

Exware Event Setup – Department

Login to the site:

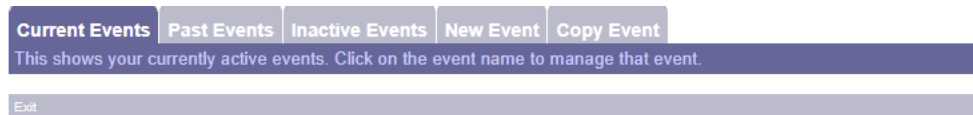
<https://events.fin.queensu.ca/cgi/login.cgi>

Click on the “Event Manager” icon:



At this screen you will see only the events associated with your department

Click on the link of the event you wish to update:



Calendar Of Events

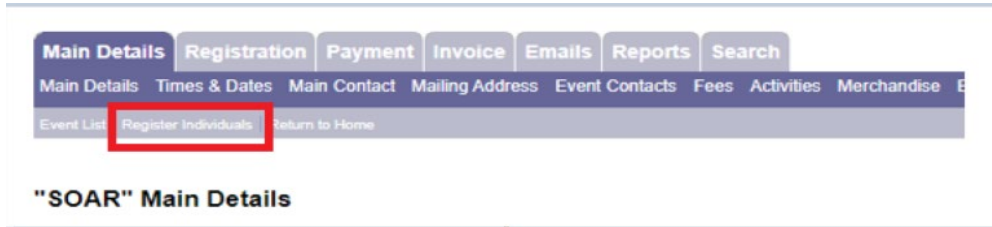
Date	Event	Options
July 6, 2023 - July 15, 2023	SOAR SOAR (Summer Orientation to Academics and Resources) is a one-day, on-campus orientation program for incoming first-year students and their parents and supporters.	<input type="checkbox"/>
July 15, 2023 - July 21, 2023	HQRS 846 Intensive Week In-person intensive week of study for the HQRS 846 course	<input type="checkbox"/>

ExSite Event Manager - powered by [ExSite Webware](#)

At any point you can review how your event will display by going to the event calendar page and clicking on your event:

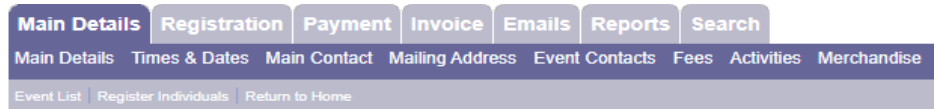
<https://events.fin.queensu.ca/cgi/page.cgi/event.html>

You can also review the registration page by clicking:



On the **Main Details** tab update, the Summary, Long description, and Space available boxes.

On the **Main Details** tab leave the “**Hide from Public Listing**” at “**Y**” until are ready for registration to begin.



"SOAR" Main Details

Event

SOAR

Summary

SOAR (Summer Orientation to Academics and Resources) is a one-day, on-campus orientation program for incoming first-year students and their parents and supporters.

Long description

Edit ▾ Insert ▾ Formats ▾ Table ▾ List ▾

← → **B** *I* *Ix* Normal Text ▾

SOAR (Summer Orientation to Academics and Resources) is a one-day, on-campus orientation program for incoming first-year students and their parents and supporters.

p

Tax number

107868705RT0001

Invoice Identifier

00000

Space available needs to be filled in for people to be able to register – this can be an estimate but will cap registrations when the count is reached. If an event has no cap then inflate the number so registration is not limited.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Main Details, Registration, Payment, Invoice, Emails, Reports, and Settings. Below this is a secondary bar with links: Main Details, Times & Dates, Main Contact, Mailing Address, Event Contacts, and Fees. A third bar contains links: Event List, Register Individuals, and Return to Home. The main content area is mostly blank, with a search bar containing the letter 'p'. Below the search bar are several form fields: Tax number (107868705RT0001), Invoice Identifier (empty), Status (active), Selling Status (open registration), Space Available (2700), Facility (Biosciences Complex [1]), Hide from Public Listing (radio buttons for Y and N, with N selected), and Hide date from Calendar of Events (radio buttons for Y and N).

On the **Registration tab** you can setup defaults, questions, messages, and mandatory fields:

If you enable the cancellation policy, COVID policy, or photo consent in “Settings” you will need to also populate a corresponding Registration Message.

The setting option “Display the answers to the registration questions on the confirmation” is not applicable as it is only for non-e-commerce transactions. If the answers are required in the confirmation emails refer to the merge code document.

"SOAR" Settings

Check	Setting Options
<input type="checkbox"/>	Place registrants on a waiting list once the event is full
<input type="checkbox"/>	Automatically CC the organizer when a confirmation of registration is sent
<input type="checkbox"/>	Enable online purchases
<input checked="" type="checkbox"/>	Use Canadian spelling for the word, 'cheque'
<input checked="" type="checkbox"/>	Disable sponsor banners and logos
<input type="checkbox"/>	Event with no payment, activities or merchandise
<input type="checkbox"/>	Event with no payment includes activities or merchandise
<input checked="" type="checkbox"/>	Enable cancellation policy checkbox on the registration form
<input checked="" type="checkbox"/>	Enable COVID policy checkbox on the registration form
<input checked="" type="checkbox"/>	Enable Photo consent checkbox on the registration form
<input type="checkbox"/>	Display the answers to the registration questions on the confirmation
<input type="checkbox"/>	Enable promo code

Here you can add questions specific to your event.

The collection notice will be mandatory for all events and will be added when your event is set up – **do not delete this question.**

<p>Queen's University's Collection Notice</p> <p><i>Personal Information is collected under the authority of the Queen's University Royal Charter, 1841 , as amended, and will be used for the registration and associated uses for attending/registering for [event]. Questions regarding the collection or use of this personal information should be directed to grad.nursing@queensu.ca.</i></p> <p><i>By clicking 'Yes' you agree to the collection of this information.</i></p>	Checkbox	11 ▼
---	----------	------

[Main Details](#)
[Registration](#)
[Payment](#)
[Invoice](#)
[Emails](#)
[Reports](#)
[Search](#)
SOAR

[Settings](#)
[Registration Questions](#)
[Registration Messages](#)
[Mandatory Field Settings](#)

[Event List](#)
[Register Individuals](#)
[Return to Home](#)

Registration Questions

6 record(s) found.

OPTIONS:

[Add new question](#) | [View answers to all questions](#)

Options	No.	Question	Question Type	Order of appearance
<input type="checkbox"/>	1	Please confirm which Faculty/School/Program your student is attending.	Drop-down list	1
<input type="checkbox"/>	2	Do you require any dietary accommodations?	Checkbox	2
<input type="checkbox"/>	3	If other, please specify: Please specify your other dietary accommodations	Text input	3
<input type="checkbox"/>	4	Do you require any other accommodations? <i>Queen's is committed to an inclusive campus community with accessible goods, services, and facilities that respect the dignity and independence of persons with disabilities. Are there any steps we can take to make this a more inclusive and barrier-free event for you?</i>	Text input	4
<input type="checkbox"/>	5	How did you hear about SOAR?	Drop-down list	5
<input type="checkbox"/>	6	If other, please specify: Please specify the other way you heard about SOAR	Text input	6

[Main Details](#)
[Registration](#)
[Payment](#)
[Invoice](#)
[Emails](#)
[Reports](#)
[Search](#)
SOAR

[Settings](#)
[Registration Questions](#)
[Registration Messages](#)
[Mandatory Field Settings](#)

[Event List](#)
[Register Individuals](#)
[Return to Home](#)

Custom Registration Messages

11 record(s) found.

You may add custom messages to various points in the registration process, to further inform your registrants

Options	No.	Message Location	Actual Message (display the first 100 characters only)
<input type="checkbox"/>	1	Top of First Registration Screen	-- Student Registration --A maximum of 2 Guest tickets can be added on the next page
<input type="checkbox"/>	2	Top of Second Registration Screen	
<input type="checkbox"/>	3	Top of Payment Options	
<input type="checkbox"/>	4	Below Invoice	
<input type="checkbox"/>	5	Below Fax Form	
<input type="checkbox"/>	6	Below Mailing Address	
<input type="checkbox"/>	7	Final Screen	Thank you for registering for SOAR! You will receive an email shortly confirming your registration.
<input type="checkbox"/>	8	Cancellation Policy	SOAR tickets are non-refundable and all sales are final.
<input type="checkbox"/>	9	COVID Policy	In line with current provincial and public health guidance, the university's suspension of mandatory
<input type="checkbox"/>	10	Photo Consent	I hereby grant permission to Queen's University at Kingston ("Queen's") and its representati
<input type="checkbox"/>	11	Promo Code Message	

[Main Details](#) | [Registration](#) | [Payment](#) | [Invoice](#) | [Emails](#) | [Reports](#) | [Search](#)
[Settings](#) | [Registration Questions](#) | [Registration Messages](#) | [Mandatory Field Settings](#)
[Event List](#) | [Register Individuals](#) | [Return to Home](#)

Mandatory Field Settings

Check	Registration Field
<input type="checkbox"/>	Title
<input checked="" type="checkbox"/>	First Name
<input checked="" type="checkbox"/>	Last Name
<input type="checkbox"/>	Position/Title
<input type="checkbox"/>	Company/Organization
<input checked="" type="checkbox"/>	Address
<input checked="" type="checkbox"/>	City
<input checked="" type="checkbox"/>	State/Prov
<input checked="" type="checkbox"/>	Country
<input checked="" type="checkbox"/>	Zip/Postal Code
<input type="checkbox"/>	Telephone

On the **Emails** tab you can set up automatic emails and the content of each type. See Merge Code document for available codes to use in emails.

[Main Details](#) | [Registration](#) | [Payment](#) | [Invoice](#) | [Emails](#) | [Reports](#) | [Search](#)
[Confirmation Emails](#) | [Send Invite](#) | [Email Lists](#) | [Target Groups](#)
[Event List](#) | [Register Individuals](#) | [Return to Home](#)


"SOAR" Confirmation Emails

6 record(s) found.

[New Confirmation Email](#)

The following emails are sent to registrants upon confirmation for registration, payment, etc.

Options	No.	Subject
<input type="checkbox"/>	1	Confirmation of Registration
<input type="checkbox"/>	2	Payment Confirmation
<input type="checkbox"/>	3	Your Invoice
<input type="checkbox"/>	4	Waitlist Confirmation
<input type="checkbox"/>	5	Event Follow-up
<input type="checkbox"/>	6	Event Reminder



Edit Confirmation Email

Subject

Confirmation of Registration

Description

Confirmation of Registration

Body

Dear [[honorific]] [[first_name]] [[last_name]],

Thank you for your recent event registration. Your registration details, as you entered in our web site are summarized below. Please save a copy for your records.

Event details:

Event: [[name]]
[[purchases]]

 Submit

 Cancel

 Reset

Back to the **Main Details tab** and under this the various sub-tabs is where to further set up your event. Go through each tab and add in applicable information for your specific event.



"SOAR" Main Details

"SOAR" Times & Dates

Start date
Jul 06, 2023

End date
Jul 15, 2023

Start time
9:00 AM

End time
4:00 PM

Registration Start Date
Apr 30, 2023

Registration End Date
Jul 14, 2023

In the **Main Contact tab**, the **email address must be filled in**. This is the “From” email address that the platform will use to email your confirmations, registrations, and updates. If left blank email notifications will not be sent for your event.

"SOAR" Main Contact

First Name
Student Experience Office

Last Name
Queen's University

Title

Telephone
613-533-6882

Fax

Email
student.experience@queensu.ca

Website
queensu.ca/studentexperience

In the **Mailing Address tab**, fill in the address you would like to appear on your registration invoices/receipts.

"SOAR" Mailing Address

Attention

Organization
Queen's University

Address
146 Stuart St

Address
2nd Floor LaSalle, Queen's University

City
Kingston

State/Province
Ontario

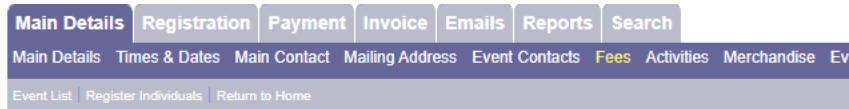
Zip Code/Postal Code
K7L 2V8

Country
Canada

In the **Fees tab**, add in all applicable tickets. If your event is free a fee is still needed to be added just enter the cost at \$0.00.

When the event is initially set up – there is a default \$1 fee – this can be modified for your first fee by clicking the “Registration” link.

Fee Groups can also be added if you want to group fees by day for example.



Event Fees

1 record(s) found.

[Add new fee](#)

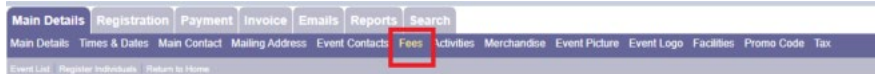
Registration Fees

Options	No.	Name	Status	Member Only?	Rank	Cost	Space available	Fee Group	Count towards
<input type="checkbox"/>	1	Registration	active	N	0	\$1.00	0	None	

[Add new fee group](#)

Fee groups

Options	No.	Name	Rank	Space available
There are no records to report				



Event Fees

19 record(s) found.

[Add new fee](#)

Registration Fees

Options	No.	Name	Status	Member Only?	Rank	Cost	Space available	Fee Group	Count towards
<input type="checkbox"/>	1	Faculty of Arts and Science - Thursday, July 6, 2023	active	N	0	\$45.00	0	July 6, 2023	• July 6, 2023
<input type="checkbox"/>	2	Faculty of Arts and Science - Friday, July 7, 2023	active	N	0	\$45.00	0	July 7, 2023	• July 7, 2023
<input type="checkbox"/>	3	Bader College - Saturday, July 8, 2023	active	N	0	\$45.00	0	July 8, 2023	• July 8, 2023
<input type="checkbox"/>	4	Faculty of Arts and Science - Saturday, July 8, 2023	active	N	0	\$45.00	0	July 8, 2023	• July 8, 2023
<input type="checkbox"/>	5	Faculty of Arts and Science - Sunday, July 9, 2023	active	N	0	\$45.00	0	July 9, 2023	• July 9, 2023
<input type="checkbox"/>	6	Faculty of Engineering and Applied Sciences - Friday, July 14, 2023	active	N	0	\$45.00	0	July 14, 2023	• July 14, 2023
<input type="checkbox"/>	7	Faculty of Health Sciences - Friday, July 14, 2023	active	N	0	\$45.00	0	July 14, 2023	• July 14, 2023
<input type="checkbox"/>	8	School of Nursing - Friday, July 14, 2023	active	N	0	\$45.00	0	July 14, 2023	• July 14, 2023
<input type="checkbox"/>	9	Smith School of Business (Commerce) - Friday, July 14, 2023	active	N	0	\$0.00	0	July 14, 2023	• July 14, 2023
<input type="checkbox"/>	10	Faculty of Engineering and Applied Sciences - Saturday, July 15, 2023	active	N	0	\$45.00	0	July 15, 2023	• July 15, 2023
<input type="checkbox"/>	11	Smith School of Business (Commerce) - Saturday, July 15, 2023	active	N	0	\$0.00	0	July 15, 2023	• July 15, 2023

Required fields when adding a fee is:

Status

Name of fee

Space available – if you leave it at 0 registrants will not be able to register.

Fee – if the event is free still need to enter as \$0.

Taxable

Main Details | **Registration** | **Payment** | **Invoice** | **Emails** | **Reports** | **Search**

Main Details | Times & Dates | Main Contact | Mailing Address | Event Contacts | **Fees** | Activities | Merchandise | Event Picture | Event Logo | Facilities

Event List | Register Individuals | Return to Home

For member only Y N

Status **active** ▼

Name of fee **Faculty of Engineering and Applied Sciences - Friday, July 14, 2023**

Description

Add Another Registrant

- Faculty of Arts and Science - Thursday, July 6, 2023
- Faculty of Arts and Science - Friday, July 7, 2023
- Faculty of Arts and Science - Saturday, July 8, 2023
- Faculty of Arts and Science - Sunday, July 9, 2023
- Bader College - Saturday, July 8, 2023
- Smith School of Business (Commerce) - Friday, July 14, 2023
- Smith School of Business (Commerce) - Saturday, July 15, 2023
- Faculty of Engineering and Applied Sciences - Friday, July 14, 2023
- Faculty of Engineering and Applied Sciences - Saturday, July 15, 2023
- Faculty of Health Sciences - Friday, July 14, 2023
- School of Nursing - Friday, July 14, 2023
- Guest - Thursday, July 6, 2023
- Guest - Friday, July 7, 2023
- Guest - Saturday, July 8, 2023
- Guest - Sunday, July 9, 2023
- Guest - Friday, July 14, 2023
- Guest - Saturday, July 15, 2023
- Guest - Commerce - Friday, July 14, 2023
- Guest - Commerce - Saturday, July 15, 2023

Additional Registrant Limit

Rank

Space available

Registration count towards

- July 6, 2023
- July 7, 2023
- July 8, 2023
- July 9, 2023
- July 14, 2023
- July 15, 2023

Fee

\$ 45

Taxable

Y N

Fee Group:

July 6, 2023

Invoice Text (Text in this field will display for this fee only. It will override any invoice message text that you've entered under the Registration tab.):

Part 2: Early Bird Registration

Enable Early Bird Registration

Y N

Early Bird Cutoff Date

Apr 28, 2023

Fee

\$ 0

Part 3: Late Fee Registration

Enable Late Fee Registration

Y N

Late Fee Start Date

Apr 28, 2023

Fee

\$ 0

Optional fields can be used for early bird and late registration. Using the Fee Group to group fees if needed. As well as linking dependent fees on each other.

Note: the member only option is not applicable to our setup as this is only applicable if there is a member management system being integrated.

Main Details | **Registration** | **Payment** | **Invoice** | **Emails** | **Reports** | **Search**

Main Details | Times & Dates | Main Contact | Mailing Address | Event Contacts | **Fees** | Activities | Merchandise | Event Picture | Event Logo | Facilities | Promo

Event List | Register Individuals | Return to Home

Edit Fee Information

Part 1: Main Info

For member only

Y N

Status

active

Name of fee

Faculty of Arts and Science - Thursday, July 6, 2023

Description

Add Another Registrant

- Faculty of Arts and Science - Thursday, July 6, 2023
- Faculty of Arts and Science - Friday, July 7, 2023
- Faculty of Arts and Science - Saturday, July 8, 2023
- Faculty of Arts and Science - Sunday, July 9, 2023
- Bader College - Saturday, July 8, 2023
- Smith School of Business (Commerce) - Friday, July 14, 2023
- Smith School of Business (Commerce) - Saturday, July 15, 2023
- Faculty of Engineering and Applied Sciences - Friday, July 14, 2023
- Faculty of Engineering and Applied Sciences - Saturday, July 15, 2023
- Faculty of Health Sciences - Friday, July 14, 2023
- School of Nursing - Friday, July 14, 2023
- Guest - Thursday, July 6, 2023**
- Guest - Friday, July 7, 2023
- Guest - Saturday, July 8, 2023
- Guest - Sunday, July 9, 2023
- Guest - Friday, July 14, 2023
- Guest - Saturday, July 15, 2023
- Guest - Commerce - Friday, July 14, 2023
- Guest - Commerce - Saturday, July 15, 2023

Additional Registrant Limit

2

Rank

0

Space available

0

Registration count towards

- July 6, 2023
- July 7, 2023
- July 8, 2023
- July 9, 2023
- July 14, 2023
- July 15, 2023

Fee

\$ 45

Taxable

Y N

Fee Group:

July 6, 2023

Invoice Text (Text in this field will display for this fee only. It will override any invoice message text that you've entered under the Registration tab.):

Part 2: Early Bird Registration

Enable Early Bird Registration

Y N

Early Bird Cutoff Date

Apr 28, 2023

Fee

\$ 0

Part 3: Late Fee Registration

Enable Late Fee Registration

Y N

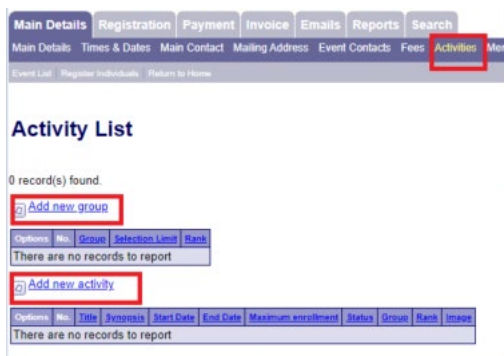
Late Fee Start Date

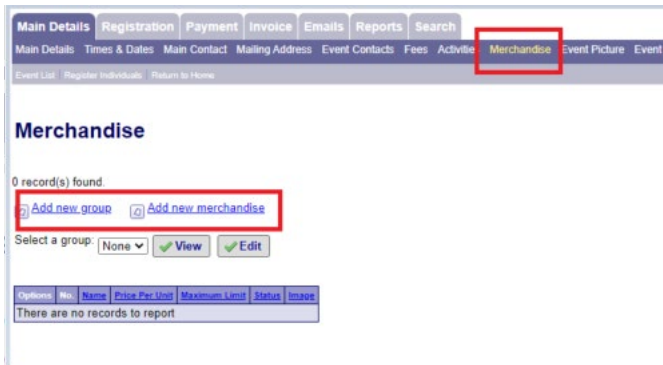
Apr 28, 2023

Fee

\$ 0

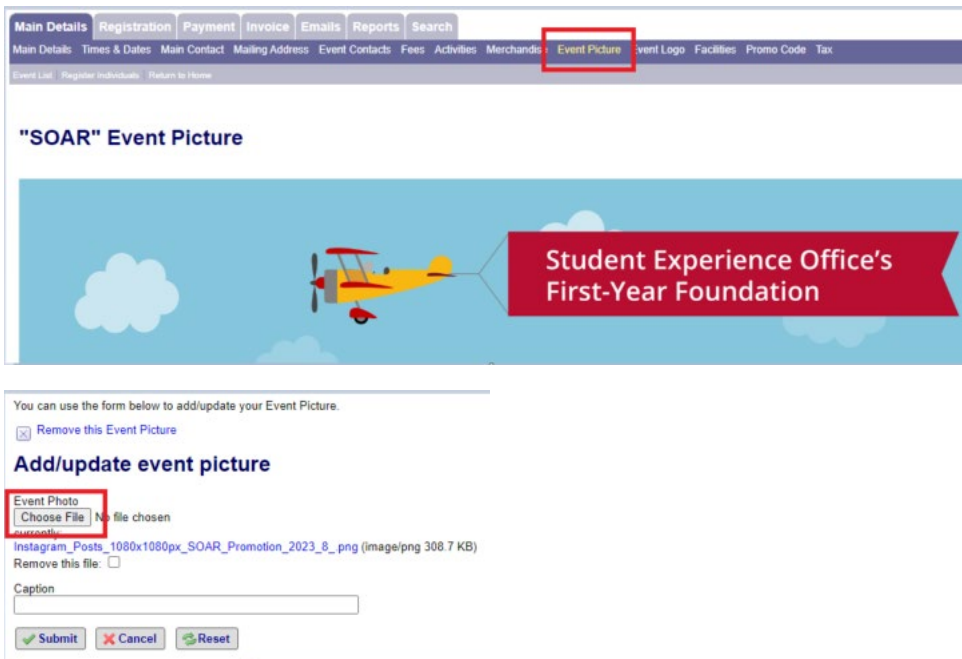
Activities are for items like a meal add-on for registrants – they can be free or have their own price.



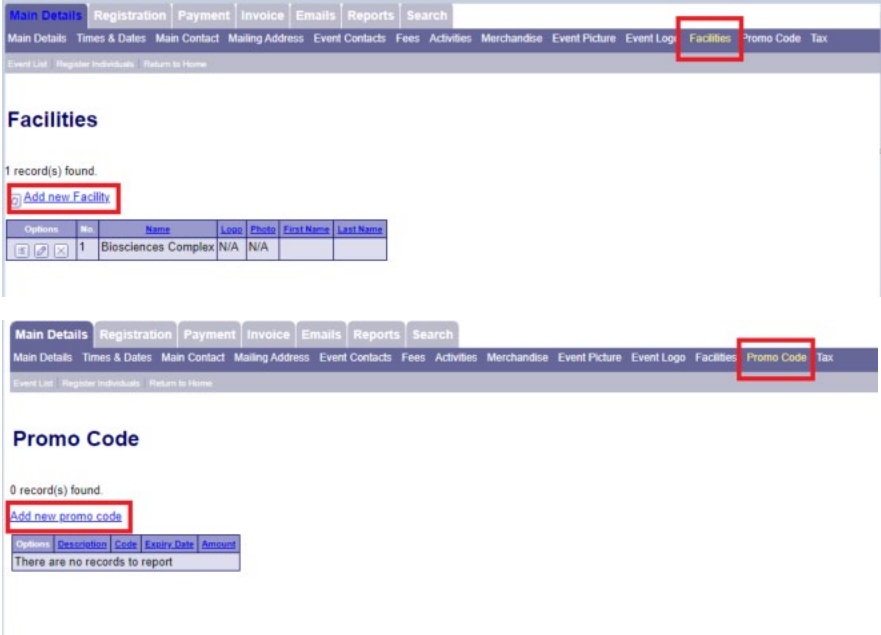


A picture for your event can be added to display when people register for the event. This is different than the logo which appears on the confirmations/receipts.

The logo is the Queen's University logo and should not be changed.



Facilities – can be added by event. This can then be added in the Main Detail tab once your facility is added.



Once you have set up complete, check out your listing by clicking on the link and then find your event.

<https://events.fin.queensu.ca/>

This is how the event will look when accessed by the public. Review and make sure you are satisfied – if not go back into the Event Manager and make changes as needed.

Once you are satisfied with how the event looks and you are ready to open registration in the Main Details tab set the flag to “N” and take the event url and add to your applicable site.

p

Tax number

107868705RT0001

Invoice Identifier

Status

active

Selling Status

open registration

Space Available

2700

Facility

Biosciences Complex [1]

Hide from Public Listing

Y N

Hide date from Calendar of Events

Y N