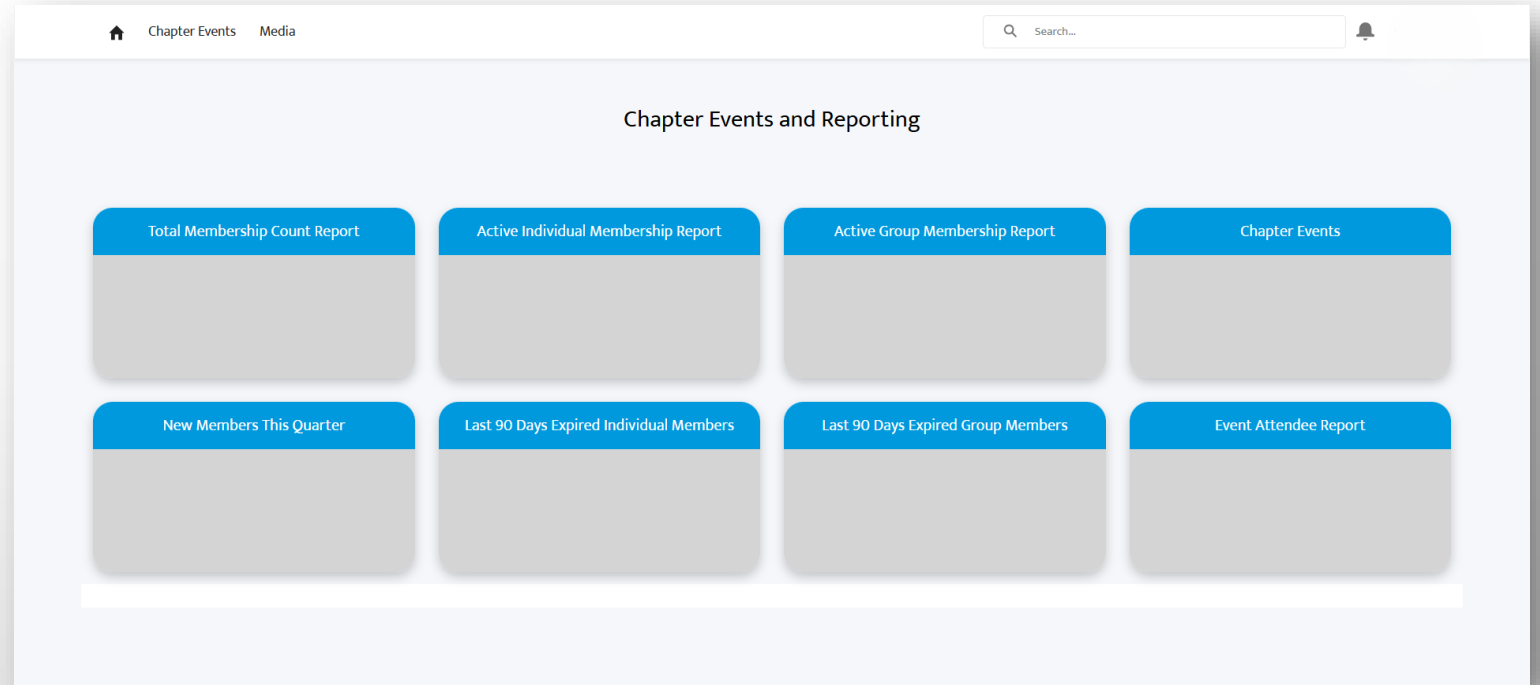


Creating an Event - Walkthrough



Events, Reporting Outline and Media

Chapter Events

- The chapter events tab is where you will go to create a new event or find events that you have already made.

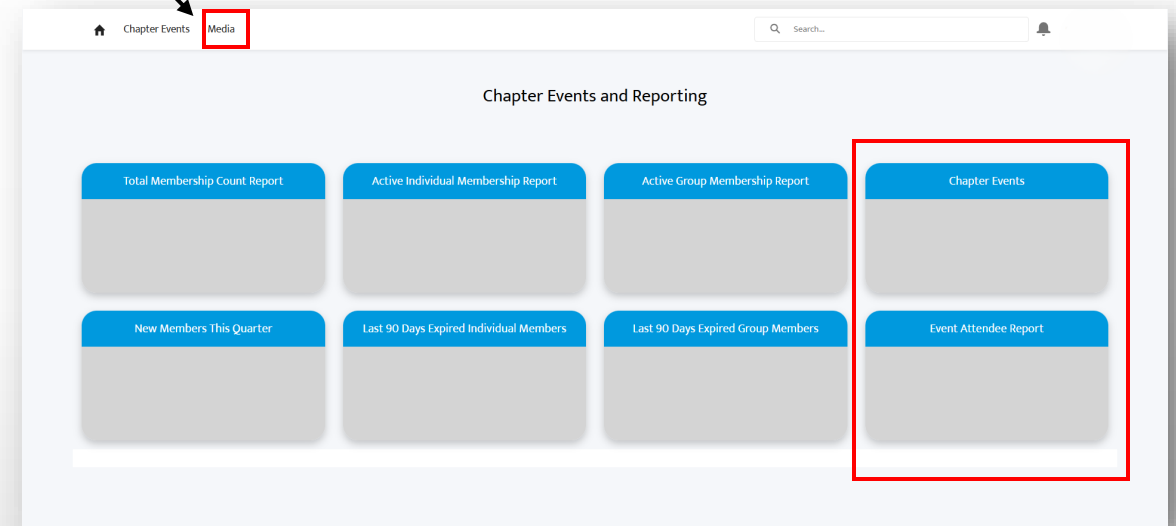
Event Attendee Report

- This is where you will go to pull reports for your chapter's events. You will need the event URL to pull these which can be found under chapter events.

Media

- This is where you will go upload photos to add to your events in Fonteva.

This is where you will go to upload pictures to add to your event.



Events Homepage

- This page will allow you to see all your events, including both current and old events.
- You can click the drop-down arrow for different filter options for your chapter's events.
- To create a new event, you will click the New button in the top right.

The screenshot shows the Events Homepage interface. At the top left, there is a calendar icon with the number 31 and the text "Events Recently Viewed" followed by a drop-down arrow and a plus sign. A callout box points to this arrow with the text "This is the drop-down arrow to filter your events." At the top right, there is a blue "New" button. A callout box points to this button with the text "This is the 'New' button to create an event." Below the header, there is a search bar with the placeholder text "Search this list..." and several utility icons. Below the search bar, there is a table with 3 items. The table has columns for Event Name, Status, Registration, Start Date, Start Time, End Date, End Time, and three columns for Ticket counts (Tic...). The table contains three rows of event data.

	Event Name	Status	Registration ...	Start Date	Start Ti...	End Date	End Time	Tic...	Tic...	Tic...	
1	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assista...	Active	Lightning Eve...	11/9/2023	11:30 AM	11/9/2023	02:00 PM	400	19	381	▼
2	KC Metro - Training That Sticks - Leadership Development that Transforms Ha...	Clos...	Lightning Eve...	11/30/20...	07:30 AM	11/30/2023	09:00 A...	50	13	37	▼
3	2023 Public Works Institute Module I - Public Works Basic Supervision Essenti...	Clos...	Lightning Eve...	10/17/20...	08:00 A...	10/19/2023	05:00 PM	70	69	1	▼

Create New Event

Clone an existing event

Create event from scratch

* Event Name

KC Metro 5.4.26

* Registration Style

Lightning Event

* Event Category ⓘ

Chapter Events

Make sure this is always set to
Lightning or else you will not be
able to preview your event!

Cancel

Save & Continue

1. Click “Create event from scratch”. Please **do not** clone events.
2. **Event name will start with the name of your chapter** followed by the title of your event (this will also be the internal name unless changes are made).
3. Make sure the registration style is set to *Lightning event* and the event category is set to *Chapter Events*. (Same as pictured above)
4. Click Save & Continue

Event Builder Main Page

- Along the left-hand side of the page will be different tabs you will use to help guide you through building this event
- **Event Info:** Where the main details of your event will be entered (date, time, description).
- **Tickets:** Create pricing options and tickets for your event.
- **Venues:** Add your primary venue, any secondary venues and add a map.
- **Speakers:** Highlight bio information of any speaker attending.
- **Pages:** Clean up options for your page.

Event Builder

Save & Refresh Preview In

Status: Planned

Edit In Salesforce Save

EVENT INFO

TICKETS

INVITATION

VENUES

ACCESS PERMISSIONS

SPEAKERS

* Event Name

KC Metro 5.4.26

* Event Display Name

Alice's Office Party!

Event Dates

24-Hour Time

* Start Date

05/04/2026

* Start Time

04 00 PM

* End Date

05/04/2026

* End Time

08 00 PM

Duration

4 hours

* Time Zone

(GMT-05:00) America/Chicago

Event Info Details

You will not use the Invitation, Agenda, Sponsor Packages, Statuses, Theme, or Community Settings Page tabs at this time.

Event Info

1. The event name needs to be the name of your chapter along with the date of the event (i.e., KC Metro 5.4.26). *This can help you organize your events internally.*
2. Make sure the event display name is correct. The event display name is what shows externally. We ask that you begin all event display names with your chapter for example KC Metro Chapter – Alice’s Office Party!
3. Set your date and time parameters.
4. Select the correct time zone for where your event is being held.

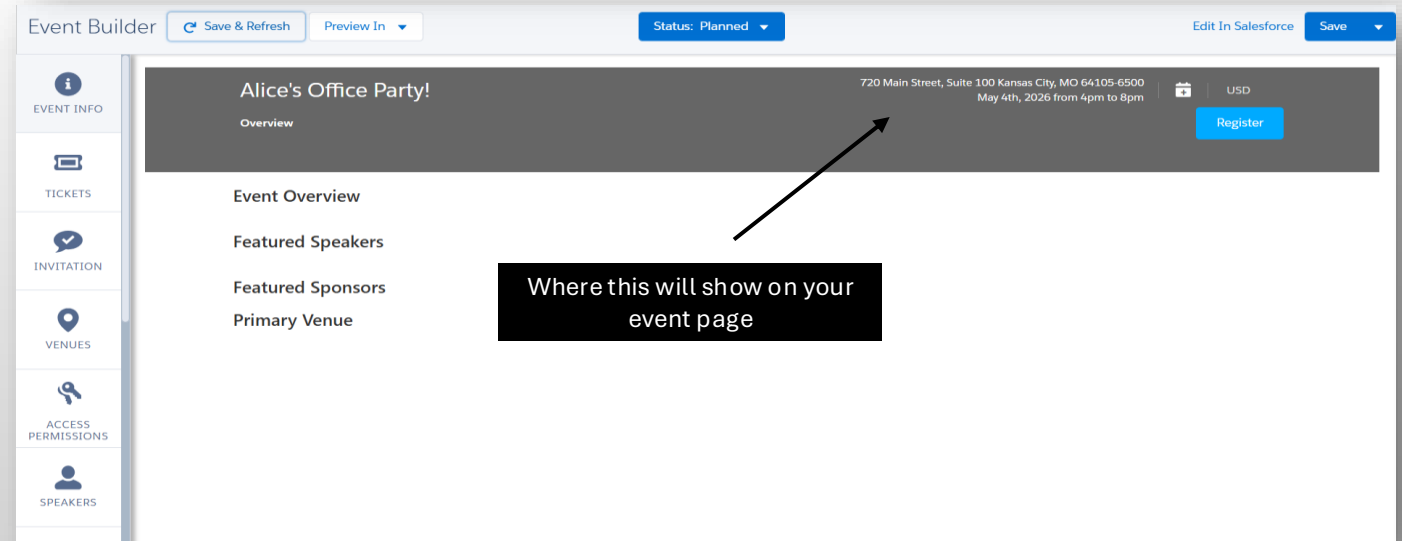
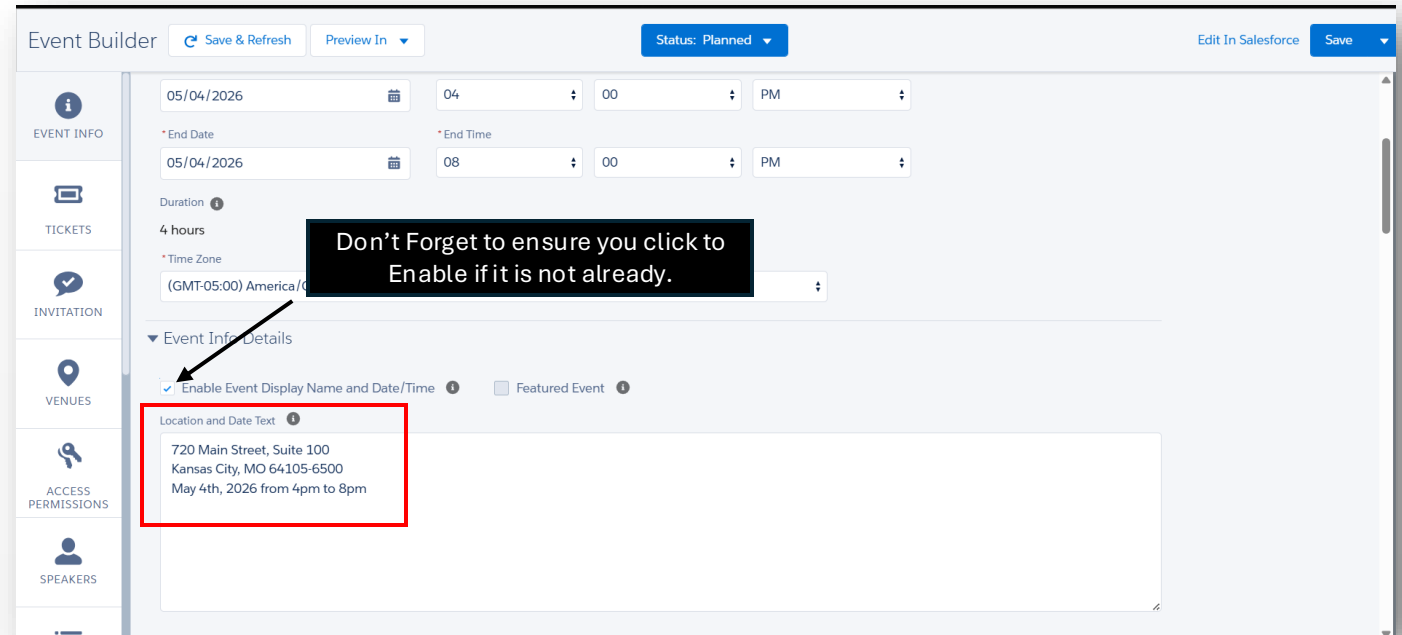
The screenshot shows the 'Event Builder' interface with the following fields and annotations:

- Event Name:** 'KC Metro 5.4.26'. An arrow points to this field with the annotation 'Only seen internally'.
- Event Display Name:** 'Alice's Office Party!'. An arrow points to this field with the annotation 'What the user will see'.
- Event Dates:**
 - 24-Hour Time
 - Start Date:** 05/04/2026
 - Start Time:** 04:00 PM
 - End Date:** 05/04/2026
 - End Time:** 08:00 PM
- Duration:** 4 hours
- Time Zone:** (GMT-05:00) America/Chicago. An arrow points to this field with the annotation 'Don't forget to set your Time Zone!'.

At the top of the interface, there are buttons for 'Save & Refresh', 'Preview In', 'Status: Planned', 'Edit In Salesforce', and 'Save'.

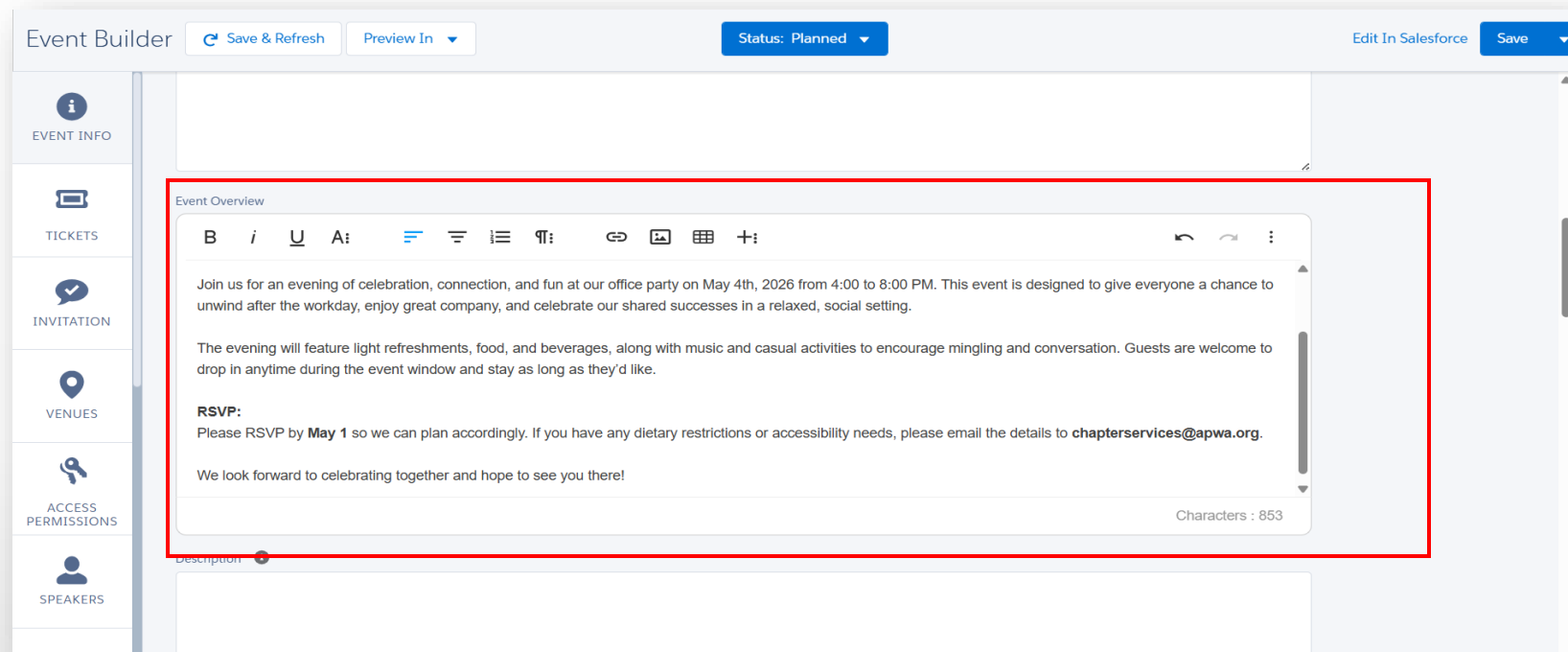
Event Info - Location and Date Text

1. What you enter in this field is going to appear in the top right corner of the registration page. The bottom image is preview of where the information will go on the live page.
2. Make sure to enter time and start date.



Event Info – Event Overview

1. This is where all the details of your event will go.
2. You can type out all the details of your event as shown in the image, including adding photos, documents, and links.
3. **You cannot copy and paste an image or flyer into this field. You can upload your image via media collections.**
4. If you have a flyer or photo you would like to add, you may do so in the Chapter Leader portal via Media. You may also email chapterservices@apwa.org to have it included on the page.



The screenshot displays the 'Event Builder' interface. At the top, there are buttons for 'Save & Refresh', 'Preview In', and a status dropdown set to 'Planned'. On the right, there are 'Edit In Salesforce' and 'Save' buttons. A left-hand navigation menu includes 'EVENT INFO', 'TICKETS', 'INVITATION', 'VENUES', 'ACCESS PERMISSIONS', and 'SPEAKERS'. The main content area is titled 'Event Overview' and contains a rich text editor with a toolbar (bold, italic, underline, link, list, etc.). The text in the editor reads: 'Join us for an evening of celebration, connection, and fun at our office party on May 4th, 2026 from 4:00 to 8:00 PM. This event is designed to give everyone a chance to unwind after the workday, enjoy great company, and celebrate our shared successes in a relaxed, social setting. The evening will feature light refreshments, food, and beverages, along with music and casual activities to encourage mingling and conversation. Guests are welcome to drop in anytime during the event window and stay as long as they'd like. **RSVP:** Please RSVP by **May 1** so we can plan accordingly. If you have any dietary restrictions or accessibility needs, please email the details to chapterservices@apwa.org. We look forward to celebrating together and hope to see you there!' A character count at the bottom right of the editor shows 'Characters : 853'.

Event Info - Description

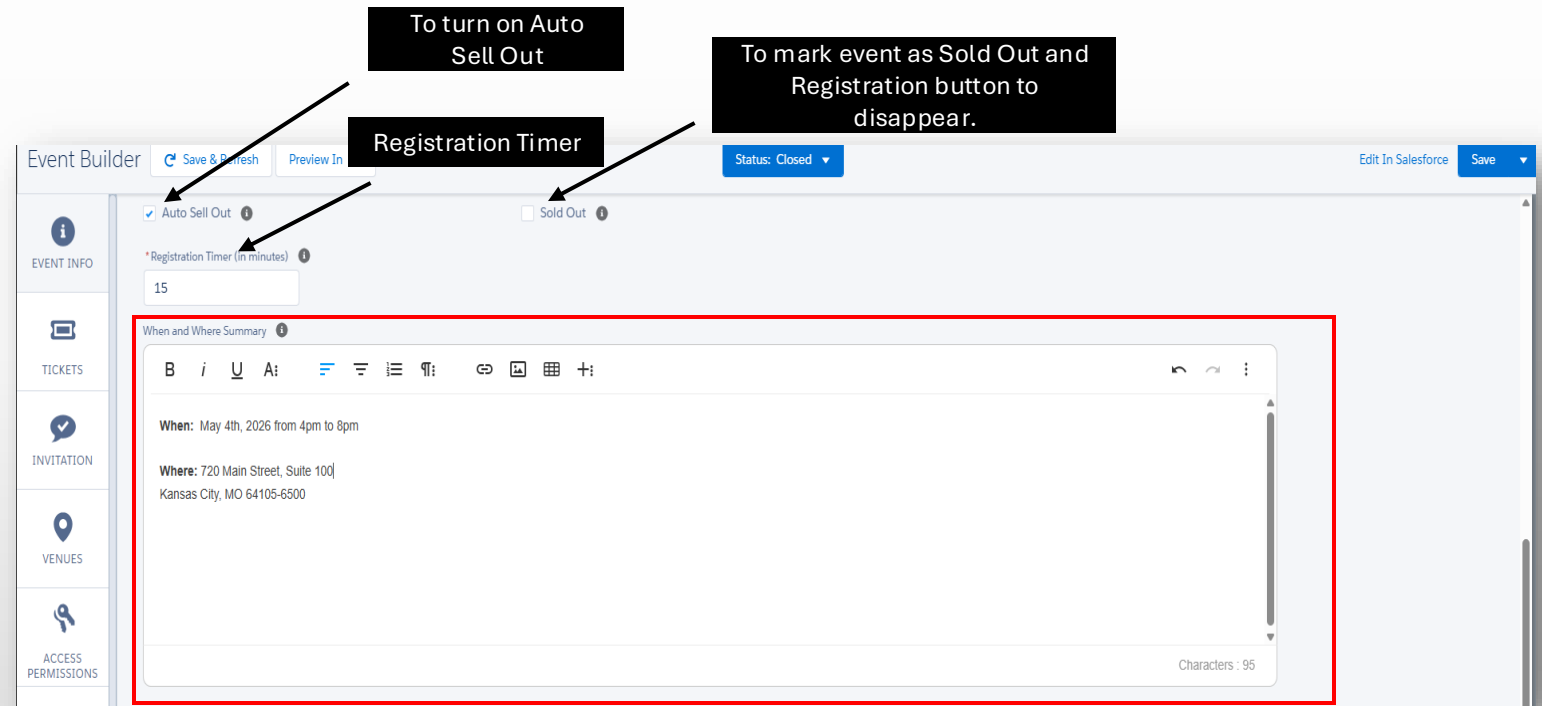
1. This is where you can put an eye-catching overview of your event. Once added, this will show on both the APWA event calendar and your chapters event calendar.

The screenshot shows the 'Event Builder' interface. At the top, there are buttons for 'Save & Refresh', 'Preview In', and a 'Status: Planned' dropdown. On the right, there are 'Edit In Salesforce' and 'Save' buttons. A left sidebar contains navigation icons for 'EVENT INFO', 'TICKETS', 'INVITATION', 'VENUES', 'ACCESS PERMISSIONS', and 'SPEAKERS'. The main content area has a 'Description' field with a red border containing the text: 'Clock out and kick back! Join us on May 4, 2026 for an evening of food, drinks, music, and connection at our office party.' Below this is a 'Ticket Capacity' field set to 0, and checkboxes for 'Auto Sell Out' and 'Sold Out'. A 'Registration Timer (in minutes)' field is set to 15. At the bottom, there is a 'When and Where Summary' field with a rich text editor toolbar and the placeholder text 'Type something'.

The screenshot shows the APWA website's event calendar for May 2026. The top navigation bar includes 'APWA', 'RESOURCES', 'NEWS & MEDIA', 'CONNECTIONS & NETWORKING', 'EDUCATION & CAREERS', 'EVENTS', and 'GOVERNMENT AFFAIRS'. A 'Reset Filters' button is visible. The calendar shows two events: 'Alice's Office Party!' on May 4, 2026, and '2026 APWA-NC Facilities and Grounds Conference - Attendee Registration' from May 5 to May 8, 2026. The description for 'Alice's Office Party!' is circled in red: 'Clock out and kick back! Join us on May 4, 2026 for an evening of food, drinks, music, and connection at our office party.' Below the event list are promotional images for 'Service Community' and 'Bobcat'.

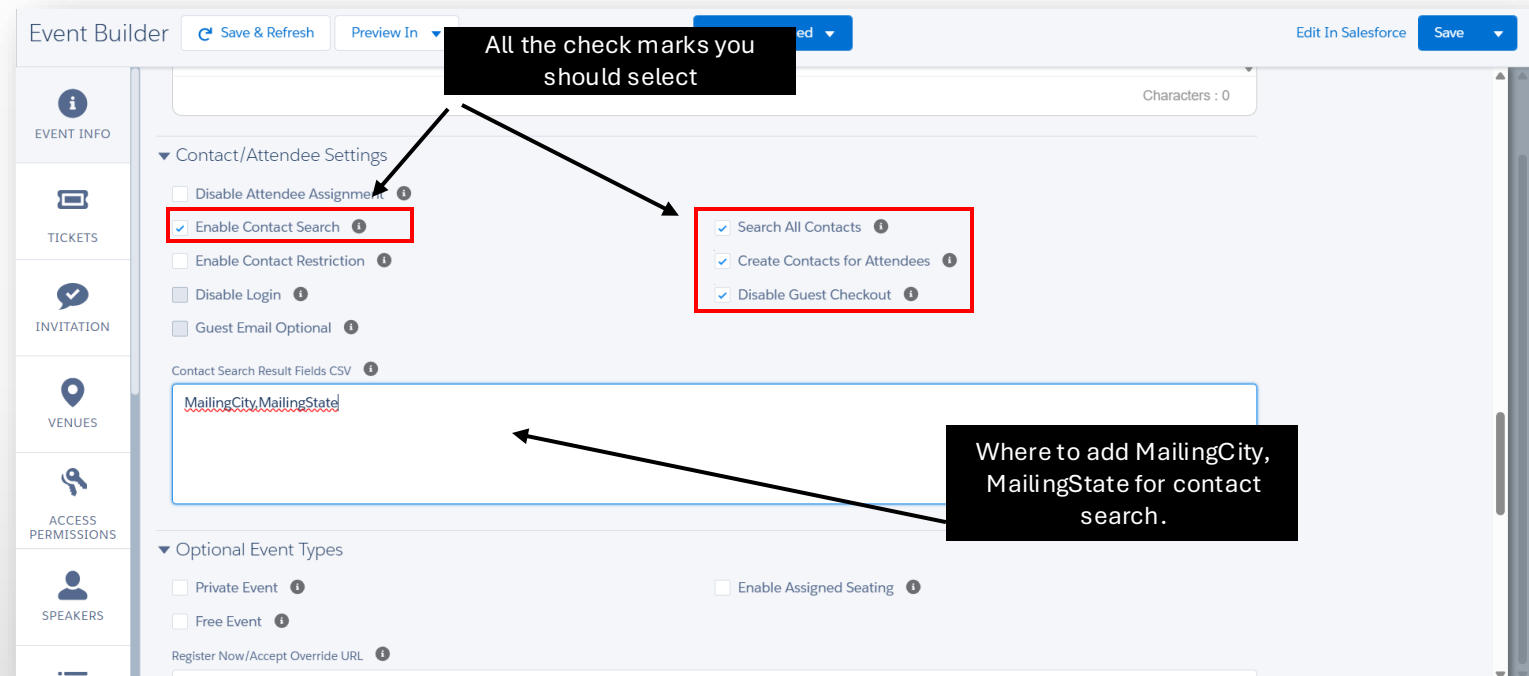
Event Info - Auto Sell Out, Registration Timer & When and Where

1. To enable this event to show as Sold Out automatically, click the check-box for “Auto Sell Out”.
2. The registration timer indicates how long someone has to complete their event registration, with a maximum limit of 99 minutes.
3. If you need to mark your event as Sold Out and would like the Registration button to disappear while still leaving the event page available for attendee information, you can do this by selecting the “Sold Out” checkbox.
4. In the "When and Where" summary, enter the details of when and where the event will take place. These details will be displayed after someone registers for the event.
5. You can copy and paste the location & date section into the when and where summary.



Event Info - Contact/ Attendee Settings

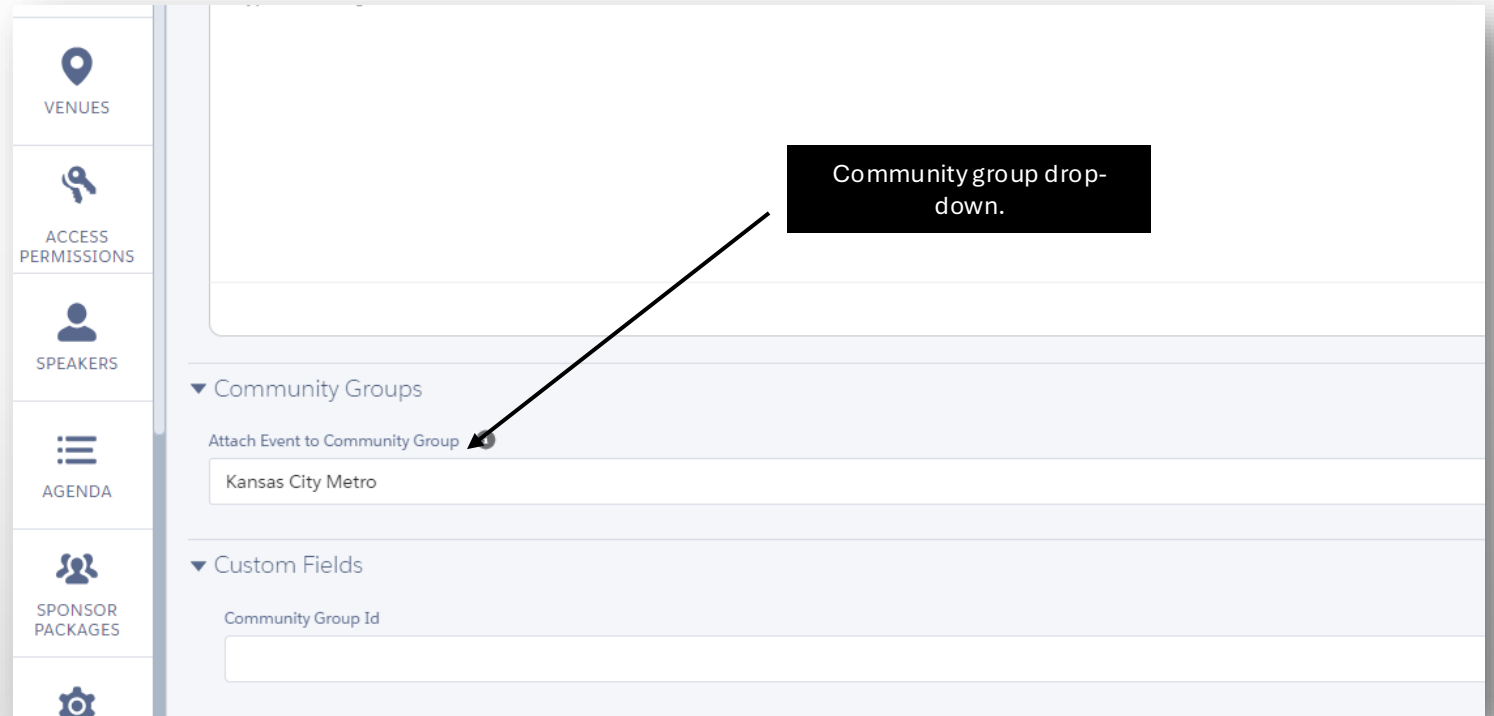
1. This is where you will capture the information of people who are registering. There are **4 default** options you need to choose.
2. **Enable contact search:** Allows users to search for other individuals within their organization and register them for the event.
3. **Search all contacts:** this allows users to register anyone that is in our database. This is helpful for administrators who have a new account not associated with their organization to search for people.
4. **Create Contacts for Attendees:** This allows for someone to create a contact if they are not able to find that individual in the system by searching.
5. **Disable Guest Checkout:** Salesforces requires someone to be logged in when registering as part of their safety measures.
6. For contacts to be successfully searched, please add ***MailingCity,MailingState*** to the "Contact Search Result Fields CSV" as shown.
7. *After completing this section, scroll down to community groups*



Event Info - Community Groups

1. Click on the drop-down for the community group and select your chapter.
2. It's **crucial** to set your Community Group to your specific chapter. This not only ensures the event appears on your chapter website; but also allows the APWA Finance team to accurately allocate event funds.

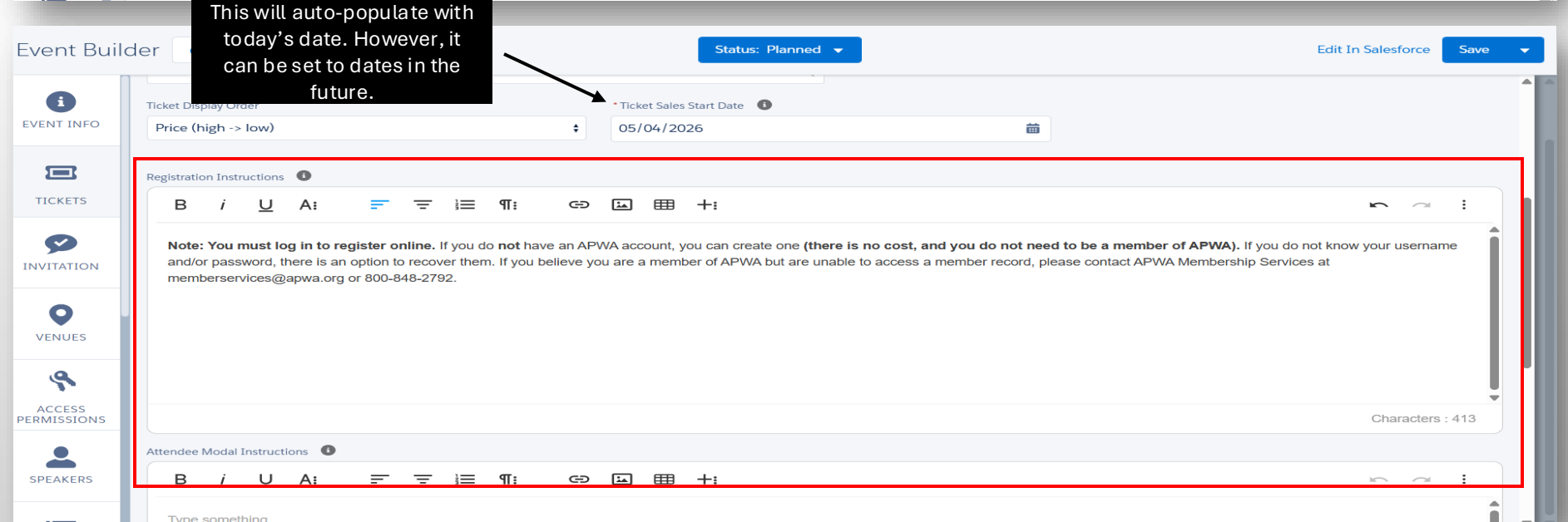
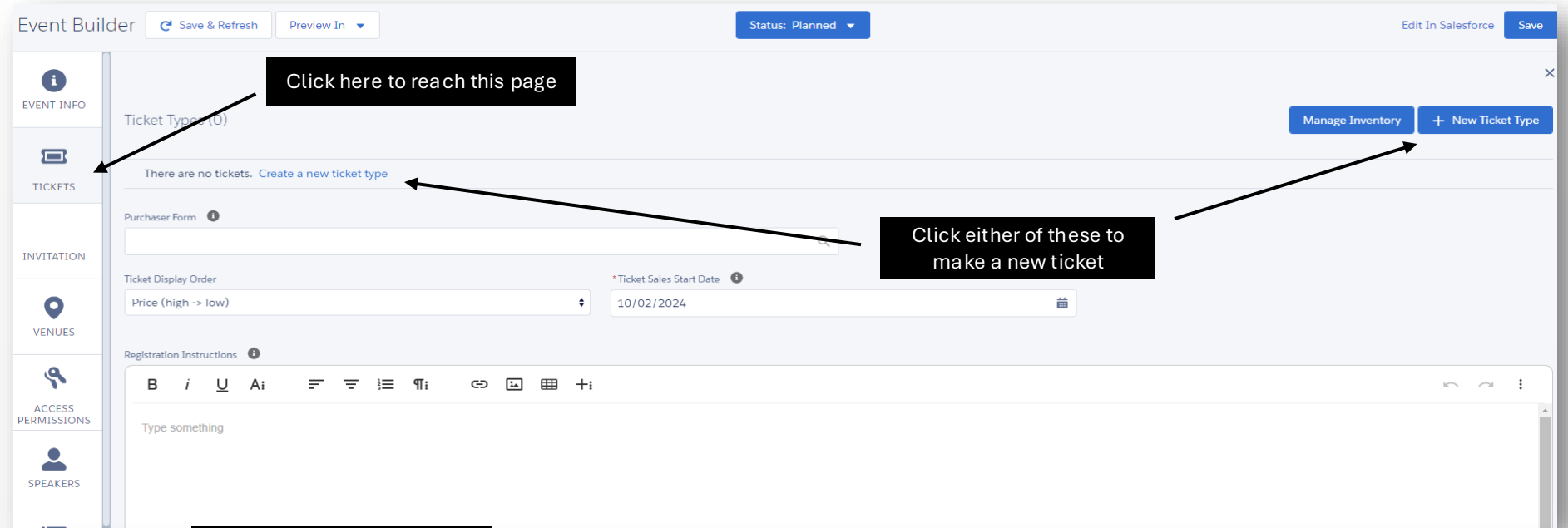
Please note, you will want to add the chapter name here only, not the branch info. If the event is a branch event, please include that information in the name or the event description.



The screenshot displays a sidebar with navigation icons for VENUES, ACCESS PERMISSIONS, SPEAKERS, AGENDA, SPONSOR PACKAGES, and a settings gear. The main content area is divided into sections: 'Community Groups' (expanded) and 'Custom Fields'. Under 'Community Groups', there is a label 'Attach Event to Community Group' with a dropdown arrow, and a text input field containing 'Kansas City Metro'. A black callout box with white text 'Community group drop-down.' has an arrow pointing to the dropdown arrow. Below this, the 'Custom Fields' section is expanded to show a label 'Community Group Id' and an empty text input field.

Tickets

1. This section will create the pricing options & how many tickets can be sold for the event.
2. You can also include registration instructions which is recommended.



Tickets – Continued

1. Mark the box “Is Published” & “Is Active”.
2. Name your ticket and add the price (Tickets should not have more than 15 characters in the name).
3. Enter in details of the tickets in the Description if needed. This example shows that this ticket comes with 2 drink tickets.

The screenshot shows the 'Edit Ticket Type' form with the following elements and annotations:

- Annotations:**
 - A black box with the text "Make sure these are checked" has arrows pointing to the "Is Published" and "Is Active" checkboxes.
 - A black box with the text "Check this box if you want people to know how many tickets are available" has an arrow pointing to the "Show Tickets Remaining" checkbox.
- Form Fields:**
 - DESCRIPTION** tab is selected.
 - Is Published
 - Is Active
 - Enable Ticket Waitlisting
 - Restrict Quantity Per Order
 - Minimum Quantity:
 - Maximum Quantity:
 - Show Tickets Remaining
 - *Ticket Name:
 - *Price:
 - Description: (This field is highlighted with a red border)
 - Ticket Information:
- Buttons:** Cancel, Save & Continue

Tickets – Group Ticket Option

1. If the ticket is for a group, such as a sponsorship, table, or foursome, etc, you will need to scroll down and select "Is Group Ticket Type."
2. Type in the what type it will be and select how many people are included in the ticket. The below is an example of a ticket for a Table that includes 8 people.

The screenshot shows the 'Edit Ticket Type' form with the following fields and annotations:

- Ticket Image URL:** Includes a 'Browse' button. An annotation says: "If you have a photo you'd like to use for your Tickets. This can be added here".
- Is Group Ticket Type:** A checkbox that is checked. An annotation says: "Make sure this is checked".
- Group Type:** A text input field containing the word "Table".
- Attendees Per Group:** A text input field containing the number "8".
- Enable Refund Request:** An unchecked checkbox.
- Refund Request Policy:** A rich text editor with a toolbar and a text area containing "Type something".
- Buttons:** "Cancel" and "Save & Continue" buttons at the bottom right.

A red rectangular box highlights the "Group Type" and "Attendees Per Group" fields.

Tickets - Early-Bird & On-Site Pricing

1. For Early-Bird pricing, select the Alternate Pricing tab at the top and check the “Enable Early-Bird Price” box.
2. Enter the Early-Bird Price and pick the date that it will end. (In this example, it will end at midnight on 5/1/2026).
3. For On-Site pricing, select the Alternate Pricing tab at the top and check the “Enable On-Site Price” box.
4. Enter the On-Site Price. Unlike the Early-Bird option no date needs to be selected as this price will go into effect at midnight on the date of the event.

ALTERNATE PRICING

DESCRIPTION

List Price USD 30.00

Enable Early-Bird Price ⓘ

* Early-Bird Price: 15.00

* Early-Bird End Date: 05/01/2026

Enable On-Site Price ⓘ

On-Site Price: 45.00

Cancel Save & Continue


Make sure you click the checkbox to enable

Tickets - Ticket Inventory

1. Enter in the number of tickets that are being sold for this ticket type. If you can allow 100 members to attend your event, then you select 100.
2. If you have more than 1 ticket type, you also can group them. You will want to check-mark the tickets you want to group then select "Group Selected". Please see the screenshots below of how this is looks.
3. Ticket inventory can be modified any time throughout the event.

Click manage inventory to bring up the below screen

Ticket Types (1)

NAME	LIST PRICE	ACTIVE	PUBLISHED	ACTIONS
 Member	USD 30.00	✓	✓	⋮

Purchaser Form ⓘ

Manage Inventory + New Ticket Type

Click the check-boxes then click Group Selected to group these ticket types

Event Ticket Capacity 0

Ungroup Selected Group Selected

NAME	AVAILABLE QUANTITY
<input checked="" type="checkbox"/> RSVP - Employee	0
<input checked="" type="checkbox"/> RSVP - Guest 21 +	0
<input checked="" type="checkbox"/> RSVP - Guest under 21	0

Cancel Save

Manage Inventory

Event Ticket Capacity 100

Ungroup Selected Group Selected

* Ticket Block Name

Registration 100

⊗ RSVP - Employee

⊗ RSVP - Guest 21 +

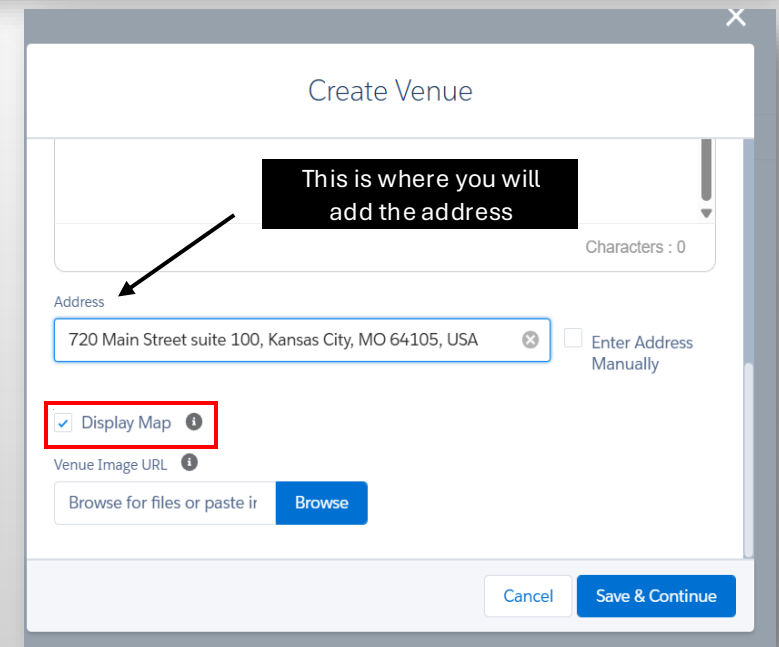
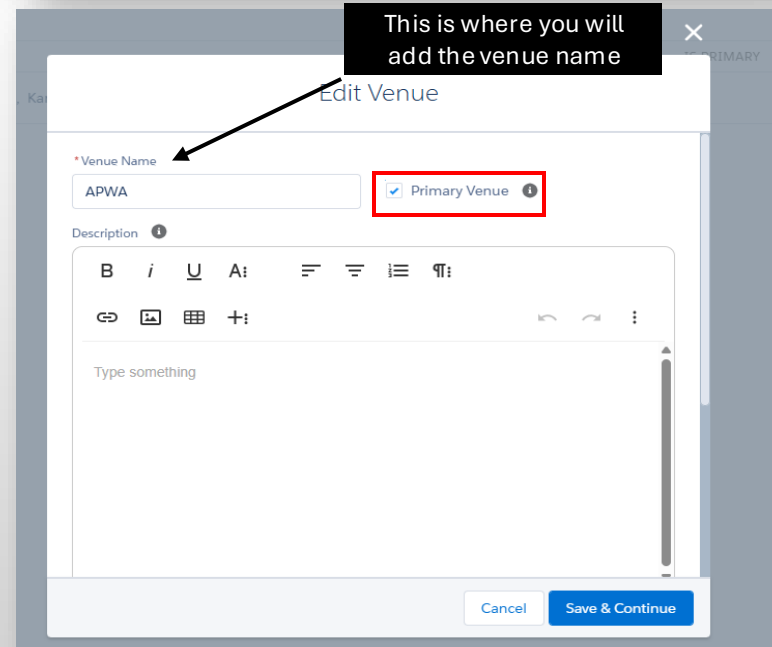
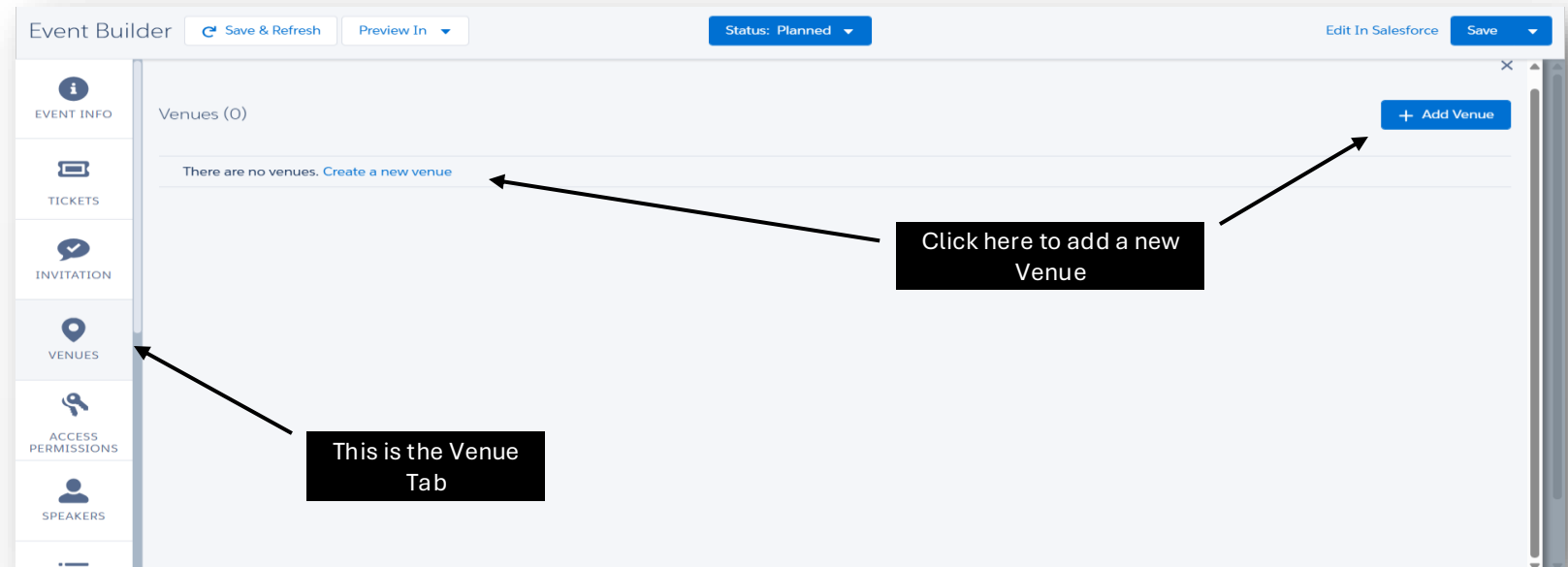
⊗ RSVP - Guest under 21

+ Add Selected

Cancel Save

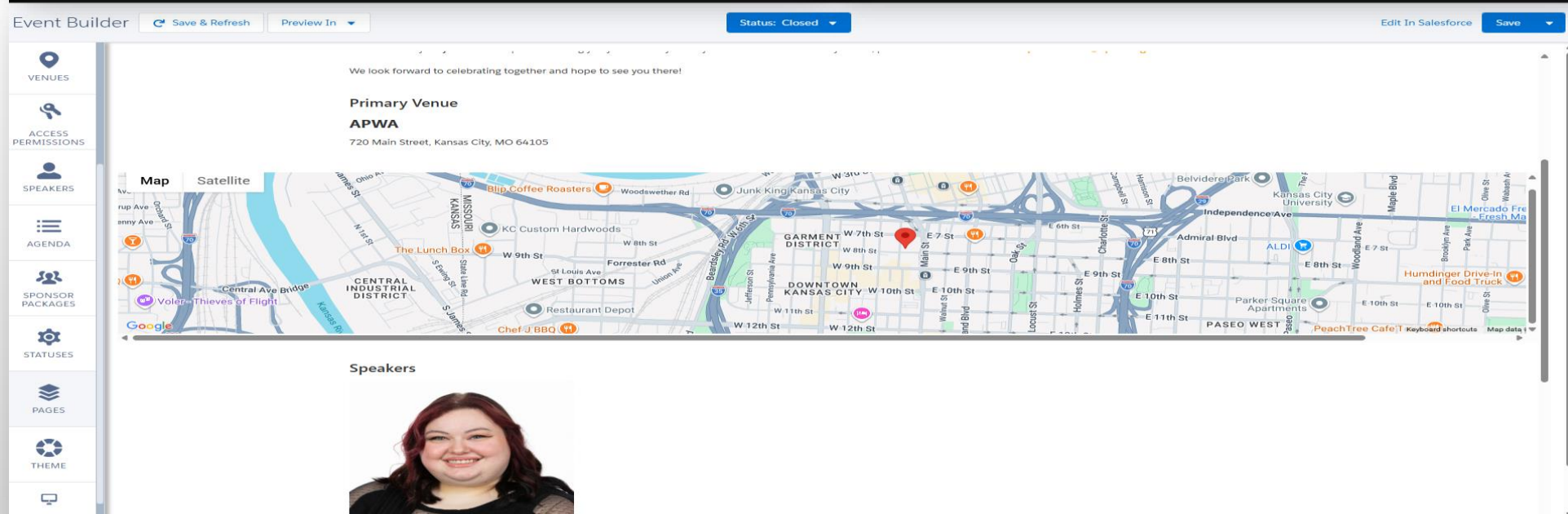
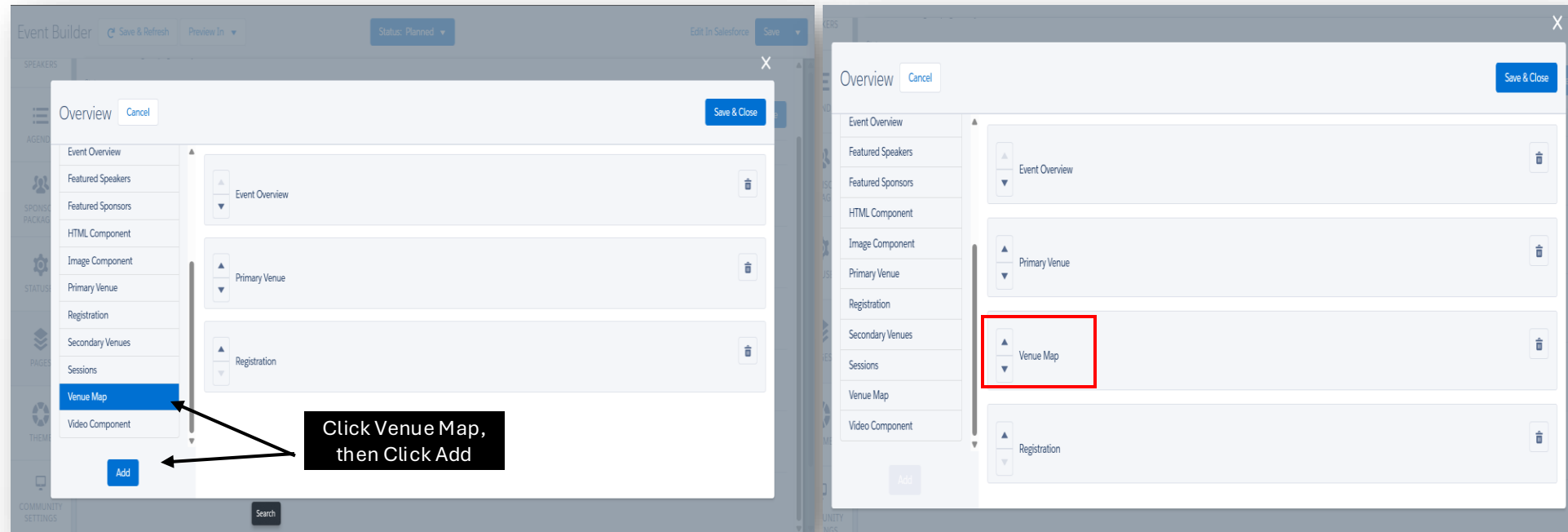
Venues

1. To add a venue, click on the **Venues** tab. It is important to ensure this information is completed, as it will automatically flow over to WordPress. If this field is not updated, the event address will not appear on the chapter website.
2. First, you will want to add the name of the venue.
3. If this is your Primary Venue, please make sure to click the check-box for “Primary Venue”.
4. You can add additional information to the Description section, such as instructions.
5. You will then be able to add the address.
6. If you would like to display a map, please click the check-box to “Display Map”.
7. You also can add a venue image if you would like.



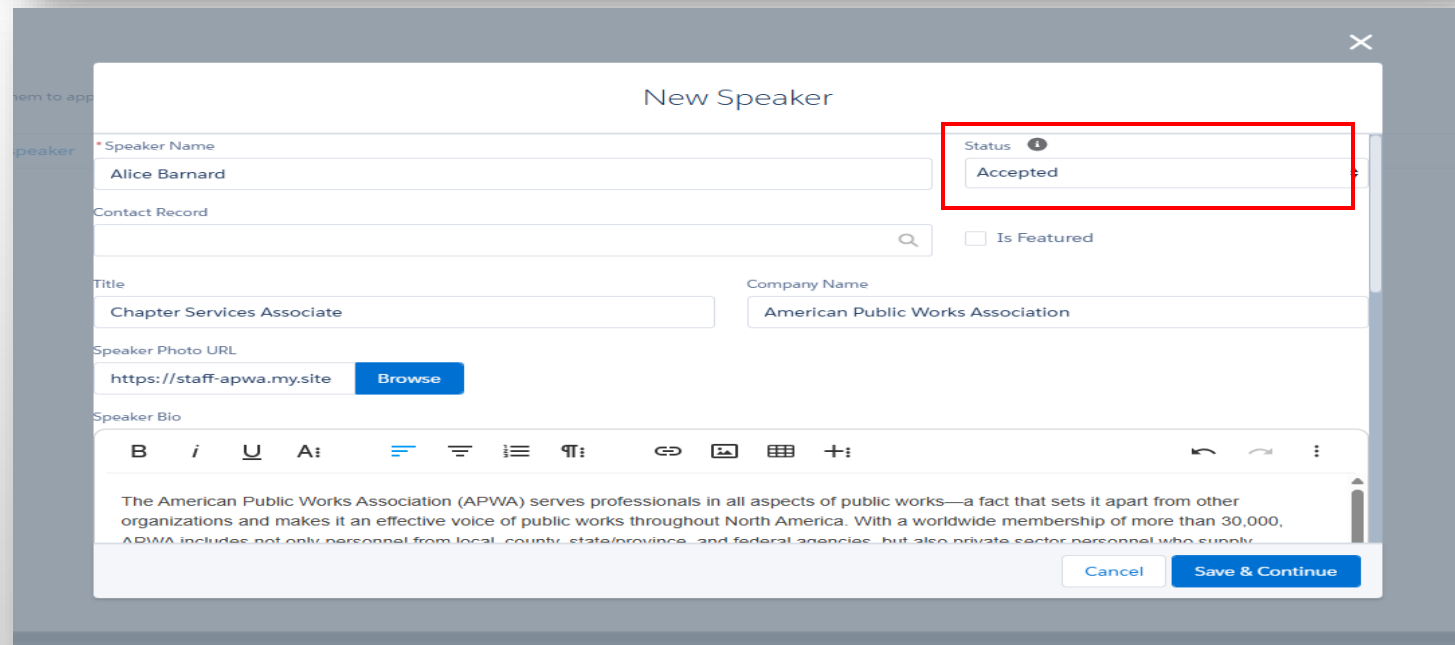
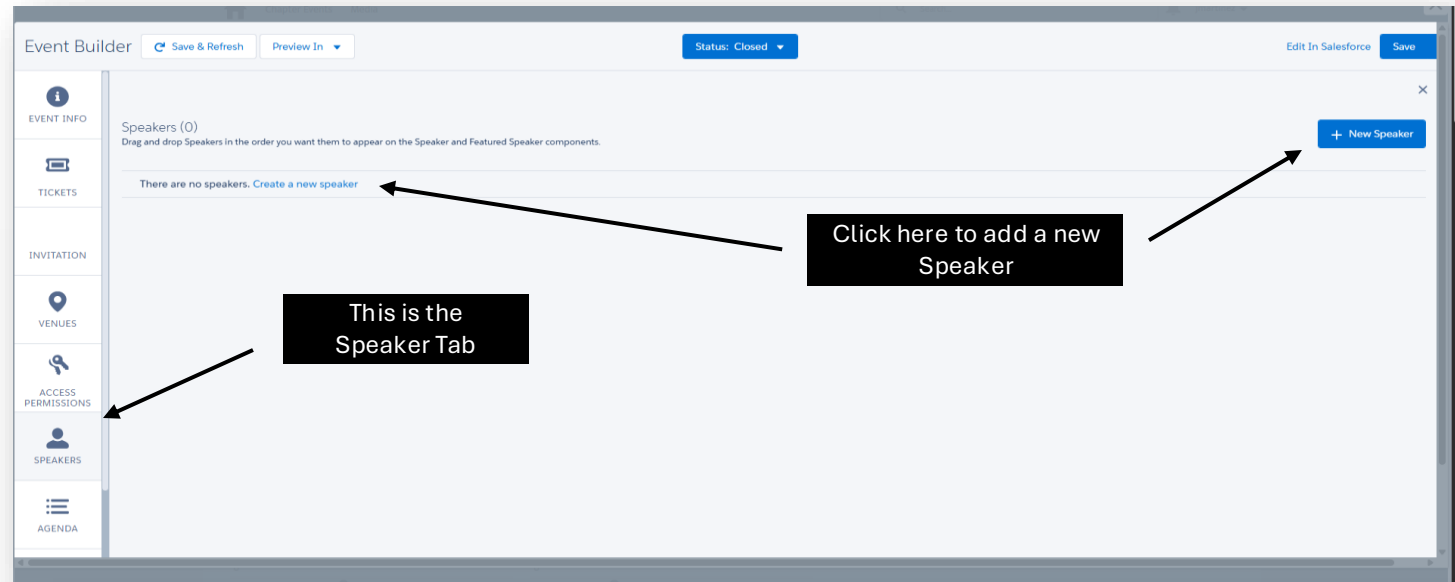
Venues - Map

1. To add the map, once you have clicked the check-box you will then go to Pages. [Please see slide 23](#) for instructions on how to navigate pages.
2. You will then want to add venue map from the right-hand side.
3. You will have to move the venue map up to be right under your Venue or else it will be under registration. To do this, you will click the up arrow.
4. Then, this is the map that will display!



Speakers

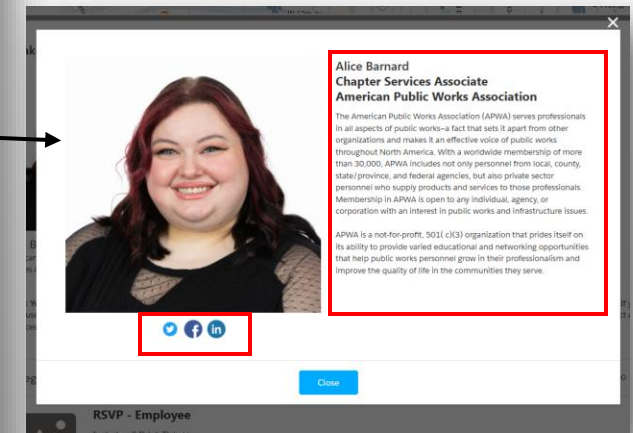
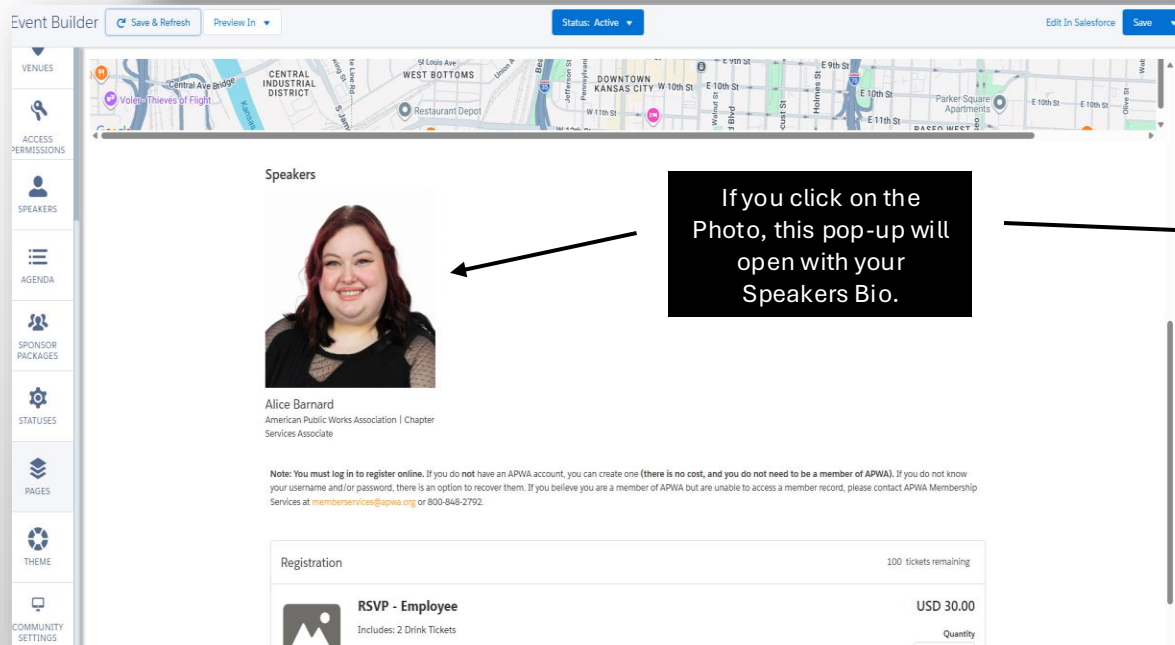
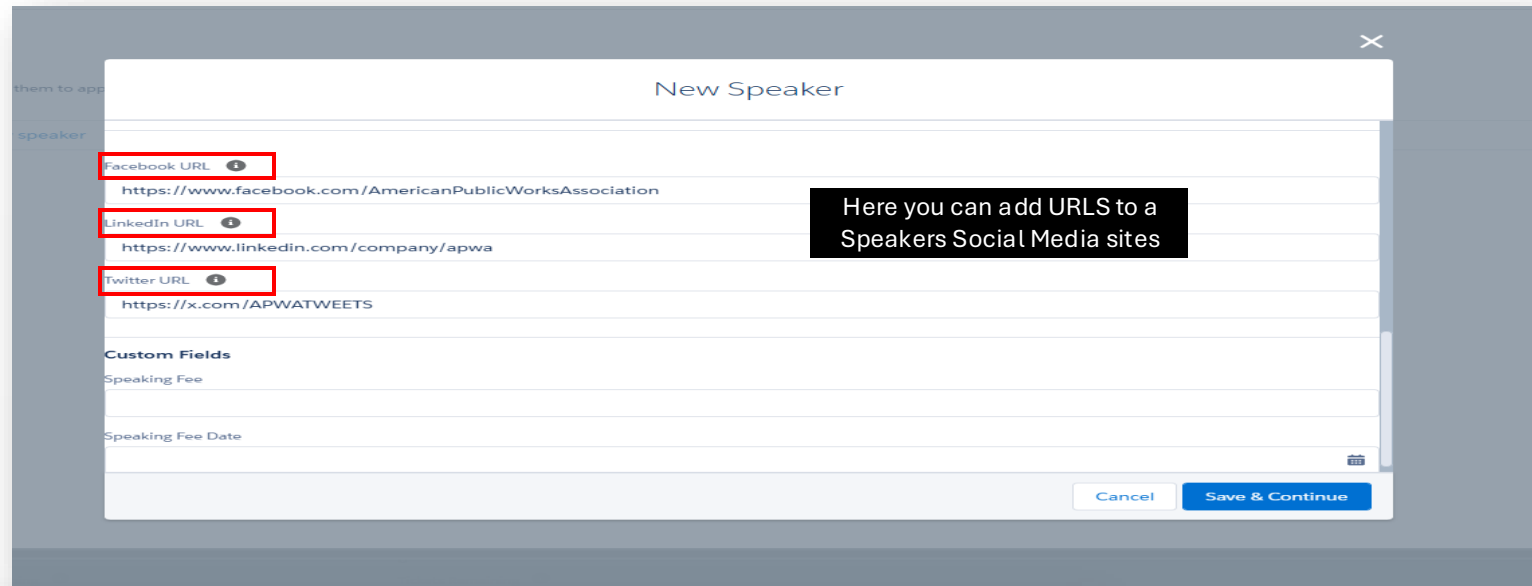
1. To add a speaker, click on the speaker tab.
2. Change status to “accepted” otherwise the speaker will not show.
3. You can upload a photo of your speaker.
4. Enter in a bio of your speaker. *(Optional)*
5. You can add more than one speaker.



Speakers – Continued

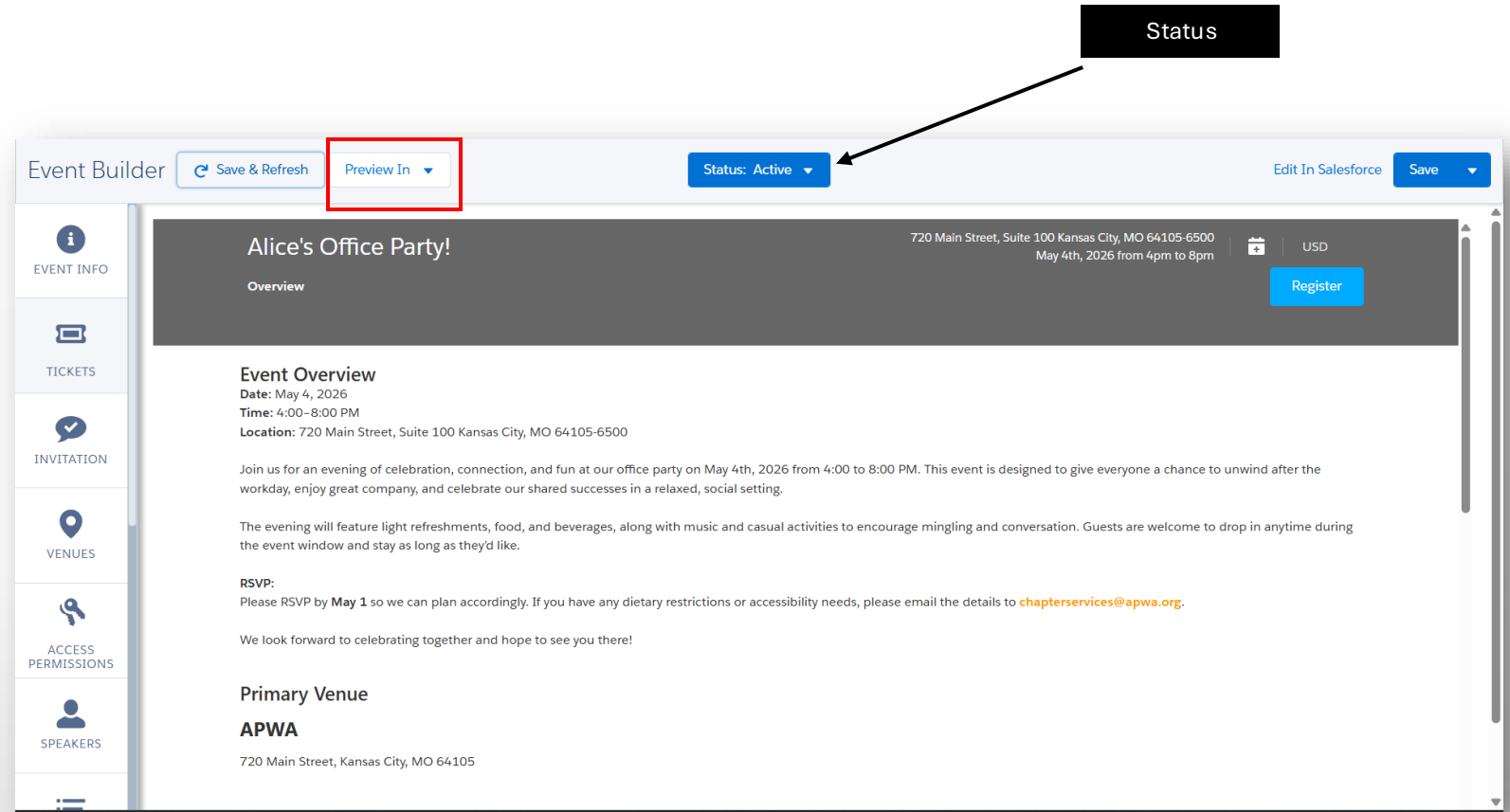
1. You also will be able to add URLs for Linked In, Facebook or Twitter
2. To view your Speaker’s bio, if you click on the photo is should pop- up and have those links to their Social Medial accounts under their photo.

Please note, currently speakers entered in this section will not flow into WordPress. However, attendees will still be able to view this information once they click the “Register Now” button.



Event Status

1. You can either set your event status to planned, active, or closed.
2. **Planned** is when you are still working on building your event and it's not ready to go live. Please be reminded, in this stage it is not going to appear on the website and the registration link will not be open.
3. **Active** is when the event is ready to go live and people can purchase tickets. This will make the event live on the APWA [Event Calendar](#) and your chapter's website Event Calendar.
4. **Closed** will turn off registration and no longer allow people to access the page. This is how you turn registration off. It's important to note that this will not happen automatically. You will need to go in and manually close it once your event is over. It is also important to note, that once closed this will remove the event from WordPress. It is recommended you click the Sold Out button as previously referenced in the [Event info section](#) to keep the event post Active.
5. Please note, once an event is closed that this will automatically delete the event on the APWA & Chapter website. If this needs to be re-opened and added back to the website, please email chapterservices@apwa.org
6. To preview your event, make sure to change the status to active and hit "preview in".



Pages

If you want to get rid of the Featured Speaker, Featured Sponsor, or Primary Venue headings, then follow these steps:

1. Click on the pages tab.
2. Hit the 3 dots under actions on the Overview line.
3. Select Manage components.
4. Click on the trash can for featured speakers, featured sponsors, and primary venue.

Illustrated on the next page

The screenshot shows the 'Overview' page for an event titled 'Alice's Office Party!'. The page header includes the event title, location (720 Main Street, Suite 100 Kansas City, MO 64105-6500), date (May 4th, 2026 from 4pm to 8pm), and a 'Register' button. The main content area is titled 'Event Overview' and contains the following text:

Event Overview
Date: May 4, 2026
Time: 4:00-8:00 PM
Location: 720 Main Street, Suite 100 Kansas City, MO 64105-6500

Join us for an evening of celebration, connection, and fun at our office party on May 4th, 2026 from 4:00 to 8:00 PM. This event is designed to give everyone a chance to unwind after the workday, enjoy great company, and celebrate our shared successes in a relaxed, social setting.

The evening will feature light refreshments, food, and beverages, along with music and casual activities to encourage mingling and conversation. Guests are welcome to drop in anytime during the event window and stay as long as they'd like.

RSVP:
Please RSVP by **May 1** so we can plan accordingly. If you have any dietary restrictions or accessibility needs, please email the details to chapterservices@apwa.org.

We look forward to celebrating together and hope to see you there!

Featured Speakers

Featured Sponsors

Primary Venue
APWA
720 Main Street, Kansas City, MO 64105

A red circle highlights the 'Featured Speakers', 'Featured Sponsors', and 'Primary Venue' sections.

PERMISSIONS

Active (Active) ▾ + New Page

MOVE	NAVIGATION LABEL	BROWSER LABEL	PUBLISHED	ACCESS PERMISSIONS	ACTIONS
	Overview	Overview	<input checked="" type="checkbox"/>		
	Agenda	Agenda	<input type="checkbox"/>		
	Venues	Venues	<input type="checkbox"/>		
	Speakers	Speakers	<input type="checkbox"/>		
	Sponsors	Sponsors	<input type="checkbox"/>		

Pages Tab

Click this and select "manage components"

Use the arrows (circled below) as needed to move the position of these

Save & Close

	Event Overview	
	Featured Speakers	
	Featured Sponsors	
	Primary Venue	
	Registration	

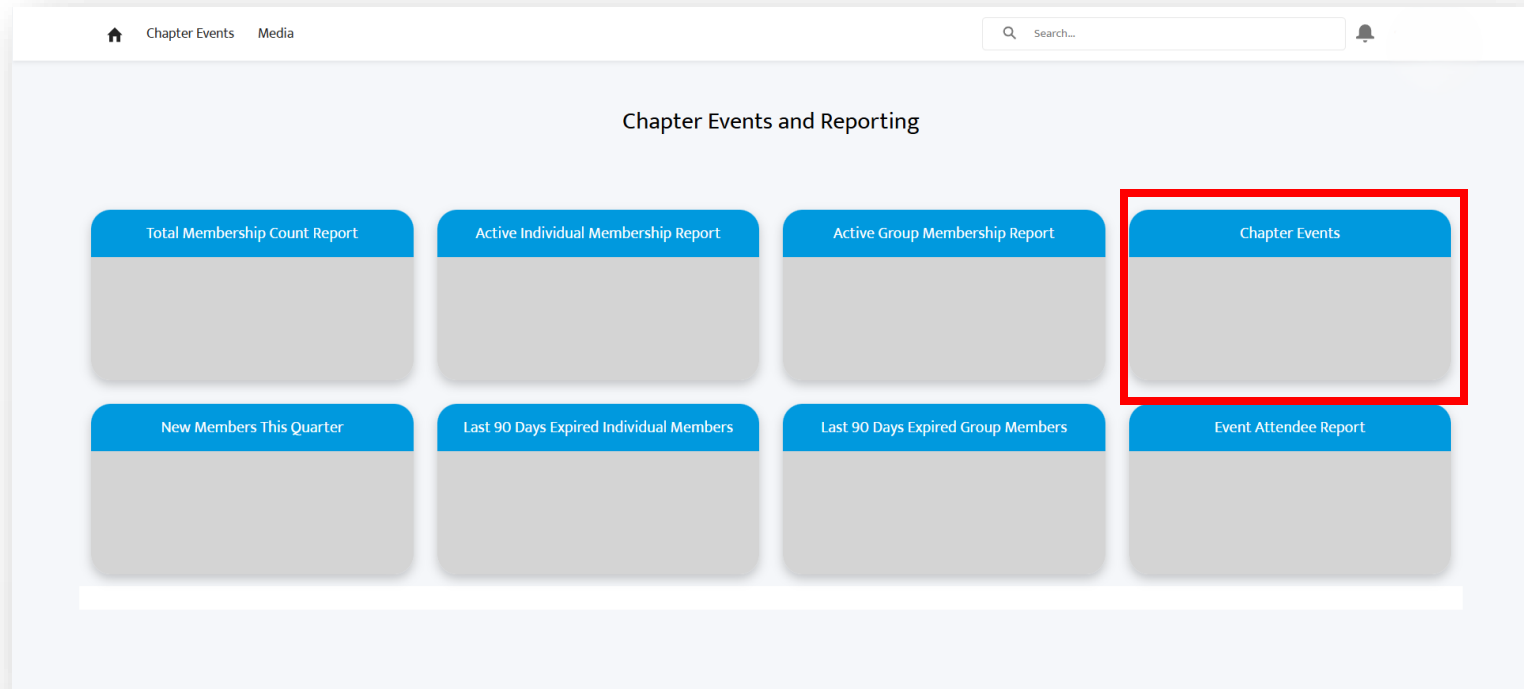
May 2026

Delete these as needed

Pulling a Chapter Event Report

To pull a registration report for any of the events you set up, you will want to follow the following steps:

1. Click on chapter events.
2. Select your event you are looking to pull a report for.



The screenshot shows a list of events under the heading "Events". The "Recently Viewed" dropdown menu is open, and an arrow points from the "Chapter Events" report card in the dashboard above to this dropdown. The list contains 9 items, updated a few seconds ago. The table has columns for Event Name, Status, Registration, Start Date, Start Time, End Date, End Time, and three Ticket columns.

	Event Name	Status	Registratio...	Start Da...	Start Ti...	End Date	End Time	Tic...	Tic...	Tic...	
1	<input type="checkbox"/> 2026-10-15_KCMetro_Annual Golf Tournament	Active	Lightning E...	5/1/2026	08:00 A...	10/8/2026	08:00 A...	102	0	102	▼
2	<input type="checkbox"/> 2026-04-28_KCMetro_Admin & Contract Panel Discussion	Clos...	Lightning E...	3/19/2026	08:00 A...	4/24/20...	08:00 A...	50	15	35	▼
3	<input type="checkbox"/> KCMetro_9/10	Clos...	Lightning E...	9/10/2024	05:30 PM	9/10/2024	08:30 PM	100	69	31	▼
4	<input type="checkbox"/> 2025-08-19_KCMetro_PWX Chapter Dinner	Clos...	Lightning E...	6/17/2025	08:00 A...	8/14/2025	12:00 PM	120	70	50	▼
5	<input type="checkbox"/> 2026-04-07_KCMetro_Networking Event	Clos...	Lightning E...	4/7/2026	04:30 PM	4/7/2026	06:30 PM	30	20	10	▼
6	<input type="checkbox"/> 2026-04-14_KCMetro_APWA PWI Module II	Clos...	Lightning E...	4/14/2026	08:00 A...	4/16/2026	05:00 PM	87	83	4	▼
7	<input type="checkbox"/> 2026-03-01_KCMetro_Chapter Annual Partnership Program	Clos...	Lightning E...	1/6/2026	08:00 A...	3/27/2026	08:00 A...	50	6	44	▼
8	<input type="checkbox"/> 2026-03-06_KCMetro_Leadership Panel	Clos...	Lightning E...	3/6/2026	11:30 AM	3/6/2026	01:00 PM	40	28	12	▼
9	<input type="checkbox"/> 2025-12-10_KCMetro_Holiday Party	Clos...	Lightning E...	12/10/20...	05:30 PM	12/10/20...	09:00 PM	120	113	7	▼

Pulling a Chapter Event Report – Continued

1. Once you are in the event you will copy the event URL link.
2. After the link is copied, return to the homepage.

The screenshot displays a web interface for event management. At the top, there are navigation links for 'Chapter Events' and 'Media', a search bar, and a notification bell. The main content area shows event details for 'KC Metro 5.4.26'. The event is categorized under 'APWA Lightning Events Category' and has a status of 'Closed'. The registration style is 'Lightning Event', with a start date of 5/4/2026 at 4:00 PM and an end date of 5/4/2026 at 8:00 PM. The ticket sales start date is 5/4/2026. The event is associated with the 'APWA' business group and the 'Kansas City Metro' community group. The event key is 'c73c43f2-9ebe-4'. The event URL, 'https://my.apwa.org/eventapi_router?event=a1mjx0000085npt', is highlighted with a red circle. The interface also includes a 'DETAILS' tab, a 'RELATED' tab, and a 'Capacity' section showing a total event capacity of 100. On the right side, there are buttons for '+ Follow', 'Edit', 'Delete', and 'Clone', along with a 'Share' button and a search bar for the feed.

Event Attendee Report

1. Click into the “Event Attendee Report”.
2. Choose your Chapter’s Event Attendee Report.

The image shows two screenshots of a web application interface. The top screenshot displays the 'Chapter Events and Reporting' dashboard with eight report tiles: Total Membership Count Report, Active Individual Membership Report, Active Group Membership Report, Chapter Events, New Members This Quarter, Last 90 Days Expired Individual Members, Last 90 Days Expired Group Members, and Event Attendee Report. The 'Event Attendee Report' tile is highlighted with a red border. The bottom screenshot shows the 'Choose your Chapter Event Attendee Report' page with a list of 28 regional reports. An arrow points from the second step of the instructions to the 'Event Attendee Report' tile in the second screenshot.

Chapter Events and Reporting

- Total Membership Count Report
- Active Individual Membership Report
- Active Group Membership Report
- Chapter Events
- New Members This Quarter
- Last 90 Days Expired Individual Members
- Last 90 Days Expired Group Members
- Event Attendee Report

Choose your Chapter Event Attendee Report

- Alabama Event Attendee Report
- Alaska Event Attendee Report
- Alberta Event Attendee Report
- Arizona Event Attendee Report
- Arkansas Event Attendee Report
- Atlantic Provinces Event Attendee Report
- British Columbia Event Attendee Report
- California Central Coast Event Attendee Report
- Central California Event Attendee Report
- Central Pennsylvania Event Attendee Report
- Chicago Metro Event Attendee Report
- Colorado Event Attendee Report
- Delaware Event Attendee Report
- Florida Event Attendee Report
- Georgia Event Attendee Report
- Hawaii Event Attendee Report
- Illinois Event Attendee Report
- Indiana Event Attendee Report
- Iowa Event Attendee Report
- Kansas Event Attendee Report
- Kansas City Metro Event Attendee Report
- Kentucky Event Attendee Report
- Louisiana Event Attendee Report
- Maine Event Attendee Report
- Manitoba Event Attendee Report
- Michigan Event Attendee Report
- Mid Atlantic Event Attendee Report

Event Attendee Report - Continued

1. Click on the filter option.
2. Click on the Event URL.
3. Paste the URL in the bottom field.
4. Click apply to pull up the event registration report.

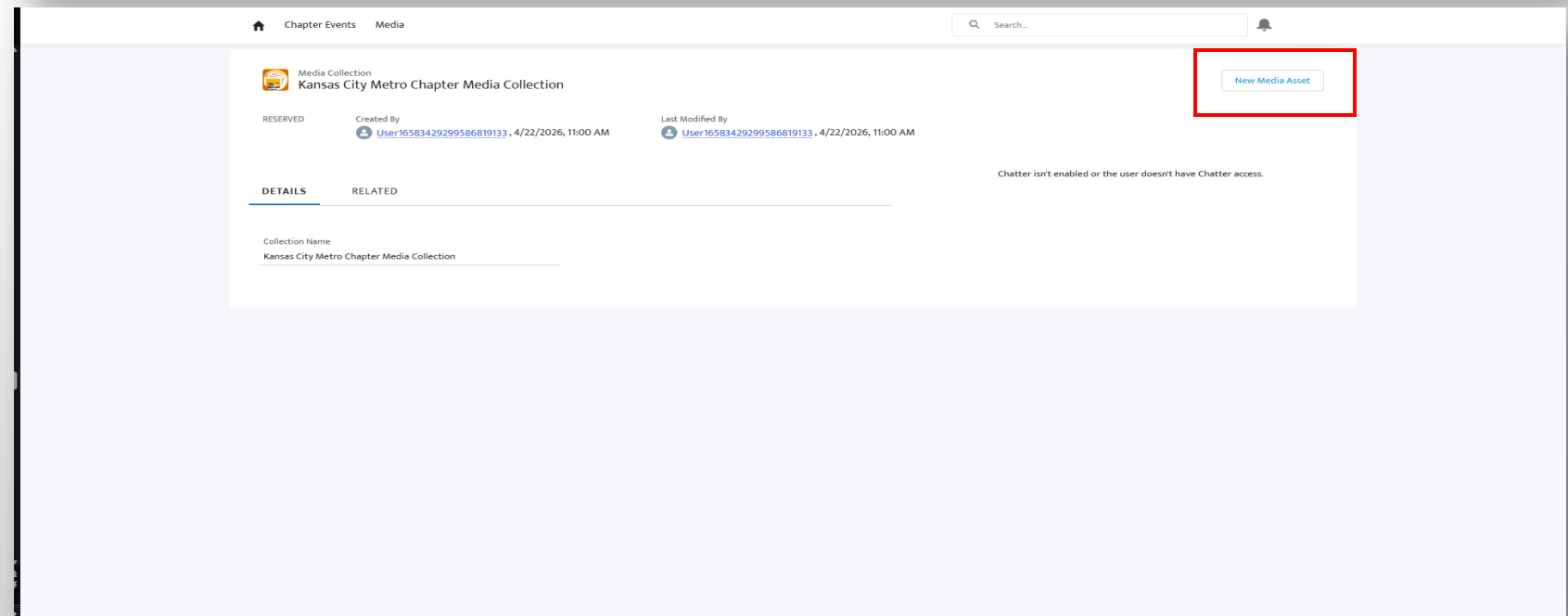
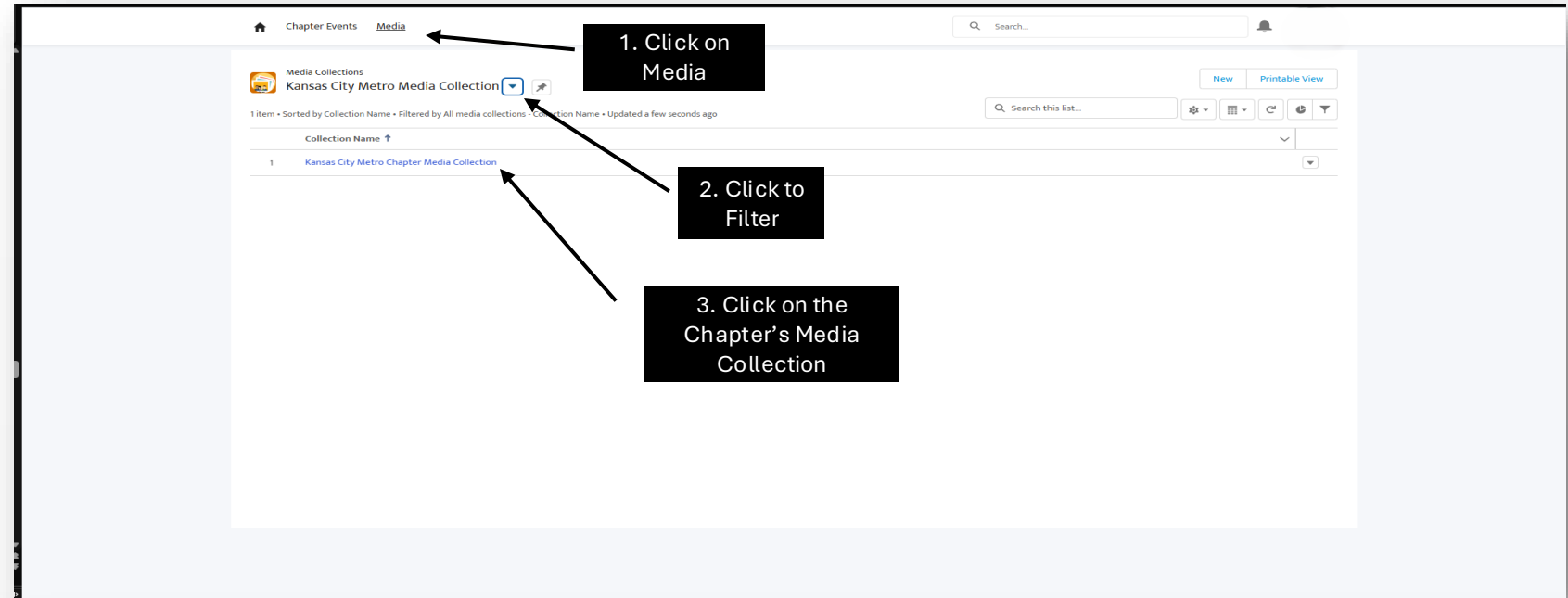
From here you can pull a detailed report into an excel document for your records.

The screenshot shows a report titled "Report: FON - Attendees with Registration Items" for the "Event Attendee Report" from the "KC Metro Chapter". The report displays 19 total records in a table with columns for "Event: Event Name" and "Account: Account Name". A filter dialog box is open, showing the "Filter By" section with "Event URL" selected as the field and "equals" as the operator. The value field contains the URL "https://my.apwa.org/eventapi_router?event:". The "Apply" button is highlighted. On the right, a "Filters" sidebar shows the current filter applied: "Event URL equals https://my.apwa.org/eventapi_router?event=a1mjx000002BqF3".

	Event: Event Name	Account: Account Name
1	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	City of Edgerton, KS
2	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	OWN, Inc.
3	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	Staff Account Household
4	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	Staff Account Household
5	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	Meghan Woolbright Household
6	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	Mikayla Dendurent Household
7	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	Jared McPhee Household
8	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	Richard Wilson Household
9	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	City of Independence, MO
10	APWA KC Metro Chapter November Program: FEMA Hazard Mitigation Assistance	Olsson Inc

Media

1. Click on Media.
2. Filter the Media Collections.
3. Click on your Chapter's Media Collection.
4. Click "New Media Asset".
5. After this, a different screen will pop-up, please see on next slide.



Media – Upload to Media Collection

1. Click to check-mark “Is publicly accessible”.
2. Click on “browse” to select your photo.
3. Enter in a title for your photo.
4. Add a description if desired.
5. Click Upload.
6. Copy your URL to add to your event.
7. Go to Event Overview and click the photo to add your URL.

Please note, you will not be able to add PDFs here. You will need to convert into a JPEG before uploading.

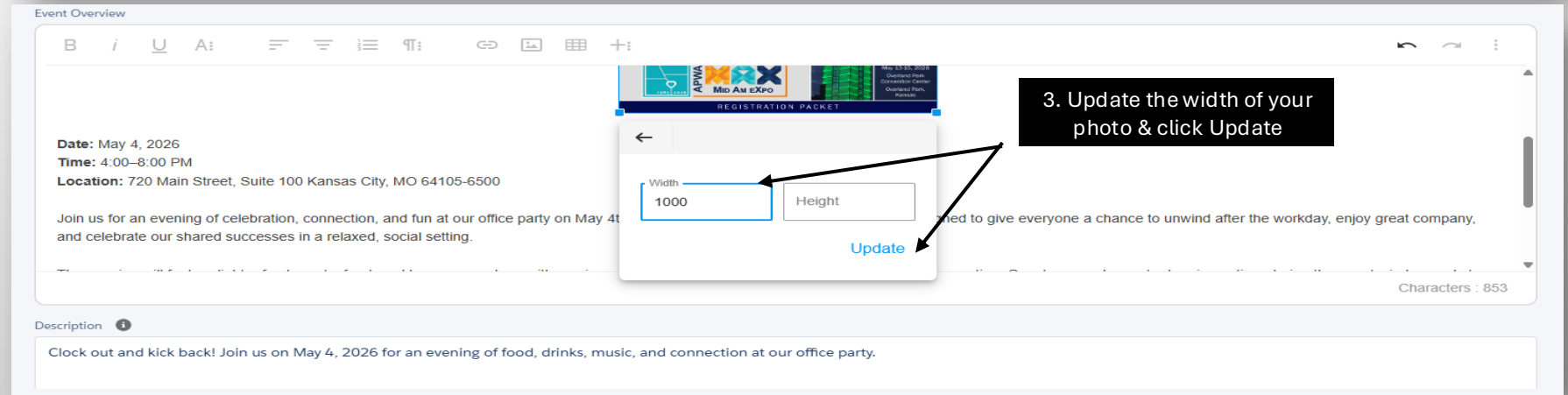
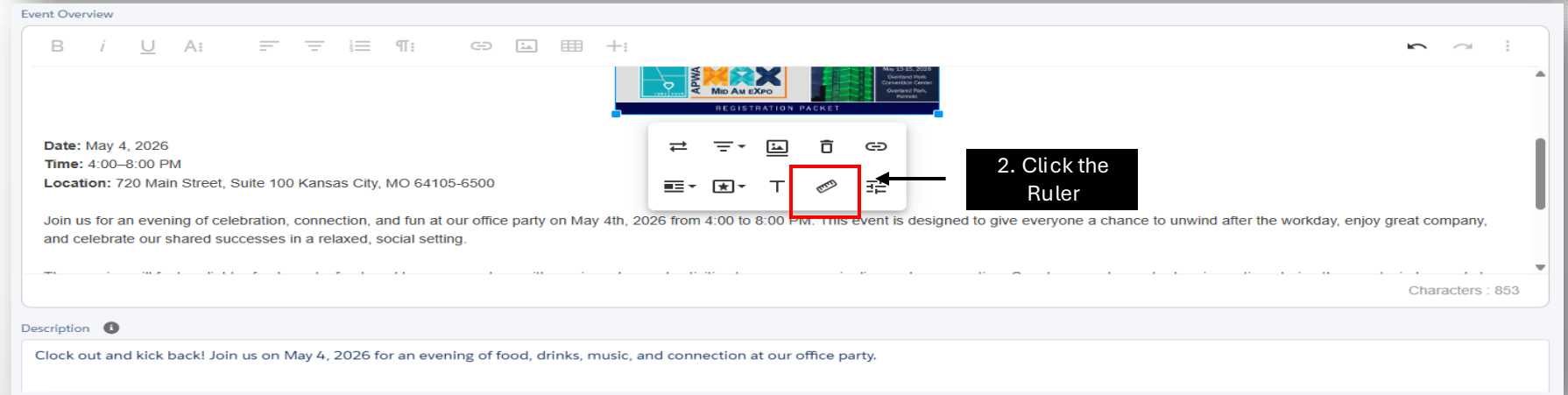
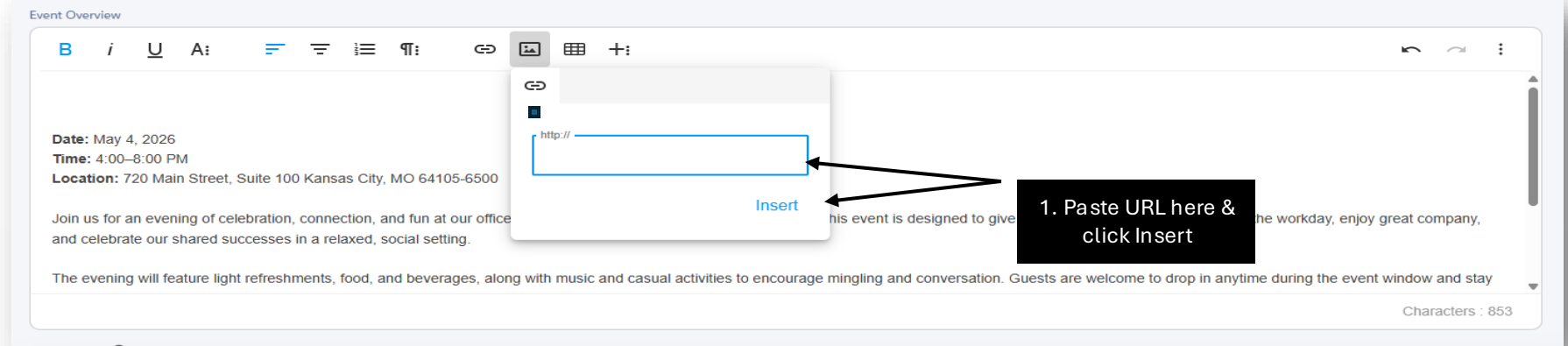
The screenshot shows the 'Upload Media Asset to Kansas City Metro Chapter Media Collection' form. It includes a search bar at the top right, a title field containing 'KC Metro 5.4.26', and a 'Short Description' field. A 'Media Asset' field contains the URL 'https://s3.us-east-1.amazor' and a 'Browse' button. A checkbox for 'Is publicly accessible?' is checked. An 'Upload' button is at the bottom left. Four numbered callouts point to: 1. The 'Is publicly accessible?' checkbox, 2. The 'Browse' button, 3. The title input field, and 4. The 'Upload' button.

The screenshot shows the same form after the upload process. The 'Media Asset' field now contains the full URL: 'https://s3.us-east-1.amazonaws.com/fonteva-customer-media/00D8c00002KFy5EAG/BainLLVp_APIWA_MAX_Logo_2026.jpg'. A red box highlights the 'UPLOADED FILE URL' section, which includes the full URL and a 'Copy URL' button under the 'ACTION' column. The 'Upload' button is no longer visible.

Media – Adding Photo to Event

1. Go to event Overview in the events tab.
2. Click on the photo, you will paste your URL from the media files here and click insert.
3. The photo will automatically be at a width of 300. You will click on the photo to open the photo menu if needed
4. Click on the ruler to open the menu to change the size of the photo.
5. Update the width, it is recommended to be set to 1000 and click update.
6. You should now be able to save and check to see if you are happy with the size and placement of the photo.

Please note, you will want to make sure you have clicked into the event overview section where you would like your photo to be before adding the photo.



For Questions:



Contact by email at chapterservices@apwa.org



Please provide as much information as possible.



If you would like a 1-1 training session, please reach out to chapterservices@apwa.org to set up a time.



If you need assistance planning your event, click [here](#) to access our event template. Complete the form and send it to Chapter Services to get everything set up.