



**SYSTEMS TRAINING 7**



**MANAGING  
YOUR  
EVENTS**

# INSIDE YOU'LL FIND



Everything you need to know about accessing and navigating the Events page & viewing a created Event

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# EVENTS PAGE

## Accessing The Events Page



1. Access Events by selecting the 'Order & Events' Mega Menu Option

The screenshot shows the Business Hub interface. At the top, there is a navigation bar with the following options: ORDERS & EVENTS, MY BUSINESS, MY CUSTOMERS, MY TEAM, TBS LEARNING, RESOURCES, and REWARDS & EXPERIENCES. Below this, a sub-menu is visible with 'Orders', 'Events', and 'Inventory updates'. A red arrow points to the 'Events' option. A dark green box with white text is overlaid on the 'Events' option, containing the text: '2. To Enter the Events page. Select 'Events' in the drop down menu'. The main content area displays various metrics and news items, including 'Personal volume (PV) 140 /2250', 'Product credits achieved 0 /350', and 'Day 15 /90'. There are also four progress indicators for Level 1 (25 Product credits, 41%), Level 2 (75 Product credits, 9%), Level 3 (100 Product credits), and Level 4 (150 Product credits). On the right side, there is a 'Business News' section with several articles, including 'Uat Test', 'Momentum Attendee Exclusive Bundles Now Available!', and 'Product Allocated For May Activity Booster Achievers!'.



# EVENTS PAGE

## Navigating The Events Page

All events that you have created will be shown on the 'Events' Page

Events will be grouped by tabs into the following categories:

### Open Events

Once an event is created and 'open' orders can be placed. This is great for you and your business as orders can be placed before/during & after the event

### Closed Events

In order to close an event, a Host Reward order must be placed where applicable or it will become 'overdue'

### Cancelled Events

Events can only be cancelled if the Event hasn't started yet and where no orders have been placed

### Overdue Events

The event link will become inactive once overdue (14 days after the start of the event). Again a Host Reward order must be placed to close the event

The screenshot shows the 'Events' page in a Business Hub interface. The page has a navigation bar with 'BUSINESS HUB' and a dropdown for 'US'. Below the navigation bar are tabs for 'ORDERS & E...', 'MY BUSI...', 'MY CUSTO...', 'MY T...', 'TBS LEAR...', and 'RE'. The 'Events' section is active, showing a '+ Add new' button and four event status tabs: 'Open (7)', 'Closed (17)', 'Cancelled (10)', and 'Overdue (2)'. A red dashed box highlights the first event card, which is for '26 JUL 2021' at '17:30'. The event details include: 'Search existing customer', 'Host: elyj mpa xtlysaaj', 'Event expires: Mon 09 Aug 2021', 'Total event value: \$1053.57', 'QPV: 955.75', 'Half price item(s): 1', and 'Host credits: \$170'. The event is marked as 'VIRTUAL'. Below this are three more event cards: '25 JUL 2021' (Event to be close, Host: michele yagodich, expires Sun 08 Aug 2021, value \$0, QPV 0, 0 half price items, \$0 credits, VIRTUAL), '14 JUL 2021' (Physical event consultant host, Host: michele yagodich, expires Wed 28 Jul 2021, value \$762.14, QPV 684, 1 half price item, \$130 credits, PHYSICAL), and '09 JUL 2021' (Jo Test Event for Promo test, Host: michele yagodich, expires Fri 23 Jul 2021, value \$0, QPV 0, 0 half price items, \$0 credits, VIRTUAL). Red arrows point from the text boxes to the event cards.

A short summary of the event details will be shown here

To go into the event, select anywhere in the box



# EVENTS PAGE

## Viewing A Current Or Past Event

Here you will see the date, time and type of event including the **Personal Website Shopping (PWS)** link that can be shared with Host and guests as soon as the event is created so they can start placing orders before the event takes place!

This drop down will enable you to perform event actions such as:

- Edit the Event
- Close the Event
- Cancel the Event

The screenshot shows the Business Hub interface for viewing an event. The top navigation bar includes 'BUSINESS HUB' and a dropdown for 'US'. Below the navigation, there are tabs for 'ORDERS & E...', 'MY BUSI...', 'MY CUSTO...', 'MY T...', 'TBS LEAR...', 'RESOU...', and 'REWARDS & EXPERI...'. The main content area is titled 'Dashboard > Events' and features a search bar for existing customers, an 'OPEN' button, and an 'EVENT ACTIONS' dropdown menu. The event details section shows the date 'Mon 26 Jul 21', time '17:30 to 19:30 (GMT-5) (2 hrs)', and type 'Virtual'. A URL for the event is provided, along with a 'Copy to clipboard' button. The 'Event metrics' section displays four key values: Total event value (\$1053.57), QPV (955.75), Half price item(s) (1), and Host credits (\$170.00). The 'Orders (7)' section shows a list of orders, including one for 'ORDER: 260751' with a 'Sub total' of \$20.00. The 'Host details' section provides contact information for the host, including their name, email, phone number, and address.

Here you will find the details of your Host

Here you will see a snapshot of the Event metrics, this will allow you to track the progress of the event and can update the host on their eligible Host Rewards and the QPV/Event Value you need to hit for them to earn even more rewards! This will help encourage your host to re-share the link to drive your event sales

Orders that have either been placed via your **Personal Website (PWS)** for that event or orders you have manually placed will be shown here



