



Dining - Special Events

2017 - Summer Edition

User Guide - Table of Contents

[Overview](#)

[Use Case](#)

[Accessing the Tool](#)

[Creating a Special Event](#)

[Creating a Calendar Event](#)

[FAQs](#)

[Best Practices](#)

Overview

Within the Dining Admin Dashboard, you may set up **Special Events** that members are able to register for.

Use Case

- **Special Event Dinner**
- **Holiday Dinners**

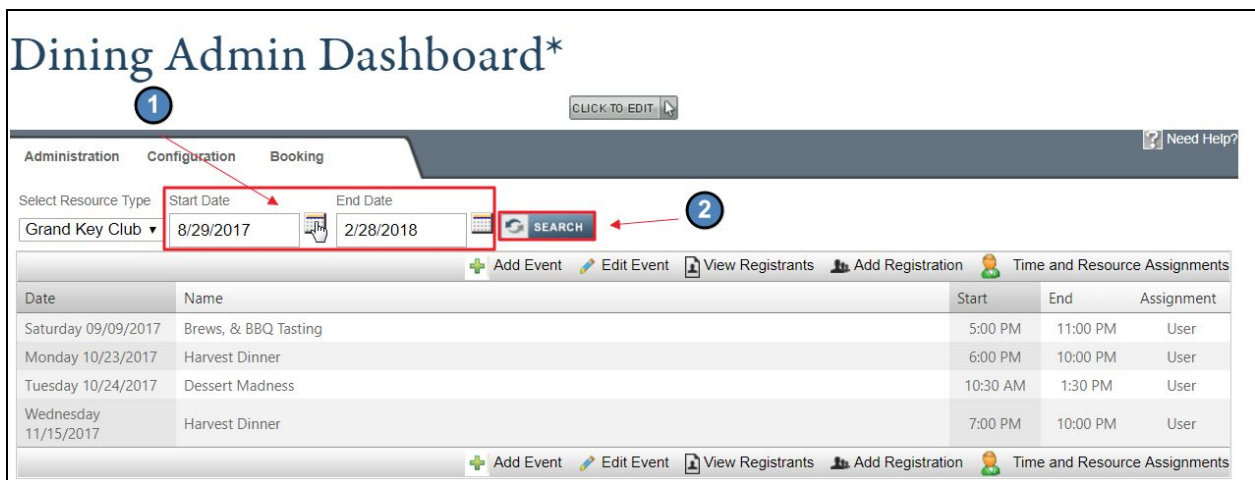
Accessing the Tool

Within the **Dining Admin Dashboard**, hover over **Administration** and click **Special Events**.



The **Special Events** tool will list all upcoming events created within the next **6 months**.

You can change the time range by using the **Datepickers** and the clicking **Update**.



Creating a Special Event

Click **Add Event** to begin scheduling a new event.

Date	Name	Start	End	Assignment
Saturday 09/09/2017	Brews, & BBQ Tasting	5:00 PM	11:00 PM	User
Monday 10/23/2017	Harvest Dinner	6:00 PM	10:00 PM	User
Tuesday 10/24/2017	Dessert Madness	10:30 AM	1:30 PM	User
Wednesday 11/15/2017	Harvest Dinner	7:00 PM	10:00 PM	User

This will launch the **Special Event** window where you will determine the event details and settings.

Add Special Event

Event Title	<input type="text"/>		
Event Date	<input type="text" value="8/29/2017"/>		
Resource	<input type="text" value="The Grille"/>		
Template	<input type="text" value="Admin Booking Only"/>		
Interval	<input type="text" value="15"/>	Alternate Interval	<input type="text" value="15"/>
Max. Duration	<input type="text"/>	Default Duration	<input type="text"/>
Max Wait List	<input type="text"/>	Hold Interval	<input type="text" value="0"/>
Admin Emails	<input type="text"/>		

Event Duration

Start Time

End Time

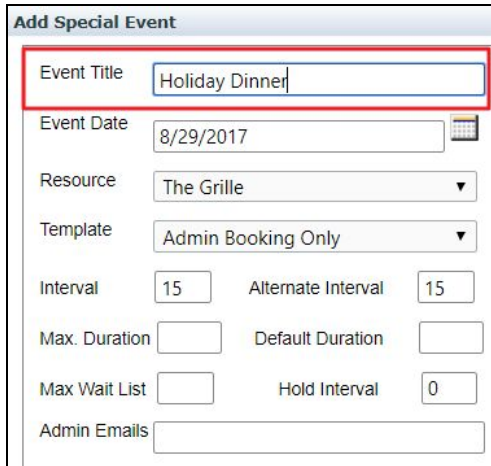
Event Preparation

Block off minutes before event this event

Using Template

Admin will assign times and resources?
 Is this a single seating event?
 Enable table top management?

The **Event Title** will be visible to members and will be the title that shows on the **Dining Reservation Calendar**.



Add Special Event

Event Title:

Event Date:

Resource:

Template:

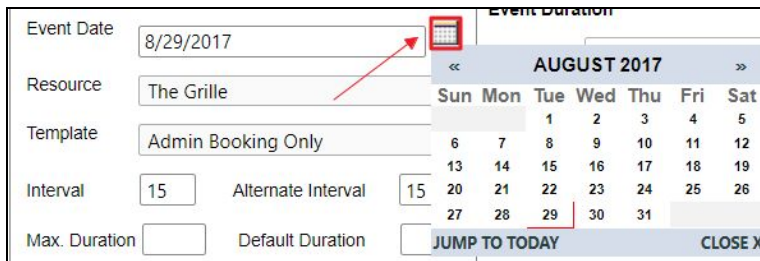
Interval: Alternate Interval:

Max. Duration: Default Duration:

Max Wait List: Hold Interval:

Admin Emails:

Using the **Datepicker**, choose a date for the event.



Event Date:

Resource:

Template:

Interval: Alternate Interval:

Max. Duration: Default Duration:

Event Duration:

AUGUST 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUMP TO TODAY CLOSE X

The **Resource** determines the location of the event, which may be in a regular dining room or a **special event venue**.



Resource:

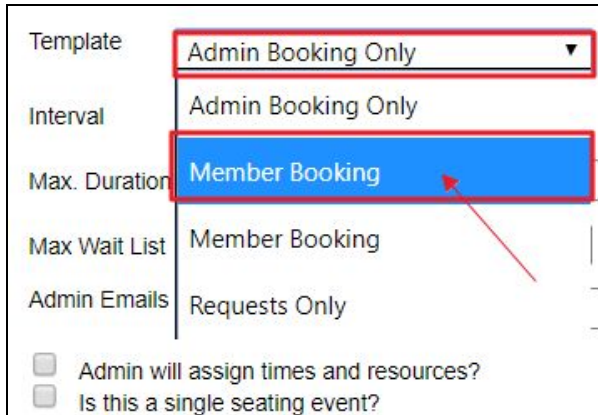
Template:

Interval:

Max. Duration:

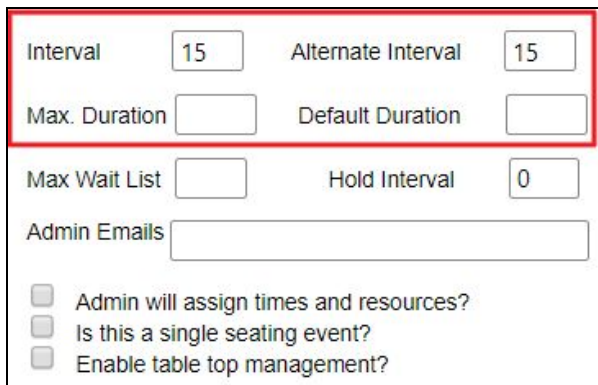
Max Wait List:

The **Template** determines who can book. If the event is open to member booking, ensure this is set to Member Booking.



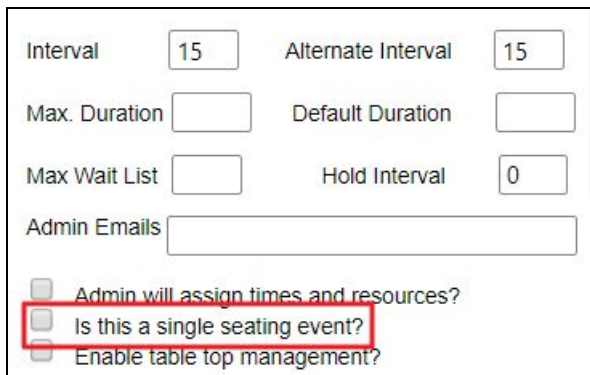
Template: Admin Booking Only (dropdown menu)
Interval: Admin Booking Only
Max. Duration: Member Booking (highlighted with a blue box and a red arrow pointing to it)
Max Wait List: Member Booking
Admin Emails: Requests Only
 Admin will assign times and resources?
 Is this a single seating event?

If the event will have staggered seating times, enter a number in the **Interval** boxes that will determine the seating intervals in minutes.



Interval: 15 (input field) Alternate Interval: 15 (input field)
Max. Duration: (input field) Default Duration: (input field)
Max Wait List: (input field) Hold Interval: 0 (input field)
Admin Emails: (input field)
 Admin will assign times and resources?
 Is this a single seating event?
 Enable table top management?

If the event seats all guests at the same time, **click the 'Is this a single seating event?' box.**



Interval: 15 (input field) Alternate Interval: 15 (input field)
Max. Duration: (input field) Default Duration: (input field)
Max Wait List: (input field) Hold Interval: 0 (input field)
Admin Emails: (input field)
 Admin will assign times and resources?
 Is this a single seating event? (highlighted with a red box)
 Enable table top management?

If the event will allow for guests to be waitlisted, add a number into the **Max Wait List** box to determine this cap.

Max Wait List

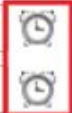
Add an **Admin Email** which will receive email notifications when members register, cancel, or edit their reservation.


Admin Emails

Admin will assign times and resources?
 Is this a single seating event?
 Enable table top management?

Determine a **Start and End Time** for the event.

Event Duration

Start Time 

End Time 

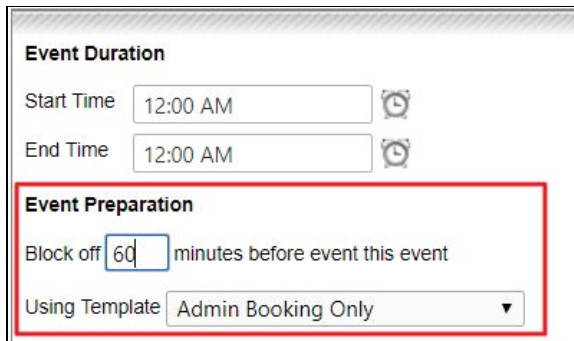
Event Preparation

Block off minutes before event this event

Using Template

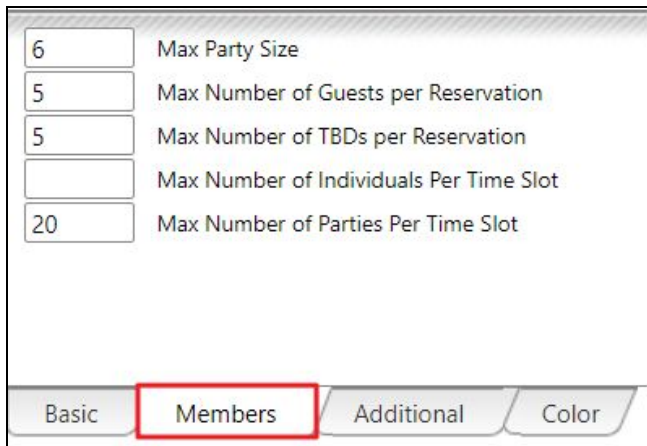
Basic Members Additional Color

If you would like to block the calendar prior to the event so members are unable to book, enter the amount of minutes the calendar should be blocked under the **Event Preparation** section.



The screenshot shows a form with two main sections. The top section is titled "Event Duration" and contains two time input fields: "Start Time" and "End Time", both set to "12:00 AM". The bottom section is titled "Event Preparation" and is highlighted with a red border. It contains a "Block off" input field with the value "60" and the text "minutes before event this event". Below this is a "Using Template" dropdown menu with "Admin Booking Only" selected.

- If you block the calendar prior to the event, be sure to **set the template** to Admin Booking Only beneath the **Event Preparation** section. This will ensure that members are unable to book during that time.

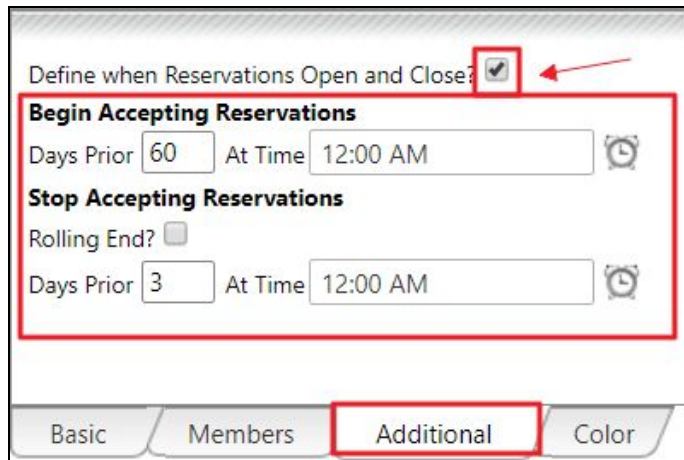


The screenshot shows a form with five input fields and their corresponding labels: "Max Party Size" (6), "Max Number of Guests per Reservation" (5), "Max Number of TBDs per Reservation" (5), "Max Number of Individuals Per Time Slot" (empty), and "Max Number of Parties Per Time Slot" (20). At the bottom, there are four tabs: "Basic", "Members" (highlighted with a red border), "Additional", and "Color".

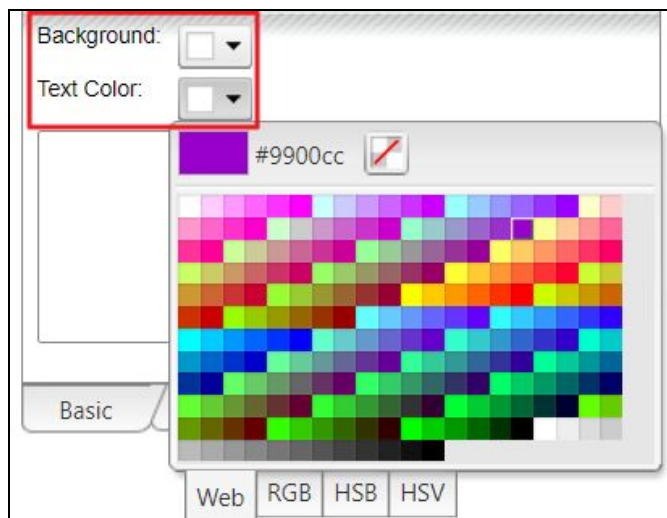
Click on the members tab to determine:

- **Max Party Size**
- **Max Number of Guests per Reservation**
- **Max Number of TBDs per Reservation**
- **Max Number of Individuals per Time Slot**
- **Max Number of Parties per Time Slot**

Under the Additional tab, determine when the event will **start and stop accepting reservations** for the event.

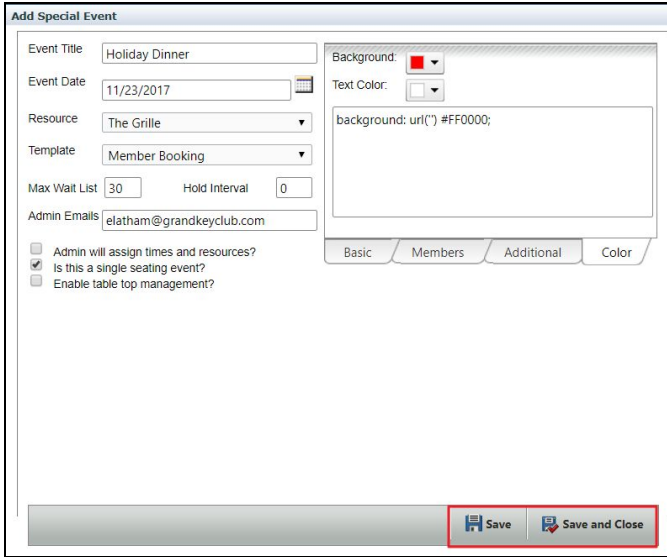


You have the ability to customize the color block for the event by using the **Color Tab**.



Using the background and text color drop downs, access color options to customize the event block.

Click **Save** or **Save and Close** for the event to be added to the **Dining Reservation Calendar**.



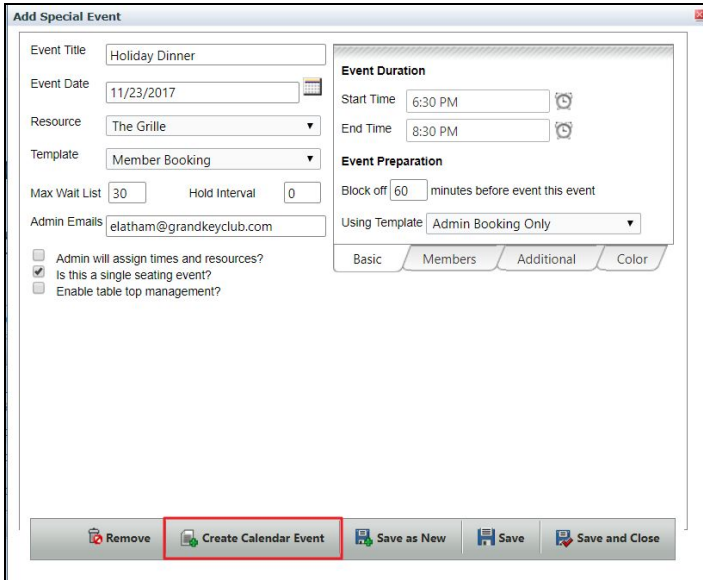
The screenshot shows the 'Add Special Event' form with the following details:

- Event Title: Holiday Dinner
- Event Date: 11/23/2017
- Resource: The Grille
- Template: Member Booking
- Max Wait List: 30
- Hold Interval: 0
- Admin Emails: elatham@grandkeyclub.com
- Background: Red
- Text Color: White
- Background Code: background: url("") #FF0000;
- Buttons: Basic, Members, Additional, Color
- Checkboxes: Admin will assign times and resources? (unchecked), Is this a single seating event? (checked), Enable table top management? (unchecked)
- Bottom Buttons: Save, Save and Close (highlighted with a red box)

Creating a Calendar Event

In addition to adding the Special Event to the Dining Reservation Calendar, you may also link the event to any main calendar within the website.

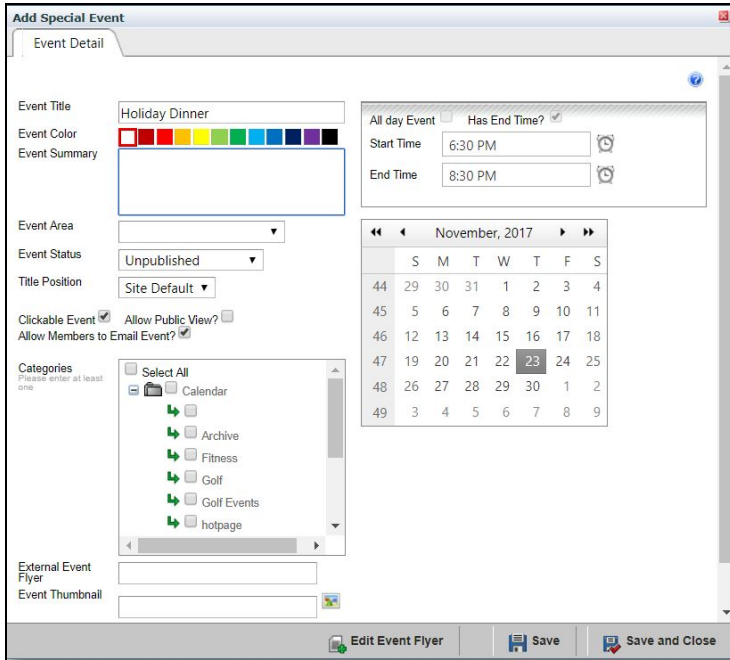
After the event has been created and saved, you will have an option to **Create Calendar Event**.




The screenshot shows the 'Add Special Event' form with the following details:

- Event Title: Holiday Dinner
- Event Date: 11/23/2017
- Resource: The Grille
- Template: Member Booking
- Max Wait List: 30
- Hold Interval: 0
- Admin Emails: elatham@grandkeyclub.com
- Event Duration: Start Time 6:30 PM, End Time 8:30 PM
- Event Preparation: Block off 60 minutes before event this event, Using Template Admin Booking Only
- Buttons: Basic, Members, Additional, Color
- Checkboxes: Admin will assign times and resources? (unchecked), Is this a single seating event? (checked), Enable table top management? (unchecked)
- Bottom Buttons: Remove, Create Calendar Event (highlighted with a red box), Save as New, Save, Save and Close

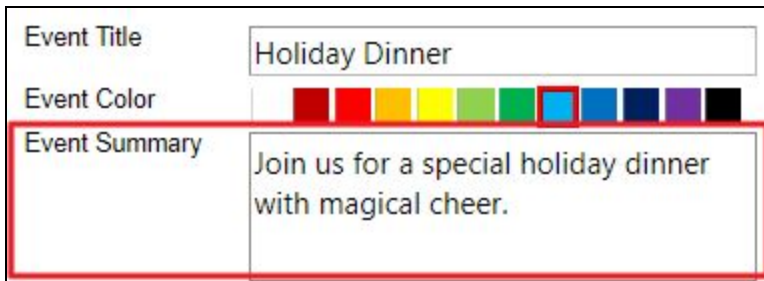
Reservation details will be brought over to the Calendar, so you will not need to update the Event, Start and End Time, etc.



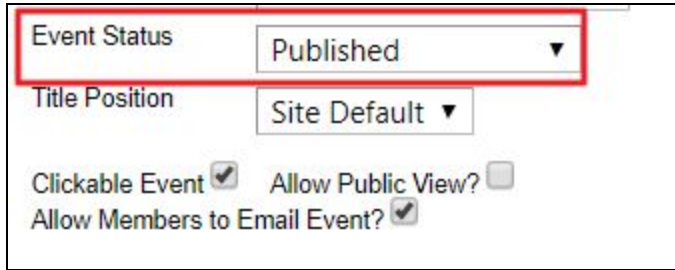
You can determine an Event Color which will modify the text color of the event on the calendar.



Add an **Event Summary** which will appear beneath the registration buttons on the event if desired.



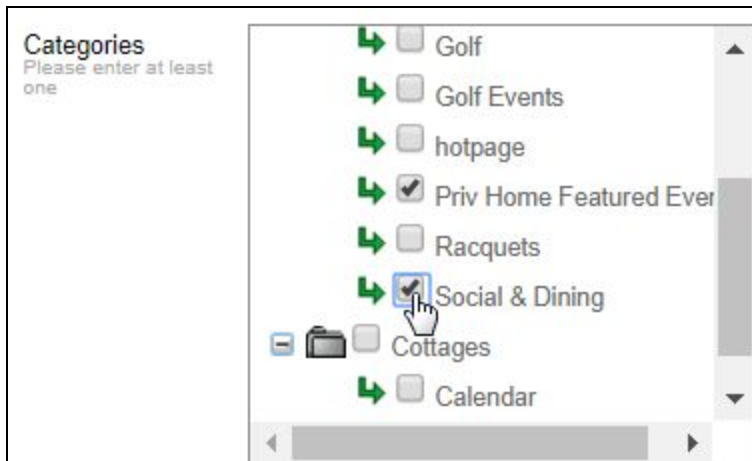
Be sure to change the **Event Status** to **Published** in order for the event to appear to members on the calendar.



A screenshot of a form section with a red border. It contains the following elements:

- Event Status**: A dropdown menu with "Published" selected.
- Title Position**: A dropdown menu with "Site Default" selected.
- Clickable Event**: A checked checkbox.
- Allow Public View?**: An unchecked checkbox.
- Allow Members to Email Event?**: A checked checkbox.

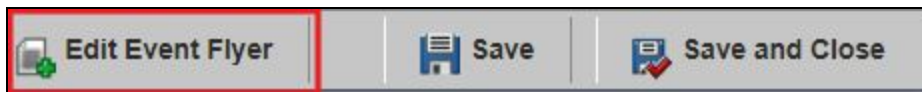
Under **Categories**, select the calendars you would like for the event to show on.



A screenshot of a "Categories" selection interface. On the left, it says "Categories" and "Please enter at least one". On the right, there is a list of categories with checkboxes and green arrows:

- Golf
- Golf Events
- hotpage
- Priv Home Featured Ever (checked)
- Racquets
- Social & Dining (checked, with a mouse cursor over it)
- Cottages
- Calendar

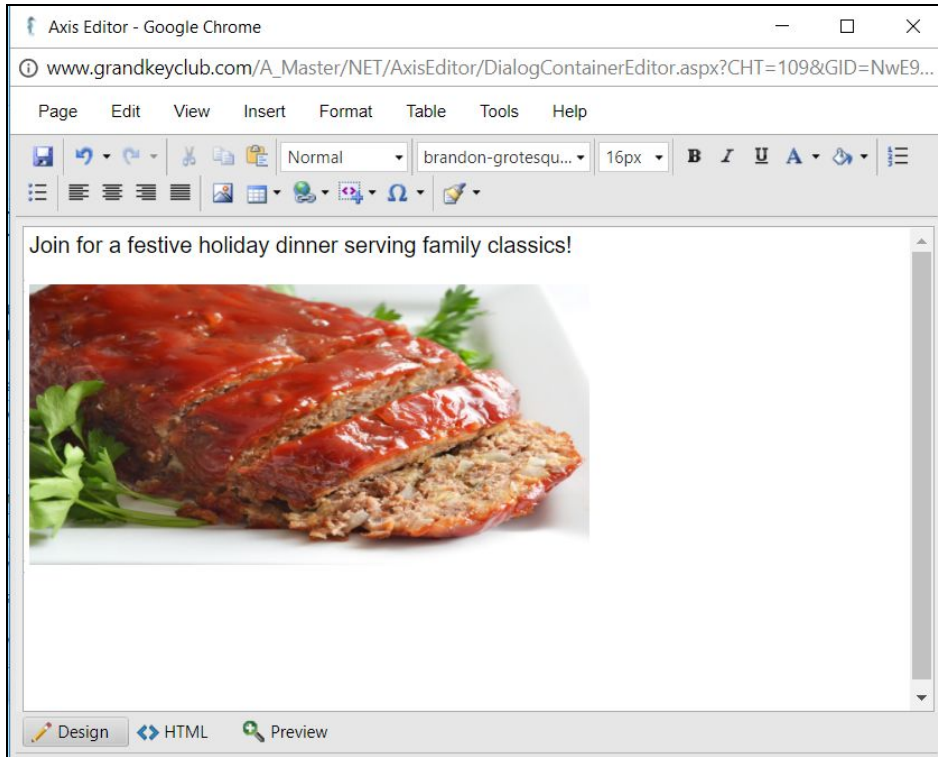
If you would like to add an event flyer for the event, **click Add Event Flyer**.



A screenshot of a toolbar with three buttons:

- Edit Event Flyer**: The first button, highlighted with a red border.
- Save**: The second button.
- Save and Close**: The third button.

This will launch the **Editor** where you can add text, imagery, and hyperlinks.



- For full Editor training, please refer to our [Editor Training Article](#).

Click **Save** or **Save and Close** to add the event to the chosen calendars.



FAQs

Q: How do I ensure the location of the event is blocked off an hour before the event so there is time to set up?

A: On the right hand side of the Add Special Event screen, in the Event Preparation section, enter the minutes prior to the event that the designated space should be blocked. In the case of an hour, enter 60 minutes.

Q: How do I edit an event after it is saved?

Once event is saved, event will be listed on the main Special Events page. To edit the event, highlight the event, and click the Edit Event option to re-open the Special Event details. Edit as necessary, and then Save and Close when finished.

Best Practices

- Add Member Special Events to the Club Calendar to allow for easy Member registration and other Website feature integration.
- Use an Event Flyer to advertise the Special Event, and cross-market the event in areas such as Statements, and/or other reservation confirmation emails.