CALENDAR EVENTS

PGDC hosts have the option of including calendar events in their group news and the ability to offer sign-ups through the news item. The item will display all the necessary event information and include an option to sign-up while keeping a record for your admin on who is attending.

Following is a list of the most frequently asked questions related to calendar events:

How much does it cost to offer event & sign-ups on the PGDC?
There is no cost to use the PGDC for events & sign ups.

How long does it take to set up an event?
PGDC can set up the item within 24 hours provided we have all the necessary information.

Is there a secure online credit card form?
PGDC does not accept payments for events. However if you have another source to accept payment we can include a link in the event information.

Is there any type of reporting?
There will be a record of all members that sign-up that your admin will have access to.

Are there any automated email receipts offered?
Members will receive a notification email when they sign-up and you have the option of customizing that message. We can also send out a reminder email prior to the event. If something happens and event details change, we can send out a broadcast email to all attendees that signed up through the PGDC.

Is there a limit to sign-ups?
Sign-up capacity is decided by your organization. If you need to set a limit to the number of attendees we can program the system to automatically end sign-ups once that number has been reached.

If you decide to use your PGDC for event sign-ups we will need the following information:

- Event details – date, time, location, etc
- Event Contact Person – name, email and phone number
- Sign-up Coordinator – email of person in charge of registrations if different from event contact person
- Is there an attendee limit, if so how many?
- Link to payment source, if applicable
- PDF or image files you would like included
- Email message for sign-up confirmation and who it should appear from
- Email message for event reminder, if you choose to send one. If so, how many days before the event would you like the reminder sent?

Please contact support@pgdc.com if you have additional questions or would like to discuss setting up an event for your organization.