



# Creating Event Activities

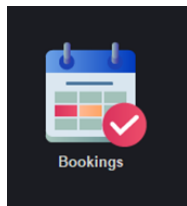
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# 1. Creating Event Activities.

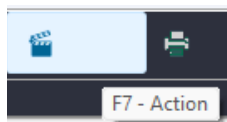
To create new Event Activities:



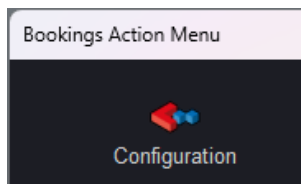
Select – Bookings.



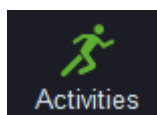
Select – An Events booking page.



Select – Action.

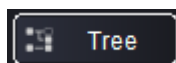


Select – Configuration.

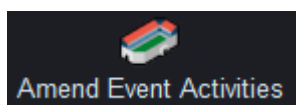


Select – Activities.

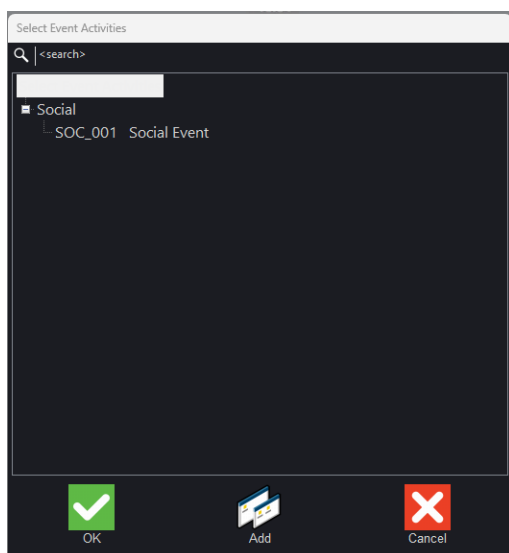
Code	Type	Desc	No	ChgType	People	Select
09_10_M	Mendip Crs	9 Holes 10th		Person	4	No
09_1_M	Mendip Crs	9 Holes 1st Mendip		Person	4	No
10_1_M	Mendip Crs	10th Tee Mendip		Person	4	Yes
18_10_M	Mendip Crs	18 Hole 10th Mendip		Person	4	No
18_1_M	Mendip Crs	18 Holes 1st Mendip		Person	4	No
1_TEE	Academy Cr	1st Tee Academy		Person	4	P&P
1_T_M	Mendip Crs	1st Tee Mendip		Person	4	Yes
ADMIN	Admin	Admin		Booking		PMS
AEROBICS	Classes	Aerobics		Person	4	Evt
ASTRO_5	Astro	5 Aside		Person	1	Clim
ASTRO_7	Astro	7 Aside Pitch		Person	1	Clim
ASTRO_F	Astro	Full Astro Pitch		Booking	1	Clim
BATHSLIP	PMS	Bath Robe & Slippers		Person		P&P
BODY01	Spa	Body Therapy Room		Booking	1	Spa
BODYCOMB	Classes	Body Combo		Person	4	Evt
BODY01	Body Thera	Body Therapy 1	4	Person	1	Tre



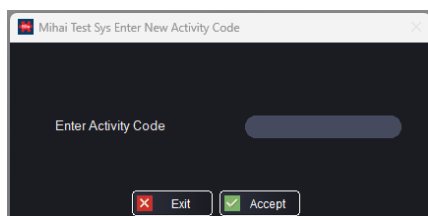
Select – **Tree**.



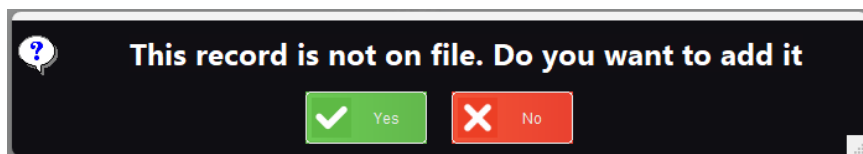
Select – **Amend Event Activities**.



Select the Event you wish to copy and Select – **Add**.



Enter a new code for the Event (max 8 characters) then Select - **Accept**.



Select – **Yes**.



Elite Mihai Test Sys Activities

Activity Set-up

Parameters

Pricing / Profiles

Activity Code: GUIDE

Description: Social Event

Activity Type: Social

Charging Type: Person

No per Booking: 10

Membership Type:

Validate: N

Skill:

Date Created: 11/05/26

Date Amended: 11/05/26

Amended By: ESP

Number: 0

Account Code:

Vat Code: A

Skill Time: 02:04

Select Resource: Evt

Resource	Description	Type	Cram	Period	Prd Type
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- Select the appropriate **Activity Type** from the list e.g. 'Event'
- Enter an appropriate **Description** e.g. 'Fireworks Evening'
- The **Number** field should be set to '0'
- The **Charging Type** should usually be set to 'Person' this applies a charge to each participant. This may be set to 'Booking' if required which will apply a single charge for the booking irrespective of how many participants there are.
- The **No per Booking** field is used to define a **maximum number of persons per booking** (not the maximum number for the event).
- **Account Code** should be left blank
- **Select Resource** must be set to 'Evt'
- **Validate** is set to 'Y' if attendee tickets are required for the event.
- The **VAT Code** will already be set to 'A'. If the event is to be VAT Exempt, this should be set to 'E'.



- **Membership Type** – If your system has multiple membership types configured you can select here which of your types the pricing is based on.

Select the **Parameters** tab.

A screenshot of a software interface titled 'Elite Mihai Test Sys Activities'. The 'Parameters' tab is selected, showing a configuration screen for an activity. The activity code is 'GUIDE' and the event type is 'Social Event'. The interface is divided into three main sections: 'Standard Parameters', 'Event Parameters', and 'Interface Parameters'. 'Standard Parameters' includes options like 'Template Control' (checked), 'Sub Mgroup', 'Quest Variant', 'Supplementary Group', 'Search Group', 'Duplicate Check', 'Time Before History', 'End Time', 'No Time', 'Identify Usage', 'Charge for NoShows', 'Requires Staff' (set to 'N'), 'Valid From' (07/07/02), 'Valid To' (07/07/02), 'Age From', and 'Age To'. 'Event Parameters' includes 'Setup Time', 'Breakdown Time' (01:02), 'Event History Time', 'Event Slot Time', 'Event Group', 'Sole Occupancy', 'Book All Event', 'Competition Event', 'Package Event', 'Mass Arrival', 'Arrive To Levy', 'Wait List Activity', 'Party Rules', and 'Split Availability'. 'Interface Parameters' includes 'Validation Cnt', 'Security', 'Security Valid', 'Equip Type', 'Content Act Code', 'Content Attrib', 'Product Type', and 'Product Code'. On the right side, there are three buttons: 'Export Activity', 'Messages', and 'Questionnaires'.

- **Questionnaires** allows up to 10 different questionnaires to be assigned to an activity to include specific questions which must be completed upon making a booking on the activity. These boxes would be populated with the questionnaire reference code.
- **Template Control** must remain Ticked.
- The **Duplicate Check** option allows you to enter a time period. This will activate the booking system to check whether each individual has a duplicate booking for this event within the time period specified from the start time of the activity.
- **Time Before Hist** controls the time after the start of an event that changes are not permitted to a booking.
- **Set-up Time and Breakdown Time** allows you to specify an amount of time which is required to set-up the event and time to clear equipment away.
- **Identify Usage Numbers** allows a quick method of entering the number of participants onto an individual event. If this box is ticked, whenever a booking is created for this activity you are prompted to enter the number of participants to add under each price type. This option bypasses pricing being automatically assigned based on the Membership Type.
- **Book All Event** allows you to ensure that it only takes one person to book the entire event out instead of a proportion of the event. (For Group Bookings where one person hires an area but individual names are collected/recorded against the event)
- **Sole Occupancy** activates the VAT Notice 742 Section 5, Land and Property / Leisure Activities to automatically refund the VAT on a booking which meets the criteria of the VAT Notice.



- **Event Slot Time** allows you to specify the time band upon which the pricing is based. This would be used where the same activity takes place more than once on the same day, but for different lengths of time, as there can only be one price matrix per activity, per day.

Select **F2 Exit** twice to save the details entered and return to the Activity File menu.