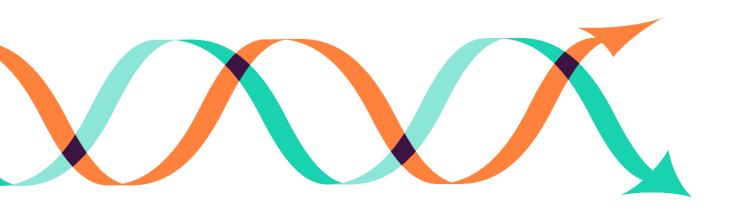# Events 1-Basics

Training Agenda

NASC Getting to know ReadyMembership

National Access & Scaffolding Confederation (NASC)
Membership Software
Version 1.0
7 October 2025

Pixl8 Group Ltd
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Training Session Agenda

Area	Covered
Events	All Events Pending Bookings Event types (explain each): Copy existing option Calendar View (filtering)
Creating a simple event	Add Event> Simple *Add Event type *Add Event venue, then edit to add address (Rooms, Contacts) *Add Speaker Teaser description Meta description– For analytics, if left blank, will pull teaser CPD points Featured sits on top of the event calendar Tags Topics Page display–custom homepage–to be covered in events 2 Booking information Workflow Waiting list Ts&Cs Event Capacity Booking Settings Pending Bookings Nudges –to demo on FE
Delegate Groups	Setting up a delegate Group Setting up a catch–all Group
Tickets	Creating tickets Add–ons (need multiple ticket selection set on Event) Offer Schedules

Area	Covered
Event page	Adding content Adding Speakers
Event booking playback	Run through the booking flow Recording attendance
Event Calendar Page	Set up
Global Settings	Default Settings *Cancellation behaviour *CRM Contact linking Payments and invoicing Booking references Layouts & templates *Event calendar layout–to demo on FE *Line item label renderer *Nudges *External booking link toggle Payment reminders

Action items

Set up a simple Event

Set up a Speaker

Create a ticket.

Related Videos & User Guides

Access to Videos & User Guides on the Knowledge Hub will require you to be logged in on your ReadyMembership platform first.

Walkthrough videos

1. Event Planning
2. Delegate Groups and scheduled offers
3. Adding Content to an Event
4. Understanding different event booking flows
5. Understanding Multi–Day and Split day events
6. Adding External Events
7. Admin booking features

8.   [Event reporting](#)
9.   [Sending Emails in Events](#)

User Guides

[Creating Webinars in Eventfolio](#)

More User Guides coming soon!

Notes

We recommend taking a bit of time to watch the training videos provided above before our session. It's a great way to get a head start and help us make the most of our time together.