MANAGING EVENT REGISTRATION IN CAMPFIRE EVENTS

How to view, manage and contact those who registered for your event in Campfire Events
Campfire Events is one of the strongest and most versatile tools available to Sierra Club leaders. By accessing who registered for the Event you've already created, you can retrieve their information, contact them prior to the event, and manage who showed up to your Event (**Taking Attendance** is another module) or even contact those participants directly from Campfire Events.

This doc assumes that you already have access to Campfire and you already know how to create events and have created one that includes the RSVP / Registration Function.

Table of Contents:

Getting Started

To get started, log into Campfire Events at https://campfire.sierraclub.org and select Events. You will be presented with a list of Events created by all Entities you can create Events for. (You can review Creating Events Doc #2.)

EXPLORE, ENJOY AND PROTECT THE PLANET — SIERRA CLUB

Campfire   Benjamin Weiner

Events
HELP

| New Event | My Event Attendance | Administration |

▾ Filter Options

Print/Download ▾   ❓

542 Club Events Listed ❓

Date Begin	Title	Status	Club Entity/Team Name	Last Modified Date		
7/19/2035	TEST EVENT OR BW	Active	North Carolina Chapter	7/30/2019 3:05 PM	Copy	
5/4/2028	TEST Walk + Wine	Active	Virginia Chapter	8/15/2019 12:40 PM	Copy	
8/31/2022	DK TEST PAID EVENT FOR LILLIAN TO TEST	Active	Sacramento Group	4/29/2019 2:53 PM	Copy	
5/5/2022	Test Event Name	Pending Approval	Utah Chapter	7/25/2019 1:09 PM	Copy	Delete
5/5/2022	Test Event Name	Active	Utah Chapter	2/17/2019 4:20 PM	Copy	

To access an Event that already exists to edit it or view who has registered, click its name.

542 Club Events Listed ❓					
Date Begin ▼	**Title** ⬍	**Status** ⬍	**Club Entity/Team Name** ⬍	**Last Modified Date** ⬍	
7/19/2035	TEST EVENT OR BW	Active	North Carolina Chapter	7/30/2019 3:05 PM	Copy
5/4/2028	TEST Walk + Wine	Active	Virginia Chapter	8/15/2019 12:40 PM	Copy

Searching/Filtering in Campfire Events
To find specific Events, select Filter Options.

Events

HELP

New Event	My Event Attendance	Administration

▼ Filter Options

Print/Download ▾   ❓

Here, you can make various changes to what is displayed only on the backend of the Campfire Events creation tool - meaning in the event itself.

| ▼ Filter Options			
Earliest Start Date	8/30/2019	**Latest Start Date**	
Earliest Modified Date		**Latest Modified Date**	
Match in Leader Name		**Match in Event Title**	
Status	Any	**Category**	Any
Club Entity	Any		
		Filter Events	Start Over

Tips for Filtering in Campfire Events:
- If you want to see older events, change the **Earliest Start Date**. Campfire Events only started in 2018. Prior years will not be found here. OMC / LTC has an archive of events from the old system, OARS. going back to 2013.
- You can also change the **Modified Date**. This is when the event was last changed.
- If you want to narrow down to just show later dates, you can specify a **Latest Start Date**.
- You can find events led by a specific leader using **Match in Leader Name**.
- You can find events with a specific title using **Match in Event Title**.
- You can find only events that are a specific **Status** (Active, Cancelled, etc).
- You can find events in a **Category** (Outing, Activist Event, etc).
- You can find events sponsored by a specific **Club Entity**. This is a drop down that shows the different entities to which you have access.

After selecting the options you would like to search, click the blue **Filter Events** button to apply the selections you've made.

Registered Participants

To view, manage or contact who registered for your Event, scroll down on the Event Details tab of your Event to the Registered Participants module.
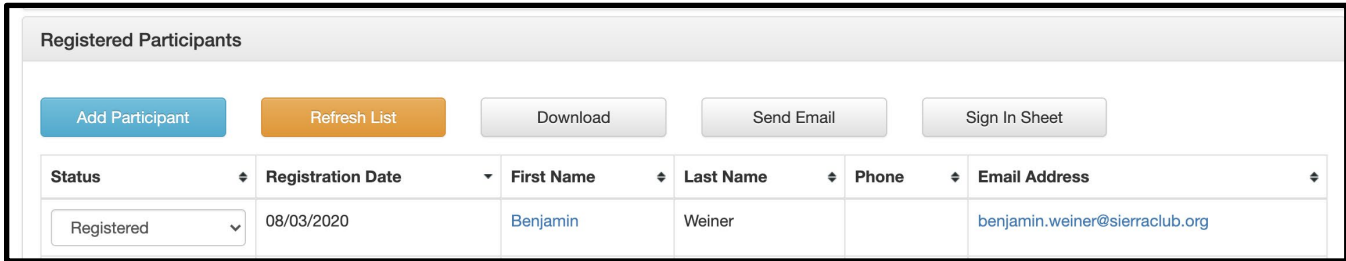

Displayed will be a listing of all registrants for your Event, with basic information including Status, Registration Date, First Name, Last Name, Phone and Email. If your event is an Outing, you will also see a checkbox determining if someone has or has not submitted a waiver.

To access more information about an individual, click on their first name.
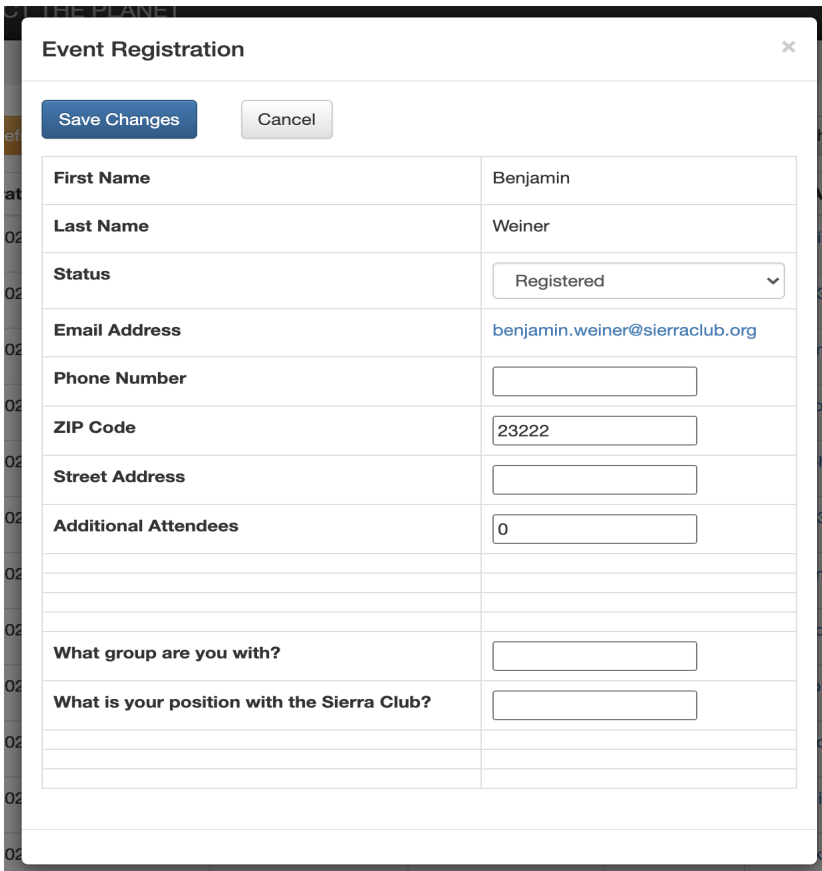
An in-window popup will display more details about the individual, including further information and questions set under the Registration Options (See Doc #2 Creating Events) tab.

On both the in-window popup displaying more details, and on the main Event Details page, Status can be set for an individual by changing the value in the drop down menu for that individual and then saving your Event.
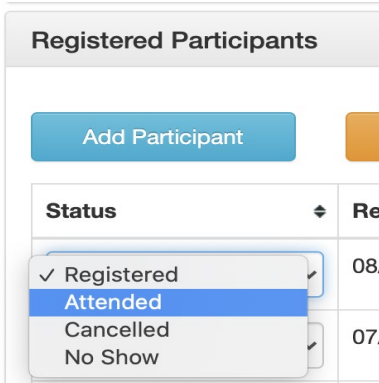
Please reference the chart below for the statuses available.

| Status	Explanation
Registered	The default status, the person has registered or been registered to go to the event, they have RSVPed.
Attended	This person showed up to the event.
No Show	This person registered to come to the event but did not show up.
Canceled	This person was unable to attend the event and let someone know beforehand, or was not accepted into the event.

It is important to set attendance either here or in the **Take Attendance** function of Campfire to get an accurate understanding of who did or did not attend your event. This information is vital so that the whole Sierra Club can understand who our most dedicated activists are.

Add Participant
First among the other functions available in the Registered Participants module is the ability to add a participant using the Add Participant button. Use this button if before your event occurs you must add an individual to the registrant list who registered via other means, such as telling you they'd come in a personal email or over the phone.

- Note: you can also add people who attended another event of yours and you've advised them of an additional event.

To begin, press the **Add Participant** button.

Registered Participants

| Add Participant | Refresh List | Download | Send Email | Sign In Sheet |
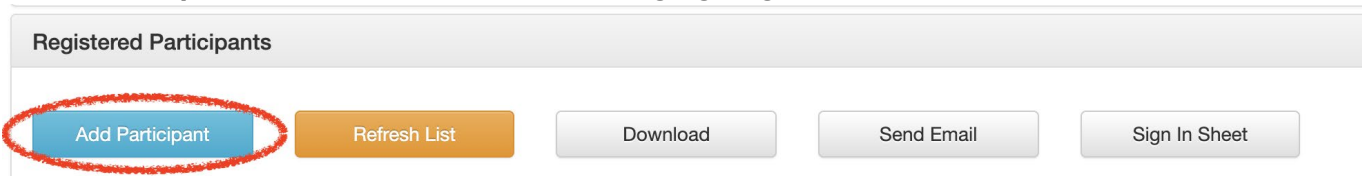
In another tab or window (depending on your browser settings) a special version of your registration page will appear - with an **Add Attendee mode banner** at the top, to signify you are not on the regular page.

Add Attendee mode

Digital Systems Training for Maryland Groups (Date 6)

Date and Time:
Fri, Jul 31, 2020 10:00 AM - 12:00 PM (Local Time)

Add to Calendar

Organized By: Chapter Digital & Maryland Chapter

Location: via Zoom (link will be shared with registered participants)

Event Organizers:
Ben Weiner
   core.help@sierraclub.org

RSVP Below

First Name *

First Name

Last Name *

Last Name

Email *

Email

Zip *

Zip Code

Mobile Phone

Mobile Phone Number

☐ Check to join Sierra Club's Mobile Action Network! Receive timely actions on your phone a few times a month.

What group are you with?

To add your participant, just fill out the page's values with a constituent's information and press Add Participant. Once the process is complete, the confirmation page will appear. If another constituent needs to be added, press "Add another!" and repeat the process. When a participant is registered through this mode, they will receive a confirmation email for the registration.

Thanks for registering!

Your information:

Benjamin Weiner
benjamin.weiner@sierraclub.org
23222

Add another!
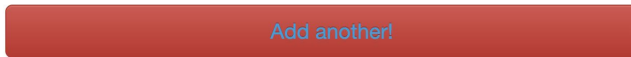
If no others are needed, just close the page/window with the Add attendee mode registration page inside. Any participants you add in this fashion can be managed like any registrant who registered themselves.

Download

In the Registered Participants window, the Download function will download a .csv (comma-separated values) spreadsheet of your participants. This spreadsheet can be managed in the program of your choice, such as Microsoft Excel, Google Sheets or Numbers.

Before utilizing the Download function, always **press Refresh List first** to refresh the list of constituents. You will be able to download a .csv spreadsheet with information in fields. It's a good idea to save this list offline for

your own records.

Then, to download your .csv spreadsheet, press the **Download** button.

Send Email

In Campfire Events, you can send emails to your registrants to inform them of changes or updates to your event. To begin, press the **Send Email** button (to the right of Download) in the Registered Participants menu.

On the following **Send Event Email** screen, the Statuses of registrants will display. Select any or all of these to contact registrants with those statuses.

Once the status(es) desired are selected, press **Next**.

At the top of the Send Event Email screen, all recipients who can receive the email will be listed. Use the checkboxes next to recipients to select or deselect them from the email.

At the bottom of the Send Event Email screen, enter a subject line and email for delivery. The **Write Email** Message section that pops up allows you to apply some formatting, bullet points, etc. to your text in a What You See Is What You Get, or WYSIWYG, editor.
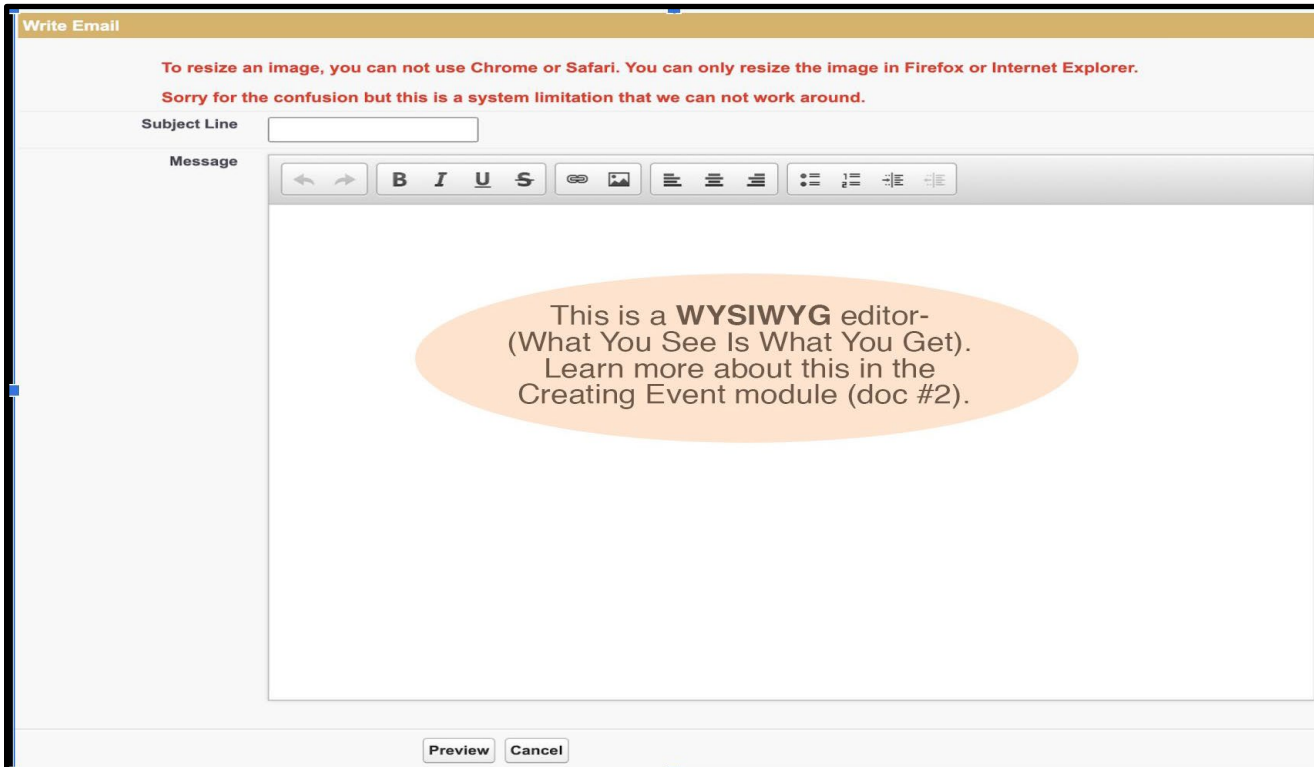
Note: If you paste text into the WYSIWYG editor from a Word document, webpage, or other pre-formatted source, that formatting will be retained. You must use Ctrl+Shift+V (Cmd+Shift+V on Mac) to "paste as plain text" which will remove formatting, or paste into a plain text editor like Notepad or Text and then copy and paste from there into the WYSIWYG. Please note that there is no option to edit the HTML in this and all other WSIWYGs on this page.

- ● Note: you can also send your own email from your computer or device if you've saved your list offline.

Once the desired text is entered into the Write Email function, click **Preview** to see your email before it is sent.
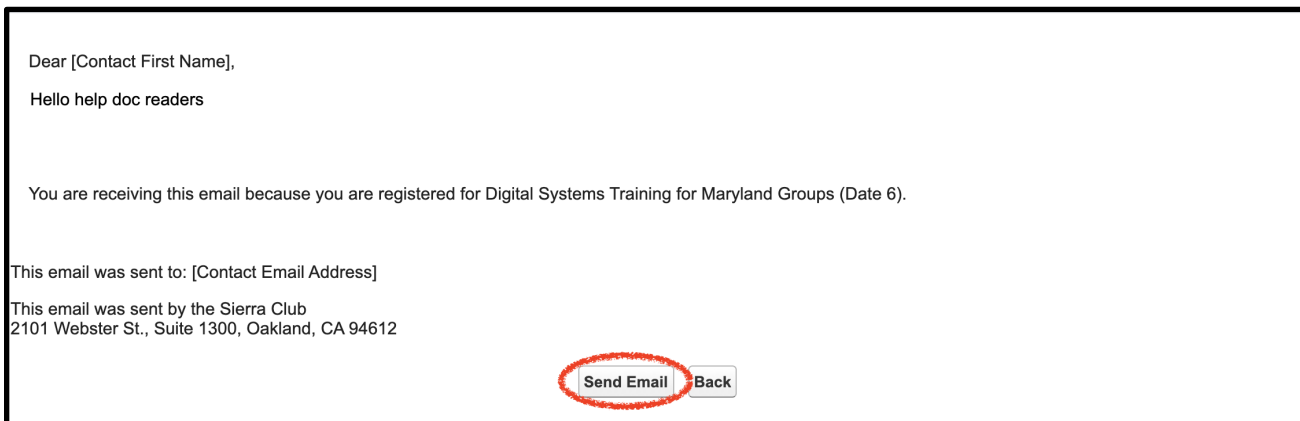
On this page, ensure that the email displays as desired. Once complete, press **Send Email**.

If your event has more than 100 registrants, you should utilize **Marketing Cloud**, the Sierra Club's mass email program, to reach your registrants. To use a filtered data extension to pull your registrants into Marketing Cloud, contact us - See Contacts at end of this doc.
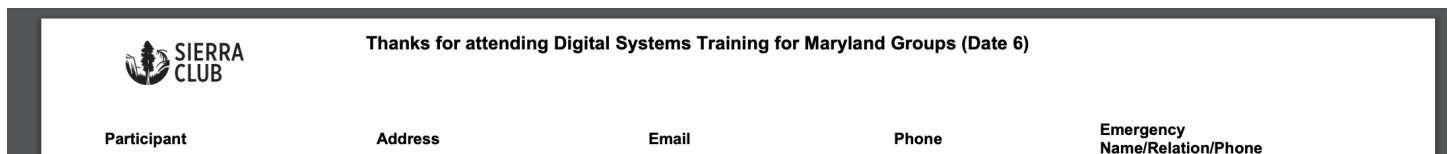
Sign In Sheet

Campfire Events can create a high-quality sign in sheet for your event. This is not recommended, in favor of the digital solution Take Attendance. However, if a physical sign-in sheet is desired, follow these instructions.

Press the Sign In Sheet button in the Registered Participants module.

This will display a sign in sheet in either a new tab or new window, depending on your browser's settings.

This sign in sheet will display your Event's name at the top, and will display any registered participants' information before many blank spaces. To print this document, follow your regular procedures to do so.

ANGELES CHAPTER CONTACTS:
Sr. Chapter Director Morgan Goodwin,
Communications & membership questions Jonathan Howard
Outings OMC Chair Will McWhinney or OMC@Angeles.SierraClub.org
Campfire Liaison, Jane Simpson
LTC Admin ltcangeleschapter@gmail.com
National help / Digital Strategies core.help@sierraclub.org

Marketing Cloud Questions? Ask Morgan or Jonathan first.