HOMETOWN

EVENT WIZARD:
MANAGING YOUR EVENTS

2025

Introducing Event Wizard: Simplify Your Scheduling Process

Managing your VBO just got easier! With our new **Event Wizard** feature, you can seamlessly upload an entire schedule of events and activities in one go. Whether you're planning a season lineup, a multi-day tournament or a series of recurring activities, Event Wizard is designed to save you time and streamline the process.

Forget the hassle of entering events one by one—our intuitive interface ensures a smooth, efficient upload, so you can focus on delivering unforgettable experiences to your audience.

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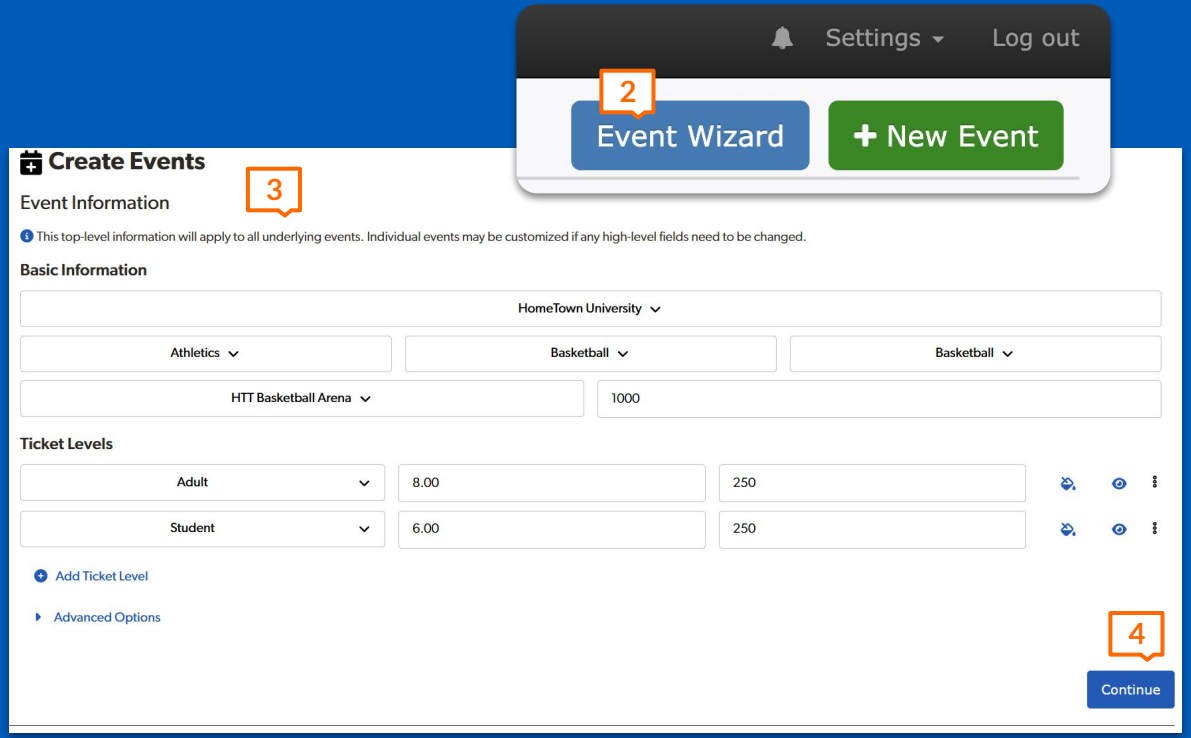
EVENT WIZARD - UPLOADING YOUR EVENTS

1) Log into the Box Office

2) Click ***Event Wizard*** at the top of the Dashboard

3) Here, enter the event details that apply to all of the events you're creating, including ticket levels/prices

4) Click ***Continue***



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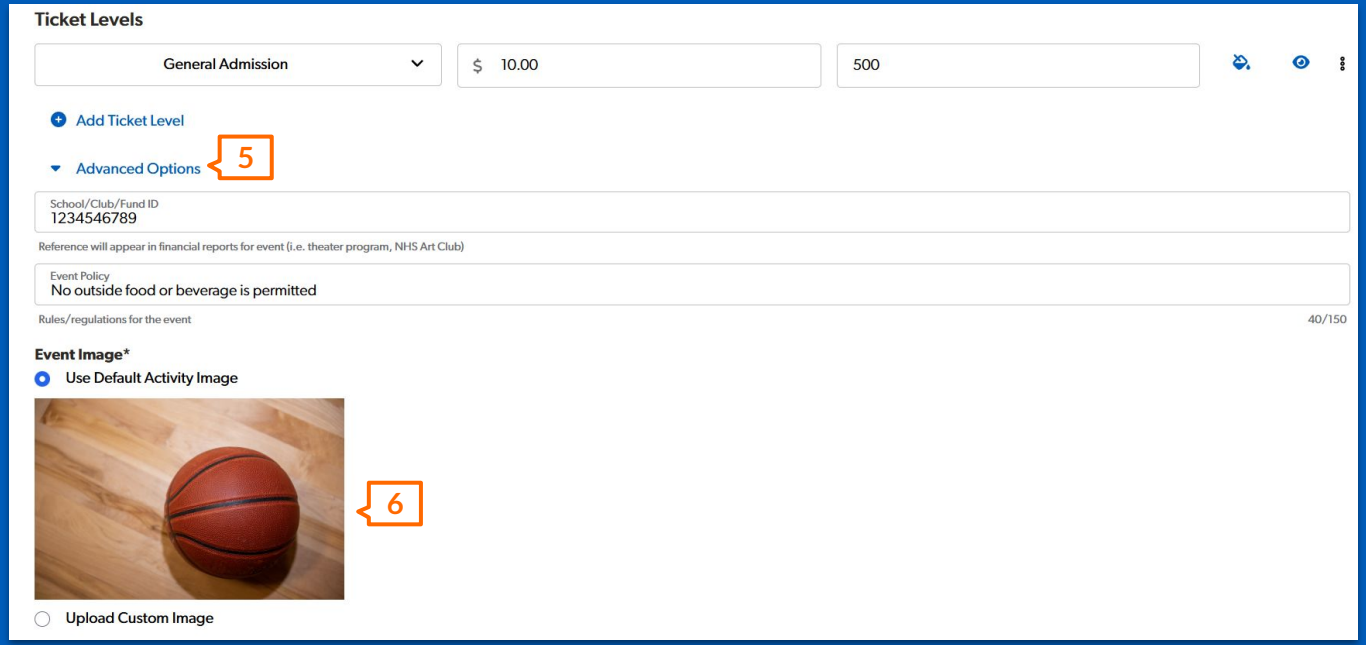

5) By clicking the arrow by ***Advanced Options***, you can add your School/Club/Fund ID and Event Policy

6) The ***Event Image*** will default to a stock image, matching the description of the team you selected. You may also upload your own Custom Image.

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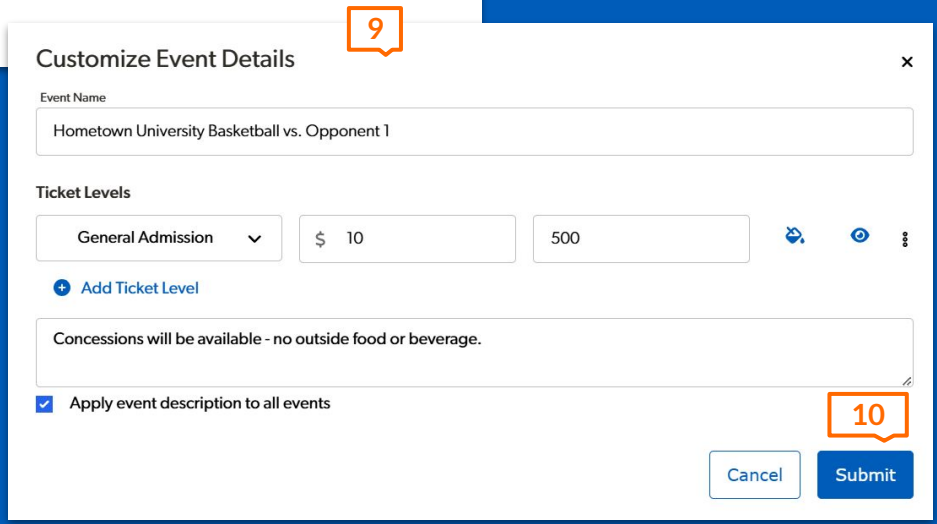
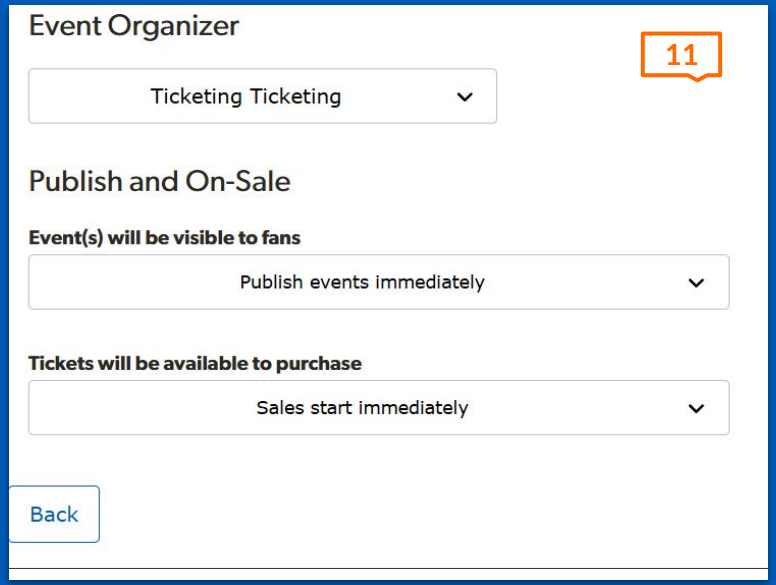


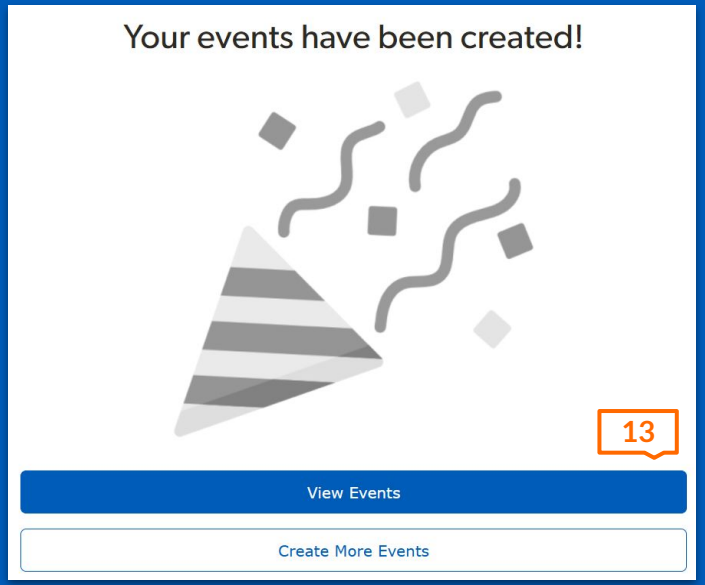
7) Next, add unique details for all of the individual events you're creating. You can add all events for this one activity all at once.

8) Add event date, time and opponent names

9) Further customize each event by clicking ***Customize***

10) Click ***Submit***





11) Add selling dates and publish times - these will apply to all events!

12) Click ***Submit*** to create all events

13) ***Confirmation & Congratulations*** - Your events have been created!