



## How do I create an Event Entry event with Sub-Events?

Last Modified on 16/04/2024 10:28 am AEST

**Event Entry Events** are events in which each entrant can enter into an event by registering and/or paying a fee. Administrators can further categorise these channels of entry by setting up **Sub Events** through which entrants can register.

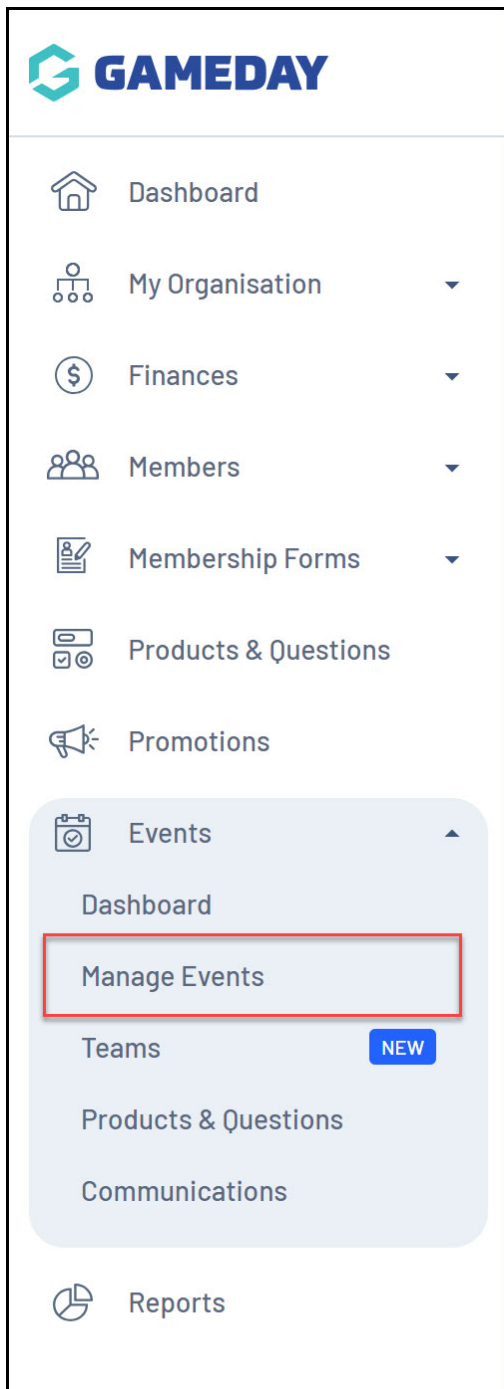
For example, in an Athletics Carnival event, there are typically numerous events to which each entrant can choose to register, such as a 5km run, 100m sprint, high jump, long jump etc.

These would be defined as Sub-Events when setting up an event through GameDay, with the functionality to allow administrators to show or hide certain fees based on the Sub Event selected, and provides additional reporting and communication flexibility when event registrations start coming through to the database.

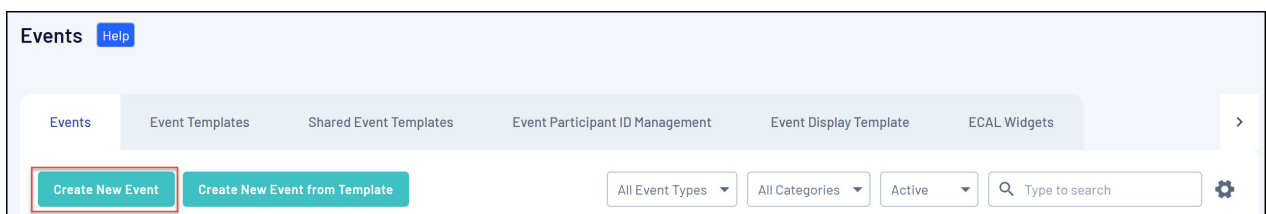
### Creating an Event

To create a new Event Entry Event with Sub Events:

1. Open the Events menu, then click **MANAGE EVENTS**.



2. Click **CREATE NEW EVENT**.



## Event Details

4. Enter the initial event details including:

- **Event Name**

- **Event Type:** To ensure your event enables ticketing features, keep the **EVENT ENTRY** option selected.
- **Use Sub-Events:** Select **YES**
- **Allow Team Registrations:** Select this option if you want to create a team-based event. Click [here](#) for more information on Team Events
- **Event Timezone**
- **Event Start Date/Time**
- **Event End Date/Time**

**Note:** Selecting the **All Day Event** option does not require Event Start/End Times

In this example, we will *not* enable Team Registrations

Click **SAVE** once you're ready to proceed.

Create New Event

×

Event Name \*

GameDay Athletics Carnival 2024

Event Type \*

Ticketing

Event Entry

Use Sub-Events? \*

Yes

No

Allow Team Registrations?

☐

Event Timezone \*

GMT(+11:00) Australia/Melbourne

All Day Event

☒

Event Start Date/Time \*

25/11/2023

Event End Date/Time \*

25/11/2023

Cancel


Save

5. Add your remaining Event Details, including:

- The **Event Logo**
- Confirm your **Event Name** and **Event Form Name**

Event Details

Event Logo \*



Recommended maximum image size is 320px x 180px, png is preferred.

Add Logo

Event Name \*

GameDay Athletics Carnival 2024

Event Form Name \*

GameDay Athletics Carnival 2024

Event Type \*

Ticketing

Event Entry

Use Sub-Events? \*

Yes

No

Event Timezone \*

GMT(+11:00) Australia/Melbourne ▼

All Day Event

☒

- **Total Product Limit:** Enter the maximum number of products/orders that you have available to be sold as part of this event. This represents the total number of orders that you want to be able to process through this event. If you don't want to apply a cap on the number of products sold, tick the No Limit box.
- **Gender:** Allows you to open the event to any gender, or restrict registrations to either Male or Female participants
- **Event Category:** Add a general categorisation for the event which can be used in reports
- **Show this event to all ages:** By selecting No, you can apply a minimum and maximum age for incoming registrations to the event

Total Product Limit \*  ☐ No Limit

Gender \* Any Male Female

Event Category \* Sport

Show this event to all ages? Yes No


Please select a minimum and/or maximum age for participants

Minimum age  Maximum age  (One of these can be left blank)

on Registration Date

- **Member Types:** Select at least one Member Type that event entrants can select to register. Click [here](#) for more information on creating Member Types.

**Member Types \***

Which Member type(s) Event Participant 

can register via this form? [Add Member Types](#)

Allow only one member type to be selected? ☐


## Event Content

- **Description:** Enter a description that you want event entrants to see on your event landing page
- **Upload Document:** Allows you to upload a document which can be accessed by event entrants on your event landing page
- **Contact Name**
- **Contact Phone**
- **Contact Email**
- **Website Address**

## Event Content

Description \* ?

Paragraph

**B** *I*      

Welcome to the GameDay Athletics Carnival 2024 event registration page

Upload Document ?



Drop your document here or [choose a file to upload](#)

Contact Name \*

Jenny Jones

Contact Phone \*

AU +61

0400 100 200

Contact Email \*

jenny@email.com

Website Address \*

www.mygameday.app

- **Venue Name**
- **Event Address:** Adding an Event Address generates a map pin which then shows on your event landing page to ensure participants know where the event is being held

Venue Name

GameDay HQ

Event Address \*

165 Cremorne Street, Cremorne, 3121, Victoria, Australia



- **Sponsors:** Upload Sponsor Logos that will appear on your event landing page

Sponsors

Recommended maximum image size is 320px x 180px, png is preferred and maximum of 18 sponsor logos are recommended.

Drop your document here or [choose file\(s\)](#) to upload

1697505127035jbst09w...

1697505130991gxh025d...

16975051345413811e115p...

- **Restrict this event to members only within this organisation:** If Yes is chosen, this event will only be available to participants who already have a member record in your GameDay database, and will prompt them to use their GameDay account credentials to login to the event form
- **Allow guest registration:** Allows you to open the event to guest registrations, which allows participants to register without creating a GameDay account

Once you've completed all the mandatory information, click **SAVE**.

User Permissions

Restrict this event to members only within this organisation

No Yes

Allow guest registration

No Yes

?

Cancel

Save

## Event Products & Groups

In the **Event Products & Groups** tab, you have the ability to add products to your event form, and define your Sub Events.

1. Click the **EVENT PRODUCTS & GROUPS** tab

← Back View Event

### GameDay Awards Night

Active

- ① Event Details
- ② Event Products & Groups**
- ③ Add-on Products
- ④ Bundle Discounts
- ⑤ Questions & Layout

Firstly, you'll need to add at least one product to the *parent event*. In this case, we'll add a general entry fee.

**Note:** Only products with the **Event** Product Type will be available to add to an Event

2. Add a new product to your event:

2a. Click on **CREATE NEW EVENT PRODUCT**

GameDay Athletics Carnival 2024

Draft

- ① Event Details
- ② Event Products & Groups**
- ③ Add-on Products
- ④ Bundle Discounts
- ⑤ Questions & Layout
- ⑥ Messaging & Notifications

**Event**

GameDay Athletics Carnival 2024

**Sub Events**

**GameDay Athletics Carnival 2024**

**⚠** You must have at least one event entry product within your parent event - GameDay Athletics Carnival 2024

2b. On the Basic Settings page of the Product creator, you can apply the following settings and information:

- **Product Sub Type:** Choose the **Event Entry** option
- **Product Name:** The name of the product as displayed to the public on your event landing page and form
- **Description:** Provide an optional description of the product to display on event forms
- **Assign Event Participant IDs:** Select this option if you want each individual entrant to be assigned a unique ID. Click [here](#) for more information on defining Event Participant ID rules
- **Use Member ID for Event Participant ID:** Allows you to choose an existing [Member ID rule](#) to automatically allocate unique IDs for event entrants
- **Event Participant ID Rule:** Select the relevant Event Participant ID rule



1 Basic Settings
2 Display Rules
3 Review

### Basic Settings

Product Type \*
Event

Product Sub Type \*
Event Entry

Sub-Event only product? \*
Yes No

Product Name \*
GameDay Athletics Carnival 2024 - General Entry

Description
General Entry Fee for the carnival covering bibs, catering and venue hire

Do you want to assign Event Participant IDs?
Yes No

Use Member ID for Event Participant ID?
Yes No

Event Participant ID Rule \*
Bib Numbers - 2023 Events

[Select ID Rule](#)

- **Price**
- **Payment Option**
  - **Payment Gateway Only:** Ensures that the product can only be purchased through the online payment gateway on GameDay registration forms
  - **Payment Gateway or Manually set Product as Paid:** Allow the product to be purchased through the online payment gateway or applied manually by an administrator directly through GameDay
- **Available to Purchase Dates:** Apply a date range in which you want the product to appear on registration forms
- **Grants Member Type:** Select any Member Types that should be granted to members who purchase this product
- **Quantity Limit:** Apply a maximum number of order that can be processed with this product. Tick the **No Limit** checkbox if you do not want to apply a purchase capacity limit
- **Allow users to purchase a product multiple times:** Allows registrants to purchase the product on multiple different occasions for the same member.
- **Status:** Set the product to Active or Inactive

Once you've applied all mandatory fields, click **CONTINUE**

1 Basic Settings
2 Display Rules
3 Review

Price \*
AUD \$ 10
☒ GST is included in the product price

Payment option is \*
Payment Gateway Only
Payment Gateway or Manually set Product as Paid

Available from \*
1 October 2023 (AEDT)

Available to \*
31 October 2023 (AEDT)

Grants member type \*
Event Participant

Add Member Types

Quantity Limit \*
☒ No Limit

Allow users to purchase a product multiple times \*
No Yes

Status \*
Active

Cancel
Back
Continue

## 2c. Display Rules & Review

Display Rules allow you to configure your Product to only display on registration forms if a member meets a certain set of characteristics.

- **Only show to Member Type(s):** Select one or more Member Types here to ensure the Product only appears on registration if the registrant has selected a particular Member Type on the front page of the registration form
- **Only show to Gender:** Select a Gender option to ensure the Product only shows to a specific Gender selected by the registrant on the front page of the registration form

Display Rules

Only show to member type(s)
Please select
☒ All Member Types

Only show to gender
All Male Female

**NOTE:** Gender display rules are based on the **Assigned Gender at Birth** field, not the Gender Identity field

Show this product to all ages?

Please select a minimum and/or maximum age for participants

Minimum age  Maximum age  (One of these can be left blank)

on

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**Conditional Product**

To see this product, member will have at least one of the following products. You can add multiple to this list and indicate if prior payment is also required for each.

Make dependent on another product?

- **Show this Product to all ages?:** If No is selected here, you can apply an age range (as at a specific date) to ensure that the Product only displays to members of a certain age. This is automatically calculated based on the date of birth entered by each registrant on the front page of the registration form
- **Make dependent on another Product?:** If Yes is selected here, apply a Conditional Product to ensure that your new Product only displays if the member is purchasing - or has already purchased - the Conditional Product. Click [here](#) for more information on Conditional Products

Once you have applied your Display Rules, click **CONTINUE**.

2d. On the following page, review the final details of your Product, then click **CONFIRM AND SAVE**. This product will then automatically be applied to your event form.

Basic Settings

Display Rules

Review

Please review your products details

Product Details

Product Type

Event

Product Name

GameDay Awards Night Entry

Price

\$ 50.00 AUD Inc GST

Payment option is

Payment Gateway or Manually set Product as Paid

Available from

01/10/2023 (AEDT)

Available to

07/10/2031 (AEDT)

Grants member type

Event Participant

Allow users to purchase a product multiple times

No

Status

Active

Display Rules

Only show to gender

All

Show this product to all ages?

Yes

Cancel

Back

Confirm and Save

You can also add an existing product using the **ADD EXISTING EVENT PRODUCTS TO FORM**. If you select this option this will mean that you have already created your event product outside the form, or in a previous event.

**Note:** Event Entry events also allow Ticketed event products to be added to the event

Back

GameDay Athletics Carnival 2024

Draft

1 Event Details

2 Event Products & Groups

3 Add-on Products

4 Bundle Discounts

5 Questions & Layout

6 Messaging & Notifications

7 Publish

Event

GameDay Athletics Carnival 2024

Sub Events

Create Sub Event

GameDay Athletics Carnival 2024

Add Existing Event Products to Form

Create New Event Product

Create Product Group

Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
GameDay Athletics Carnival 2024 - General Entry	10.00	Event Entry		30 September 2023 (AEST)	31 October 2023 (AEDT)		Active	Edit

## Sub Events

3. Next, you can further categorise your entry channels by creating Sub Events:

3a. Click **CREATE SUB EVENT**

Back

GameDay Athletics Carnival 2024

Draft

1 Event Details
2 Event Products & Groups
3 Add-on Products
4 Bundle Discounts
5 Questions & Layout
6 Messaging & Notifications
7 Publish

Event

GameDay Athletics Carnival 2024

Sub Events

Create Sub Event

GameDay Athletics Carnival 2024

Add Existing Event Products to Form
Create New Event Product
Create Product Group

Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
GameDay Athletics Carnival 2024 - General Entry	10.00	Event Entry		30 September 2023 (AEST)	31 October 2023 (AEDT)		Active	Edit

### 3b. Enter the required information:

- **Name**
- **Description**
- **Related Event Product:** Select the relevant parent event product that opens up entry to this sub event

In the example below, we are creating a Sub Event that is dedicated to the 100m Sprint event within the carnival

Click **SAVE**

Create New Sub Event

×

Name \*

100m Sprint

Description

Entry selections for entrants participating in the 100m Sprint

Related Event Product \*

GameDay Athletics Carnival 2024 - General Entry

×

▼

Cancel

Save

3c. Click on the new Sub Event in the left-hand panel

GameDay Athletics Carnival 2024
Draft

1 Event Details
2 Event Products & Groups
3 Add-on Products
4 Bundle Discounts
5 Questions & Layout
6 Messaging & Notifications
7 Publish

Event
GameDay Athletics Carnival 2024

Sub Events
100m Sprint
Create Sub Event

GameDay Athletics Carnival 2024
Add Existing Event Products to Form
Create New Event Product
Create Product Group

Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
GameDay Athletics Carnival 2024 - General Entry	10.00	Event Entry		30 September 2023 (AEST)	31 October 2023 (AEDT)		Active	Edit

3d. Repeat the product creation process above to add any relevant products that you want to make available within this Sub Event

GameDay Athletics Carnival 2024
Draft

1 Event Details
2 Event Products & Groups
3 Add-on Products
4 Bundle Discounts
5 Questions & Layout
6 Messaging & Notifications
7 Publish
8 Event Display Template

Event
GameDay Athletics Carnival 2024

Sub Events
100m Sprint
Create Sub Event

100m Sprint
Add Existing Event Products to Form
Create New Event Product
Create Product Group

Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
GameDay Athletics Carnival - 100m Sprint Heat 1	10.00	Event Entry		30 September 2023 (AEST)	31 October 2023 (AEDT)		Active	Edit
GameDay Athletics Carnival - 100m Sprint Heat 2	10.00	Event Entry		30 September 2023 (AEST)	30 November 2023 (AEDT)		Active	Edit
GameDay Athletics Carnival - 100m Sprint Heat 3	10.00	Event Entry		30 September 2023 (AEST)	30 November 2023 (AEDT)		Active	Edit

3e. Continue creating Sub Events and Sub Event Products until you have all your entry channels created

GameDay Athletics Carnival 2024
Draft

1 Event Details
2 Event Products & Groups
3 Add-on Products
4 Bundle Discounts
5 Questions & Layout
6 Messaging & Notifications

Event
GameDay Athletics Carnival 2024

Sub Events
100m Sprint
2km Run
Discus
High Jump
Long Jump
Triple Jump
Shotput
Create Sub Event

100m Sprint
Add Existing Event Products to Form
Create New Event Product
Create Product Group

Name	Price	Product Sub Type	Mandatory	Available from	Available to
GameDay Athletics Carnival - 100m Sprint Heat 1	10.00	Event Entry		30 September 2023 (AEST)	31 October 2023 (AEDT)
GameDay Athletics Carnival - 100m Sprint Heat 2	10.00	Event Entry		30 September 2023 (AEST)	30 November 2023 (AEDT)
GameDay Athletics Carnival - 100m Sprint Heat 3	10.00	Event Entry		30 September 2023 (AEST)	30 November 2023 (AEDT)

## Add-on Products

4. Repeat the product creation process in the **Add-on Products** tab if you wish to add extras to your event, such as merchandise or services.

The screenshot shows the 'Add-on Products' tab for the 'GameDay Athletics Carnival 2024' event. The event is in 'Draft' status. The navigation bar includes tabs for Event Details, Event Products & Groups, Add-on Products (active), Bundle Discounts, Questions & Layout, Messaging & Notifications, and Publish. Below the navigation bar, there are buttons for 'Add Existing Add-on Products to Form', 'Create New Add-on Product', and 'Create Product Group'. A table lists the existing add-on products:

Image	Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
	GameDay Cap	5.00	Physical Goods		1 February 2022 (AEDT)	30 November 2023 (AEDT)		Active	Edit

## Questions & Layout

In the **Questions & Layout** tab, you have the ability to add new or existing custom questions to the event.

The screenshot shows the 'Questions & Layout' tab for the 'GameDay Athletics Carnival 2024' event. The event is in 'Draft' status. The navigation bar includes tabs for Event Details, Event Products & Groups, Add-on Products, Bundle Discounts, Questions & Layout (active), and Messaging & Notifications. A red box highlights the 'Questions & Layout' tab.

1. Adding an existing question to the form

1a. On the left-hand side, click the field you want to add from the **Add Existing Question** list

The screenshot shows the 'Add Existing Question' dialog box. On the left, there is a search bar and a list of questions. The 'Allergies Notes' question is highlighted with a red box. On the right, there is a list of questions that can be added to the form. Each question has a lock icon, a name, and options for 'Mandatory' and 'Optional' status, and a 'Visible' toggle.

Question	Mandatory	Optional	Visible
Profile Image			
First Name			
Last Name			
Birthdate			
Gender at Birth			
Gender Identity			

Once you've selected a question, it will appear and save automatically in the form's layout:

The screenshot shows a form editor interface. On the left, there is a sidebar with a 'Create +' button and a search bar. Below this is a list of questions: 'Are you participating in the 5k R...', 'Best Pizza Toppings', 'Blue Card' (checked), 'Blue Card Details', 'Car Type', and 'Centre Code'. Below the questions is a 'Create New Question' section with options: Text Field, Number, Picklist, Multiple Choice, Date, Checkbox (checked), and Terms or Privacy Policy. On the right, the form layout is shown with fields for Birthdate, Gender at Birth (Mandatory/Optional), Gender Identity (Mandatory/Optional), Email, Mobile Number, and 'Which member types are you registering as?'. The 'Allergies Notes' field is highlighted with a red box, showing a dropdown menu with '01' selected.

## 2. Adding a new question to the form

2a. On the left-hand side under the **Create New Question** list, select a Question Type:

This screenshot shows the same form editor interface as the previous one, but with the 'Create New Question' list highlighted by a red box. The list includes: Text Field, Number, Picklist, Multiple Choice, Date, Checkbox (checked), Terms or Privacy Policy, and Document Upload. Below this list is a 'Create New Content Block' section with options: Header Text Block and Paragraph Text Block. The form layout on the right remains the same, with the 'Allergies Notes' field highlighted by a red box.

- **Text field:** Allows the entrant to enter their response in plain text
- **Number:** Allows the entrant to enter a numerical answer
- **Picklist:** Allows the entrant to choose **one** answer from a list of possible options that you can define. You can learn how to add responses to Picklist questions [here](#)
- **Multiple Choice:** Allows the user to pick **one or more answers** from the list of



options you provide. You can learn how to add responses to Multiple Choice questions [here](#)

- **Date:** Allows entrants to select a specific date as their response
- **Checkbox:** Allow entrants to tick a box as their response.
- **Terms or Privacy Policy:** Allows you to set up any terms and conditions that entrants should read and agree to about your organisation. You can read more about setting up T&Cs [here](#)
- **Document upload:** Allows entrants to upload a document such as a passport, birth certificate or certification.

2b. Enter the relevant field information. For more information on the specific fields required for each Question Type, click [here](#)

## Messaging & Notifications

On the **Messages and Notifications** tab, you can enter any custom messages you would like members to receive once they have successfully completed their registration through the **Messaging** section, including.

- **Registration Success Message** allows you to create and customise an email that is sent to members after they register. For more information on composing a Registration Success Message, click [here](#).

The screenshot shows the 'GameDay Athletics Carnival 2024' registration form setup interface. At the top, there's a 'Draft' button. Below it is a navigation bar with six tabs: 1 Event Details, 2 Event Products & Groups, 3 Add-on Products, 4 Bundle Discounts, 5 Questions & Layout, and 6 Messaging & Notification (which is active). Under the 'Messaging & Notification' tab, there are two sub-tabs: 'Messaging' and 'Ticket/Receipt'. The 'Messaging' sub-tab is selected, showing a list of 'Email Notifications' on the left. The 'Registration Success Message' option is highlighted with a red box. To the right of this list, the 'Registration Success Message' configuration panel is visible. It includes a checkbox for 'Send registration success message via email' which is checked. Below this is a 'Subject' field with the text 'Successful Registration for GameDay Athletics Carnival 2024 (GameDay Training)'. Underneath the subject is a 'Message' field with a rich text editor toolbar (Paragraph, Bold, Italic, Link, Unlink, Bulleted List, Numbered List, Quote, Undo, Redo) and the message content 'Welcome to the GameDay Athletics Carnival for 2024!'.

- **Form Welcome/Confirmation Messages** allow you to add custom messages at the beginning and end of the registration process on the form itself. Click [here](#) for more information on welcome and confirmation messages.

**GameDay Athletics Carnival 2024**

**Draft**

1 Event Details 2 Event Products & Groups 3 Add-on Products 4 Bundle Discounts 5 Questions & Layout 6 Messaging & Notification

Messaging Ticket/Receipt

**Form Welcome Message**

Welcome Message

Paragraph

Welcome to the GameDay Athletics Carnival 2024 registration form - please complete any mandatory details and complete payment to secure entry to the event!

Email Notifications

Registration Success Message

Form Messaging

Form Welcome Message

Form Confirmation Message

- **Event Entry Pass Example** shows you the design of the PDF entry pass that is sent to entrants, including the event details that are automatically populated including Event Product Name, Price, Event Venue and Event Dates

1 Event Details 2 Event Products & Groups 3 Add-on Products 4 Bundle Discounts 5 Questions & Layout 6 Messaging & Notification

Messaging Ticket/Receipt

Ticket/Receipt

Event Ticket Example

Event Entry Pass Example

Payment Receipt Example

**Event Entry Pass Example**

☒ Generate event entry pass for participant?

Event Product Name  
**\$145**

Venue  
Event Venue

Start Date/Time: 01/10/2021 - 10:00AM End Date/Time: 01/10/2021 - 7:00PM

Purchase Date: 05/09/2021 Order ID: 033567

Organisation Name  
Event Name

ORG LOGO

QR Code

Participant Name  
Participant Name

?

- **Payment Receipt Example** allows you to see the hard-coded payment receipt that is automatically sent to all members who make an online payment through your Membership Form. This is not customisable, however will automatically include your organisation logo, organisation name, and products purchased, discounts redeemed and more.

- ← Back

View Event

## GameDay Athletics Carnival 2024

Active

< 1 2 3 4 5 6 7 8

1 Overview2 Add-on Products3 Add-on Products4 Bundle Discounts5 Questions & Layout6 Messaging & Notifications7 Publish8 Event Display Template

Links

Sub Domain \*

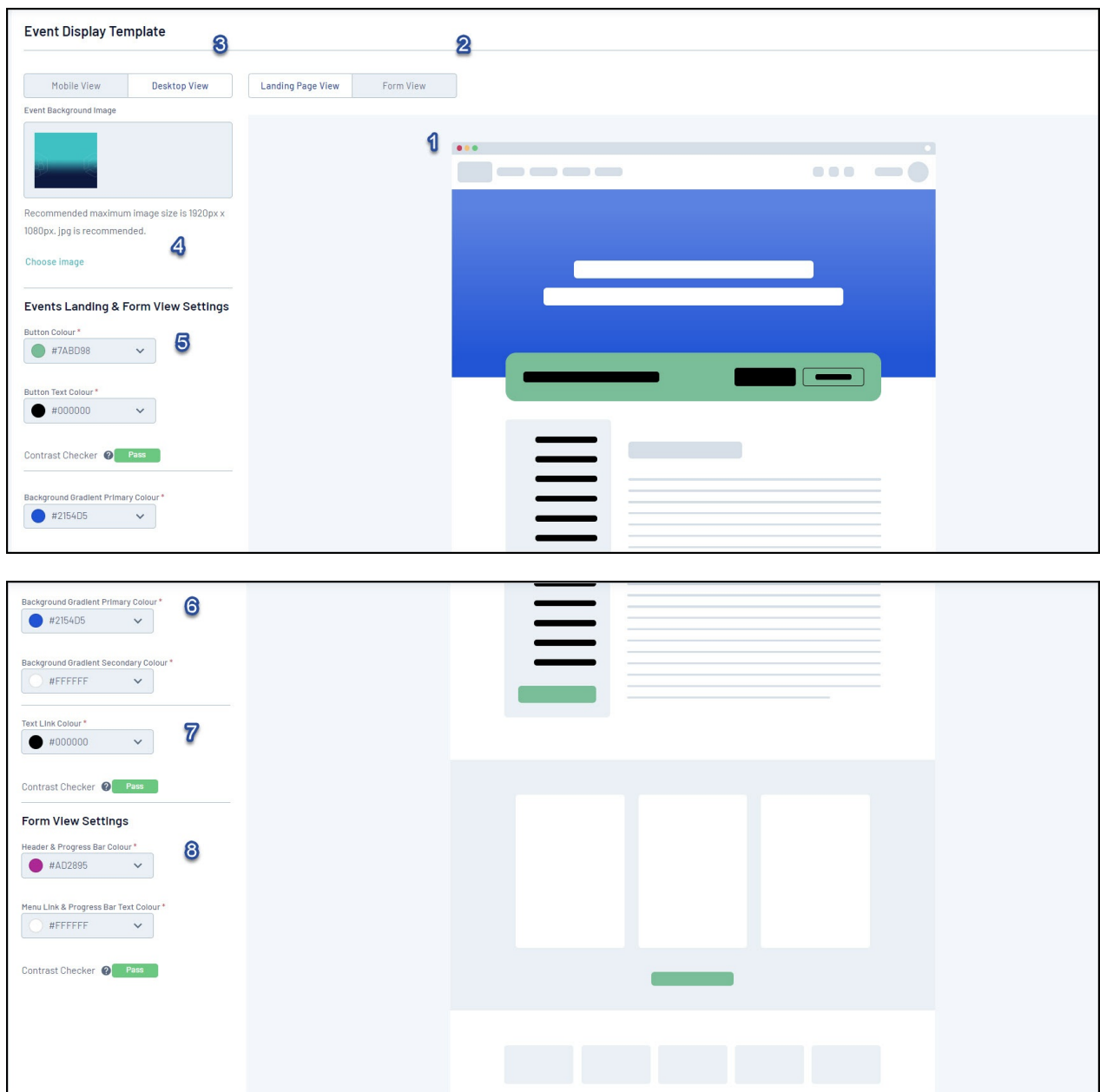
gamedayathleticscarnival

Landing Page Link

https://gamedayathleticscarnival.events.mygameday.app

View Landing Page





1. **Preview Panel:** Allows you to preview any colour changes you make on the template.

2. **Event/Landing Page View:** Allows you to toggle the Preview Panel to show the Landing Page design or Event Form design.

3. **Desktop/Mobile View:** Allows you to toggle the format of the Preview Panel to display either desktop view or mobile responsive view.

4. **Background Image:** Allows you to add a custom Background Image.

5. **Button Colours:** Allows you to customise the colour of buttons and button text.

6. **Background Gradients:** Allows you to further customise your Background Image by applying gradient colours.

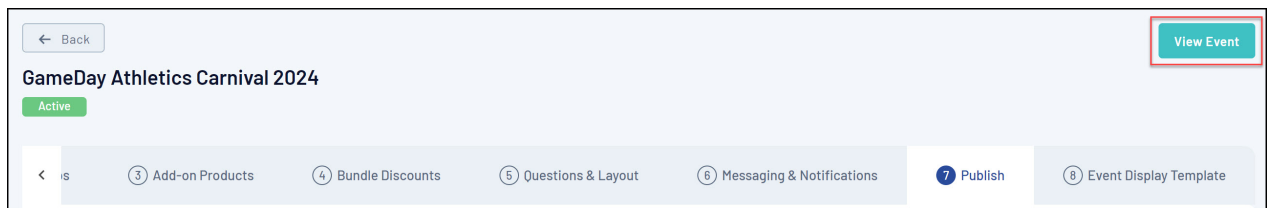
7. **Text Link Colour:** Allows you to customise the colour of text hyperlinks.

8. **Form View Settings:** Allows you to customise the colour of your Progress Bar and Progress Bar Text.

You will also notice that there is a Contrast Checker when applying your colour scheme. This assists you in setting colours that contrast enough so as to allow text to be seen clearly against their background containers.

## Accessing your Event Landing Page

Once you're happy with your event setup, you can open your Event Landing page using the **VIEW EVENT** button at the top of the page.



## Related Articles

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