



Important: Club Express Admin Access

All NHORA Board of Directors members with administrative access are required to log in to www.nhora.org to access the Club Express CRM and perform administrative tasks.

Please note: If you do not see the Control Panel option, this means you do not currently have administrative access to the Club Express CRM.

For assistance, please contact Jerman Martinez, NHORA National Virtual Assistant, at virtudesk.jerman.martinez@gmail.com.

NHORA Chapter Event Registration Setup Instructions

Follow the steps below to create and configure an event registration page for an NHORA Chapter through the ClubExpress CRM.

1. Access the Event Management Section

1. Log in to **www.nhora.org**.
2. Click the  **Control Panel** option.
3. Go to the **Website** tab.
4. Under **Website Modules**, select **Events**.
5. Click **+ Add**, then select **Events**.

2. BASIC INFORMATION

1. **Enter the required event information.**
2. **Click Next.**

*Note: Under Specify what additional information is needed for this event, **uncheck** the following options: **Edit, Cancellation, & Release Agreements & After the event***

3. FORMATTED DESCRIPTION

1. Click **Edit**.
2. Select the  **Show Page Building Sidebar** icon.
3. Select **100% Width** for the content section.
4. Click **Insert Image** and upload the event flyer.
5. Check **This panel is complete**.
6. Click **Save**.

4. EVENT CONTACT

1. Click **Edit**.
2. Search for the **last name of the Event Director** and the **NHORA Chapter President**.
3. Check the following options for the appropriate contacts:
 - Admin Rights
 - Primary Contact
4. Only enable the display of the following contact information:
 - Phone
 - Mobile Phone
5. Check **This panel is complete**.
6. Click **Save**.



5. LOCATION

1. Click **Edit**.
2. Enter the **venue name** and **complete event address**.
3. Check **This panel is complete**.
4. Click **Save**.

6. REGISTRATION & FEES

Set up the Registration & Fees section using the following information:

- A. Registration:** Required
- B. Register" Button Text:** Register Now
- C. Avoid Duplicate Registrations:** Yes
- D. Is the Capacity of This Event Limited?:** Select Yes or No (depending on the event)
- E. Fees / Payments:** Select the appropriate option:
 - A fee will be charged for all or part of this event – Select this option when payment is required.
 - No fee will be charged for any part of this event – Select this option when the event is free to attend.
- F. Financial Account:** Master Event Registration
- G. Track Attendance:** Yes

After completing the section:

- Check **This panel is complete**.
- Click **Save**.

7. WHO CAN REGISTER

Click **Edit** and configure the registration settings as follows:

- A. Registrant Type:** Everyone
- B. Display Name:** Member or Non-Member
- C. Fee:** Enter the applicable ticket price.
- D. Visibility:** Everyone

Important Note: Selecting *Everyone* under Registrant Type allows attendees to register without logging in to www.nhora.org. This setup also allows NHORA members to access the applicable member ticket price without requiring them to log in.

After completing the section:

- Check **This panel is complete**.
- Click **Save**.

8. QUESTIONS

- A.** Click **Edit**.
- B.** Add the attendee information you would like to collect, such as:
 - Email Address
 - Phone Number
- C.** Add or remove questions based on the registration requirements of the event.
- D.** Check **This panel is complete**.
- E.** Press **F5** on your keyboard to refresh the page.



9. EMAILS

Create a confirmation message thanking the attendee for registering for the event. The confirmation email should include any important information the attendee may need, such as:

- Event name
- Date and time
- Location
- Registration confirmation
- Additional event instructions, if applicable

Automated Email Reminders

Set up an automated reminder to be sent 1 or 2 days before the event.

10. FINAL REVIEW

Before publishing the event registration page, review all sections to confirm that:

- Event information is accurate.
- The event flyer is uploaded correctly.
- Event contacts are correct.
- Venue and address are accurate.
- Registration requirements are properly configured.
- Ticket prices are correct.
- Member and non-member registration options are correct.
- Registration questions are appropriate.
- Confirmation emails are set up.
- Automated reminders are enabled.

Once the event registration form is fully configured, the event will **automatically appear on the NHORA website calendar.**