



MyOrgNet Events

Copyright Creative Engineering, Inc.
Revised: 6 May 2010

This overview describes the **MyOrgNet** events system, its functionality, the tools provided, the data stored, the expected information flow, and the accounting. It is for general information, and is not intended as either a user manual or a programmer's reference. Detailed user information for each tool is available online by clicking the Help button on the Staff Menu line.

Functionality

Event Planning by scattered committees

Online Calendar of coming events.

Online Ticket Sales

Automated Accounting

History of participation (producer, staff, performer, volunteer)

Location History (for insurance audits)

Last-minute Updates on the web and notices to participants and attendees.

Lists of participants and attendees.

Expected Flow

Before the Event

Using the Event Definition tool, ensure that all participants are defined for the event, and that all those getting paid for services have Tax Identification Numbers in the system. . Ensure all anticipated event expenses are defined for the event.

Using the Registration tool and Sign-up, collect and enter all advance registrations for the event.

Using the Event Close tool, print a door sheet summary of expected expenses.

At the Event

Collect door receipts. Write checks to pay performers and expenses.

After the Event

Use the Event Close tool to enter checks and cash received, adding names and addresses if needed.

Enter checks and cash disbursed, adding participations to the Event if needed.

If completed, close the event.

Promptly deposit checks and cash into the bank using a deposit slip for the program account, and using the Deposits tool, enter the deposit.

Events Tools

The event tools are grouped by functional area: **Planning**, **Accounting** and **Reports**. The administrator will place them on the personal menu for the people who need them. Most users will only need a fraction of the available tools to perform their jobs.

Planning

Tool Name	Description
Event Definition	Define the Event: Description, Location, Dates, Times and Prices Define the participants: Presenters, Staff, Performers and Volunteers Define Other anticipated expenses, Actions, and Content. Define matching interests for targeted emails Email participants
Names	Define Presenters, Venues, Staff, Performers and Volunteers Define Images, Biographies, Web and Audio links for Performers. Define Directions for Venues.
Find Volunteers	Find volunteers for specific jobs from those who have done it before and those who have offered on membership renewals.
Headlines	Place special notice on the home page.
Registration	Enter advance ticket sales
Sign-Up	Online sales of advance tickets

Accounting

Tool Name	Description
Event Close	Record door income and expenses paid.
Transactions	Split income or payments.
Deposits	Reconcile and deposit money collected into the bank account.

Reports

Tool Name	Description
Current Members	List current membership for checking at the door
Event List	List and email participants, including advance attendees
Budget	Compare actual income and expenses to the budget.

Interaction with Other Functions

Function	Interactions
Membership	Advance tickets can be separately priced and restricted to members.
Donations	
Committees	Committees can be part of an Event
Publicity	Online calendar automatically displays coming events with links to event details Emails for news and event interests can be sent to friends and members.
Accounting	Postings are automatically entered for advance ticket sales Online door-sheet simplifies accounting for expected expenses.
Administration	Web display look-and-feel are settable for each program. Names for event components are settable for each program.

Data Storage

The relevant portions of the data storage are included so you can see what information is stored.

Event information is stored five tables within the database: **Programs**, **Events**, **Sessions**, **Participation**, and **Activities**. Programs are ongoing. Events have a date, time and place. Sessions are parts of Events. Participation and Activities show who is doing what for that Session.

The **MyOrgNet** system is a relational database, so only one copy of any information is stored. Pointers relate the information in the various tables so Events know to which Program they belong, etc. More information on the relational structure of the **MyOrgNet** system can be found in the Structures overview, and the complete definition of all fields is in the **MyOrgNet** Defining Document.

Programs

Field	Description
ProgramID	Unique record identifier
ProgramName	
Blurb	Brief description for home page companion program displays
Description	PR text which appears before events listing in calendar
Details	Detail text which appears after events listing in calendar
ShowLevel	Public, Members or Private

Events

Field	Description
EventID	Unique record identifier
Program	Pointer to related program
EventName	Event name
Blerb	Short description
Description	Description of the event
ShowLevel	Public, Members or Private
ShowDetails	Link, Description, Details

Sessions

Field	Description
SessionID	Unique record identifier
Program	Pointer to related program
Event	Pointer to related event
SessionName	Session name
Blerb	
Description	
ShowLevel	Public, Members or Private

Participation

Field	Description
ParticipationID	Unique record identifier
Program	Pointer to related program
Event	Pointer to related event
Session	Pointer to related session
Person	Pointer to name of participant
Activity	Pointer to activity

DateEntered	Date entered or starting date
DateExpires	Expiration date or ending date
Status	e.g. "Confirmed", ...
Number	Number of tickets
Amount	Cost
Plus	Plus or Vs
Variance	Percentage
Gross	Net or Gross
Value	The computed value of the participation (e.g. Amount or Number*Amount)
Balance	Remaining balance
Notes	Notes text

Activities

Field	Description
ActivityID	Unique record identifier
Program	Pointer to related program
ActivityType	Presenter, Staff, Performer, Volunteer, Venue or Posting
ActivityName	
ShowLevel	Public, Members or Private
NameScope	<i>How names are selected</i>
MembershipLevel	
AccountSense	Income or Expense
Computation	Amount, Number at Amount, Variable
Taxable	(see Automatic Accounting Constants)
CreditAccount	AccountID to be credited (Usually ProgramCash if expense)
DebitAccount	AccountID to be debited (Usually ProgramCash if income)

Accounting

Income

A registration creates a receivable from the attendee.

When a payment is applied to a registration, it is debited to the Cash account for the user and credits Attendance Income for the attendee.

When the deposit is made, it credits the Cash account for the user and debits the Bank account.

Current balances are maintained for the receivable (in the Participation record) and for the payment (in a Transactions record).

Accounting summaries and details are available by registration type (e.g. Family 3-yr).

Expenses

Venues, Staff, Performers, Volunteers, and Postings can all create a payable for supplies or services.

Checks written to pay the payables are entered using the Event Close tool.



This program is free software: you can redistribute it and/or modify it under the terms of the GNU General Public License as published by the Free Software Foundation Version 3.

This program is distributed in the hope that it will be useful, but WITHOUT ANY WARRANTY; without even the implied warranty of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. See the [GNU General Public License](#) for more details.