

Event Details (Advanced)

After you have completed the basics of Step 1 of the event setup process you can progress to the advanced settings. In the advanced section you have several different event settings. Some of these don't need to be changed/configured and others will need to be changed from one event to the next.

Event Timezone	(GMT 0:00) Eire		
Event City	Limerick		
	Currency/duration		
Tickets Currency	Euro		
Booking Time Limit	40 🔻		

Event Timezone:

Event time zones are for 99% of our events set to Ireland (GMT:00) Eire. If you need to change this to a different time zone you can simply select it from the dropdown item.

Event City:

Event city is a free text box where you can enter any value. Town, City, Village, region, district etc.

Tickets Currency:

We have in the past supported over 10 different currencies and we can if we had a requirement for it. Generally, events are set to take fund in euro and the system will default to this value. From a system point of view, you can select; GBP, Euro & USD



Booking Time Limit:

The booking time limit is controlled in minutes in the system. This variable refers to the time in minutes that the person purchasing a ticket or registration has to complete their booking. This is often referred to in technical terms as a "session time". The session time can be a very important parameter that is set in an event especially for events that will sell out quite quickly. For example:

- Entertainment an entertainment event would never usually have a session time of more than 7-8 minutes. Entertainment events usually have high demand and most people are buying more than one ticket and only entering one set of personal data (per order)
- **Sporting** a sporting event would usually have a session time of 40 minutes or more. Sporting events usually lower demand than entertainment events and most people are entering large sets of personal data (per ticket)

Online Ticket Sales:

This is an event level setting and is very important as it denotes when the event will open for sale. When the event open and close times are set in the event it will open for online sales and close at the specified times and dates. This is a calondar view and works as follows:

This is a calendar view and works as follows:

In my example below I have set the online open and close times and dates. The event will open for online sales according to the above at 17.08.2020 @ 9am and close on 31.08.2020 @ 23.45. If these open and close dates and times are not set, then the event will be open for sale freely.





Organiser Help Sheet

Eventmaster.

The **Event Contacts** section works in two ways, it gives the Eventmaster support team a name, number and email to contact you. The email used also enables participants to get in touch with you via the event page through the 'Contact Organiser' button.

Makin nanting is laft a sector	See and a contacts will be used		
If this section is left empty, organ	izer prohie contacts will be used.		
Contact Name			
Contact Phone			
Contact Email	swimforamile@swimireland.ie		
Event website	http://www.swimforamile.com		
Eventmaster.		Your cart is empty Welcome, Leanne 🗸	Services V
0.	Conies.		
: 6	FOR A MILE	How this ap	pears on the Event Pag
Kingfisher Club Galw	Pay Swim For A Mile Event	How this ap	pears on the Event Pag
Kingfisher Club Galw Galway	Pay Swim For A Mile Event	How this ap	pears on the Event Pag
Kingfisher Club Galw Galway Official Swim For A Mile (SFAM) Ch Contact: Whitto:/www.swimforamile.com	A Server taking place at Kingfusher Club, University of Galway.	How this ap	pears on the Event Pag
Kingfisher Club Galv Galvay Official Swim For A Mile (SFAM) Ch Contact With the Official Swim For A Mile (SFAM) Ch Contact With the Official Swim For A Mile (SFAM) Ch Contact Organiser	PART SAME Event alenge event taking place at Kingfisher Club, University of Galway.	How this ap Swim FOR A MILE	pears on the Event Pag
Kingfisher Club Galw Galway Official Swim For A Mile (SFAM) Ch Contact Wintroviewswimforamile.com Contact Organiser Event Description: Complete your mile or half mile in a This booking will cover your event t	Supportive, fun environment! rev (FU on er Union)	How this approved the second s	pears on the Event Pag
Kingfisher Club Galw Galway Official Swift For A Mile (SFAM) Ch Contact: Whttp://www.swifteforamile.com Contact: Whttp://www.swifteforamile.com Contact: With Description: Conglete your mile or half mile in a This booking will cover your event of by International and Olympic swift Onternational and Olympic swift	Supportive, fun envlormment! Intry for the timed swim, event pack and access to paid expert led technique clinics rai res (E) Oper clinic). Supportive fun envlormment to enable those who can swim a little to swima a colicible concerned.	How this ap	Contact Organiser ent organizer.
Contact Contact Organise Contact Organise Con	Supportive, fun envíornment! Intry for the timed swim, event pack and access to paid expert led technique clinics rainers (EQ per clinic). Intry for the timed swim, event pack and access to paid expert led technique clinics rainers (EQ per clinic). Intry for the timed swim, event pack and access to paid expert led technique clinics rainers (EQ per clinic). Intry for the timed swim, event pack and access to paid expert led technique clinics rainers (EQ per clinic). Intry for the timed swim, event pack and access to paid expert led technique clinics rainers (EQ per clinic). Intry for the timed swim, event pack and access to paid expert led technique clinics rainers (EQ per clinic). Intry for the timed swim event pack and access to paid expert led technique clinics rainers (EQ per clinic).	How this ap	Contact Organiser ent organizer.
Kingfisher Club Galw Galway Official Swim For A Mile (SFAM) Ch Contact: Whttp://www.swimforamile.com Contact: Whttp://www.swimforamile.com Contact Organiser Miner Description Contact Organiser Miner Description Contact Organiser Description Description Description Contact Organiser Description Desc	Supportives, fun environment! Intry for the timed swim, event pack and access to paid expert led technique clinics rate supportives, fun environment! Intry for the timed swim, event pack and access to paid expert led technique clinics rate supportives, fun environment! Intry for the timed swim, event pack and access to paid expert led technique clinics rate mile? No problem, we also have the half mile option: mme vaswus/unforamine to enable those who can swim a little to swim a emile? No problem, we also have the half mile option:	How this app	Contact Organiser ent organizer.
Kingfisher Club Galw Galway Official swim For A Mile (SFAM) Ch Contact Whttp://www.swimforamile.com Whttp://www.swimforamile.com Contact Organiser Wintp://www.swimforamile.com Contact Organiser Develope your mile or haft mile in a This booking will cover your event of by Intervational and Ohymole swim On top of this Swim Ireland coache mile in just 12 weeks. Not feeling th Download the FREE training organ Download the FREE training organ	Supportive, fun environment! Intry for the timed swim, event pack and access to paid expert led technique clinics rate ress (CLID oproblem, we also have the half mile option! Intry for the timed swim, event pack and access to paid expert led technique clinics rate ress (CLID oproblem, we also have the half mile option! Intry for the timed swim, event pack and access to paid expert led technique clinics rate ress (CLID oproblem, we also have the half mile option! Intry for the timed swim, event pack and access to paid expert led technique clinics rate ress (CLID oproblem, we also have the half mile option! Intry for the timed swim, event pack and access to paid expert led technique clinics rate ress (CLID oproblem, we also have the half mile option! Intry for the timed swim, event pack and access to paid expert led technique clinics rate ress (CLID oproblem, we also have the half mile option! Intry for the timed swim, event pack and access to paid expert led technique clinics rate ress (CLID oproblem, we also have the half mile option! Intry for the timed swim, event pack and access to paid expert led technique clinics rate ress (CLID oproblem, we also have the half mile option! Intry for the timed swim, event pack and access to paid expert led technique clinics rate ress (CLID oproblem, we also have the half mile option! Intry for the timed swim, event pack and follow in your own time or participate in	How this app	Contact Organiser ent organizer.
Kingfisher Club Galw Galway Official Swim For A Mile (SFAM) Ch Official Swim (For A Mile (SFAM) C	Supportive fun environment! nary for the timed swim, event pack and access to paid expert led technique clinics ra- ensure of the timed swim, event pack and access to paid expert led technique clinics ra- ensure Study or collect. Inter for the timed swim, event pack and access to paid expert led technique clinics ra- ensure Study or collect. Inter view created at a training programme to enable those who can swim a little to swim a ensure No problem, we also have the half mile option! Inter view created at a mile comment of blow in your own time or participate to Study or problem, we also have the half mile option! Inter view created at a mile comment of blow in your own time or participate to the the problem of the study of the problem of the study of	How this app	Contact Organiser ent organizer.

organiser button, they are prompted to fill in an enquiry form that will automatically be sent to the email address entered in the 'Event Contact' section above.



Characters: 0/2000



Hide dates on event page

The checkbox for "Hide dates on event page" works as follows:

By checking this box, it hides a displayed message on the event page for when event sales open and close. See example below of how the online sale dates are displayed.

Walk the Line 2023 - Saturday, March 25, 2023 - Glencullen Adventure Park						
1. TICKETS	2. DETAILS	3. SUMMARY	4. COM	IPLETE		
Ticket Type	Quantity	Price	Fee	Subtotal		
Unguided Walk	0 🗘	€60.00	€4.20	€64.20		
Early Bird: Guided	0 🗘	€70.00	€4.90	€74.90		
			Total	€0.00		
Online ticket sales available between No	vember 09, 2021 at 10:00 and March 2	1, 2023 at 09:00				
Do you have an access key - click he	ere		Pro	oceed		
Please note with new Strong Customer Authentication regulation you may be required in 2 part payment validation at the checkout.						

Event Search Visibility

If Event search visibility is ticked, your event will appear on https://eventmaster.ie/events

Event Search Visibility	
Show this Event in Whats On Category	
Show this Event in Event Catalog	

The remaining options in the advanced section do not need to be edited. However, If you would like to discuss any of this functionality please contact our support team at support@eventmaster.ie

