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# 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.

# 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**

The screenshot shows the 'Create Events' dashboard. At the top right, there is a navigation bar with a bell icon, 'Settings', and 'Log out'. Below this, a blue button labeled 'Event Wizard' (callout 2) and a green button labeled '+ New Event' are visible. The main section is titled 'Create Events' (callout 3) and 'Event Information'. A note states: 'This top-level information will apply to all underlying events. Individual events may be customized if any high-level fields need to be changed.' The 'Basic Information' section includes a dropdown for 'HomeTown University', three sport type dropdowns (Athletics, Basketball, Basketball), and a venue dropdown (HTT Basketball Arena) next to a capacity field (1000). The 'Ticket Levels' section has two rows: 'Adult' with a price of 8.00 and quantity of 250, and 'Student' with a price of 6.00 and quantity of 250. Each row has icons for edit, view, and delete. At the bottom, there is a link to 'Add Ticket Level' and a link to 'Advanced Options'. A blue 'Continue' button (callout 4) is at the bottom right.

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**Ticket Levels**

General Admission ▼ \$ 10.00 500

+ Add Ticket Level

▼ Advanced Options **5**

School/Club/Fund ID  
1234546789


Reference will appear in financial reports for event (i.e. theater program, NHS Art Club)

Event Policy  
No outside food or beverage is permitted

Rules/regulations for the event 40/150

**Event Image\***

☒ Use Default Activity Image

 **6**

☐ Upload Custom Image

- 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.

# EVENT WIZARD - UPLOADING YOUR EVENTS

**Events** 8

Sat 1/18/2025 7:30 PM	Opponent 1	<a href="#">Customize</a>	
Sat 1/25/2025 7:30 PM	Opponent 2	<a href="#">Customize</a>	
Sat 2/22/2025 7:30 PM	Opponent 3	<a href="#">Customize</a>	
Sat 3/29/2025 7:30 PM	Opponent 4	<a href="#">Customize</a>	

[+ Add Event](#)

**Customize Event Details** 9

Event Name

Hometown University Basketball vs. Opponent 1

Ticket Levels

General Admission \$ 10 500

[+ Add Ticket Level](#)

Concessions will be available - no outside food or beverage.

☒ Apply event description to all events

[Cancel](#) [Submit](#) 10

- 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**

**Event Organizer** 11

Ticketing Ticketing ▼

**Publish and On-Sale**

**Event(s) will be visible to fans**

Publish events immediately ▼


**Tickets will be available to purchase**

Sales start immediately ▼

[Back](#)

- 11) Add selling dates and publish times - these will apply to all events!
- 12) Click **Submit** to create all events

**Your events have been created!**



[View Events](#)

[Create More Events](#)

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