Orders won't be taken after this date - This cannot be changed
23 Jul 2021

Type of event

◉ Physical (e.g. in somebodies home)

◯ Virtual (e.g. online via facebook live)

5. Then you select the Type of event, either **Physical** (face to face) or **Virtual** (Online)

CREATING AN EVENT

How To Create An Event

6. You can select whether you will be hosting the event or whether a customer will be hosting

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ORDERS & E...   MY BUSI...   MY CUSTO...   MY T...   TBS LEAR...   RESOU...   REWARDS & EXPERI...

Event host

Who's going to be hosting the event?

○ I'm hosting it myself

◉ A customer

Search for existing customer

| John Doe | Go |

or create a new customer

7. If a customer is hosting, you can search for an existing customer that has previously registered with you personally or add the details if it is a new customer who is going to be hosting your event.

Event venue

Please start typing the address *

e.g Arcatia avenue

or manually enter your address

Cancel   Create event

8. Here you can search for the event address if it is a physical address so this can be added to the Event details

If you cannot find the address then you can enter this manually

9. Select 'Create Event' once you are happy with the details entered

CREATING AN EVENT

Viewing your Created Event

You will be presented with the Events page. This will show details of the Event including the Event Metrics and orders made on the Event website or made by yourself

Here you will be able to perform certain Event Actions including; Edit the Event*, Close the Event, Cancel the Event

*You can only edit an event that is set for a future date and where no orders have yet been made

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ORDERS & E...   MY BUSI...   MY CUSTO...   MY T...   TBS LEAR...   RESOU...   REWARDS & EXPERI...

Dashboard > Events

Test Event   OPEN   EVENT ACTIONS ▼

📅 Thu 15 Jul 21   🕐 00:00 to 00:30 (GMT-5) (0.5 hrs)   🖥 Virtual

🌐 https://preprod-consultant.thebodyshop.com/en-us/myshop/micheleyagodich/event/28579   Copy to clipboard

Event metrics

Total event value	QPV	Half price item(s)	Host credits
$0.00	0	0	$0.00

▼ **Orders** (0)   + Host order   + Customer order

Event expires: **Thu 29 Jul 2021**

▼ **Host details**

michele yagodich

E: ypiyxjki4@TBS.thebodyshop.com
T: 8141239999

The White House 1600 Pennsylvania Avenue, Nort West,
WA,
20500

Here you can see the Host details of the event including their contact details and address of where the Event is taking place.

A personalised website link is created alongside each Event you create to share with everyone. It is also great to share this with your host so they can share this with their wider network. Even if people cannot attend the actual Event, they can still place an order regardless! This link can be shared as soon as the event is set up and orders can be place even before the event start date.

Any orders made through this website will be linked to your event and will appear in the order section. These orders will count towards the Event metrics

THE BODY SHOP

NEXT UP:

CREATING A CUSTOMER
EVENT ORDER