

Managing Venues and Rooms

17 Steps [View most recent version](#) 

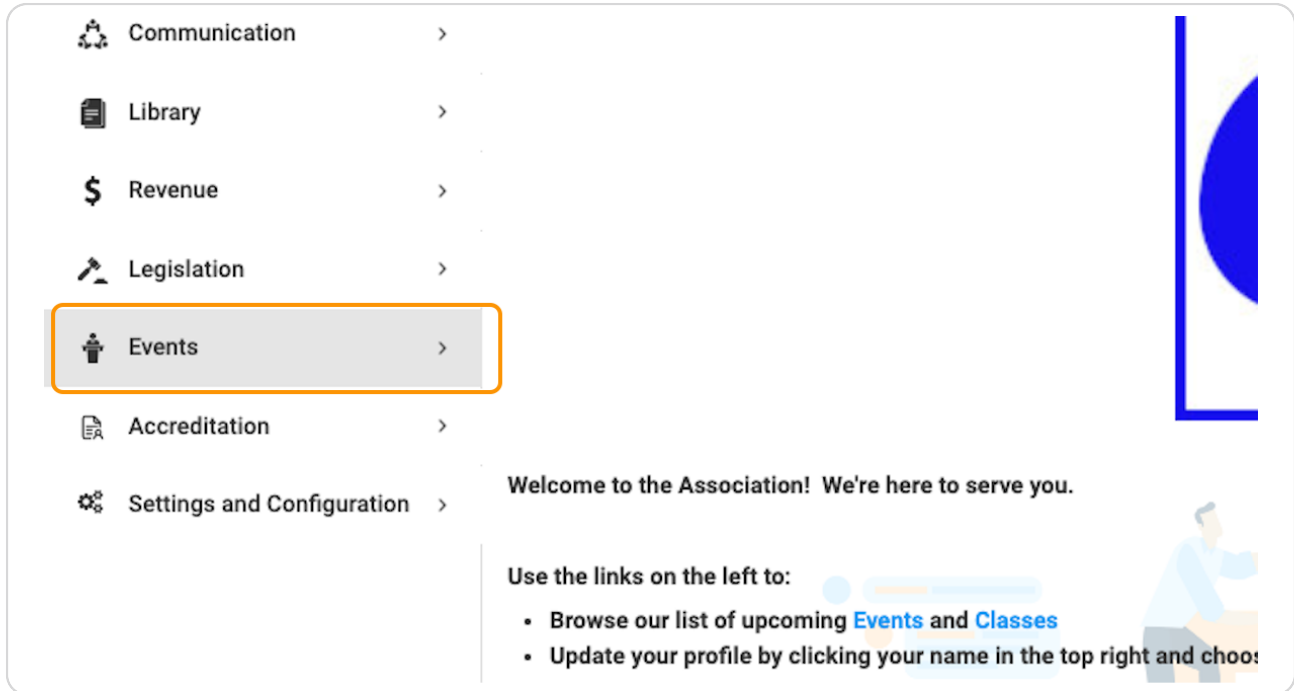
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Engagifii Inc.

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STEP 1

Click on Events



The screenshot shows a dashboard with a left-hand navigation menu. The menu items are: Communication, Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The 'Events' item is highlighted with an orange border. To the right of the menu, there is a large blue graphic element consisting of a vertical line and a semi-circle. Below the menu, there is a welcome message: 'Welcome to the Association! We're here to serve you.' Below this, there is a section titled 'Use the links on the left to:' followed by a bulleted list: 'Browse our list of upcoming Events and Classes' and 'Update your profile by clicking your name in the top right and choos'. There is also a small illustration of a person sitting at a desk.

Communication >

Library >

Revenue >

Legislation >

Events >

Accreditation >

Settings and Configuration >

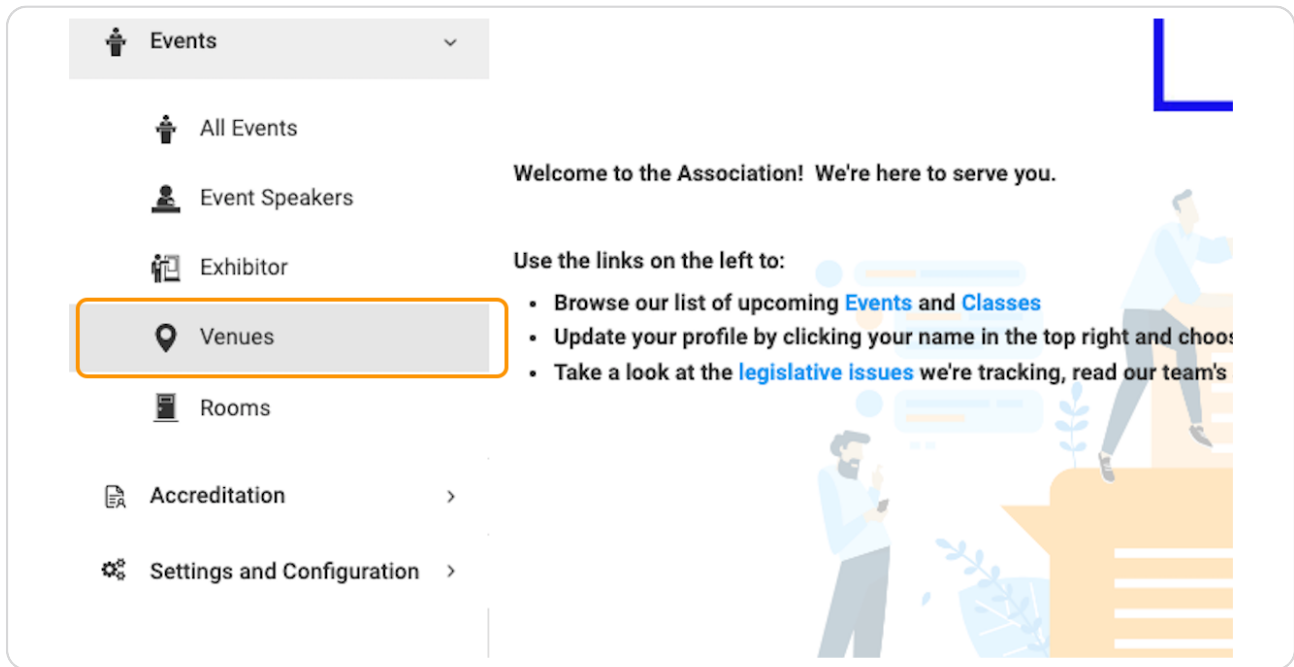
Welcome to the Association! We're here to serve you.

Use the links on the left to:

- Browse our list of upcoming **Events** and **Classes**
- Update your profile by clicking your name in the top right and choos

STEP 2

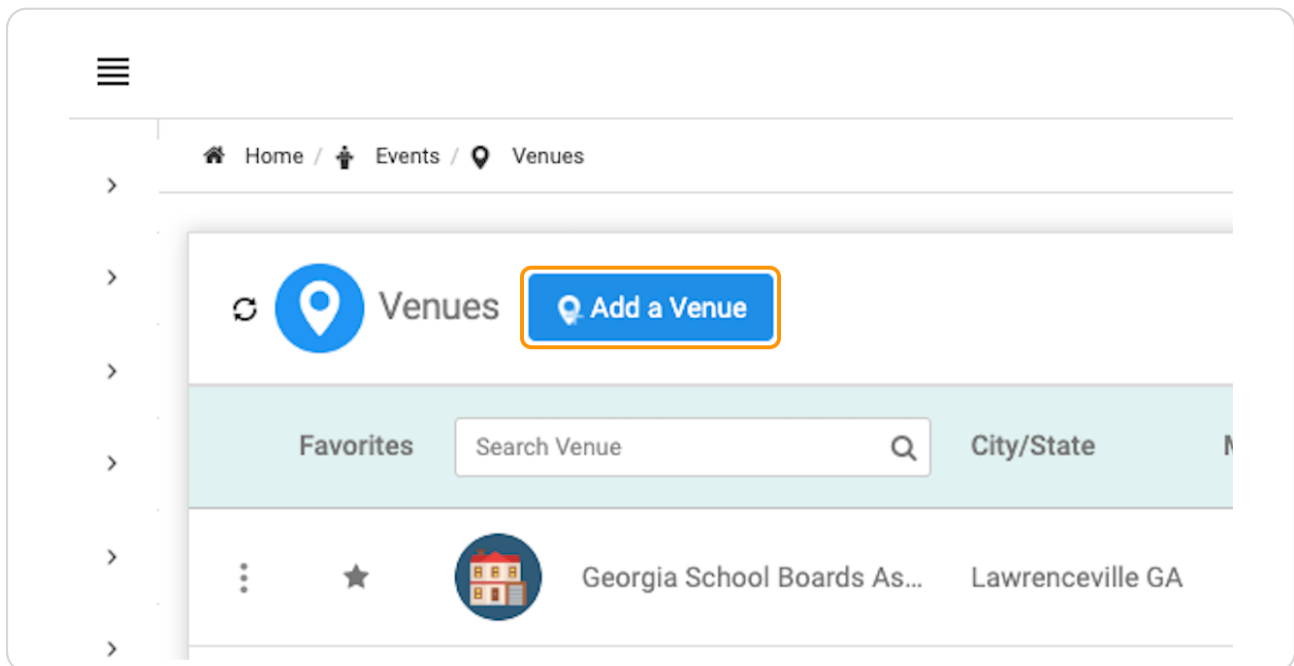
Click on Venues



The screenshot shows a navigation menu on the left side of a web application. The menu items are: Events (with a dropdown arrow), All Events, Event Speakers, Exhibitor, Venues (highlighted with an orange border), Rooms, Accreditation (with a right-pointing arrow), and Settings and Configuration (with a right-pointing arrow). The main content area on the right features a blue 'L' shaped logo in the top right corner, a welcome message: "Welcome to the Association! We're here to serve you.", and a list of instructions: "Use the links on the left to:" followed by three bullet points: "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right and choos", and "Take a look at the legislative issues we're tracking, read our team's". An illustration of a person standing on a stack of books is visible in the background.

STEP 3

Click on Add a Venue

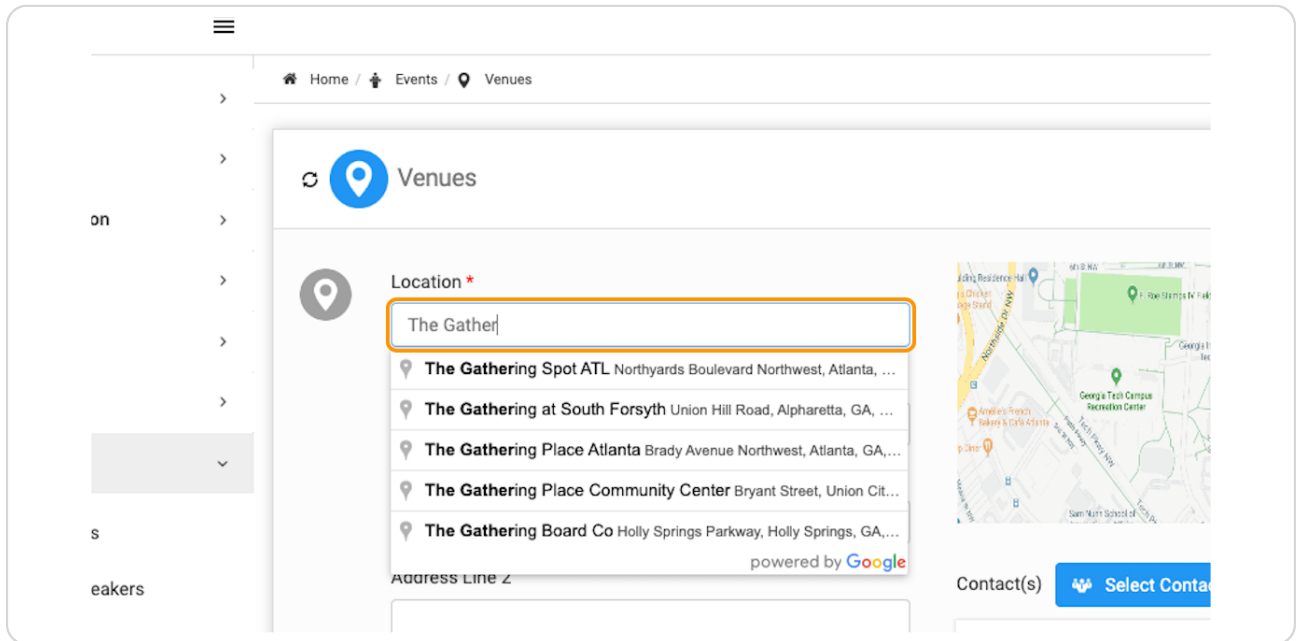


The screenshot shows the Venues page in a mobile application. At the top, there is a breadcrumb trail: Home / Events / Venues. Below this, the word "Venues" is displayed next to a location pin icon, and a blue button labeled "Add a Venue" is highlighted with an orange border. Underneath, there is a search bar with the text "Search Venue" and a magnifying glass icon. To the left of the search bar is the word "Favorites". Below the search bar, there is a list of venues, with the first one being "Georgia School Boards As..." located in "Lawrenceville GA". The page has a light blue header and a white background.

STEP 4

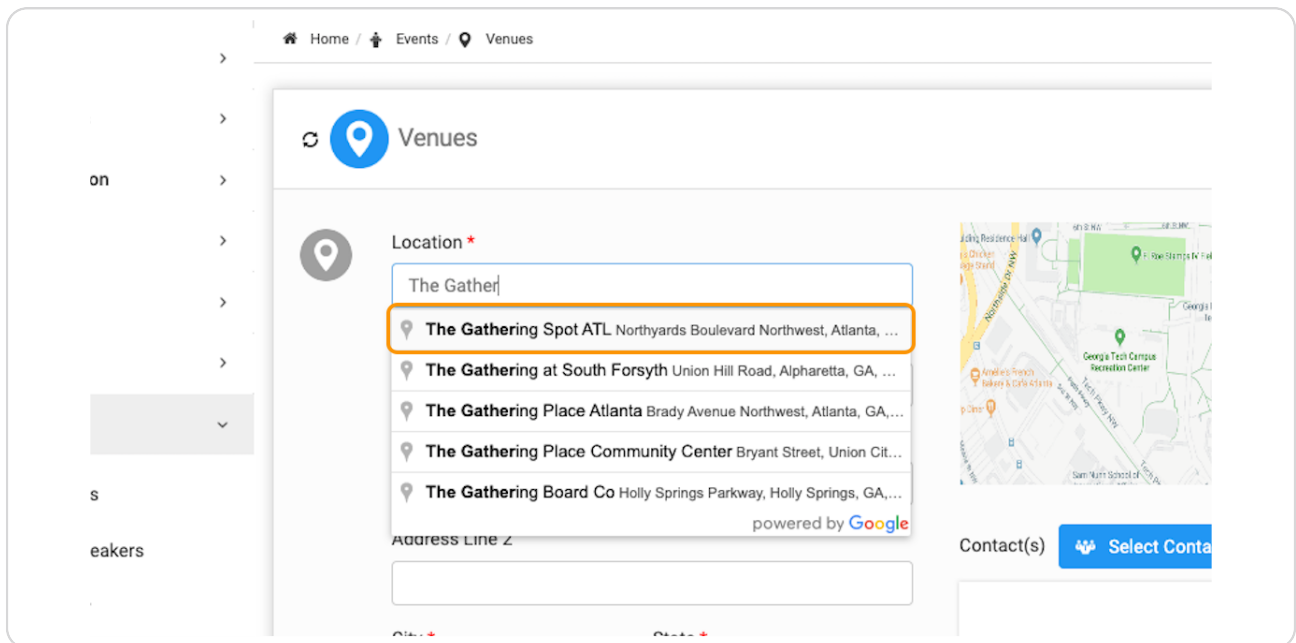
Type in the name of the venue.

I am searching for The Gathering Spot ATL



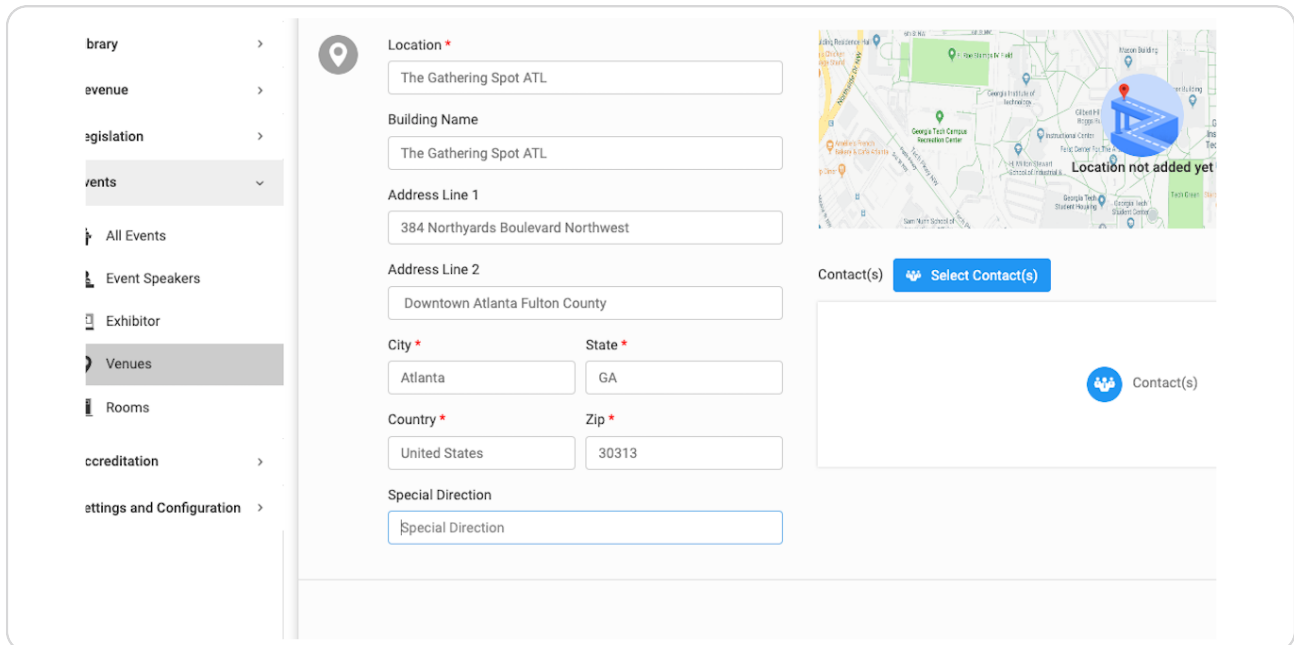
STEP 5

Select your venue.



STEP 6

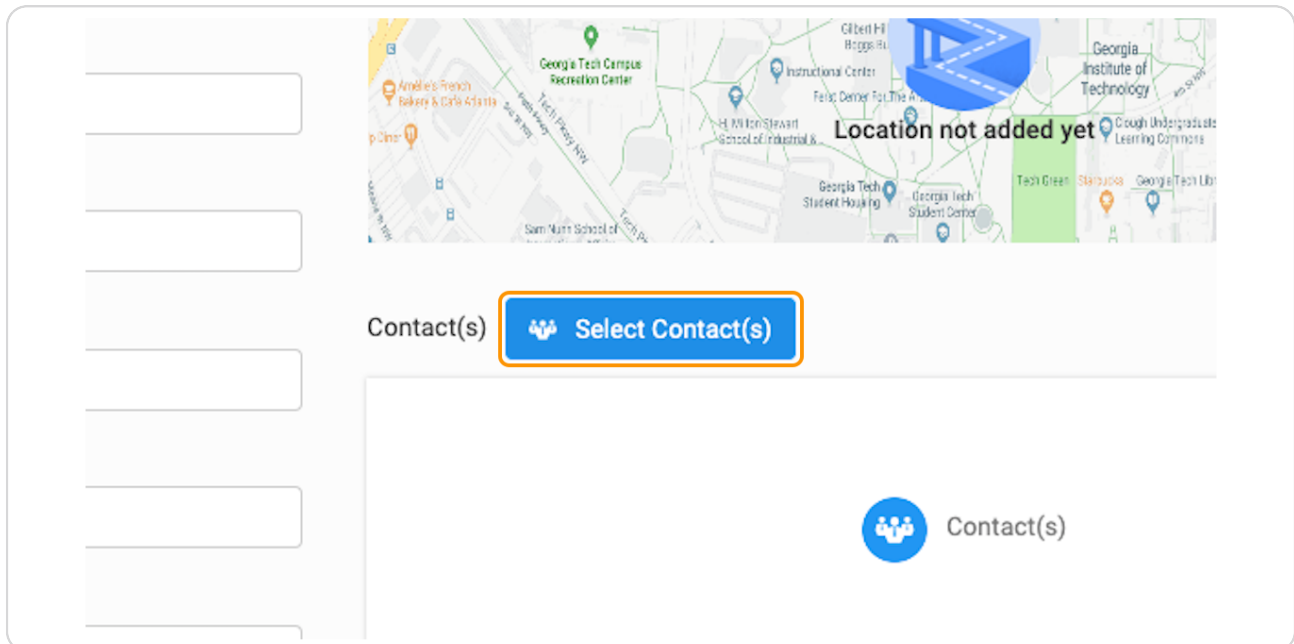
The Venue information will populate.



The screenshot shows a sidebar menu on the left with the following items: Library, Venue, Legislation, Venues (highlighted), All Events, Event Speakers, Exhibitor, Venues (highlighted), Rooms, Accreditation, and Settings and Configuration. The main content area is a form for adding a venue. The form fields are: Location (The Gathering Spot ATL), Building Name (The Gathering Spot ATL), Address Line 1 (384 Northyards Boulevard Northwest), Address Line 2 (Downtown Atlanta Fulton County), City (Atlanta), State (GA), Country (United States), Zip (30313), and Special Direction (Special Direction). To the right of the form is a map showing the location with a red pin and the text "Location not added yet". Below the map is a "Contact(s)" section with a blue button labeled "Select Contact(s)" and a list of contacts, currently showing one contact with a blue icon and the text "Contact(s)".

STEP 7

If you have a contact associated with this venue you can use this to add them here.



The screenshot shows the contact selection interface for a venue. On the left, there are several empty input fields. The main content area features a map of the venue location with a red pin and the text "Location not added yet". Below the map is a "Contact(s)" section with a blue button labeled "Select Contact(s)" and a list of contacts, currently showing one contact with a blue icon and the text "Contact(s)".

STEP 8

Click on Select Contact(s)...

The screenshot shows the 'Venues' form in the CXa system. The form is for 'The Gathering Spot ATL' in Atlanta, GA. A 'Select Contact(s)' modal is open, showing a list of contacts: Crescerance Admin, Dean Martin, Howard Hughes, and Kimberly King. The 'Save' button is highlighted.

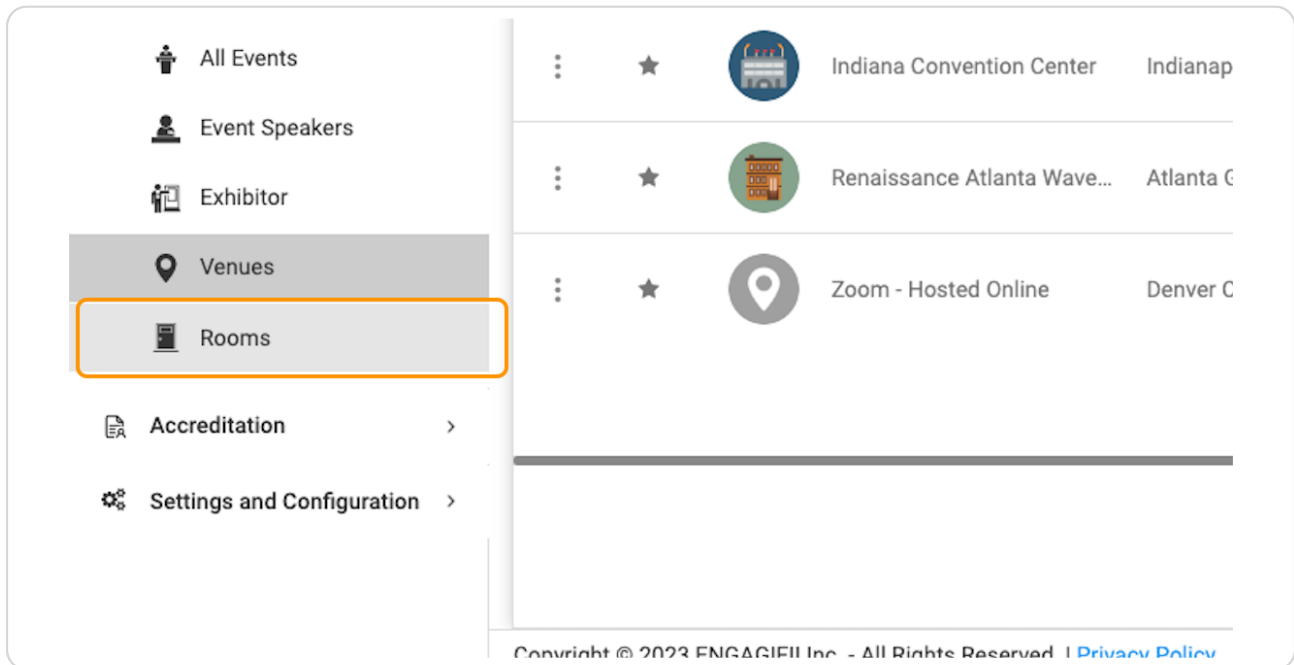
STEP 9

Click on Save

The screenshot shows the bottom right corner of the Venues form. The 'Save' button is highlighted with an orange border. The 'Close' button is also visible. Below the buttons, a table header is partially visible, showing columns for 'g Space', 'Total Exhibiting Space', 'Largest Room Size', 'Events', and 'Added'. A date '10/14/2022' is displayed at the bottom right.

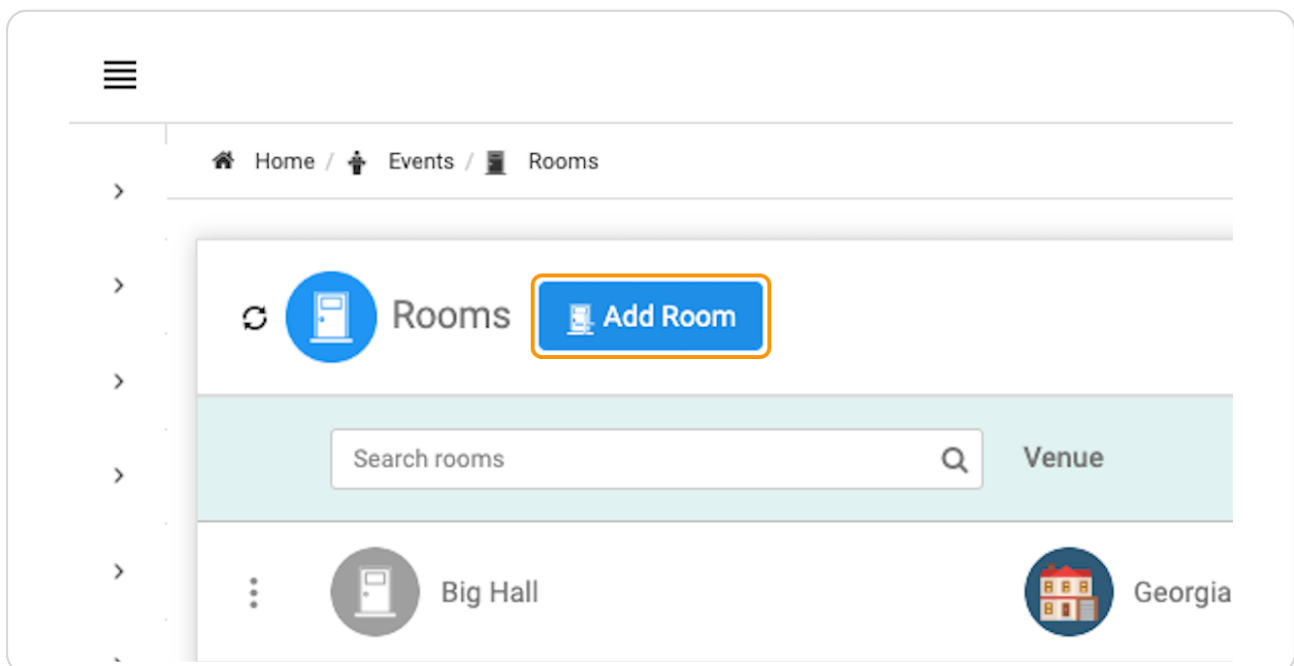
STEP 10

If you have rooms to add to your venue , click on Rooms



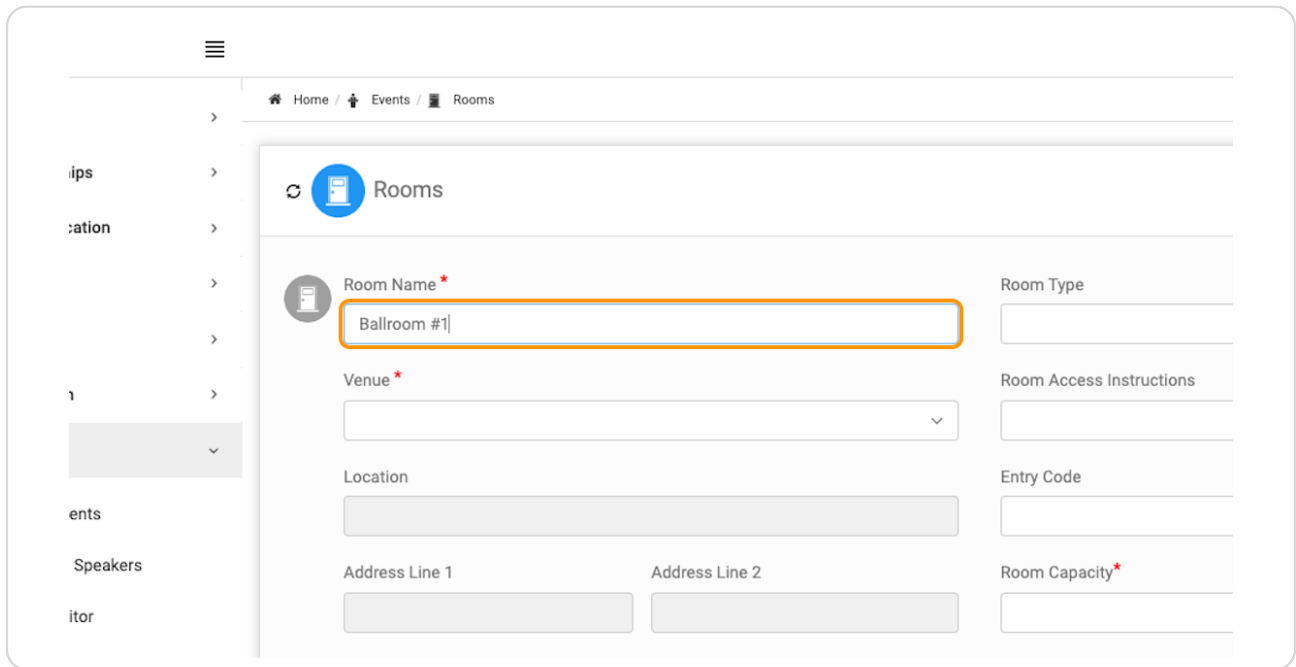
STEP 11

Click on Add Room



STEP 12

Type in the name of the room.

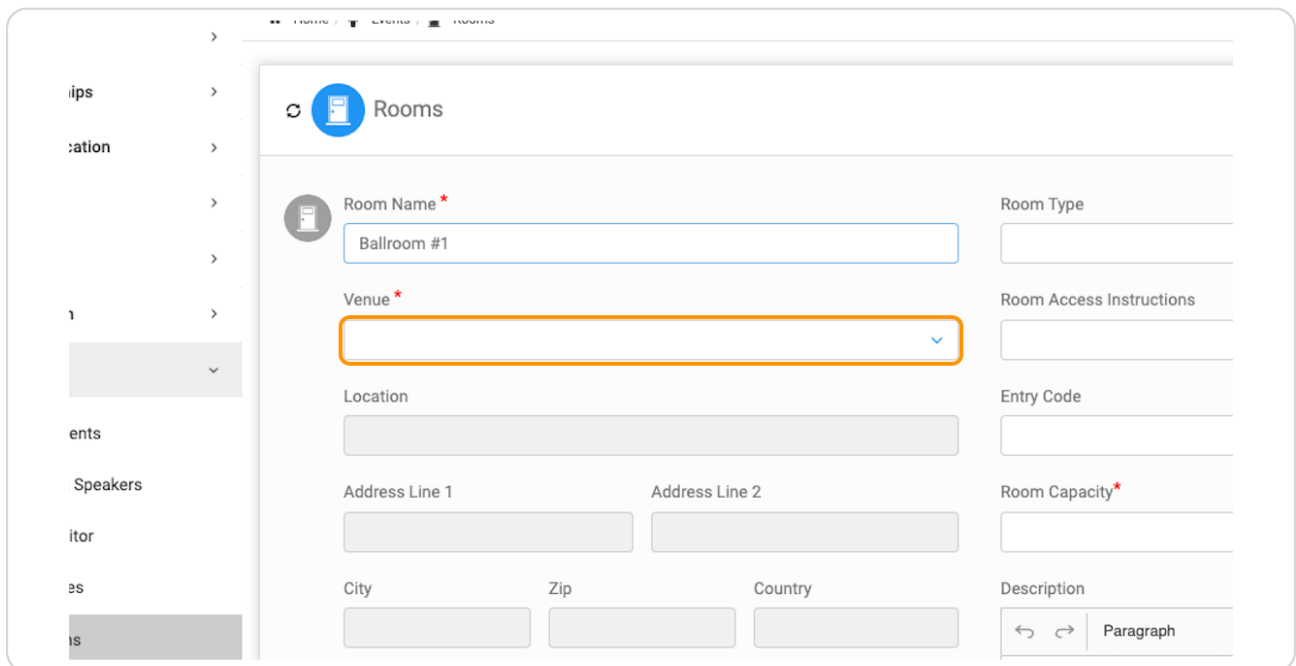


The screenshot shows a web application interface for managing rooms. The breadcrumb navigation at the top reads "Home / Events / Rooms". The main heading is "Rooms". On the left, there is a sidebar menu with items: "Rooms", "Locations", "Speakers", and "Event". The main form area contains the following fields:

- Room Name ***: A text input field containing "Ballroom #1", highlighted with an orange border.
- Venue ***: A dropdown menu.
- Location**: A text input field.
- Address Line 1** and **Address Line 2**: Two text input fields.
- Room Type**: A text input field.
- Room Access Instructions**: A text input field.
- Entry Code**: A text input field.
- Room Capacity ***: A text input field.

STEP 13

Select the venue that the room is attached to.



The screenshot shows the same web application interface as in Step 12. The "Venue *" dropdown menu is now highlighted with an orange border, indicating it is the field to be selected. The "Room Name" field still contains "Ballroom #1". The form also includes the following fields:

- Room Name ***: A text input field containing "Ballroom #1".
- Venue ***: A dropdown menu, highlighted with an orange border.
- Location**: A text input field.
- Address Line 1** and **Address Line 2**: Two text input fields.
- City**, **Zip**, and **Country**: Three text input fields.
- Room Type**: A text input field.
- Room Access Instructions**: A text input field.
- Entry Code**: A text input field.
- Room Capacity ***: A text input field.
- Description**: A text area with a "Paragraph" button.

STEP 14

The venue information will populate.

The screenshot shows the 'Rooms' form in the Crescence Admin system. The form is populated with the following information:

- Room Name: Ballroom #1
- Venue: The Gathering Spot ATL
- Location: The Gathering Spot ATL
- Address Line 1: 384 Northyards Boulevard Northwe
- Address Line 2: Downtown Atlanta Fulton County
- City: Atlanta
- Zip: 30313
- Country: United States
- State: GA
- Room Type: (empty)
- Room Access Instructions: (empty)
- Entry Code: (empty)
- Room Capacity: (empty)
- Description: (empty)
- Tags: (empty)

The form includes a rich text editor for the Description and a Tags field. A 'Save' button is visible at the bottom right.

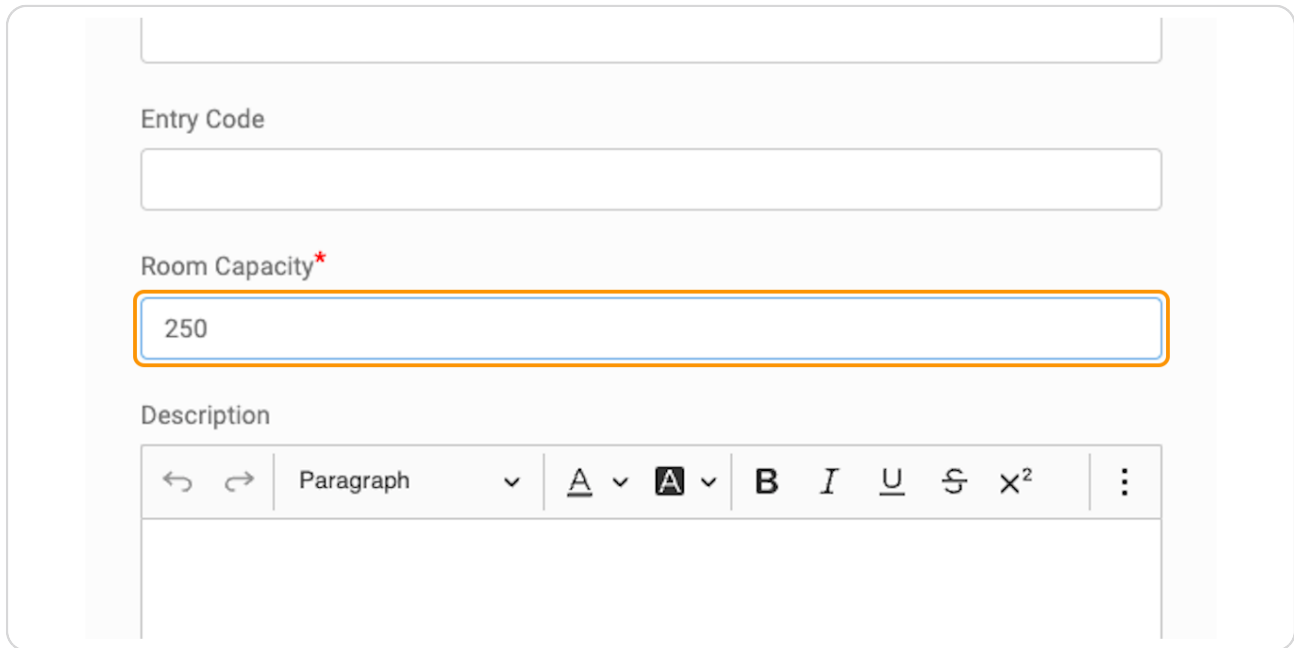
STEP 15

Choose your room type.

The screenshot shows the 'Rooms' form in the Crescence Admin system, focusing on the 'Room Type' field. The 'Room Type' field is highlighted with an orange border. The 'Room Access Instructions' and 'Entry Code' fields are also visible.

STEP 16

Enter the room capacity. Please note that future events held at this venue and room will need to be less than or equal to this capacity.



Entry Code

Room Capacity*

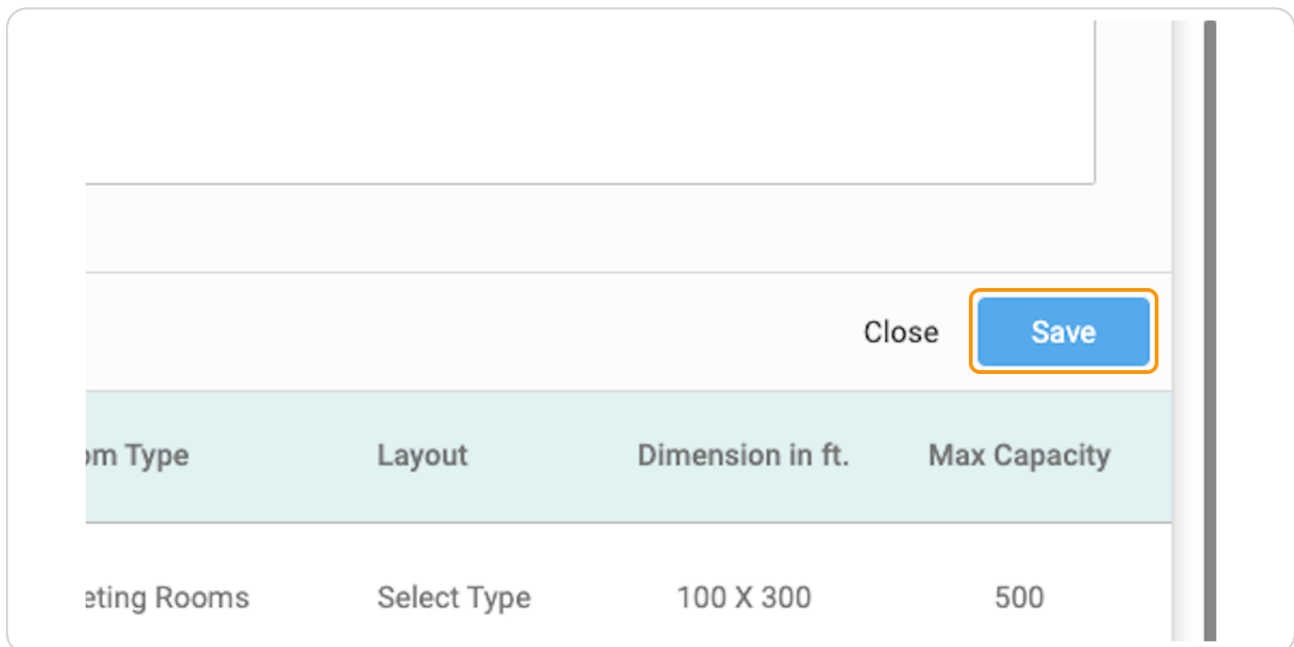
250

Description

← → Paragraph ▾ A ▾ A ▾ B I U S X² ⋮

STEP 17

Click on Save



Close Save

Room Type	Layout	Dimension in ft.	Max Capacity
Meeting Rooms	Select Type	100 X 300	500

