EMS - Dashboard

(This document is not fully accessible. If you require an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Your event dashboard is how you will access everything related to your event.

It is important to know the Event ID and Public URL. The title of your event as the public knows it will be at the top of the screen. The Event ID will help when searching for events. The public URL will correlate with your input in the "Configure Event" box, "Configure Event" link, "Event Summary" tab, and "Event Folder" input. This is how people can find your event registration online.

Event Dashboard: Training

Event ID: 1000
Public URL: https://eventstrain.anr.msu.edu/training192/

Event Summary

- Start Date: 06/22/2019
- End Date: 06/22/2019
- Event is active

There are different sections and links that will take you to different places in the registration system. Typically, you will only use the "Configure Event" and "Manage Event" boxes.

The Configure Event box includes event building steps, where you will build your landing page, configure registration forms, enter pricing rules, establish quotas, duplicate a previous event and cancel an event.

The Manage Event box includes tools to manage registrations once they start coming in. Here you can run reports, review/change registrations and record data.

The Payment Processing box consists of tools to assist with payment collection and recording. Here you can create deposit slips, send bills to those outstanding, view payments and enter group payments.

The Financial Reports box houses financial reporting tools. These reports are auto generated and updated real time.