

Key Features

The Events module is designed to cover all essentials of organising and running events. Manage invitations, log payments and oversee all costs associated with the event.

- Create a template (group) for frequently held events and use as a format for future events.
- Store all the essential items required to make an event run smoothly and allocate costs against these for budgeting and ROI reporting.
- Organise raffles and allocate books of tickets to contacts, processing the return or sale of the tickets.
- Manage an activity (e.g. auction) within an event separately and link to the event so all income/ expenditure is included in the event totals.
- Manage invitations, searching for a list of possible invitees depending on indicators set on the event and individual records.
- Create ticket types with associated charges.
- Process payments and log donations against the event and contact.
- Standard reporting options for invitations, cost and benefit analysis.

For more information, contact Kirsty Morgan on 01672 541541 or email kirsty@harlequinsoftware.co.uk