



PCNS

Using the Event Module

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Goals Tonight

- Introduction to the Event Module
- How to set up simple events
- How to find instructions for more complex events
- Share resources
- Questions & sharing



PCNS?

What is PCNS? **Pickleball Canada National System**

It is a bilingual system that affiliated clubs have access to and features:

- Membership Management
 - direct membership signup – one fee payment for club, PTSO and Pickleball Canada
 - individual access to member's profile
 - full access to membership information
- mass email communication
 - newsletter function
- Website – free website that is quite easy to customize
- Commercial Application – an online store function to sell merchandise and keep track of inventory **AND.....**



PCNS?

- **Event Management** – promote and register for a clinic or a social event

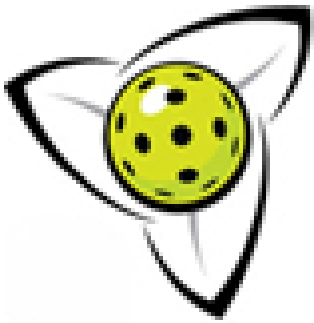
- **Competition Management** – set up ladder and league play



Type of Events

- ❖ Meeting (AGM)
- ❖ Open House
- ❖ Clinic
- ❖ Course
- ❖ Camp
- ❖ Practice Schedule
- ❖ Tournaments
- ❖ Purchase
- ❖ Online Store

+ other ideas you may have



MY ACCOUNT | PROVINCIAL ASSOCIATIONS | [JOIN-RENEW](#)

f t @ EN | FR Q

Hello, what would you like to do?

My Events ←

Create and manage your events (competitions, training courses, etc).

[VIEW MY EVENTS](#)

My Registrations

Keep track of everything that you have registered for.

[VIEW MY REGISTRATIONS](#)

Messaging Centre

View a history of messages sent to you and manage your subscription settings.

[VIEW INFORMATION](#)

Login Information

Manage your login settings such as password and email address.

[VIEW INFORMATION](#)

Technical Support

If you have issues/questions regarding the registration platform.

[CONTACT SUPPORT](#)

Resource Centre

Learn how to use the system through our resource centre.

[VIEW INFORMATION](#)

System Updates

Keep informed on our progress with system updates.

[VIEW INFORMATION](#)

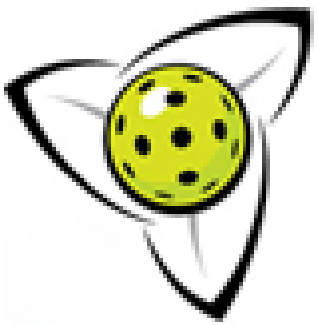
Dashboard

- My Events
- My Registrations
- Messaging Centre
- Login Information
- Technical Support
- Resource Center
- System Updates
- Logout

Advancing Pickleball for All, for Life!

f t @ in [CONTACT US](#)

Let's Start Out Simple



-
- [Dashboard](#)
- [My Events](#)
- [My Members](#)
- [My Profile](#)
- [My Registrations](#)
- [Messaging Centre](#)
- [Places to Play](#)
- [Login Information](#)
- [Technical Support](#)
- [Resource Center](#)
- [System Updates](#)
- [Logout](#)

Upcoming Events



[CREATE EVENT](#)

DATE	TITLE	LOCATION	TYPE
Any month ▾	Filter by title	Location ▾	Type ▾

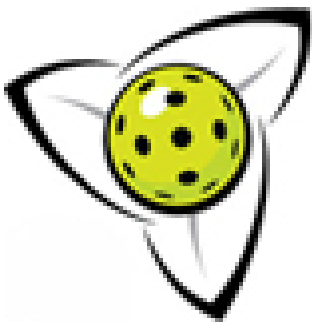
None found.

Past Events

DATE	TITLE	LOCATION	TYPE
Any month ▾	Filter by title	Location ▾	Type ▾

None found.

Events



Dashboard

My Events

My Registrations

Messaging Centre

Login Information

Technical Support

Resource Center

System Updates

Logout

Upcoming Events



CREATE EVENT

DATE	TITLE	LOCATION	TYPE
Any month	Filter by title	Location	Type
Mar 27	PCNS Learning Sessions - Event Management		Course
			Options

Past Events

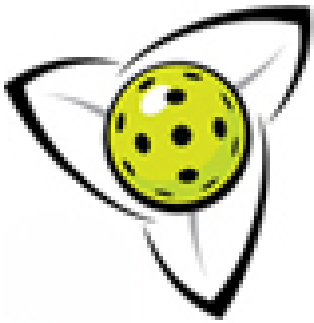
DATE	TITLE	LOCATION	TYPE
Any month	Filter by title	Location	Type
None found.			

Advancing Pickleball for All, for Life!



CONTACT US

Upcoming Events



Create Event

[View Registrants](#) [Admins](#)

01. General Information

02. Categories

03. Division Information

04. Payments & Deadlines

05. Confirmation

Event Title* Add Keywords

Type*

Your Page URL ?

City Not applicable ? Add Venue Location

Country*

Province/State/Region *

Logo (jpg, gif or png)

Banner Image ?

Page Color ?

Date Not applicable ?

TBA ?

+ Multiple dates ?

Twitter Handle Hashtag

Facebook URL

Instagram URL

External Website

Contact Information

Name

Email

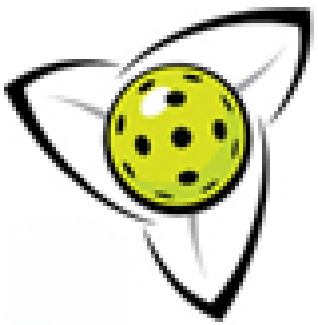
Phone

Fax

CONTINUE TO NEXT STEP



SAVE FOR LATER









Create An Event



SHARE ADMIN ACCESS FOR PCNS LEARNING SESSIONS - EVENT MANAGEMENT X

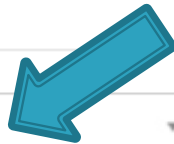
Master administrator: suzannepenner@pickleballontario.org - [Edit](#)

X  Partial Access 

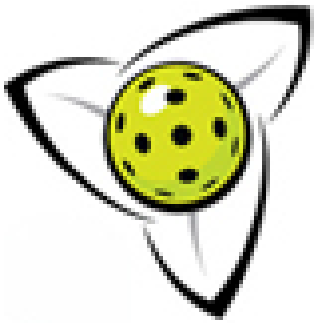
FUNCTIONALITY	ACCESS LEVEL		
Event settings 	<input type="radio"/> Full Access	<input checked="" type="radio"/> Viewing Only	<input type="radio"/> No Access
Entry list 	<input type="radio"/> Full Access	<input checked="" type="radio"/> Viewing Only	<input type="radio"/> No Access
Exporting 	<input type="radio"/> Full Access	<input checked="" type="radio"/> No Access	
Reports 	<input type="radio"/> Full Access	<input checked="" type="radio"/> No Access	
Mass email 	<input type="radio"/> Full Access	<input checked="" type="radio"/> No Access	
Registration form 	<input type="radio"/> Full Access	<input checked="" type="radio"/> No Access	
Manage web content 	<input type="radio"/> Full Access	<input checked="" type="radio"/> No Access	
Manage admins 	<input type="radio"/> Full Access	<input checked="" type="radio"/> No Access	

[\(+\)](#) Add Another Admin

SUBMIT CLOSE



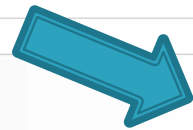
Add Administrators



+ Add Another Document

Other Information

EN



Advanced Options

Additional Options

Disable public webpage [?]

Yes No

Hide social media sharing [?]

Yes No

Require billing phone

Yes No Hide

Enable entry notification [?]

Yes No

Enable registrant transfer [?]

Yes No

Confirmation List

Public confirmation list

Yes No
 Registrant access only [?]

-- Confirmation list format --

Show only after registration deadline

Manage Access

Enable editing [?]

Yes No [Settings](#)

Enable removals [?]

Yes No

Manually approve entries [?]

Yes No

Hide on Pickleball Canada [?]

Yes No

Disable registration [?]

Yes No

Setup access code [?]

Restrict access to specific emails

Yes No

Other Features

Enable volunteer promotion

Yes No

Enable donations

Yes No

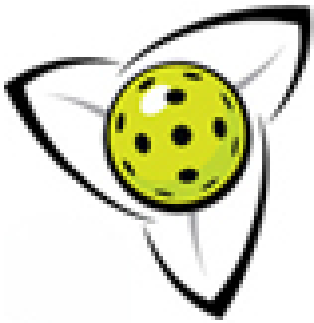
Enable matches/brackets

Yes No

CONTINUE TO NEXT STEP

SAVE FOR LATER

Create An Event



Date Not applicable ?

TBA ?

+ Multiple dates ?

Twitter Handle Hashtag

Facebook URL

Instagram URL

External Website

Contact Information

Name

Email

Phone

Fax

+ Add Another Contact

Documents

+ Add Another Document

Other Information

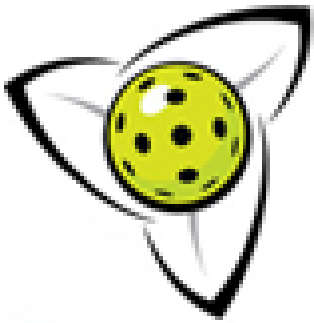
Advanced Options




CONTINUE TO NEXT STEP

SAVE FOR LATER

Create An Event



MANAGE QUESTIONS

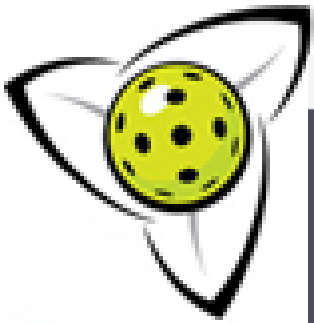
 **ADD QUESTION** X

+ * First Name	Edit
+ * Last Name	Edit
+ * Hometown	Edit
+ * Team	Edit

(-) Show default field settings

SAVE **CLOSE**

Manage Questions



MY ACCOUNT | PROVINCIAL ASSOCIATIONS | **JOIN-RENEW** EN | FR

Create Event

[View Registrants](#) [Admins](#) [Webpage](#)

01. General Information | 02. Categories | 03. Division Information | 04. Payments & Deadlines | 05. Confirmation

Open
Recommended for events that all categories compete against each other.

Category Specific
For events that have multiple categories.

MY ACCOUNT | PROVINCIAL ASSOCIATIONS | **JOIN-RENEW** EN | FR

Create Event

[View Registrants](#) [Admins](#) [Webpage](#)

01. General Information | 02. Categories | 03. Division Information | 04. Payments & Deadlines | 05. Confirmation

Single Division
When registrants all register for the same division.

Multiple Divisions
When registrants have multiple division options they can register for.

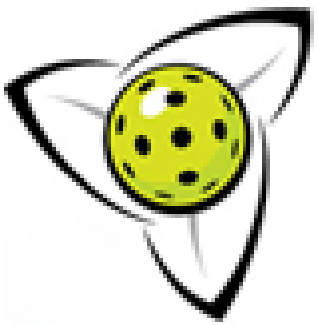
Advanced Options

Limit registration form to one registrant at a time. No Yes

Allow duplicate registrations. No Yes

Limit # of registrants/setup waitlist (all entries). No Yes [Settings](#)

Settings Options



SET ENTRY CAP

X

Leave textbox blank if no cap applies.



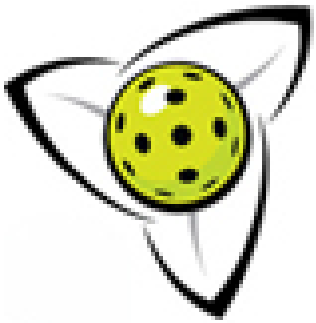
VIDEO TUTORIAL

Combine categories Combine genders Cap by division Cap by team

Enable waitlist → No charge to be on waitlist Charge to be on waitlist *(Additional Settings)*

CATEGORY	MALE CAP	FEMALE CAP
Junior	<input type="text" value="6"/>	<input type="text" value="6"/>

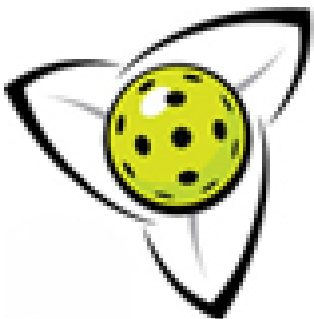
Settings Options



This is an added option where you can restrict your events to specific clubs only (i.e. if you want only YOUR club members to register for an event you created).

[Video Demo](https://vimeo.com/788275638/7e406d50f7) <https://vimeo.com/788275638/7e406d50f7>

Restricting Access



MANAGE QUESTIONS ADD QUESTION X

Member # EN Update Delete

Do not allow non-members to register [Membership lookup settings](#) (+ More settings)

* First Name Edit

* Last Name Edit

* Gender Edit

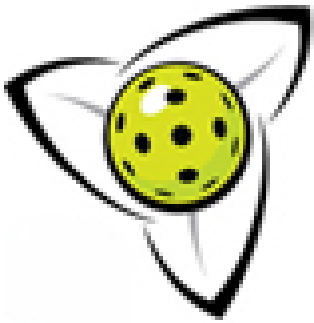
* Date of Birth Edit

Default fields (-) Hide default field settings

<input checked="" type="checkbox"/> Member #	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/> Team
<input checked="" type="checkbox"/> Hometown	<input type="checkbox"/> Full Mailing Address	<input type="checkbox"/> School Grade/Year
<input type="checkbox"/> Profile Photo	<input type="checkbox"/> Individual Email	<input type="checkbox"/> Canadian Citizen

SAVE CLOSE

Restricting Access



CREATE EVENT

01. General Information

02. Categories

03. Division Information

04. Payments & Deadlines

05. Confirmation

No entry deadline (registration always opened).

No charges for registration (free event).

Open registration on a specific date.

Early Bird Deadline

Regular Deadline

Closing Date

11:59pm (23:59)

\$ Price

Per registrant

[+ Add Custom Price](#)

Late Deadline

[+ Add Another Deadline](#)

[+ Manage Promotions ?](#)

[+ Manage Discounts for Specific Registrants ?](#)

Payment Information

Processing fee *Why is there processing fees & price chart*

Charge each registrant ? Absorb processing fee ?

How would you like to handle refunds?

Manually submit refunds No refunds Automatically refund cancellations

How would you like us to transfer funds to you?

Account name

Transit #

Institution #

Account #



* Your bank account information can be found at the bottom of a cheque.

⑆ 5 ⑆

Cheque #

⑆ 2345 ⑆ 678 ⑆

Transit #

Institution #

⑆ 2345 ⑆ 6789 ⑆

Account #

Settings Options



PCNS Learning Sessions - Event Management

[Settings](#) [Admins](#) [Webpage](#)

FINANCIALS

EXPORT DATA

PRINT REPORT

MASS EMAIL

ADD REGISTRANT(S)

Entries

Reporting

By registrant name

Add Filter

SEARCH



Apply to checked: [Edit](#) | [Remove](#) | [Email](#) | [Export](#) | [Print Report](#) | [More Info](#) | [Less Info](#)

Visible fields

Sort by

Viewing entries: 1 - 22 of 22

Page size: 100

Check all Full Name

Brown, Patrick

Cohen, Sally

Cooper, Lorie

Croley, Sue

Davies, Kristin

Feagan, Ruth

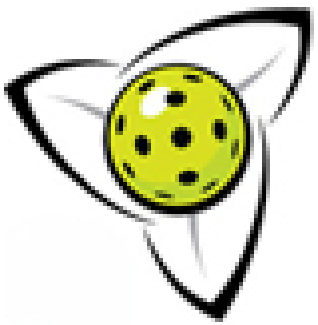
Hebert, Malinda

Kraftcheck, Stacey

Marasco, Linda

Marchand, Jeanne

Reporting



PCNS Learning Sessions - Event Management

[Settings](#) [Admins](#) [Webpage](#)

FINANCIALS

EXPORT DATA

PRINT REPORT

MASS EMAIL

ADD REGISTRANT(S)

Entries

Reporting

WITHDRAW FUNDS

Participants

Financial

Comparison

Fields

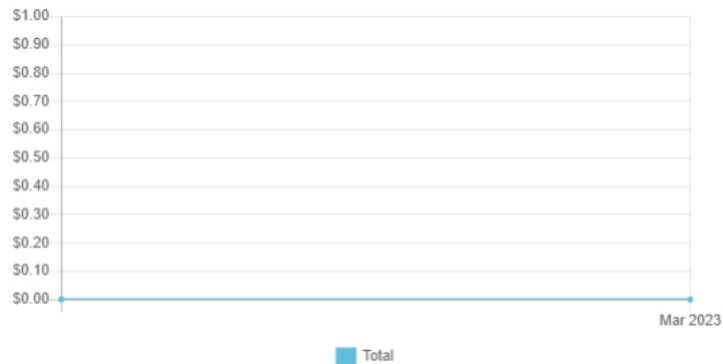
Date Range

2022-03-22

2023-03-22

GO

Revenues (totals)

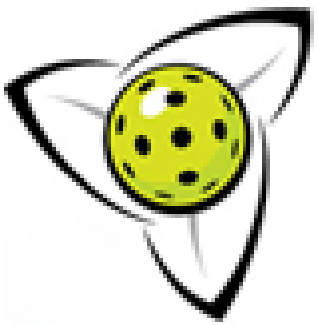


Month	Total
Mar 2023	<u>\$0.00</u>
Total	<u>\$0.00</u>

[Export Data](#)

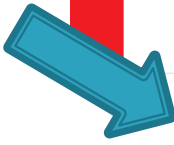
Grand Total: \$0.00

Withdraw Funds



PCNS Learning Sessions - Event Management

March 27th, 2023



REGISTER | DATE & TIME OF SESSION #1

Contact Us

Pickleball Ontario
✉ info@pickleballontario.org

Prices & Deadlines

Regular deadline:
March 25th, 2023 11:59pm (Eastern Time)

✔ Registration Opened

Registration Fees
Free Registration!

Other Information

This set of sessions is available to club executives and directors to update you on the Pickleball Canada National System (PCNS) for your ease of use.

March 27/23 7pm EDT - Event Management Module- You will learn to set up tournament registration, clinics, courses, meeting, sell products

News

How Long are Learning Session?

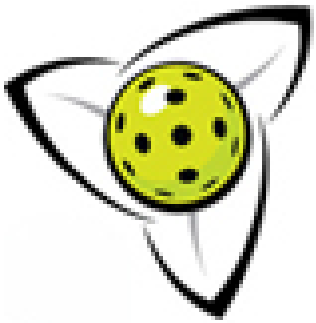
Sessions approx 45 minutes with 15 minutes to follow for questions.

Next Sessions

April 13/23 7PM EST - Updates - how to set up different memberships, use a wait list etc. - separate registration info to follow

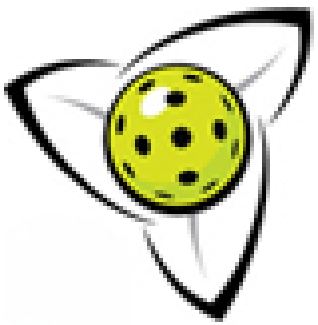
April 24/23 7PM EST - Webpage - how to set up and customize your club's webpage - separate registration info to follow

Webpage

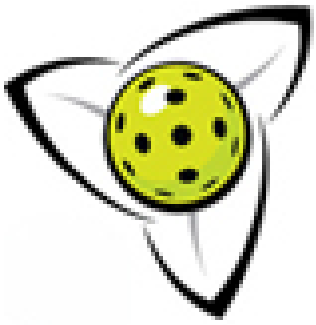


- ✓ Settings
 - ✓ Type of Event
 - ✓ Meeting
 - ✓ Clinic
 - ✓ Course
 - ✓ Open House
 - ✓ Camp
 - ✓ Administrators
- ✓ Publish
 - ✓ Website
 - ✓ Emails
 - ✓ Social Media
- ✓ After Event
 - ✓ Reports

Review

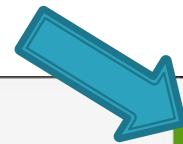


Pickleball Canada - External Store Demo

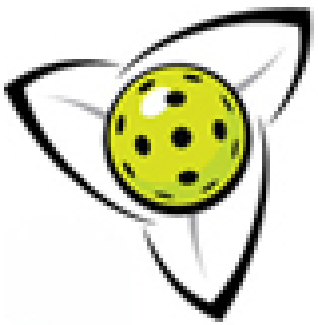


ADDITIONAL PURCHASES **ADD ITEM** X

<input type="text" value="Item name"/>	<input type="text" value="EN"/>	Update	Delete
<input type="text" value="Price \$0.00"/>	<input type="text" value="Item image"/>	<input type="checkbox"/> Make required	(+ More settings)



Online Store



ADDITIONAL PURCHASES ADD ITEM X

Item Description EN FR

(Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, etc.)

Other Settings

No deadline	Tooltip text EN	Apply to: All registrants
Default quantity (0)	Minimum quantity (0)	Maximum quantity (Unlimited)
Add different sizes	Inventory & quantity	<input type="checkbox"/> Set different price per size

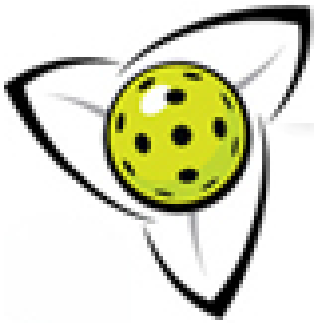
Available Sizes

X-Small EN	Sm EN	Size 3 EN
Size 4 EN	Size 5 EN	Size 6 EN
Size 7 EN	Size 8 EN	Size 9 EN
Size 10 EN	Size 11 EN	Size 12 EN

(Add more sizes)

SAVE CLOSE

Online Store



My Trackie Store [View Info](#) [Contact Us](#) [Clear Form](#)

01. Registrant Information

02. Confirmation & Payment

03. Receipt

of individuals that you want to register

1

Import

Share fields

* Required fields

First Name *

Adam

Last Name *

Stacey

Additional Purchases



Pickleball T-shirt
\$25.00

✓ Size
X-Small
Small
Medium
Large
X-Large



Ball Set of 10
\$30.00

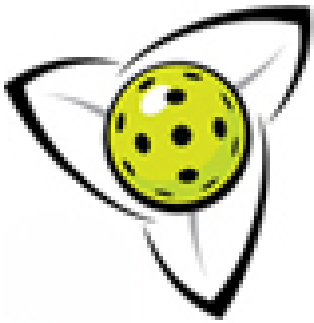
QTY
| 0 | +



Paddle
\$50.00

QTY
| 0 | +

Online Store



Create Event

[View Registrants](#) [Admins](#) [Webpage](#)

01. General Information

02. Categories

03. Division Information

04. Payments & Deadlines

05. Confirmation

Event Title* [Add Keywords](#)

Type*

Your Page URL

City Not applicable

[Add Venue Location](#)

Country*

Province/State/Region*

Logo *(jpg, gif or png)*

Banner Image

Page Color

Date Not applicable

TBA

[+ Multiple dates](#)

Twitter Handle Hashtag

Facebook URL

Instagram URL

External Website

Contact Information

Name

Email

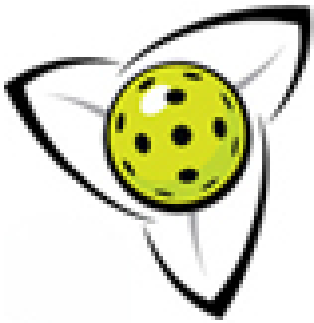
Phone

Fax

CONTINUE TO NEXT STEP

SAVE FOR LATER

Create A Tournament



+ Add Another Document

Other Information

Advanced Options

Additional Options

Disable public webpage ? 


Yes No

Hide social media sharing ? 

Yes No

Require billing phone

Yes No Hide

Enable entry notification ? 


Yes No

Enable registrant transfer ? 

Yes No

Confirmation List


Public confirmation list

Yes No
 Registrant access only ? 


-- Confirmation list format --

Show only after registration deadline


Manage Access

Enable editing ? 

Yes No [Settings](#)

Enable removals ? 


Yes No

Manually approve entries ? 


Yes No

Hide on Pickleball Canada ? 

Yes No

Disable registration ? 

Yes No

Setup access code ? 

Restrict access to specific emails

Yes No

Other Features

Enable volunteer promotion

Yes No

Enable donations

Yes No

Enable matches/brackets

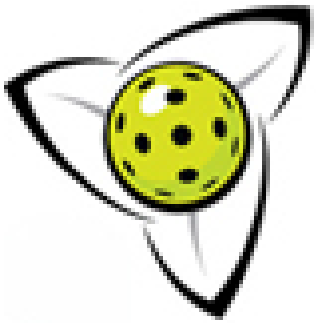
Yes No



CONTINUE TO NEXT STEP

SAVE FOR LATER

Create A Tournament



[Vimeo](#) Tournament 1

[Vimeo](#) Tournament 2

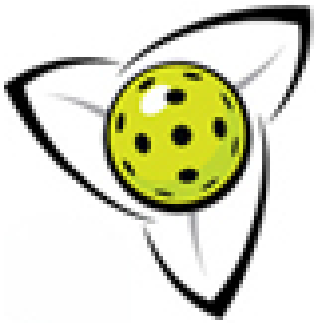
[Vimeo](#) Scheduling

[Vimeo](#) Scheduling Time Conflict

[Vimeo](#) Scorecard Generator

[Vimeo](#) Restricting To Club Members Only

Tournament Demos



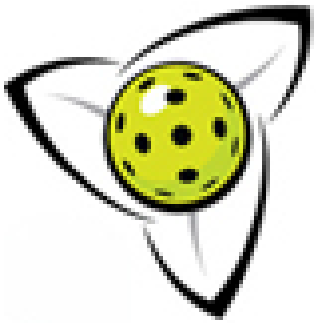
Video Resources

- Fundraising - Added functionality to fundraise for your charity or charities.

[Video Demo](#)

Upcoming

- Court Booking System
- Sort Events by City



Questions? Other Ideas

Thank you for joining this presentation

Contact Info: info@pickleballontario.org

gailprior@pickleballontario.org

suzannepenner@pickleballontario.org